

Summary of Changes
for
DTFH6116RA00010 (AMENDMENT 1)
6/2/16

Page 1 through Page 37:

- Changed the page header to read “DTFH6116RA00010 (AMENDMENT 1)”.

Page 2 of 37 – TABLE OF CONTENTS:

- Changed the numbers under the “PAGE” column.

Page 5 of 37 – SECTION A – PROGRAM DESCRIPTION, Paragraph 4. GOALS

- Added the fourth paragraph.

***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: E62-204
Washington DC 20590

Attn: Freida Byrd, HCFA-32

Funding Opportunity Title: “Transportation Workforce Strategic Initiative”

Announcement Type: This is the initial announcement of this funding opportunity.

Funding Opportunity Number: Notice Number: DTFH6116RA00010

Catalog of Federal Domestic Assistance (CFDA) Number: 20.215 Highway Training & Education

Key Dates: Notice Issue Date is May 5, 2016
Application Due Date/Time is July 5, 2016
at 2:00 pm Eastern Time)
Question Due Date/Time is June 3, 2016 at 2:00 pm Eastern Time)

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Attachments:

N/A

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 (Agreement)**, entitled, “*Transportation Workforce Strategic Initiative.*”

1. STATEMENT OF PURPOSE

The purpose of this proposed Agreement is to better define transportation career pathways in the five key disciplines of planning, environment, engineering, safety, and operations. Career pathways are generally considered as an integrated collection of programs and services intended to develop individuals’ core academic, technical, and employability skills, and provide them with continuous education and training that allow them to be placed and develop in high-demand, high-opportunity careers.

Career pathways are comprised of a series of defined educational, and training and development programs and activities including curriculum, education, training, and supplementary efforts, e.g. experiential learning that enable individuals to advance to successively higher levels of education and employment in a given industry or occupational sector. The curriculum, education, training, and supporting activities/experiential learning are designed to prepare individuals to progress to the next level of education toward employment, to employment, or to increasingly higher levels of employment within and industry or occupational sector.

Generally career pathways begin with an understanding of occupations and careers that would occur as early as grade school or middle school. For this project the focus will be higher level transportation career pathways at the technical and trade school, community college, university levels. Experiential/supplemental education activities would include programs such as internships, cooperative education programs, details, rotational assignments, and other engagement/enrichment activities that, in connection with curriculum and training, will better prepare individuals for transportation occupations and careers.

This project will focus on defining career pathways in the major disciplines of planning, environment, engineering, safety, and operations and key occupations within each of those disciplines including, but not limited to transportation facility design, construction, and maintenance.

2. LEGISLATIVE AUTHORITY

Specific statutory authority for conducting this effort is found in 23 U.S.C. §502(a)(3) Federal responsibility. - Funding and conducting surface transportation research and technology transfer activities shall be considered a basic responsibility of the Federal Government when the work—

- (A) is of national significance;
- (B) delivers a clear public benefit and occurs where private sector investment is less than optimal;
- (C) supports a Federal stewardship role in assuring that State and local governments use national resources efficiently;
- (D) meets and addresses current or emerging needs;
- (E) addresses current gaps in research;
- (F) presents the best means to align resources with multiyear plans and priorities;
- (G) ensures the coordination of highway research and technology transfer activities, including through activities performed by university transportation centers;
- (H) educates transportation professionals; or
- (I) presents the best means to support Federal policy goals compared to other policy alternatives.

In accordance with 23 U.S.C. §502 (b)(3) “Cooperation, grants, and contracts. - The Secretary may carry out research, development, and technology transfer activities related to transportation—

- (A) independently;
- (B) in cooperation with other Federal departments, agencies, and instrumentalities and Federal laboratories; or
- (C) by making grants to, or entering into contracts and cooperative agreements with one or more of the following: the National Academy of Sciences, the American Association of State Highway and Transportation Officials, any Federal laboratory, Federal agency, State agency, authority, association, institution, for-profit or nonprofit corporation, organization, foreign country, or any other person;” and 23 U.S.C. §502 (c)(3) FEDERAL SHARE. - “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.”

