

***Notice of Funding Opportunity
Summary Information***

Federal Agency Name: U.S. Department of Transportation (US DOT)
Federal Highway Administration (FHWA)
Office of Technical Services
1310 North Courthouse Road, Suite 300
Arlington, VA 22201

Website:

[HTTP://WWW.FHWA.DOT.GOV/TPP/UGP.HTM](http://www.fhwa.dot.gov/tpb/ugp.htm)

Attention: Fawn Thompson, DTS-TP-20

Notice of Funding Opportunity (NOFO) Title: ***“Administration of the Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Local Competition for Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, People with Disabilities, and Community Colleges”***

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

Notice of Funding Opportunity (NOFO) Number: **DTFH6115RA00007**

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

Dates:

- NOFO Issue Date is March 20, 2015
- Application Due Date/Time is April 20, 2015, by 5:00PM (ET)

Direct Questions to: Gerald Hill, Senior Program Analyst (CTR)
Federal Highway Administration
Technology Partnership Programs
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Pertinent Links:

- [HTTP://WWW.GRANTS.GOV](http://www.grants.gov)
- Federal Highway Administration (FHWA), Office of Technical Services, University & Grants Programs at [HTTP://WWW.FHWA.DOT.GOV/TPU/UGP.HTM](http://www.fhwa.dot.gov/tpu/ugp.htm)

Attachments:

- A. Program Administration Guidelines for Local Competitions at Institutions Designated as Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges, and those serving People with Disabilities
- B. Terms and Conditions

SECTION A – PROGRAM DESCRIPTION

1. STATEMENT OF PURPOSE

The Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Local Competition program aims to attract the nation's brightest minds to the field of transportation; enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and to retain top talent in the transportation industry of the United States. The DDETFP for Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), Tribal Colleges and Universities (TCU), Community Colleges (CC), and institutions that are designated to serve People with Disabilities (PWD), provides funding for the pursuit of Associates, Bachelors, Masters and Doctoral Degrees in transportation related discipline. The purpose of the DDETFP Local Competition is to stimulate interest among students attending HBCUs, HSIs, TCUs, CCs and institutions serving PWDs to conduct transportation-related research, pursue transportation-related degrees, to enter the transportation workforce and bring innovation and enhance the breadth and scope of knowledge of the entire transportation community in the United States.

2. LEGISLATIVE AUTHORITY

The authority to award a grant for this effort is found in Public Law 112-141 Moving Ahead for Progress in the 21st Century (MAP-21) transportation legislation, Section (§)52004 (7) and is also found in Title 23, United States Code (USC), Section (§) 504(c) and §502 (b)(3).

3. BACKGROUND

Educational Institutions that are designated as Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges, and Institutions that are designated to serve People with Disabilities, are encouraged to apply to administer the Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Local Competition for Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges, and institutions that are designated to serve People with Disabilities, at their institution.

If an institution is selected to administer a DDETFP Local Competition, the institution will be responsible for adhering to the *Program Administration Guidelines for Local Competitions at Institutions Designated as Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges, and those serving People with Disabilities* (Attachment A). This requires the institution to complete and submit all required paperwork to run the local completion and execute the fellowship once awarded by FHWA. Funding will be sent to the education institution on behalf of the student. The education institution will be responsible for allocating funds to the student as outlined in the budget. The education institution will also be responsible for submitting all required federal financial reports to FHWA.

4. STATEMENT OF WORK

The U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA), is soliciting applications for Educational Institutions that are designated as Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges, and those that are designated to serve People with Disabilities to apply to administer the Dwight David Eisenhower Transportation Fellowship Program at their Institution.

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

FHWA intends to award up to 40 local competition programs (hereby known as local competitions) as a result of this Notice of Funding Opportunity (NOFO).

Currently, total federal funding in the amount of (\$850,000.00) is available for up to 40 fellowship programs to make awards ranging from a minimum of \$1,500 to a maximum of \$10,000 per student, to include tuition, stipend, and travel costs to attend the TRB Annual Meeting. **Note:** The Government reserves the right to award less than the anticipated number of program awards and less than the estimated amount per grantee.

2. TYPE OF AWARD

The planned award type is a Grant Agreement.

3. PERIOD OF PERFORMANCE

The period of performance for this Agreement will be one year from the effective date of the Agreement.

SECTION C - ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

Applicants of the Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Local Competition for Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community College, and People with Disabilities, must be educational institutions that are currently designated as:

- Historically Black Colleges and Universities; or
- Hispanic Serving Institutions; or
- Tribal Colleges and Universities; or
- Community Colleges; or
- Institutions designated to serve People with Disabilities.

2. COST SHARING OR MATCHING

Although this program does not require cost sharing or matching, educational institutions are encouraged to contribute resources to help leverage fellowship funding.

SECTION D – APPLICATION AND SUBMISSION INFORMATION

1. APPLICATION FORMS / SUPPORTING DOCUMENTATION

Applicants will complete all forms included in the Application Package for this NOFO as contained at www.grants.gov. Applicants must submit the Application Package to the FHWA University & Grants Programs, at the address identified in item 3 of this Section.

General Instructions: Please read this Notice of Funding Opportunity in its entirety before preparing the application materials. Incomplete applications will not be considered.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

The FY 2015 Dwight David Eisenhower Transportation Fellowship Program (DDETFP) for Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, People with Disabilities, and Community Colleges requires the submission of a Fellowship Program Plan. This document is required to establish a DDETFP. The DDETFP Fellowship Plan as identified in Appendix A of the *Program Administration Guidelines for Local Competitions at Institutions Designated as Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges, and those serving People with Disabilities*.

