

***Federal Funding Opportunity***

***Request for Applications (RFA)***

Federal Agency Name: U.S. Department of Transportation  
Federal Highway Administration  
Office of Acquisition Management  
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Funding Opportunity Title: **“Information Center for Transportation Enhancement Activities”**

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

Funding Opportunity Number: **RFA Number DTFH61-08-RA-00007**

Catalog of Federal Domestic Assistance (CFDA) Number: 20.200

Dates: RFA Issue Date is April 14, 2008  
Application Due Date is May 16, 2008

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**TABLE OF CONTENTS**

<b>Section</b>	<b>Title</b>	<b>Page</b>
SECTION I	FUNDING OPPORTUNITY DESCRIPTION	3
SECTION II	AWARD INFORMATION	11
SECTION III	ELIGIBILITY INFORMATION	12
SECTION IV	APPLICATION AND SUBMISSION INFORMATION	12
SECTION V	APPLICATION REVIEW INFORMATION	16
SECTION VI	AWARD ADMINISTRATION INFORMATION	18
SECTION VII	AGENCY CONTACT	27

## SECTION I - FUNDING OPPORTUNITY DESCRIPTION

### A. STATEMENT OF PURPOSE

The Federal Highway Administration (FHWA) hereby requests applications to result in the award of a cooperative agreement to administer an information center to support program delivery for the Transportation Enhancement (TE) activities authorized in Title 23 United States Code (codified in 23 U.S.C. 133(b)(8) and 133(d)(2), and defined in 23 U.S.C. 101(a)(35)), and to assist the agreement Recipient and to provide information about the TE activities to the public.

### B. LEGISLATIVE AUTHORITY

Authority to enter into a cooperative agreement is found in 23 U.S.C. 502(b)(3)(C) (as amended):

(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.

This cooperative agreement requires a 50 percent non-Federal share under SAFETEA-LU §5101(b). “(b) Applicability of Title 23, United States Code.—Funds authorized to be appropriated by subsection (a) shall be available for obligation in the same manner as if such funds were apportioned under chapter 1 of title 23, United States Code; except that the Federal share of the cost of a project or activity carried out using such funds shall be 50 percent, unless otherwise expressly provided.”

### C. BACKGROUND

Transportation Enhancement (TE) activities provide funds to the States to expand travel choices, strengthen the local economy, improve the quality of life, and protect the natural and human environment. Federal and State program managers and national organizations interested in the TE activities recognize a need for an information center to promote effective and efficient planning, design, construction, maintenance, and management to provide for a wide range of TE-related opportunities while protecting and enhancing the environment.

FHWA is seeking cooperative assistance to:

- Provide accurate and up-to-date information about States' TE programs, contacts, and funding information.
- Maintain, enhance, and update a TE project list and TE project library.
- Develop and produce an annual summary about TE funding.
- Convene and coordinate communication, training, and workshops related to TE, including Professional Seminars for State and FHWA TE professionals.
- Provide technical assistance, training, and communication about the TE activities to the States, potential project sponsors, and the public.

FHWA proposes to enter into a cooperative agreement with a qualified organization (nonprofit or for profit) to provide these services.

#### D. OBJECTIVES

The objectives of this cooperative agreement include:

- Operate an information center primarily focused on the Transportation Enhancement (TE) activities authorized in 23 U.S.C. 133(b)(8) and 133(d)(2), and defined in 23 U.S.C. 101(a)(35).
- Develop, maintain, and expand a TE information center website with pages, links, and an index for publications, TE-related information, and other TE-related resources.
- Provide accurate and up-to-date information about States' TE programs, including State program profiles, contact information, and funding trends.
- Maintain, enhance, and update a TE project list and TE project example library.
- Develop and produce an annual summary about TE funding.
- Convene and coordinate communication, training, and workshops related to TE, including Professional Seminars for State and FHWA TE professionals.
- Provide basic technical assistance, training, and communication about the TE activities to the States, potential project sponsors, and the public.
- Cooperate with FHWA, the States, and appropriate organizations to encourage the States to enter into contracts and cooperative agreements with qualified youth conservation or service corps to perform appropriate TE activities.
- Participate in other tasks that promote safe, accountable, flexible, and efficient use of TE funds, including development of reports that discuss the benefits of TE activities.