3. BACKGROUND

The US highway system continues to be challenged by increasing demand and an aging infrastructure. As the economy grows, US citizens continue to depend on the transportation system to meet their commuter, business service, recreation, and everyday service needs. The efficiency of the US transportation system is dependent on the skills, knowledge, and abilities of the transportation workforce who develop, deliver, and manage a system that can meet US economic and citizen transportation needs.

Transportation workforce development is facing several challenges; the retirement of “baby boom” generation workers, an increase in competition from other industries, and new technologies that are driving the need for enhanced worker skill sets. A highly skilled workforce is necessary to address the ever changing US transportation including the evolving areas of automation, information technology, vehicle to vehicle, and vehicle to roadway technologies, intelligent traffic management systems, environment stewardship, land use, livable communities, rural access, and facility and system design.

FHWA priority programs including SHRP 2 and Every Day Counts are examples increasing dependence on technology as determining factors in transportation programs and workforce development. Technology will advance at an ever increasing rate. It follows that technical knowledge, skills, and competencies will be increasingly more critical in transportation occupations.

4. GOALS

The goals of this Cooperative Agreement are to develop, test, and demonstrate the education, curriculum, training, and supplemental/experiential learning activities necessary to effectively provide for the competencies and skill sets in the key disciplines of transportation planning, environment, engineering, safety, and operations at the technical and trade school, community college, and university levels.

Consideration and recommendations for complementary experiential learning activities, such as internships, cooperative education programs, details, rotational assignments, and other engagement/enrichment programs and activities will also be addressed. The types of student engagement/enrichment programs that are currently available, and where significant gaps exist both in type and availability engagement/enrichment programs should also be identified. The time frame for consideration in transportation industry workforce needs for this career pathways project is the next 5-15 years.

One project outcome should be to identify the strengths and weaknesses of workforce and education investments and policies by FHWA, Department of Transportation, Department of Labor, Department of Education, Department of Commerce, and others organization with consideration to leveraging existing interest and resources within and across these organizations, and minimizing duplication of existing programs and initiatives.

The results of the Transportation Workforce Initiative will be presented “to each of the five Discipline Working Groups, Discipline Stakeholders, and Discipline Interested Parties” as set forth in the Task 5 Deliverables in an effort to expand and enhance transportation education nationally to more effectively align and provide transportation education to meet the workforce needs of public and private transportation organizations. “Discipline Interested Parties” would include key Stakeholders throughout the education, transportation, and workforce communities. FHWA is intended to only facilitate a better program for transportation education development and implementation through the Workforce Initiative. The real beneficiaries will be the technical schools, community colleges, and universities who will take advantage of the Initiative results and the public and private sector transportation organizations who will benefit from a more skilled, technically competent transportation workforce.

5. STATEMENT OF WORK

Task 1: Project Administration

The Recipient will be responsible for the following:

a) Kick-off meeting

Participate in a two day project kick-off meeting with FHWA to include representatives of the FHWA Program Offices with responsibility for the five discipline areas within 30 days of the Agreement's effective date. The meeting location shall be the US Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC. 20905.

NOTE: For planning purposes, the meeting shall begin at 9:00 AM on the first day and conclude by 1:00 PM on the second day.

b) Monthly Conference Calls - FHWA

Participate in regularly scheduled monthly conference calls with FHWA to include FHWA Program Office representatives, and as necessary to discuss the status of, and plans for the Recipient's activities.

c) Quarterly Conference Calls - Discipline Groups

Participate in regularly scheduled quarterly conference calls with various Discipline Groups, and as necessary to discuss the status of, and plans for the career pathways project for each Discipline.

Task 1 Deliverables

The Recipient will be responsible for the following:

- 1) Participate in the Kick-off Meeting: the Kick-Off meeting will be held within 30 days of the Agreement date. Provide a summary of key issues and next steps.
- 2) Participate in the monthly and quarterly conference calls. Provide a summary of key issues and next steps.

