Summary of NOFO Changes
for
DTFH6115RA00003 (MODIFICATION 1)
5/22/15

Cover Page and Header:

- Annotated "MODIFICATION 1".

Page 3 of 34 – SECTION A – PROGRAM DESCRIPTION, Paragraph 2. LEGISLATIVE AUTHORITY

- Deleted and replaced the text citing the legislative authority in its entirety.

Page 14 of 34 – SECTION C – ELIGIBILITY INFORMATION, Paragraph 1. ELIGIBLE APPLICANTS

- Deleted and replaced the text citing the eligible applicants in its entirety.

Page 14 of 34 – SECTION C – ELIGIBILITY INFORMATION, Paragraph 2. COST SHARING OR MATCHING

- Deleted and replaced the text citing the cost sharing or matching in its entirety.

Notice of Funding Opportunity
Summary Information

Federal Agency Name:	**U.S. Department of Transportation (US DOT)** **Federal Highway Administration (FHWA)** **Office of Acquisition and Grants Management (HCFA)** **1200 New Jersey Avenue SE** **Mail Drop: E65-101** **Washington DC 20590** **Attn: Freida Byrd, HCFA-32**
Funding Opportunity Title:	**Off Hours Freight Delivery**
Announcement Type:	**This is the initial announcement of this funding opportunity.**
Funding Opportunity Number:	**Notice Number: DTFH6115RA00003**
Catalog of Federal Domestic Assistance (CFDA) Number:	**20.200 Highway Research & Development**
Key Dates:	**Notice Issue Date is April 21, 2015** **Application Due Date/Time is June 5, 2015 at 4:00 pm Eastern Time** Question Due Date/Time is May 6, 2015 at 4:00 pm Eastern Time)
Primary Point of Contact:	**Freida Byrd, 202-366-6547** **Freida.Byrd@dot.gov**
Secondary Point of Contact:	**Sarah Berman, 202-366-4233** **Sarah.Berman@dot.gov**

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Note: The FHWA uses www.grants.gov for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this Notice. Approval of user registrations for the site may take multiple weeks. It is the Applicant's responsibility to monitor for any updates to this Notice.

SECTION A - PROGRAM DESCRIPTION

The FHWA hereby requests applications for assistance to result in the award of a new Cooperative Agreement, entitled, "Off Hours Freight Delivery".

1. STATEMENT OF PURPOSE

The purpose of this proposed Cooperative Agreement is to conduct applied research on "Off Hours Freight Delivery".

2. LEGISLATIVE AUTHORITY

Statutory Authority to award this Agreement is derived from 23 USC 502 (c)(3) as follows:

(c) Collaborative Research and Development.—
(1) In general.— To encourage innovative solutions to surface transportation problems and stimulate the deployment of new technology, the Secretary may carry out, on a cost-shared basis, collaborative research and development with—
(A) non-Federal entities, including State and local governments, foreign governments, colleges and universities, corporations, institutions, partnerships, sole proprietorships, and trade associations that are incorporated or established under the laws of any State; and
(B) Federal laboratories.
(2) Cooperation, grants, contracts, and agreements.— Notwithstanding any other provision of law, the Secretary may directly initiate contracts, cooperative research and development agreements (as defined in section 12 of the Stevenson-Wydler Technology Innovation Act of 1980 (15 U.S.C. 3710a)) to fund, and accept funds from, the Transportation Research Board of the National Research Council of the National Academy of Sciences, State departments of transportation, cities, counties, and their agents to conduct joint transportation research and technology efforts.
(3) Federal share.—
(A) In general.— The Federal share of the cost of activities carried out under a cooperative research and development agreement entered into under this chapter shall not exceed 80 percent, except that if there is substantial public interest or benefit, the Secretary may approve a greater Federal share.
(B) Non-federal share.— All costs directly incurred by the non-Federal partners, including personnel, travel, and hardware development costs, shall be credited toward the non-Federal share of the cost of the activities described in subparagraph (A).
(4) Use of technology.— The research, development, or use of a technology under a cooperative research and development agreement entered into under this chapter, including the terms under which the technology may be licensed and the resulting royalties may be distributed, shall be subject to the Stevenson-Wydler Technology Innovation Act of 1980 (15 U.S.C. 3701 et seq.).
(5) Waiver of advertising requirements.— Section 6101 (b) to (d) of title 41 shall not apply to a contract or agreement entered into under this chapter.

3. BACKGROUND

Background on the Program

Agencies at all levels of government are now faced with delivering transportation system performance in a resource constrained environment. Past research has shown that urban transportation systems have excess capacity during off hours, and congestion and lack of capacity during peak hours. Movement or delivery of goods in urban and metropolitan areas is frequently made during peak congested periods, resulting in congestion, inefficient goods delivery, environmental justice issues, increased fuel consumption, higher labor costs and negative air quality impacts. Moving truck deliveries to off hours provides a low cost solution that can reduce congestion, improve freight flows, and have positive impacts on air quality, environmental justice, sustainability and livability of a city or urban area. Recent efforts, including the Ports of Los Angles and Long Beach marine terminal operators PierPass OffPeak program and the United States Department of Transportation (USDOT) Office of the Assistant Secretary for Research (OST-R) supported research with Rensselaer Polytechnic Institute for work in New York City, has demonstrated that an off hours program for movement or delivery of goods in an urban area is possible and has notable environmental and transportation benefits.