#### E. STATEMENT OF WORK

The purpose of this Cooperative Agreement (Agreement) between the Federal Highway Administration (FHWA) and the Recipient is to support an information center for Transportation

Enhancement (TE) activities. The information center will assist with program delivery for the TE activities authorized in Title 23 United States Code (codified in 23 U.S.C.

133(b)(8) and 133(d)(2), and defined in 23 U.S.C. 101(a)(35)). The information center will be a resource for TE project data collection and management, national contacts and coordination, and for general information and document dissemination to the public. Tasks performed under this Agreement must be consistent with eligible activities authorized under Titles 23 and 49, United States Code.

The tasks for this Agreement include the items below.

***Note to applicants:***

- The tasks below marked “required” are required for minimum performance under this Agreement.
- The tasks marked “desired” are considered very important for a successful TE information center. Proposals that incorporate “desired” elements from this statement of work, without additional cost to the Government, will receive additional weight in the evaluation process.
- Applicants also are encouraged to propose “supplemental activities” that support the TE activities, without additional cost to the Government. Supplemental activities may receive more favorable consideration in the evaluation process.

**Task 1**

**Required.** Operate an information center focused on the TE activities authorized in 23 U.S.C. 133(b)(8) and 133(d)(2), and defined in 23 U.S.C. 101(a)(35) (or as amended).

**Note:** This agreement will replace a cooperative agreement currently in effect. FHWA will facilitate a transition of materials if the incumbent does not receive the new award. The incumbent’s web site is [www.enhancements.org](http://www.enhancements.org).

**Note:** Applicants are encouraged to explain how information center activities can be integrated with the Federal-aid surface transportation program in general, and with FHWA programs that have similar goals or outcomes as the TE activities.

**Task 2**

**Required.** Maintain and expand a TE information center website. The website must be compatible with and complementary to FHWA’s TE website:

[www.fhwa.dot.gov/environment/te](http://www.fhwa.dot.gov/environment/te). The website should include, at a minimum:

- a. Provide up-to-date and accurate information about eligible TE activities.
- b. Provide up-to-date and accurate information about States’ TE programs, including State program profiles, contact information, and funding trends.
- c. Provide an up-to-date and accurate TE Project List including State, year, project type, location, Federal share, non-Federal share, and other relevant project information.

**Note:** Applicants should provide a detailed description of the information to be included in the project list and how it will be obtained, verified, and updated. Applicants may propose an additional level of effort that could take place without additional cost to the Government.

**Note:** See [www.enhancements.org](http://www.enhancements.org) for links to the program profiles, project lists, and project libraries.

**Note:** The applicant should propose an appropriate update cycle, not to exceed one year.

- d. Provide a TE Project Example Library describing examples of best practices of TE projects. The Library must include examples from all TE categories, and must include at least one project from each State and the District of Columbia. The Library should include a variety of projects from across the country, and should be updated annually with new examples from all TE categories that have new examples.
- e. Provide links to related programs and resources.

**Note:** Applicants should explain how website features will benefit the State TE programs, potential applicants, and the public. Applicants should provide a detailed description of the information to be included on the State profiles, project list, and project library.

**Note:** Applicants must describe how information will be obtained, verified, and updated.

### Task 3

**Required.** Develop and produce an annual report about TE funding describing the status of how States used TE funds in the previous Federal fiscal year.

**Note:** Annual reports are currently posted at <http://www.enhancements.org/publications.asp>. See "Transportation Enhancements: A Summary of Nationwide Spending".

**Note:** Applicants should explain how the report will provide useful information to FHWA, the States, and the public.

### Task 4

**Required.** Convene and coordinate communication, training, and workshops related to TE for State and FHWA TE professionals. This includes:

- a. Provide and moderate a TE listserv or forum for State and FHWA TE managers to share technical information related to the TE activities.
- b. Convene annual TE Professional Seminars. Proceedings from TE Professional Seminars must be posted on the information center website within 3 months of each annual Seminar. The proceedings archives must be maintained on the website throughout the period of

performance of this agreement, where they can be found easily for future reference. The electronic files will be provided to FHWA upon termination of this agreement.