Task 2: Project Plan

The Recipient will be responsible for the following:

a) Project Plan

Develop a Project Plan in two sections for the program with Section 1 to provide adequate detail for Year One, by Discipline, to demonstrate knowledge and understanding of desired outcomes for that year, and Section 2 to demonstrate knowledge and understanding of desired outcomes, by Discipline for Year 2.

NOTE: A draft project plan shall be provided by Applicants as part of the technical application submitted for this project.

b) Revised Project Plan

Provide a revised Project Plan that describes any changes to the original Project Plan; as needed, or upon written request by the AOR.

Task 2 Deliverables

The Recipient will be responsible for the following:

- 1) The proposed Project Plan to include Section 1 (Year One initiatives, approaches, activities and actions) and Section 2 (Year Two initiatives, approaches, activities, and actions) describing the planned activities for the project requirements for the two year period of performance.
- 2) A revised Project Plan that describes any changes to the original Project Plan to include Section 1 (Year One initiatives, approaches, activities and actions) and Section 2 (Year Two initiatives, approaches, activities and actions). The Revised Project Plan will be provided within 15 calendar days of the completion of the Kick-off meeting. The revised Project Plan will be reviewed by FHWA and returned to the Recipient within 15 calendar days. Changes must be made within 15 days and the Plan will be considered FINAL upon the written concurrence of the AOR.
- 3) The Project Plan will be examined throughout the Program Year and will be revised as needed, or upon request of the AOR.
- 4) A Section 2 revision of the Project Plan that describes any changes to the original Project Plan for Year Two activities; must be submitted 45 days prior to the end of Year One. The Section 2 revised Project Plan will be reviewed and approved following the same procedures established for the initial Project Plan.

Task 3: Establish, Engage, and Facilitate Discipline Working Groups

The Recipient will be responsible for the following:

a) Discipline Working Group Organization

Identify and secure the commitment of a “Discipline Working Group” for each of the five discipline areas of planning, environment, engineering, safety, and operations to be composed of eight to ten representatives appropriate in size and depending on the needs of the discipline. Public agency and private sector transportation organizations, technical schools, community colleges, and university representatives shall be represented on each of the five Discipline Working Groups. The Discipline Working Groups will provide direction, input, and reasonable oversight to the project for their respective discipline areas.

The FHWA Program Office representatives shall be consulted in identifying the Discipline Working Group representatives for the respective Program Office discipline areas, and possible concurrence. The FHWA Programs Offices may choose to have a representative on the Discipline Working Group for their respective discipline. FHWA will extend the formal invitations to representatives to participate as Discipline Working Group members.

b) *Discipline Working Group Roles/Responsibilities*

Develop a Charter for each Discipline Working Group that will define clear and concise roles and responsibilities for the Discipline Working Group members, including how, and how often, they will interact with the Recipient, the types of input, direction, and the extent of oversight the Discipline Working Groups will provide to the Recipient.

c) *Discipline Working Group Facilitation*

Be responsible, in consultation with FHWA, to set the agenda for each Discipline Group meeting/discussion, and for the facilitation and recording of all Discipline Working Group meetings and organized discussions.

d) *Collaboration Among Discipline Working Groups*

Prepare a plan for communication and collaboration across the five Discipline Working Groups to assure a good understanding of the interests, activities and processes within each discipline area planned for the project, and to assure coordination and coordination of common interests, and similar plans and activities to maximize efficiency and effectiveness of the Project.

e) *Stakeholder Organizations*

Prepare a list of Stakeholder organizations for each discipline. The Recipient will contact the Stakeholder organizations to advise them of the Workforce Strategic Initiative, and periodically, with concurrence by the respective Discipline Working Groups, advise the Stakeholder organizations of the progress of the project. The list of Stakeholder organizations should include public and private sector transportation, and education organizations that have an interest and/or responsibility for transportation education, and career and occupation development. Education Stakeholder organizations should include key organizations representing technical/trade schools, community colleges, and universities.