FHWA Interest in the Program

The FHWA Office of Freight Management and Operations (HOFM) in partnership with the Environmental Protection Agency (EPA) and the European Commission are interested in researching and demonstrating the efficacy of implementing off hours goods movement and delivery programs in various environments including sections or specific locations in large metropolitan areas, small to medium size urban, freight facilities, private freight operations and/or supply chains, etc. The nature of the project, moving trucks to off hours reduce to congestion, improve freight flows, and have positive impacts on air quality, environmental justice, sustainability and livability of a city or urban area, fits squarely with the USDOT/EPA/Housing for Urban Development (HUD) Partnership for Sustainability. FHWA is specifically looking for new innovative ways to implement this program in order to provide additional options for public stakeholders besides the already successful programs implemented in New York (NY) and California (CA).

Case Studies of Previous Pilot Programs

There are a series of pilot programs that have been implemented in the United States and other countries as well, that provide a good perspective of how this program's objectives and incentives can vary based on the location of implementation. For example, the Concept Inner-city Night Delivery which was implemented in Barcelona and Dublin addresses the following aspects: the delivery during night time with specially equipped low noise vehicles (low noise equipment, Compressed Natural Gas (CNG) etc.) and the allowance for larger trucks to enter the city center which are restricted during the day time. The implementation of Inner-city Night Delivery proved to reduce delays for the logistics service providers by using the free road capacities at night; reduce emissions and energy consumption (less congestion during night time, direct access to the shops); increase logistics efficiencies in terms of the deployment of Heavy Good Vehicles (HGVs) and manpower; and enhances road safety.

The Ports of Los Angeles and Long Beach use the PierPASS OffPeak program to encourage greater use of container terminals from 6 p.m. to 3 a.m. About 40 percent of container cargo traffic shifted to the off-peak during the program's first three years prior to the economic downturn in 2008; recent numbers are closer to 30 percent.

A major pilot study was recently completed in NYC and a more formal implementation process is underway in the area under a project funded by the USDOT, and supported by the New York City DOT. The pilot study included an analysis of GPS truck tracking. The analysis indicated that during off-peak deliveries, a truck on a defined route travels an average of 8 mph whereas trucks often average below 3 mph during regular hours. Traffic simulations showed that, with financial incentives to customers to receive off-hours deliveries, trucking companies can garner significant financial benefits in operations. Simultaneously, the number of trucks on the road during peak traffic hours and delivery zone conflicts near large traffic generators can be reduced. During the federally-funded pilot study that ended in January 2010, delivery times dropped an average of 48 minutes, fuel costs were reduced, trucking companies dramatically reduced their monthly parking ticket costs (which are considered a cost of doing business), and several business needs were identified for broader implementation.

<u>Previously Awarded FHWA Grants</u>
FHWA has awarded two pilot projects that propose innovative cost effective solutions that target freight management operations issues within their respective urban areas.
The first pilot project was awarded to the District Department of Transportation (DDOT) Off-Hours Freight Delivery Program which will focus on improving the management of curbside loading zones in the city by incentivizing businesses to shift to off-hour deliveries. The District has a constrained infrastructure with multiple modes competing for use of the same space and DDOT believes that a focus on encouraging off-hour deliveries would contribute significantly to reducing congestion. The second pilot is based on an Agreement between Florida DOT and the Orlando Health Campus. FDOT, proposes a pilot project to study the costs and benefits of moving freight deliveries currently occurring during peak traffic time on the Orlando Health campus to the off-hours of the day. The deliverable of this study will be an analysis of the costs and benefits of implementing off-hours freight delivery operations to the facility, carrier, and environment. They will do so by using GPS technology to optimize the delivery time of the carriers which will results not only in social and environmental benefits to the community surrounding this facility but also operational benefits to both the carriers and receivers by optimizing the work hours and resources needed to complete the delivery process.

<u>FHWA Contractor Support for Pilot Projects Awarded Under this Funding Opportunity</u>
The FHWA has brought on board contractor support (the FHWA contractor) under Task Order DTFH61-11-D-00015-T-13001, "Off Hours Delivery Research and Project Support", for:

- Development of basic decision support tools and publications for entities interested in implementing a similar program.

- Pre and post implementation project evaluations.
- Limited technical assistance to the Cooperative Agreement Recipients for marketing and implementation of the projects.

The FHWA contractor will develop a series of easy to read, clearly understandable print and electronic publications intended for use by State, regional or local government agency personnel, business organizations or non-profits interested in implementing or promoting an off peak goods movement delivery program. These publications will include:

- Brochure highlighting the program and benefits to motor carriers, receivers and shippers.
- Brochure highlighting the program and benefits governments, non-profits and program sponsors.
- Technical handbook for motor carriers, receivers and shippers.
- Technical handbook for governments, non-profits and program sponsors.
- Web page with information provided in the above documents, links to related work and other information about the concept.

It is expected that the FHWA contractor shall jointly conduct pre and post evaluation of the pilot projects with the Cooperative Agreement Recipients.

The FHWA contractor shall provide limited advice to Recipients on strategies to best engage, and sustain the engagement of the private sector receivers and carriers and any other relevant entities (such as government agencies, industry associations, the public) who are essential for successful implementation of the project.

The FHWA contractor shall provide limited technical guidance and advice to Recipients on building or street modifications, carrier or distributor modifications, analytical techniques and considerations for integrating off hours delivery into business plans for shippers and receivers, rationale for receivers and carriers participating in the program funding and financing, environmental justice, noise pollution, livability issues, commercial vehicle and building energy use and efficiency.

This Notice of Funding Opportunity

The FHWA will award up to $200,000 in research grants to explore the efficacy of implementing off-hours goods movement and delivery programs in urban areas with emerging or growing congestion problems. Working with the EPA and European Commission (EC), the pilot will look at how truck deliveries made outside of peak and rush hours - when there is less traffic on the highways - can save time and money for freight carriers, improve air quality and create more sustainable and livable cities. The FHWA expects Recipients to collaborate with the EC on similar projects as part of the Horizon 20/20 program which looks to reduce impacts and costs of freight and service trips in urban areas. More information on the respective EC research can be found at: http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/2637-mg-5.2-2014.html

The FHWA anticipates the funding will be used to help businesses retool their operations to accommodate shipments during off hours and distributors reconfigure routes and supply chains. While transportation agencies are eligible to apply for this Agreement, FHWA encourages them to partner with businesses involved in freight movement.