**Note:** Previous TE Professional Seminars have been held approximately every two years, but State TE managers have expressed a preference for annual seminars. Previous seminars have been held in conjunction with conferences organized by the Rails-to-Trails Conservancy, but future seminars may be proposed in conjunction with other national or regional conferences that have TE-related themes, or may be proposed as independent seminars, perhaps hosted by one or more States. The seminars have run from 1 and one half days to up to 3 days. Planning for specific seminars should be addressed in the annual work plan. For additional examples, there are similar annual meetings for State Trail Administrators responsible for the Recreational Trails Program, see <http://www.fhwa.dot.gov/environment/rectrails/events.htm> for links to meetings from previous years. It may be beneficial to have joint meetings for TE Professionals and State Trail Administrators.

**Note:** Applicants should explain how they would provide these services and how they would cover costs. Applicants should suggest other kinds of training focused on TE professionals that could take place without additional cost to the Government.

### **Task 5**

**Desired.** Provide a TE Project Image Library from a wide variety of TE projects across the country. The Library will have a variety of projects from across the country, and should be updated periodically with new examples from all TE categories that have new examples.

**Note:** Applicants should provide a detailed description of the information to be included in the image library. The applicant should propose an appropriate update cycle, not to exceed one year. The existing image library can be viewed here: <http://www.enhancements.org/library/index.asp>.

### **Task 6**

**Desired.** Identify, coordinate, and enhance TE-related communication and training opportunities nationwide, and provide basic technical assistance about the TE activities to the States, potential project sponsors, and the public.

**Note:** Applicants should suggest ideas about how to perform this task, including telecommunications, newsletters, program publications, exhibits and/or attendance at conferences, or other methods. Applicants should explain how they propose to ensure adequate coverage and response times to inquiries.

### **Task 7**

**Desired.** Cooperate with FHWA, the States, and appropriate organizations to encourage the States to enter into contracts and cooperative agreements with qualified youth conservation or qualified service corps to perform appropriate transportation enhancement activities, in accordance with Section 1108(g) of the Transportation Equity Act for the 21<sup>st</sup> Century (Pub. L.105-85).

**Note:** Applicants should suggest ideas to explain how to perform this task, including partnerships with youth corps organizations.

### **Task 8: Supplemental**

Participate in other tasks that promote safe, accountable, flexible, and efficient use of TE funds, including development of reports that explain about the benefits of TE activities.

**Note:** Applicants are encouraged to suggest additional services. Supplemental activities may receive more favorable consideration in the evaluation process.

### **Additional Notes for the Statement of Work**

- Training and materials developed and provided under this cooperative agreement will provide technical assistance to agency staff and the public to enhance planning, design, construction, maintenance, and management related to the TE activities. Training will improve the quality, safety, and accessibility of TE projects, and promote environmental protection and sustainability.
- The TE information center is not authorized to determine TE project eligibility on behalf of the Government or on behalf of any State. The TE information center is not authorized to express views on behalf of any government. *A disclaimer stating this must appear on the TE information web site.* See **Acknowledgement of Support and Disclaimer**, Section VI, Paragraph A-10.

### **Accessibility Requirements: Section 508 of the Rehabilitation Act of 1973**

Although the requirements of Section 508 of the Rehabilitation Act of 1973, as amended, do not apply to assistance agreements, the FHWA is subject to the Act's requirements that all documents posted on an FHWA or FHWA-hosted website comply with the accessibility standards of the Act. As such, all electronic and information technology products that are submitted under this cooperative must be Section 508-compliant so that they can be web posted without further modification.

Applicants that ensure that their websites comply with Federal Accessibility Requirements will receive higher consideration during the evaluation.