Task 3 Deliverables

The Recipient will be responsible for the following:

- 1) Each Discipline Working Group Charter must list all Discipline Working Group Members including contact information, and a two to three page description of the Discipline Working Groups' Roles and Responsibilities, how and how often the

Discipline Working Groups will interact with the Recipient including goals and expected outcomes; and how the Discipline Working Groups will collaborate among Discipline Working Groups.

- 2) A Sample Charter must be part of the Draft Project Plan. The final Charter must be included in the Final Project Plan. The respective Discipline Charters must be provided to each Discipline Working Group at least 10 days before the Groups initial meeting/conference call/discussion.
- 3) A Discipline Working Group Plan/Process must be provided with the Draft Project Plan. A Final Plan/Process must be a part of the Final Project Plan.
- 4) A sample Discipline Working Group Meeting Agenda, Projected Milestones, and Meeting Summary must be a part of the Draft Project Plan and included in the Final Project Plan. The actual Discipline Working Group Agendas and Projected Milestones must be provided at least 10 days prior to each Discipline Working Group meeting. A Summary of each Discipline Working Group Meeting must be provided to the AOR and the Discipline Working Group members within 15 days of each meeting.
- 5) The list of the Stakeholder Organizations including contact information, and a two to three page description of how, how often, and to what extent the Recipient will reach out to the Stakeholder Organizations based on the frequency requested by the Discipline Working Group. A sample list of Stakeholder Organizations must be included in the Draft Project Plan. The Stakeholder Organizations list will be reviewed by the Discipline Working Group and revised as needed based upon the Discipline Working Groups' recommendations.

Task 4: Identify and Document Critical Occupations, Education, Training, Skills, Competencies, Experiential Learning programs.

The Recipient will be responsible for the following:

a) Critical Occupations

Work with the Discipline Working Groups to identify the predominant 10-20 leading/critical occupations for each discipline.

b) Skills/Competencies-Critical Occupations

Identify the education, training, skills, and competencies for each of the five disciplines/critical occupations in the next 5-15 years that would contribute to defining effective, efficient career pathways for each of the areas of technical and trade schools, community colleges, and universities.

c) Identify Experiential Learning In Career Pathways

Identify the types of experiential learning and support activities, such as internships, details, rotational assignments, cooperative education programs, and other student

engagement/enrichment programs and activities that should be included in the Career Pathway program for each discipline/critical occupation. Identify what group/organization manages the program, and a brief summary of the programs' objectives, operation, and management.

d) *Innovative Experiential Learning Programs*

Identify innovative approaches that transportation, education and workforce development organizations can implement working individually or together to provide for student experiential learning and engagement/enrichment programs as important contributors to career pathways for each of the five discipline areas now and for the 5-15 year time frame.

e) *Education, Skills/Competencies, Experiential Learning, 5-15 Years*

Provide an explanation of how and to what extent the existing knowledge, education, training, skills, competencies, and experiential learning differ from the education, training, skills, and competencies, and experiential learning necessary to provide for a skilled, competent transportation worker in the next 5-15 years.

f) *Education, Skills/Competencies, Experiential Learning Across Disciplines*

Identify the education, training, skills, competencies, and experiential learning activities that are common to two or more disciplines at the technical and trade schools, community colleges, and university levels, and that will allow individuals to pursue a range of transportation careers in two or more of the five disciplines.

g) *Define Career Pathways*

Work with the Discipline Working Groups to define career pathways for each of the disciplines/key occupations including curriculum, education, training, and experiential learning programs that can be implemented by technical and trade schools, community colleges, and universities to provide individuals with the knowledge, skills, and ability to operate efficiently in the five disciplines and the key occupations within each discipline.

h) *Innovative Experiential Learning Programs*

Identify innovative approaches that transportation, education, and workforce development organizations can do, working individually and together, to provide for experiential learning and engagement/enrichment programs as important contributors to career pathways for each of the five discipline areas now and for the 5-15 year time frame.

Task 4 Deliverables

The Recipient will be responsible for the following:

- 1) Provide a list of 10-20 leading/key occupations by discipline; to be provided within 90 days of the Kickoff Meeting.