Note: Applicants are encouraged to collaborate with the EC on similar projects. Recipients with planned efforts to collaborate with the EC will be given greater consideration for award. The application should include all estimated travel funds associated with the collaboration aspects of this project.

Awarded funds may be used to support the objective of the award in accordance with the technical approach to be identified by the applicant, Examples include, but are not limited to: modification of business establishments to accommodate off hour assisted or unassisted delivery (for example partitions, storage lockers, entrances, security systems, and insurance), grants for carriers to reconfigure routes, grants to distributors to reconfigure supply chain operations, public infrastructure or operational improvements, facilitation, coalition building, marketing and education for the program, program evaluation and other activities. Project scope and structure are left up to the applicant. As examples, the project scope could focus on the city core or be regional in nature, it could focus on a specific industry/commercial sector or be geographic/major freight generator focused, it could focus on retail deliveries or general goods movement, or could have a another focus.

4. GOALS

The goals of this Cooperative Agreement are to:

- Demonstrate and better understand the efficacy of implementing off hours for the movement of goods and delivery programs in small to medium size urban areas as related to:
    - Reducing Congestion,
    - Improving Freight Flows,
    - Positively Impacting Air Quality, and
    - Improving Sustainability, Livability and Environmental Justice.
- Research and demonstrate a low cost, easily replicable, operations based solution for cities or urban areas with emerging congestion problems.

Note: See attached Agreement Performance Requirements Summary.

5. STATEMENT OF WORK

Task 1. Project Administration

Kick Off Meeting
The Recipient will participate in an onsite (DOT Headquarters) or teleconference kickoff meeting with the FHWA Agreement Officer's Representative (AOR) and USDOT/EPA

Steering Team where the Recipient's Draft Management and Work Plan will be presented. During this kickoff meeting, the FHWA will reiterate its high level requirements and priorities. The USDOT/EPA team and Recipient will review roles, authorities, and responsibilities of involved individuals, reach Agreement on common issues, resolve and identify potential problems, and clarify understanding of technical aspects. Following this kickoff meeting and upon resolution of USDOT/EPA and AOR comments, the Recipient will complete a Final Management and Work Plan.

Marketing, Communication and Facilitation Strategy
The Recipient will develop a Draft Marketing, Communication and Facilitation Strategy for the off hours delivery project. FHWA contractor will provide a Strengths Weaknesses Opportunities and Threats (SWOT) analysis and review of the marketing, communication and facilitation strategies proposed by the Recipient. The FHWA contractor shall discuss the proposed approach and analysis with the Recipient, provide guidance and advice, and work with the Recipient to enhance the approach as desired by the Recipient and as funding will allow. This may include advice on strategies to best engage, and sustain the engagement of the private sector receivers and carriers and any other relevant entities (such as government agencies, industry associations, the public) that are essential for successful implementation of the project and on rationale for receivers and carriers participating in the program. Recipient will complete a Final Marketing, Communication and Facilitation Strategy and include it as part of the Management and Work Plan.

Management and Work Plan
The Recipient will provide a Draft Management and Work Plan containing the management approach and critical schedule needed to complete the tasks. Following this kickoff meeting and upon resolution of USDOT/EPA and AOR comments, the Recipient will complete a Final Management and Work Plan.

Note: The FHWA contractor shall provide a SWOT analysis and review of the technical and financial strategies proposed by the Recipient. The FHWA contractor shall discuss the proposed approach and analysis with the Recipient, provide guidance and advice, and work with the Recipient to enhance the approach, as desired by the Recipient within funding constraints. This may include advice on building or street modifications, carrier or distributor modifications, analytical techniques and considerations for integrating off hours delivery into business plans for shippers and receivers, rationale for receivers and carriers participating in the program funding and financing, environmental justice, noise pollution, livability issues, commercial vehicle and building energy use and efficiency.

Both the draft and the final Management and Work Plan should follow the general principles and standards of the PMBOK or similar process and include:

1) ***Project Scope Statement***

2) ***Project Internal Communications Plan***

3) ***Work Breakdown Structure***

4) ***Critical Path***

5) ***Project Schedule using a Gantt Chart***

6) ***Marketing, Communication and Facilitation Strategy***

7) ***Risk Management Plan***

8) ***Monitoring and Control Project Work***

9) ***Human Resource Plan***

10) ***Cost Management Plan***

11) **Cost Estimates**

12) ***Project Closeout Plan***

Deliverables:

1. Draft Management and Work Plan
2. Final Management and Work Plan
3. Kickoff meeting
4. Draft Marketing, Communication and Facilitation Strategy
5. Final Marketing, Communication and Facilitation Strategy

(FHWA will have a 14-day review period for comments on all materials). A final draft will be provided within twelve weeks after the kick-off meeting.

Task 2. Project Implementation

The Recipient will implement an off hours freight delivery project in accordance with the Management and Work Plan developed in Task 1.

Note: All work and deliverables under this project will be concluded during the 24 month period of performance; however, it is recommended that this program continue for a minimum of 24 months after implementation to prove sustainability of the program developed.

Deliverable:

1. Operational off hours freight delivery project

Task 3. Project Evaluation

The Recipient will work with USDOT/EPA Steering Team and FHWA contractor to undertake an analysis and evaluation of the pilot project to understand the efficacy of the program and to serve as a case study. This evaluation will consist of pre and post implementation evaluations and will consist of two core elements:

Project Implementation and Delivery Evaluation -This element of analysis evaluates the delivery, implementation and long term adoption and sustainably or each pilot project.