The Act requires that all electronic products prepared for the Federal government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. See Section 508 of the Rehabilitation Act at [www.access-board.gov/508.htm](http://www.access-board.gov/508.htm) and the Federal Information Technology Accessibility Initiative Home Page ([www.section508.gov/](http://www.section508.gov/)) for detailed information. The following paragraphs summarize the requirements for preparing FHWA reports in conformance with Section 508 for eventual posting by FHWA to an FHWA-sponsored website.

a. *Electronic documents with images*

Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as “alt” and “longdesc” for all non-text images or place them in element content. For all documents prepared, vendors must prepare one standard HTML format as described in this statement of work AND one text format that includes descriptions for all non-text images. “Text equivalent” means text sufficient to reasonably describe the image. Images that are merely decorative require only a very brief “text equivalent” description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.

b. *Electronic documents with complex charts or data tables*

When preparing tables that are heavily designed, prepare adequate alternate information so that assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a nonlinear form. Markups shall be used to associate data cells and header cells for data tables that have two or more logical levels of row and column headers.

c. *Electronic documents with forms*

When electronic forms are designed to be completed online, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

Draft documents developed under this Agreement shall be delivered as electronic files that are in Microsoft Word 2000, or verified to be error free when read using Microsoft Word 2000 and PDF formats. Any other electronic format shall receive prior approval from the AOTR. With prior approval of the AOTR, artwork or graphics that are not embedded in the electronic (MS Word) document may be submitted in camera ready format. Deliverables must follow the publications guidelines that are available at [www.tfhr.gov/qkref/qrgmain.htm](http://www.tfhr.gov/qkref/qrgmain.htm) unless otherwise indicate in this scope of work.

The final deliverables to be delivered under this Cooperative Agreement must comply with Section 508 of the Rehabilitation Act and the Access Board Standards available at [www.section508.gov](http://www.section508.gov). Unless otherwise indicated, the recipient represents by signature on this agreement that all deliverables will comply with the Access Board Standards. Final documents will be delivered in Microsoft Word 2000, PDF, and HTML formats. These documents will be prepared in electronic GPO-required format and shall meet the Section 508 requirements to

allow them to be posted and viewed on the Internet. Files should be organized so that they are readable without requiring an associated style sheet. The html versions shall include a text equivalent description (e.g., via “alt”, “longdesc”, or in element content) for every non-text (e.g., graph, table, photo, diagram, etc.) element in the document. The best location for information on regulations for 36 CFR 1194, which implements Section 508 of the Rehabilitation Act of 1973, as amended, is at [www.access-board.gov/sec508/guide/index.htm](http://www.access-board.gov/sec508/guide/index.htm).

If the information center website existed before the effective date of this agreement, information presented prior to the date of execution of this agreement does not need to be modified to comply with Federal accessibility requirements. However, if a web page is modified or updated, the modified or updated page must be presented in accessible format.

### **Data Rights and Rights to TE Databases and Libraries**

The Recipient will make available to the Government copies of all work developed in performance with this cooperative agreement, including but not limited to software and data. The Government and others acting on its behalf shall have unlimited rights to obtain, reproduce, publish, or otherwise use the data developed in the performance of this cooperative agreement pursuant to 49 CFR Part 19.36.

- Upon completion on this cooperative agreement, the Recipient will provide complete, useable electronic copies of the information center databases and libraries to the Government, including any source code.
- During the period of performance of this cooperative agreement, the Recipient has the right to access the information center databases for its own independent analyses, reporting, and distribution purposes.
- The Recipient will make the information center databases and libraries available to the Government for its analyses and for report generation without an additional fee.
- The Recipient will make the information center databases and libraries available to State agencies for analyses and for report generation without an additional fee.
- The Recipient may make the databases and libraries available to other organizations, and may choose whether or not to charge a fee for service. (See Section VI, Paragraph 19: *Program Income*.)
- The Recipient will not provide information about private individuals or customers to others without prior approval of the Agreement Officer’s Technical Representative (AOTR). This includes mailing lists that may have personal addresses.
- Written materials intended for the general public, whether posted on a website, electronically, or in print, must conform to the U.S. Government Printing Office Style Manual, available at [www.gpoaccess.gov/stylemanual/browse.html](http://www.gpoaccess.gov/stylemanual/browse.html).