- 2) A 3-5 page statement describing the process to identify the education, training, experiential learning, competencies and skills for each discipline/key occupation; to be provided within 90 days of the Kickoff Meeting.
- 3) Within 15 months of the Agreement Date, provide a comprehensive Project Report and Power Point Presentation to identify career pathways for each of the disciplines/critical occupations including experiential programs that can be implemented by technical and trade schools, community colleges, and universities.

The Report and Power Point Presentation shall be organized by sections, each representing one of the five disciplines and include sufficient detail to distinguish career pathways for key occupations within each discipline as necessary. The Power Point Presentation shall be organized by modules, each addressing one of the five disciplines and key occupations within the discipline.

FHWA will review and provide comment within 15 days. The Recipient will have 15 days to review the FHWA comments and to provide a Revised Report to FHWA.

- 4) The Report and Power Point Presentation shall include a description of the current knowledge, education, training, experiential learning, competencies and skills necessary for each career pathway for each discipline/key occupation, and a comprehensive description of the career pathway for each discipline/key occupation for the 5-15 year time period.
- 5) The Report and Power Point Presentation shall explain to what extent the existing knowledge, education, training, experiential learning, skills, and competencies will differ from the knowledge, education, training, experiential learning, skills and competencies necessary to provide for a skilled, technically competent transportation workforce for each discipline area in the next 5-15 years.
- 6) The Report and Power Point Presentation shall identify innovative approaches that transportation, education and workforce development organizations can do working individually and together to provide for student experiential learning and engagement/enrichment programs as important contributors to career pathways for each of the five discipline areas for the 5-15 year time frame.
- 7) The Report and Power Point Presentation shall identify the general knowledge, education, training, experiential learning, skills, and competencies for each discipline/critical occupations that are similar for technical/trade schools, community colleges, and universities, and that would provide opportunities for individuals to pursue various transportation careers within and across two or more disciplines or key occupations.
- 8) Within 16 months of the Agreement Effective Date, provide an Onsite (USDOT headquarters) Oral Presentation to FHWA and the Discipline Working Groups that describes the work as reflected in the Project Report and Power Point.

Task 5: Identify and Document Career Pathways, Conduct Demonstration Programs, and Recommendations for Nationwide Implementation

The Recipient will be responsible for the following:

a) *Develop Implementation Plan*

Work with each of the five Discipline Working Groups and other Stakeholders, as necessary, to develop an Implementation Plan that technical and trade schools, community colleges and universities can use to establish effective discipline/key occupation career pathways defined as related curriculum, training, education, and experiential learning activities.

b) *Demonstration Programs*

Develop and implement a Demonstration Program for the career pathway/key occupation programs for each of the five discipline areas with a Demonstration Program to be conducted in different geographic regions of the country. To the extent possible, the Demonstration Program should engage a trade/technical school, community college, and university in each geographic region that are in close proximity to provide for a collaboration of the Demonstration Program by the trade/technical school, community college, and university.

c) *Meet Projected Workforce Needs*

Determine the extent of career pathway/key occupation program implementation that will be necessary to meet the projected workforce needs for each discipline/key occupation in the next 5-15 years at US trade/technical schools, community colleges, and universities.

d) *Identify Barriers to Implementation*

Identify the institutional, communication, coordination, policy, statutory, and cost barriers to implementing the five discipline/key occupation career pathways at the trade/technical schools, community colleges, and universities nationwide.

d) *Legislative, Policy, Funding Recommendations*

Make recommendations for institutional, communication, coordination, policy, statutory, and funding actions necessary to overcome the barriers to provide for effective career pathway/key occupation workforce development for each of the five disciplines and key occupations at US technical/trade schools, community colleges, and university levels that will provide for a skilled, technically competent workforce in the next 5-15 years.

Task 5 Deliverables

The Recipient will be responsible for the following:

- 1) Within 22 months of the Agreement Date, provide a comprehensive Report and Power Point for each of the five disciplines/key occupations describing an Implementation Plan that technical and trade schools, community colleges and

universities can use to establish effective discipline/key occupation career pathways. FHWA will review and provide comment within 15 days. The Recipient will have 15 days to review the FHWA comments and to provide a Revised Report and Power Point to FHWA.