Project Benefits and Impacts Evaluation - This element of the evaluation focuses on the results associated with implementation of the pilot projects.

FHWA and its contractor will develop an overall program evaluation methodology and framework for each of the two elements, guide the Recipient in collection of required data, and work with the Recipient to undertake analyses and produce a written report documenting the evaluation and results.

It is anticipated that both quantitative and qualitative data will be used and that existing data sets will be used to the maximum extent practicable and serve as the source for a significant portion of the required data. It is also anticipated that projects will have a core set of common measures as well as project specific measures.

The Recipient will develop a draft project evaluation methodology including approaches, performance measures, and data sets to be used. FHWA contractor will review the data, suggested performance measures and approaches to evaluating benefits provided by the Recipient. The contractor will work with Recipient to develop/refine a project specific methodology.

The Recipient will refine the project evaluation methodology, approaches, performance measures, and data sets to be used based on discussions with the FHWA contractor.

Recipient will collect, and as necessary, analyze data and assist FHWA contractor in pre and post implementation evaluations.

Project Implementation and Delivery Evaluation Areas may include:

- Ease of implementation
- Management of scope, schedule, and budget by grantee
- Project approach/focus areas
- Marketing and communications
- Transferability
- Cost effectiveness / funding leverage
- Federal grant making process (Federal agency and Recipient perspective)
- Sustainability - scope, breadth of organizational commitments/support(public and private)/ financial support, structure and sustainability /spin off activities

Project Benefits and Impacts Evaluation Areas may include:

- Congestion - goods movement and delivery vehicles/all traffic in regional/urban core/location specific
- Reliability - goods movement and delivery vehicles/all traffic in regional/urban core/location specific
- Air Quality- criteria pollutants/GHG emissions
- Sustainability/Livability - environmental justice impacts/noise pollution/commercial vehicle/passenger vehicle and pedestrian conflicts/access to business/livability/freight as a good neighbor/Energy and fuel of vehicles and businesses
- Goods Movement/Business
    - Carrier/Receiver/Shipper – efficiency/reliability/productivity/cost/safety/customer service
    - Driver - labor costs/labor availability/health impact

Deliverables:

1. Draft Project Evaluation Methodology within 3 weeks of award
2. Final Project Evaluation Methodology within 8 weeks of award
3. Pre-implementation data and analysis - prior to project implementation but no later than 12 weeks after award
4. Post-implementation data and analysis - 24 months after implementation

<end of section>

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

The FHWA anticipates Federal funding up to a total amount of $100,000 per award may be made available for this Agreement.

The FHWA anticipates making two awards as a result of this Notice of Funding Opportunity.

2. TYPE OF AWARD

The planned award type is a **Cooperative Agreement**.

3. PERIOD OF PERFORMANCE

The period of performance for this Agreement will be 24 months from the effective date of the Agreement.

4. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates substantial Federal involvement between it and the Recipient during the course of this project. The anticipated Federal involvement will include:

- Technical assistance and guidance to the Recipient.
- Close monitoring of performance.
- Involvement in technical decisions.
- Participation in status meetings including kick off meeting and annual technical and budget reviews.
- Coordinate information with other FHWA offices and activities as needed.
- Participate in status meetings, annual meetings, and other discussions as needed.
- Review and comment on draft documents as appropriate.
- Jointly conduct pre and post evaluation with the agreement Recipients.
- Provide a SWOT analysis and review of marketing, communication and facilitation strategies proposed by the Recipient.
- Provide limited advice to Recipients on strategies to best engage, and sustain the engagement of the private sector receivers and carriers and any other relevant entities (such as government agencies, industry associations, the public) who are essential for successful implementation of the project.
- Provide a SWOT analysis and review of the technical and financial strategies proposed by the Recipient.
- Provide limited technical guidance and advice to Recipients on building or street modifications, carrier or distributor modifications, analytical techniques and considerations for integrating off hours delivery into business plans for shippers and receivers, rationale for receivers and carriers participating in the program funding and

financing, environmental justice, noise pollution, livability issues, commercial vehicle and building energy use and efficiency.

The FHWA will partner with the Recipient and provide the necessary guidance to help complete all work under the Agreement. The AOR will participate in the planning and management of this Agreement and will coordinate activities between the Recipient and the FHWA.

<end of section>

SECTION C – ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

This competition is open to non-Federal entities, including State and local governments, foreign governments, colleges and universities, corporations, institutions, partnerships, sole proprietorships, and trade associations that are incorporated or established under the laws of any State, and Federal laboratories.

2. COST SHARING OR MATCHING

Cost sharing or matching is required.

Pursuant to 23 USC 502 (c)(3), the Federal share shall not exceed 80 percent. Program income must be handled in accordance with SECTION F.

<end of section>

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at grants.gov under the Notice of Funding Opportunity Number cited herein.

The Applicant must complete and submit all forms included in the application package for this Notice as contained at www.grants.gov.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

a. Applications must be prepared on 8½ x 11 inch paper except for foldouts used for charts, tables or figures, which must not exceed 11 x 17 inches. Foldouts must not be used for text, and will count as two pages.
b. A page is defined as one side of an 8 ½ by 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
c. Text must be printed using a font size no less than 12 point font (Arial or Calibri).
d. Tables are permitted and text in tables must be doubled spaced.
e. Text in captions below charts, tables or figures must be not less than 10 characters per inch, and can be 2 lines of text long (limited by the width of the chart, table or figure) and single spaced.
f. Page margins must be a minimum of 1 inch top, bottom and each side.
g. Page numbers may be located within the 1 inch margins
h. A Header or Footer identifying the Applicant/Team and the Volume, may be located within the 1 inch margins
i. No cost/price data will be included in Volume I, but must be included in Volume II.