A complete application package includes the following and should be submitted in this order:

- Key Contact / Institution Data¹ – This information is required to facilitate the award process. The Grantee must be registered in WWW.SAM.GOV.
- Eisenhower Selection Panel² – Panel must consist of a minimum of three members with at least one individual who is a Federal FHWA employee from the local FHWA Division Office.
- Campus Recruitment Plan³ - Briefly describe how the Eisenhower Program will be advertised, announcements and application distributed, panels convened, and recipient selected and notified.
- Planned Timelines/Schedule⁴ - Dates associated with posting the announcement, application due dates, selection panel meeting, proposed recipient package, and accomplishment report.
- Copy of their proposed Fellowship Local Competition Announcement
- Copy of their proposed Fellowship Local Competition Application
- SF-424B (from WWW.GRANTS.GOV)
- Grants.gov Lobbying Form (from WWW.GRANTS.GOV), and
- Briefly address the ten (10) items at **6. EDUCATIONAL INSTITUTION ORGANIZATIONAL INFORMATION** on pages 9 and 10 of this announcement.

General Instructions: Please read the Attachment A, *Program Administration Guidelines for Local Competitions at Institutions Designated as Historically Black Colleges and Universities*,

^{1, 2, 3, 4} Forms / Templates found in Appendix A to Attachment A.

Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges, and those serving People with Disabilities in its entirety before preparing the application materials.

3. SUBMISSION DATES AND TIMES

Application Deadline: Applicants will submit the complete Application Package with all items identified above to the FHWA University & Grants Programs at the following address:

Universities and Grants Programs
Technology Partnership Programs, DTS-TP-20
1310 North Courthouse Road, Suite 300
Arlington, VA 22201

Attention: DDETFP LC Application

by 5:00 p.m. Eastern Time on Monday, April 20, 2015.

The deadlines cited herein are the dates and times by which the agency must receive the application.

Late submissions **will not** be reviewed or considered unless the Agreement Officer determines it is in the Government's best interest to consider the late application.

4. STIPEND, TUITION AND TAXES

All fellowship recipients **may not** receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Recipient awards will be based on the rankings from the Local Selection Panel. Selected individual **fellowship recipient students will receive an award between \$1,500 and \$10,000 based on the ranking from the Local Selection Panel.**

Educational institutions must advise all fellowship recipients that **the stipend portion of the fellowship is subject to taxation** in accordance with the U.S. Internal Revenue Service (IRS) regulations (Publication 970, revised 2014).

The anticipated monthly stipends for the Dwight David Eisenhower Transportation Fellowship Program for Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, People with Disabilities, and Community Colleges are based on academic level and are as follows:

Associate's Level	Up to \$1,000
Bachelor's Level	Up to \$1,450
Master's Level	Up to \$1,700
Doctoral Level	Up to \$2,000

Actual Stipend level may vary based upon available funding. Stipends are capped as identified in the chart above. Additional stipend amounts may be added by the University or other sources.

5. FUNDING RESTRICTIONS

Restrictions on the use of fellowship funds are as follows:

- No funds are available for Program Administration;
- No dependency allowances;
- Fellowship recipients are eligible for funding only during months of enrollment in full-time programs leading to undergraduate or graduate degrees;
- The recipient's university has the responsibility of administering the funds and for making periodic payments to the recipient;
- Unused funds must be returned to FHWA within **90 days** of the termination date of the fellowship;
- There is a \$10,000 tuition cap per student per year of DDETFP Local Competition Funding.

6. EDUCATIONAL INSTITUTION ORGANIZATIONAL INFORMATION

- a) 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.
- b) 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.
- c) Provide 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.
- d) Provide 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 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.

- e) Provide 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.
- f) 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.
- g) Describe how your organization will obtain the necessary resources to fund and fulfill the proposed cost share, as applicable.
- h) 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.
- i) 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).

7. 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.

8. INTERGOVERNMENTAL REVIEW

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

9. FUNDING RESTRICTIONS

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

10. 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.

The DDETFP Local Competition will be awarded on the basis of merit. The following criteria are listed in descending order of importance:

- Program Administration – Demonstrated potential to administer an Eisenhower Fellowship Program to support program objectives (35 points);
- Campus Recruitment Plan – Demonstrated ability to recruit students from multiple program areas within the institution. Acceptable transportation related disciplines can be found online at <http://www.fhwa.dot.gov/tpp/ddetfp.htm#FellowshipsDiscip> (35 points);
- Institution Support – Demonstrated support from Academic Institution (15 points);
- Application – Overall quality of Application (15 points); and

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:

FHWA will evaluate all **eligible** applications. The recommendations for selection will be ranked in merit order and submitted to the FHWA Program Manager, to make final selections based on the Panel's recommendation. The FHWA Program Manager is the official responsible for final award selections. The Government is not obligated to make any award as a result of this announcement.

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:

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

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.

Applicant's eligibility to receive Federal funding. Per the guidelines on government-wide suspension and debarment in 2 CFR Part 180, the Government will confirm that the Applicant is not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making an announcement on or about April 20, 2015.

SECTION F – 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. Upon full execution of the award document, the institution will be responsible for adhering to Attachment A, *Dwight David Eisenhower Transportation Fellowship Program Fellowship Administration Guidelines for Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, People with Disabilities, and Community Colleges*.

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.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations that apply to this agreement are provided as Attachment B.

Special terms and conditions follow:

1. 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:

- a) Currently, Federal funds identified on page 1 of the award document, are obligated to this agreement.
- b) 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.
- c) 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.

2. 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.

3. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

This agreement is designated as: NON-RESEARCH

4. 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.

SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)

Address any questions to:

Gerald Hill, Senior Program Analyst (CTR)
Federal Highway Administration
Technology Partnership Programs
Gerald.Hill.CTR@dot.gov
(703) 235-0951

Secondary point of contact is:

Fawn Thompson, Program Manager
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