- 2) The Report and Power Point presentations shall describe the development, process, and results for each of the five discipline pathway/key occupation Demonstration Programs at the trade/technical schools, community colleges, and universities.
- 3) The Report and Power Point presentations shall include a description of the extent of career pathway/key occupation program implementation that will be necessary to meet the projected workforce needs of the key occupations for each discipline in the next 5-15 years in US trade/technical schools, community colleges, and universities.
- 4) The Report and Power Point Presentation shall identify the institutional, communication, coordination, policy, statutory, and cost barriers to implementing the five discipline/key occupation career pathways at the trade/technical school, community college, and university levels nationwide.
- 5) The Report and Power Point Presentation shall include recommendations for the institutional, communication, coordination, policy, statutory, and funding actions necessary to overcome the barriers to provide for effective career pathway/key occupation workforce development for each of the five disciplines at technical/trade schools, community colleges, and universities nationwide, and necessary to provide for a skilled, technically competent workforce in the next 5-15 years.
- 6) Within 23 months of the Agreement Date, provide a comprehensive Onsite Oral Presentation to each of the five Discipline Working Groups, Discipline Stakeholders, and Discipline Interested Parties as determined by the Recipient, FHWA and the Discipline Working Groups for their respective disciplines describing the Project including the objectives, methodology, extent of transportation and education community engagement, and results.

The Oral Presentations shall include an explanation of the recommendations for implementing career pathways for each of the five discipline areas at trade/technical schools, community colleges, and universities nationwide to effectively and efficiently provide for a skilled, technically competent transportation workforce in each of the five discipline areas and key occupations within the disciplines.

The Oral Presentations shall be available to remote participants by web conference.

- 7) Within 15 days of the Oral Presentations, FHWA will provide comments to the Recipient including Discipline Working Group and Stakeholder reaction, and recommendations to be considered in the final Project Report and Power Point Presentation. The Recipient will have 15 days to review the FHWA comments, revise

the Final Report and Power Point as necessary, and provide the final Report and Power Point to FHWA.

SECTION B – FEDERAL AWARD INFORMATION**1. FUNDING AND NUMBER OF AWARDS**

The FHWA anticipates making 1 award as a result of this Notice of Funding Opportunity.

The FHWA anticipates Federal funding up to a total amount of \$1,000,000 may be made available for this Agreement subject to the availability of funds.

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 one 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, including collaboration with the Discipline Working Groups and key Stakeholder Groups;
- Close monitoring of performance;
- Involvement in monitoring program decisions; and
- Participation in status meetings including kick off meeting and annual technical and budget reviews.

SECTION C – ELIGIBILITY INFORMATION**1. ELIGIBLE APPLICANTS**

This competition is open to the following: the National Academy of Sciences, the American Association of State Highway and Transportation Officials, any Federal laboratory, Federal agency, State agency, authority, association, institution, for-profit or nonprofit corporation, organization, foreign country, or any other person.

2. COST SHARING OR MATCHING

Cost sharing or matching is required.

The Federal Share of the cost of activities carried out by the Surface Transportation Research Program under paragraph 23 U.S.C. §502(a)(3) shall not exceed 80 percent. Therefore, a minimum of 20 percent (\$250,000) cost share is required. Program income must be handled in accordance with SECTION F.

3. OTHER (Optional, include as applicable)

N/A

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at [grants.gov](https://www.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 cpi, 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 – 50-page limit (double/single spaced)
 - 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 can 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. Objectives include:

Develop, test, and demonstrate the education, curriculum, training, and supplemental/experiential learning activities necessary to effectively provide for the competencies and skill sets in the key disciplines of transportation planning, environment, engineering, safety, and operations at the technical and trade school, community college, and university levels.

Develop and include the Draft Project Plan from Task 2. 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 sponsors/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 proposal. 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 Applicants' ability to perform the proposed contract 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 point 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 point of contact listed on page 1 no later than the application deadline cited above.