The application package must consist of the following in this order:

1) **Volume 1 – Technical Application** as described below – 20-page limit (double/single spaced) pages
   - Part I – Technical and Management Approach (*included* in the pages limitation)
   - Part II – Experience (*included* in the pages limitation))
   - Part III – Staffing Approach (*included* in the pages limitation; resumes are *not included* in the pages limitation and may be an Attachment to Volume I)

2) **Volume 2 – Budget Application** as described below - no page limit
   - Part I – Application Forms
   - Part II – Cost Information and Other Financial Information

Submit your application in the following format:

Volume 1 - Technical Application

Volume 1 – Technical Application as described below (see page limitations above)

OPTIONAL: An Applicant may include, at their option, to facilitate displaying the organization of their application, a one-page cover page, and a second page to include both a Table of Contents and/or a Listing of Tables/Figures. These pages are for orienting evaluators to the contents of the application package and will not be evaluated and are not included in the Volume I page limitation.

In the event a technical application exceeds the page limitation, the Government will evaluate only the first pages identified within the limitation above.

a. Part I – TECHNICAL AND MANAGEMENT APPROACH: A detailed technical and management plan describing in detail how you would proceed if awarded this Agreement. Discuss and describe the ability of the proposed project to meet the purpose and objectives of this program, and the manner in which they will be addressed by your project. Goals include:

- Demonstrate and better understand the efficacy of implementing off hours for the movement of goods and delivery programs in small to medium size urban areas as related to:
  - Reducing Congestion,
  - Improving Freight Flows,
  - Positively Impacting Air Quality, and
  - Improving Sustainability, Livability and Environmental Justice.
- Research and demonstrate a low cost, easily replicable, operations based solution for cities or urban areas with emerging congestion problems.

Note: See attached Agreement Performance Requirements Summary.

Discuss and describe proposed performance metrics/milestones/deliverables. Provide a table listing all proposed milestones/deliverables and estimated dates, based on time from award.

b. Part II – EXPERIENCE: A summary of the Applicant's experience relevant to this project, listing projects of similar size and complexity over the past five years, and show which of the named key staff, were involved in those projects. List the following information for a minimum of three specific past projects in which the Applicant participated as project leader and/or member of project team:

- Project title, description, value, and dates;

- Sponsor/customer point of contact to include sponsor/customer name, title, organization, email address, phone number;
- Role of Applicant in project;
- Explanation of why or how the project is considered relevant or similar to the effort required by this Notice of Funding Opportunity; and

  Note: In determining relevancy, consideration should be given, but not limited to, such things as product/service similarity, size and complexity, Agreement type, division of company proposing, and sub-Recipient interaction.
- Explanation of the project goals accomplished and any cost growth or schedule delays encountered. For any projects which did not/do not successfully achieve its goals, a brief explanation of the reason(s) for such shortcomings and any demonstrated corrective actions taken to avoid recurrence.

Note: Prior to award, FHWA may contact past sponsor/customers to support the agency's risk assessment of the application.

Note: If an Applicant does not have a history of relevant experience or if past performance information is not available, the Applicant's experience will be considered to be neutral.

c. Part III – STAFFING APPROACH: Provide a project organizational chart identifying proposed staff members assigned to the project. The chart must be supported with narrative text to include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time (% in relation to their other duties) for each position on a yearly basis and in summary format. The level of effort may be displayed (single spaced) in a table format. One table can be presented if the level of effort will be constant over all years, and the table is annotated as such. The hours in this table must be consistent with the information presented in Volume II, Parts I and II, as part of the detailed budget plan. Provide brief *tailored* resumes for the proposed Program Manager/Principal Investigator and other key personnel to include name, experience, education and proposed role in project.

Volume 2 - Budget Application

Volume 2 – Budget Application as described below - no page limit

OPTIONAL: An Applicant may include, at their option, to facilitate displaying the organization of their application, a one-page cover page, and a second page to include both a Table of Contents and/or a Listing of Tables/Figures. These pages are for orienting evaluators to the contents of the application package and will not be evaluated and are not included in the Volume I page limitation.

a. Part I - APPLICATION FORMS

1. SF424

Note: Applicants may leave fields 5a, 5b, 6, 7, and 13 blank on the form.

2. SF424A

   Note: Section A:
   - Block 1(a): Print opportunity title listed on page 1;
   - Block 1(b): Print CFDA number listed on page 1;
   - Block 1(c): Print Total Federal Funds Requested in dollars; and,
   - Block 1(d): Print Total Cost Share in dollars, and leave columns (e), (f), and (g) and rows 2, 3, and 4 blank.

3. SF424B

4. SFLLL

Note: The form must be completed and submitted even if no lobbying to report. If no lobbying to report insert none or n/a in the relevant blocks.

b. Part II – COST INFORMATION AND OTHER FINANCIAL INFORMATION

Provide a separate detailed budget plan for each year and summarize the information for all years for all activities. Spreadsheets can be formatted similarly to the format in DOT Form 4220.44, located at: http://www.fhwa.dot.gov/aaa/pdfs/frm4220_44.pdf.

The detailed budget plan must include each of the following items/sub-items:

1. Detailed Excel (or compatible) workbook containing spreadsheets/tabs (formatted to be printed out) and supporting information clearly delineating and supporting all estimated costs: with columns for Federal Share, Cost Share (if applicable) and Total Costs (per year and in summary form) as follows::

   a. Labor Rates- Direct labor-by-labor categories to include hours, rates and escalation. Anticipated promotions for any personnel must be included with the escalation calculation. The annual direct labor escalations rate and its basis should be clearly stated with the application. Discuss your proposed rate as compared to historical experience and include when and how escalation will be calculated/implemented.

   b. Indirect Rates- Discuss your proposed rates for all years. Identify all the various specific indirect rates including what they are (pool and base), and what they are based on (e.g.; labor overhead based on direct labor dollars) and how they are applied/calculated. Provide dollar values as well as percentages. Please also provide any audit information to support these rates (for example, a copy of signed Department of Health of Human Services rate agreement).