## SECTION II - AWARD INFORMATION

### A. FUNDING

The FHWA anticipates Federal funding up to \$500,000 in total may be made available for this cooperative agreement award subject to the availability of funds based upon the following schedule.

Year 1	\$ 100,000
Option Year1	\$ 100,000
Option Year 2	\$ 100,000
Option Year 3	\$ 100,000
Option Year 4	<u>\$ 100,000</u>
Total	\$ 500,000

**Note: The Government is not responsible for application preparation costs.**

### B. NUMBER OF AWARDS ANTICIPATED

The FHWA anticipates making the award of one cooperative agreement from this RFA.

### C. PERIOD OF PERFORMANCE

The initial period of performance for this cooperative agreement will be 1 year, with up to 4 optional years.

**Note: The U.S. DOT anticipates the effective date of this agreement will be on or about June 30, 2008.**

### D. TYPE OF AWARD

The FHWA intends to award one Cooperative Agreement as a result of this competitive RFA.

### E. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates substantial Federal involvement between the FHWA and the Recipient during the course of this cooperative agreement. The FHWA AOTR will participate in the planning and management of this agreement and will coordinate activities between the Recipient and the Government. The FHWA will, as a minimum:

- Provide technical assistance and guidance.
- Coordinate the TE information center with other FHWA activities.
- Participate in status meetings including a kick off meeting with the AO.
- Provide the Recipient with data from FHWA's Financial Management Information System (FMIS) to develop the annual report on TE funding.

- Coordinate compatibility with the TE information center website and FHWA's TE website.
- Review, comment on, and edit draft documents.
- Provide final approval for major items on the website, newsletters, and publications prior to posting or publication.
- Cooperate in planning the TE Professional Seminars, and participating in moderating the TE Professional Seminars.

### **SECTION III - ELIGIBILITY INFORMATION**

#### **A. ELIGIBLE APPLICANTS**

This solicitation is open to all sources.

#### **B. COST SHARING OR MATCHING**

Pursuant to the legislative authority for cooperative agreements under SAFETEA-LU Section 5101(b), this agreement requires a 50 percent non-Federal matching contribution to the total cost of the project. Applicants may propose a higher non-Federal share, which may be taken into consideration.

### **SECTION IV - APPLICATION AND SUBMISSION INFORMATION**

#### **A. APPLICATION FORMS**

Applicants shall complete all forms included in the Application Package for this RFA as contained at [www.grants.gov](http://www.grants.gov). Applicants shall submit the Application Package online at [www.grants.gov](http://www.grants.gov).

**Note: See "E. Other Submission Requirements" below for more information.**

#### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

Applicants must submit an application that addresses the "required" tasks of the Statement of Work (Tasks 1, 2, 3, and 4). Tasks 5, 6, and 7 are desired, based on the applicant's proposal. Additional weight will be given to proposals that incorporate elements of multiple tasks without additional cost to the Government. Task 8 is a recommended supplemental task. Applicants are encouraged to propose other activities that support the TE activities without additional cost to the Government.

The application package shall consist of the following:

- SF424

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

- SF424A

**Note:** Section A: block 1(a) print title *Transportation Enhancements Information Center*, block 1(b) print *20.205*, block 1(c) print *\$ Total Federal Funds Requested*, 1(d) print *\$ Total Cost Share*, and leave blank columns (e), (f), and (g) and rows 2, 3, and 4.

- SF424B
  
- 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.

- Grants.gov Lobbying Form
  
- Attachments Form
  - 1) Technical Application: 20 page limit
  - 2) Staffing: 15 page limit
  - 3) Budget Application Detail: no page limit

**Note:** Applications under this RFA are not subject to the State review under E.O. 12372.

Applications shall be submitted in the following format:

Applications shall be submitted on 8.5 by 11 inch paper, except for foldouts used for charts, tables, appendices, or diagrams, which shall not exceed 11 by 17 inches. A page is defined as one side of a piece of paper. A piece of paper with printing on both sides is considered two pages. Margins (excluding headers and footers) shall be no less than 1 inch on the sides, top, and bottom of the page. Regular text print type shall not be less than 10 points or more than 12 characters per inch, and shall not exceed 6 lines to the vertical inch.