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The Government will evaluate applications on 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 Applicant shall describe the following:

- (1) Demonstrated ability to organize and manage the five Discipline Working Groups including the types of individuals and the organizations they represent, and who may be asked to participate as a Discipline Working Group member.
- (2) Demonstrated ability to describe a process and project plan to define and develop, test, and pilot career pathways for each of the five disciplines and critical occupations within each discipline.
- (3) Demonstrated ability to identify and describe existing education, training, skill, and competency needs for each of the five discipline/critical occupation areas.
- (4) Demonstrated ability to identify and describe existing student supplemental/experiential learning programs, engagement/enrichment activities in support of student development and career pathways for technical schools, community colleges, universities, for each of the five discipline/critical occupation areas.
- (5) Demonstrated ability to define future education, training competencies, skill sets, and supplemental/experiential learning programs as key elements in establishing comprehensive, effective career pathways for each of the five discipline/critical occupations at the technical and trade school, community college, and university levels.
- (6) Demonstrated ability to develop and implement career pathway/key occupation pilot programs at each of the technical school, community college, university levels for each of the five discipline/critical occupation areas.
- (7) Demonstrated ability to identify institutional, policy, legislative, and cost barriers to establishing the career pathways for each of the five discipline/critical occupations at the technical/trade schools, community college, and university levels and demonstrated the ability to provide recommendations to address the barriers to effective career pathway and workforce development programs.

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.” At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.

If FHWA does not make a Federal award to a non-Federal entity because the official determines that the non-Federal entity does not meet either or both of the minimum qualification standards as described in 2 CFR 200.205, the FHWA will report that determination in FAPIIS.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making award on or about **September 2016**.

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/generaltermsconditions.cfm>

Special terms and conditions follow:

A. PUBLIC ACCESS TO DOCUMENTS [OPTIONAL]

N/A

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:

<i>Type*</i>	<i>Indirect Rate</i>	<i>Period</i>	<i>Rate (%)</i>	<i>Base</i>
(*** 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

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.

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: NON-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 reimbursement under this Agreement.

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

N/A

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

A. QUARTERLY PROGRESS REPORT

The Recipient must submit an electronic copy of the SF-PPR, to the AOR and the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Final PPRs are due 90 days after the end of the Agreement period of performance. The SF-PPR is available online:

http://www.whitehouse.gov/sites/default/files/omb/grants/grants_forms.html.

Calendar quarters are defined as:

1st : January – March
 2nd: April – June
 3rd: July – September
 4th: October – December

Reports due on or before:

April 30th
 July 30th
 October 30th
 January 30th

The quarterly progress report must include the required certification pursuant to 2 CFR 200.415.

The quarterly progress report must consist of the SF-PPR cover page and all of the following required attached information:

To fulfill the SF-PPR Block 10, Performance Narrative requirement, the Recipient must complete the Quarterly Reporting Template (expand as necessary) that will provide a formatted report of:

- a. Work performed for the current quarter;
- b. Work planned for the upcoming quarter;
- c. Description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the Agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered;
- d. A tabulation, clearly delineated by Federal share, cost share and total, of the current and cumulative costs expended by cost element (labor, travel, indirect costs, sub-recipient/subcontractor, etc.) by quarter versus budgeted costs;
- e. Work performed in support of the FHWA and DOT Strategic Goals; and
- f. Budget revisions.

In the SF-PPR Block 11, Other Attachments, include the following information as attached pages:

- a. SF-425, Federal Financial Report, and
- b. SF-425A, Federal Financial Report Attachment (if applicable).

B. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient must submit an electronic copy and one hard copy of the Annual Budget Review and Program Plan to the AOR and one electronic copy and one hard copy to the Agreement Specialist 60 days prior to the anniversary date of this Agreement. The Annual Budget Review and Program Plan must include the required certification pursuant to 2 CFR 200.415. The Annual Budget Review and Program Plan must provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review must contain a statement stating such. The Recipient must meet via teleconference or web conference with the FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan must not commence until AO's written approval is received.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Address any questions to:

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

Secondary point of contact is:

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

SECTION H – OTHER INFORMATION

N/A