Note: Per 2 CFR 200.414(f), Indirect (F&A) Costs, an Applicant may elect to propose a de minimis indirect rate of 10% of modified total direct costs.

c. Other Direct Costs- Applicants must provide a breakout and justification of Other Direct Costs by Category (travel, equipment, etc.).

d. If subcontractors/sub-Recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, must be furnished:

i. Name and address of the organization or consultant.
ii. Description of the portion of work to be conducted by the organization or consultant.
iii. Cost details for that portion of work.
iv. **Applicant's cost/price analysis of each sub-Recipient/contractor(s) showing how their price is fair and reasonable; and Applicant's cost/price analysis of each sub-Recipient/contractor(s) showing how their price is fair and reasonable (this includes any sub-Recipient/contractor(s) that will be included in the Federal share or the non-Federal share);** and
v. Letter of commitment from each sub-Recipient/contractor(s) (this includes any sub-Recipient/contractor(s) that will be included in the Federal share, the non-Federal share or in a non-paid (volunteer) capacity).

e. Provide detail and support for cost share as part of overall project budget.

f. Clearly delineate cost share match versus Federal share.

2. Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information. Identify any preexisting intellectual property that you anticipate using during award performance, and your position on its data rights during and after the award period of performance.

3. The use of a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is required on all applications for Federal grants or Cooperative Agreements. Please provide your organization's DUNS number in your budget application.

4. A statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.

5. A statement regarding Conflicts of Interest. The Applicant must disclose in writing any actual or potential personal or organizational conflict of interest in its application that describes in a concise manner all past, present or planned organizational, contractual or other interest(s), which may affect the Applicant's ability to perform the proposed Agreement in an impartial and objective manner. Actual or potential conflicts of interest may include but are not limited to any past, present or planned contractual, financial, or other relationships, obligations, commitments or responsibilities, which may bias the Applicant or affect the Applicant's ability to perform the Agreement in an impartial and objective manner. The Agreement Officer (AO) will review the statement(s) and may require additional relevant information from the Applicant. All such information, and any other relevant information known to DOT, will be used to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement pursuant to 2 CFR 200.112.

6. A statement to indicate whether a Federal or State organization has audited or reviewed the Applicant's accounting system, purchasing system, and/or property control system. If such systems have been reviewed, provide summary information of the audit/review results to include (as applicable) summary letter or agreement, date of audit/review, Federal or State point of contact for such review.

7. Terminated Contracts - List any contract/agreement that was terminated for convenience of the Government within the past 3 years, and any contract/agreement that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.

8. Describe how your organization will obtain the necessary resources to fund and fulfill the proposed cost share, as applicable.

9. The Applicant is directed to review Title 2 CFR §170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated September 14, 2010, and Appendix A thereto, and acknowledge in its application that it understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Notice. The text of Appendix A will be incorporated in the award document as a General Term and Condition as

referenced under this Notice's Section F, Federal Award Administration Information.

10. Disclose any violations of Federal criminal law involving fraud, bribery, or gratuity violations. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 entitled Remedies for Noncompliance, including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

11. If a nonprofit or not-for-profit status, please provide evidence of this status preferably from the Internal Revenue Service.

3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

4. SUBMISSION DATES AND TIMES

The application must be received electronically through www.grants.gov by the application due date/time listed on page 1 of this Notice of Funding Opportunity.

The deadline stated on page 1 is the date and time by which the agency must receive the full and completed application, including all required sections.

A late application will not be reviewed or considered unless the AO determines that doing so is in the FHWA's best interest.

5. INTERGOVERNMENTAL REVIEW

An application under this Notice of Funding Opportunity is not subject to the State review under E.O. 12372.

6. FUNDING RESTRICTIONS

The FHWA will not reimburse any pre-award costs or application preparation costs under this proposed Agreement.

7. OTHER SUBMISSION REQUIREMENTS

In the event of system problems or technical difficulties with the application submittal, Applicants should contact the FHWA points of contact designated on page 1. If Applicants are unable to use the system due to technical difficulties, Applicants must e-mail applications to the FHWA points of contact listed on page 1 no later than the application deadline cited above.

<end of section>

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The Government will evaluate applications on the following criteria:

MERIT: FHWA will evaluate and rank the applications against the following technical evaluation criteria. These criteria are distinct from eligibility criteria (see Section C) that are addressed before an application is accepted for review.

TECHNICAL EVALUATION:

The offeror shall describe and provide the following:

- Recipient's responsiveness to the Objectives and Purpose of the Off Hours Delivery Pilot Project Program.

- Proposed Scope, Strategy and Approach for:
  - Reducing Congestion,
  - Improving Freight Flows,
  - Positively Impacting Air Quality, and
  - Improving Sustainability, Livability and Environmental Justice.

- Project Need:
  - Congestion,
  - Freight Movement,
  - Air Quality, and
  - Sustainability, Livability and Environmental Justice.

- Soundness and Feasibility of Technical Approach and Methodology:
  - Implementation strategy,
  - Strategy for program sustainability, and
  - Initial approach to measuring project benefits.

- Demonstrated program management experience to perform work in the area of implementing freight programs.

- Demonstrated knowledge and relevant experience of the Program Manager, staff, and sub-Recipients in completing the proposed tasks.

- Demonstrated experience, relationships and collaboration with other government agencies, Non-Governmental Organizations, and the private sector.

COST: Relative cost will be considered in the award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles. This evaluation factor will not be rated.