The evaluation board may take into account when making its evaluation, any failure to conform to the instructions and rules in this section or any attempt to evade these specifications and rules on the basis of technicalities, as indicators of future performance.

If an applicant does not understand these instructions, then the applicant must submit its questions(s) to the Agreement Officer for clarification sufficiently in advance of the deadline for the receipt of offers to get an answer in time to meet that deadline.

### **Part 1 – Technical Application**

The technical application shall be limited to 20 pages double spaced.

**Note:** In the event the technical application exceeds the 20 page limitation, the Government will evaluate only the first 20 pages of the application.

Technical applications shall include the following components and shall be organized accordingly:

## 1.1 Work Plan

The Applicant will describe how it will implement the proposed Statement of Work. The Applicant will describe how it will meet the “required” tasks (Tasks 1, 2, 3, and 4). As well as the “desired” tasks (Tasks 5, 6, and 7). Applicants also are encouraged to propose other activities that support the TE activities without additional cost to the Government (Task 8).

The work plan should have a timeline for completion of each task and the interrelationships of all tasks. It must address data collection including the use of computer hardware and software and other technologies. The work plan must discuss performance measures and mechanisms for measuring project success. Describe any measures already in place or that will be put in place to institutionalize the proposal’s efforts across or with other agencies. The page limitation for this section is not to exceed 18 pages (part of the 20 page technical application).

## 1.2 Data Sources

Clearly identify all data sources. Licensing terms, any restrictions on use regarding proprietary data, and subsequent implications for use in future efforts shall be explicitly discussed. The page limitation for this section is not to exceed two (2) pages.

## **Part 2 – Staffing Application**

The staffing application shall be limited to 15 pages double spaced. The principal investigator’s qualifications shall be submitted as a separate resume within the staffing application page limit. **Note: In the event the staffing application exceeds the 15 page limitation, the Government will evaluate only the first 15 pages of the application.**

### 2.1 Staffing

Provide the names of all personnel related to this project and the positions they will occupy. Provide a program organizational chart identifying proposed staff members assigned to the project. Include the title and a brief description of each position’s responsibilities, as well as the proposed level of effort and allocation of time for each position. Provide the level of effort for each position for the lifetime of the agreement. Provide a brief summary of the applicant’s experience relevant to this project. Tailored biographical summaries of key personnel shall be included and shall not exceed two (2) pages per person.

### 2.2 Partnering

Describe all partner agencies, organizations, companies, or individuals that will participate in this proposed project if they are not already clearly identified in the Staffing section.

## **Part 3 – Budget Application**

**Note: There is no page limit for budget applications.**

Provide a **separate** detailed budget plan for each Task applied for (i.e. Task 1, Task 2, Task 3, etc.) by year (ie. Year 1, Option Year 1, Option Year 2, Option Year 3, and Option Year 4) and in summary form for federal share and cost share. The detailed budget plan will consist of the following:

3.1 Detailed spreadsheet and supporting information clearly delineating and supporting all estimated costs by Task (per year and in summary form) as follows:

- Provide labor categories, labor hours or percentage of time, labor rates.
- Provide indirect rates and bases; include any audit information to support rates.
- Provide supporting information to justify estimates for Other Direct Costs such as equipment, travel, etc.
- Provide detail and support for cost share as part of overall project budget. Clearly delineate cost share match versus Federal share.

**Note: Travel will be reimbursed at cost in accordance with the Federal Travel Regulations in effect at the time of travel.**

3.2 If subrecipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such should be furnished:

- Name and address of the organization or consultant.
- Description of the portion of work to be conducted by the organization or consultant.
- Cost details for that portion of work.
- Letter of commitment from the subrecipient.

3.3 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.

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

3.5 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.

#### C. SUBMISSION DATES AND TIMES

Applications must be received electronically through [www.Grants.gov](http://www.Grants.gov) by 4:00 p.m. EDT on May 16, 2008.

The deadline cited herein is the date and time by which the agency must receive the application.