If applicable, the degree of cost share and leveraging of non-Federal funds will be considered in the award decision. Applicants must provide the required matching funds, and supporting detail for these funds. Additional cost sharing will be considered beneficial to break ties among applications with equivalent ratings after evaluation against all other factors.

Funding availability will also be considered in the award decision.

2. REVIEW AND SELECTION PROCESS

FHWA will utilize the following merit review process to evaluate applications:

A panel of agency experts will evaluate all eligible technical applications using the merit criteria listed above. The panel will individually evaluate the technical applications. The panel will then collectively assign an adjectival rating to each eligible technical application using the following merit ratings: Exceptional, Satisfactory, Marginal, and Unsatisfactory.

Agency personnel from the FHWA Office of Acquisition and Grants Management will evaluate the cost criteria listed above, and conduct a risk assessment of the Applicant prior to award as described below.

The Government will accept the application(s) that is (are) considered the most advantageous to the Government using the criteria cited above, and subject to the results of an Applicant risk assessment. Applications selected for possible award using the criteria cited above, will undergo the following risk assessment prior to award. The Government reserves the right to not make an award to an Applicant based on the results of the risk assessment.

The AO is the official responsible for final award selection. The Government is not obligated to make any award as a result of this notice.

Risk Assessment

The Government will assess the risks posed by an Applicant before they receive an award. This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant and/or sub-applicants as applicable:

(1) Applicant’s financial stability;

(2) Applicant’s quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200;

(3) Applicant’s history of performance;

Note: History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. The Government will evaluate the relevant merits of the Applicant’s history of performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness and cost control. The history of performance will be reviewed to assure that the Applicant has relevant and successful experience and will be considered in the risk assessment. In evaluating history of performance, the Government may consider both written information provided in the application, as well as any other information available to the Government through outside sources.

(4) Applicant’s audit reports and findings from audits performed on the Applicant pursuant to 2 CFR Part 200 Subpart F—Audit Requirements or the reports and findings of any other available audits;

(5) Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities;

(6) Applicant’s potential for conflict of interest if applicable; and

Note: The FHWA will review information provided by the Applicant, and any other relevant information known to DOT, to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement pursuant to 2 CFR 200.112.

(7) Applicant’s eligibility to receive Federal funding. Per the guidelines on government-wide suspension and debarment in 2 CFR Part 180, the Government will confirmation that the Applicant and any named sub-applicants are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

Pursuant to 2 CFR Part 200.205, prior to making a Federal award, the Federal awarding agency is required to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System

(FAPIIS), Dun and Bradstreet, and “Do Not Pay.” The Government’s review of this information will occur as part of the risk assessment.

The FHWA expects Recipients to collaborate with the EC on similar projects as part of the Horizon 20/20 program which looks to reduce impacts and costs of freight and service trips in urban areas. More information on the respective EC research can be found at:
http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/2637-mg-5.2-2014.html

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making award on or about August 2015.

<end of section>

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

If your organization's application is selected for award, you will be notified and sent an award document for signature. Applicants not selected for award will be notified in writing by FHWA.

Only the AO can commit the FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

Notice that an Applicant has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems, if necessary. If the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the Applicant.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations that apply to this Agreement are available online at:

http://www.fhwa.dot.gov/aaa/index.cfm

Under "For Contractors and Recipients", refer to the document "General Terms and Conditions for Assistance Awards (for awards after December 26, 2014)" Effective Date: March 6, 2015.

A. PUBLIC ACCESS TO DOCUMENTS

The Applicant agrees that the resulting deliverables/documentation submitted to the FHWA under this Agreement may be posted online for public access and/or shared by FHWA with other interested parties. The FHWA anticipates the documents cited herein may be posted on an FHWA website or other appropriate website.

B. INDIRECT COSTS

Indirect costs are allowable under this Agreement in accordance with the Recipient's Federally Negotiated Indirect Cost Rates as documented in writing and approved by the Recipient's cognizant Government agency. In the absence of such Government-approved indirect rates, the following rates are hereby approved for use under this Agreement as shown below:

*Type**	*Indirect Rate*	*Period*	*Rate (%)*	*Base*
(* Information to be filled in at award ***)**				

*Types of Rates: Pred - Predetermined; Fixed - Fixed; Final – Final; Prov: Provisional/billing; or De minimus.

In the event the Recipient determines the need to adjust the above listed rates, the Recipient will notify the AO of the planned adjustment and provide rationale for such adjustment. In the event such adjustment rates have not been audited by a Federal agency, the adjustment of rates must be pre-approved in writing by the AO.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

C. DATA RIGHTS

The Recipient must make available to the FHWA copies of all work developed in performance with this Agreement, including but not limited to software and data. Data rights under this Agreement shall be in accordance with 2 CFR 200.315, Intangible property.

D. PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information (PII) as defined at CFR Part 200.79 and 2 CFR 200.82 will not be requested unless necessary and only with prior written approval of the AO with concurrence from the AOR.

E. AVAILABLE FUNDING

The total estimated amount of Federal funding that may be provided under this Agreement is $______ (to be filled in at award) for the entire period of performance, subject to the limitations shown below:

(1) Currently, Federal funds identified on page 1 of the award document, are obligated to this Agreement.

(2) Subject to availability of funds, and an executed document by the AO, the difference between the current funding and the total estimated amount of Federal funding may be obligated to this Agreement.

(3) The FHWA's liability to make payments to the Recipient is limited to those funds obligated under this Agreement as indicated above and any subsequent amendments.

F. KEY PERSONNEL

Pursuant to 2 CFR 200.308(c)(2), the Recipient must request prior written approval from the AO for any change in Key Personnel specified in the award. The following person(s) are/have been identified as Key Personnel:

Name	**Title/Position**
(* to be filled in at award ***)**	

G. PROGRAM INCOME

(To be determined at award)

Pursuant to 2 CFR 200.307, Program income earned during the Agreement period must be added to the Federal award and used for the purposes and under the conditions of the Federal award, unless otherwise approved by the AO. Program income must not be used to offset the Federal or Recipient contribution to this project.

Or

Pursuant to 2 CFR 200.307, Program income earned during the Agreement period must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the AO authorizes otherwise. Program income that the Recipient did not anticipate at the time of the Federal award must be used to reduce the Federal award and Recipient contributions rather than to increase the funds committed to the project.

H. SUBAWARDS

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.326.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.

The following subawards are currently approved under the Agreement:

Name
(*** to be filled in at award ***)

Approval of each subaward is contingent upon a fair and reasonable price determination, and approval by the AO for each proposed subcontractor/sub-Recipient. Consent to enter into subawards will be issued through a formal amendment to the Agreement.

I. ORDER OF PRECEDENCE

The Recipient's technical and budget applications are accepted, approved, and incorporated herein as Attachments A and B. In the event of any conflict between this Agreement document and the Recipient's proposal and/or application, this Agreement document shall prevail.

J. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

This Agreement is designated as: RESEARCH

K. CONFERENCE SUPPORT RESTRICTIONS

The Recipient must obtain written approval from the AOR prior to incurring any costs for conference support. See the definition of conference as contained in 2 CFR 200.432.

Food and beverage costs are not allowable conference expenses for direct reimbursement under this Agreement unless approved in advance by the AO in writing. Any costs associated with food, meals or light refreshments are not allowable for reimbursement under this Agreement unless the AO approves those costs in advance.

Note: Costs of meals are allowable as a travel per diem expense for individuals on travel status and pursuant to the Travel clause of this Agreement.

L. AGREEMENT PERFORMANCE REQUIREMENTS SUMMARY

Attached Agreement Performance Requirements Summary documents the performance requirements of this Agreement and the standard against which the Recipient's performance will be measured.

M. DISPUTES

The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the Recipient concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from one level above the AO. The AO will conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition and Grants Management or designee, made within thirty calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the Director, Office of Acquisition and Grants Management. Following the review, the Director, Office of Acquisition and Grants Management, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

3. REPORTING

ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient shall submit all required reports and documents, under transmittal letter referencing the Cooperative Agreement number, as follows:

Submit an electronic copy to the Agreement Specialist at the following address:

Freida.Byrd@dot.gov

Submit one electronic copy to the AOR at the following address:

Federal Highway Administration
Office of Natural Environment
1200 New Jersey Avenue
Washington, DC 20590

Attention: (to be filled in at award)

QUARTERLY PROGRESS REPORT

The Recipient will submit an electronic copy of the RPPR, in PDF format, to the AOR and the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Final RPPRs are due 90 days after the end of the Agreement period of performance.

Calendar quarters are defined as:		Reports due on or before:
1st :	January – March	April 30th
2nd:	April – June	July 30th
3rd :	July – September	October 30th
4th :	October – December	January 30th

The RPPR is available online at http://www.nsf.gov/bfa/dias/policy/rppr/format_ombostp.pdf. Follow the instructions of the RPPR.

Include the following information as attached pages:

- SF425, Federal Financial Report, and
- SF425A, Federal Financial Report Attachment (if applicable).

ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient shall submit one copy of the Annual Budget Review and Program Plan to the AOR and one copy to the Agreement Specialist 60 days prior to the end of each Agreement year. The Annual Budget Review and Program Plan shall provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming Agreement year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review shall contain a statement stating such. The Recipient will meet with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan shall not commence until AO written approval is received.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Address any questions to the following:

Primary point of contact:

Freida Byrd, Agreement Specialist
Federal Highway Administration
Office of Acquisition and Grants Management
Email: Freida.Byrd@dot.gov
Phone: (202) 366-6547

and

Secondary point of contact:

Sarah Berman, AO/Team Leader
Federal Highway Administration
Office of Acquisition and Grants Management
Email: Sarah.Berman@dot.gov
Phone: (202) 366-4233

<end of section>

SECTION H – OTHER INFORMATION

None.

See “Background” under SECTION A – PROGRAM DESCRIPTION for information on the program.

<end of section>

Agreement Performance Requirements Summary

The Agreement performance requirements are summarized below. The performance threshold briefly describes the minimum acceptable levels of performance required for each requirement.

Performance Objective	*Performance Standard*	Performance Threshold	Method of Surveillance
***Task 1* – (insert task title)**			
PRS # 1 **Project Administration**	The recipient will participate in an onsite (DOT Headquarters) or teleconference kickoff meeting with the FHWA Agreement Officer's Representative (AOR) and USDOT/EPA Steering Team where the recipient's Draft Management and Work Plan will be presented. The recipient will develop a Draft Marketing, Communication and Facilitation Strategy for the off hours delivery project. The recipient will provide a Draft Management and Work Plan containing the management approach and critical schedule needed to complete the tasks.	Zero deviation from standard	100%, FHWA HOFM office will review upon receipt. Time frame for review 2 weeks
PRS # 2 **Project Implementation**	The recipient will implement an off hours freight delivery project in accordance with the Management and Work Plan developed in Task 1. This program shall continue for a minimum of 24 months after implementation.	Zero deviation from standard	100%, FHWA HOFM office will review upon receipt. Time frame for review 2 weeks
***Task 2* – (insert task title)**			
PRS # 3 **Project Evaluation**	The recipient will work with USDOT/EPA Steering Team and FHWA contractor to undertake an analysis and evaluation of the pilot project to understand the efficacy of the program and to serve as a case study.	Zero deviation from standard	100%, FHWA HOFM office will review upon receipt. Time frame for review 2 weeks