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

#### D. FUNDING RESTRICTIONS

This award will not allow reimbursement of pre-award costs.

#### E. OTHER SUBMISSION REQUIREMENTS

The FHWA uses [www.Grants.gov](http://www.Grants.gov) for receipt of all applications. Applicants must register with [www.Grants.gov](http://www.Grants.gov) and use the system to submit applications electronically. **Applicants are encouraged to register with [www.Grants.gov](http://www.Grants.gov) well in advance of the submission deadline.**

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 [www.Grants.gov](http://www.Grants.gov) 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 V – APPLICATION REVIEW INFORMATION

#### A. EVALUATION CRITERIA

Applications received will be evaluated in accordance with the evaluation criteria specified herein through a peer review process.

#### Technical

Applications will be evaluated and the Applicant will be selected based on the following criteria listed in order of descending importance, except that Criteria 1 and 2 receive equal weight. Subcriteria are listed in order of descending importance.

- 1. Applicant's knowledge and expertise with Transportation Enhancement Activities.**
  - a. Demonstrated knowledge and experience working with TE Activities, across multiple eligible categories.
  - b. Demonstrated knowledge about TE Activities and experience working in partnership with agencies and organizations involved with TE Activities.
  - c. Demonstrated ability to communicate about TE Activities with States and TE-related organizations.
  - d. Demonstrated experience working with related FHWA program areas.
  - e. Demonstrated objectivity related to Federal surface transportation policy.
  
- 2. Applicant's experience with information center operations.**
  - a. Demonstrated ability to develop, organize, maintain, and update websites, databases, and project libraries to maintain accuracy and relevance.
  - b. Demonstrated experience operating a subject matter information center.

- c. Demonstrated ability to develop and deliver workshops and training.
- d. Adequacy, logic, and practicality of proposed work plan.
- e. Demonstrated ability to provide accurate and well-edited information.

**3. Applicant's proposal for task completion.**

- a. Proposal meets the required tasks and the minimum cost share requirement.
- b. Proposal meets the required tasks and the desired tasks and the minimum cost share requirement.
  
- c. Proposal meets the required tasks and the desired tasks and substantially exceeds the minimum cost share requirement.
- d. Proposal meets the required tasks and the desired tasks and offers additional services and funds that substantially exceed the minimum cost share requirement.

**4. Applicant's proposed staff, schedules, and facilities.**

- a. Adequacy of proposed staff and organizational qualifications including knowledge of TE activities and resources, and knowledge of State TE-related procedures.
- b. Demonstrated experience and background of proposed key professionals necessary for the work, including experience in designing and maintaining websites and databases.
- c. Adequacy of the proposed allotment of time, overall and on a task-by-task basis.

**Cost**

Relative cost will be considered in the ultimate award decision. The budget application will be analyzed to assess cost reasonableness and conformance to the application principles.

**Past Performance**

The Government will evaluate the relevant merits of each applicant's past performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness, and cost control. Past performance will be reviewed to assure that the applicant has relevant and successful experience and will be considered in the ultimate award decision, but will not be rated. In evaluating past 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.

**B. REVIEW AND SELECTION PROCESS**

The Government will accept the application that is considered the most advantageous to the Government taking into account the best use of available funds to meet the objectives of the program. The three evaluation factors are listed in descending order of importance: Technical, Cost (including the applicant's proposed cost share), and Past Performance.

The Agreement Officer is the official responsible for final award selections. The Government will select for award the applicant that, when taken into consideration as a group, best meet the objectives of the program.

The Government is not obligated to make any award as a result of this announcement.

C. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

FHWA anticipates making awards on or about June 30, 2008.

D. AWARD NOTICES

If your 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 Agreement Officer can commit the Government. The award document, signed by the Agreement Officer, is the authorizing document.

Notice that an organization 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 the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the applicant.

**SECTION VI – AWARD ADMINISTRATION INFORMATION**

A. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. GOVERNING REGULATIONS

Performance under this cooperative agreement shall be governed by and in compliance with the following requirements as applicable to the type of organization of the Recipient and any applicable subrecipients:

“Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (49 CFR 18),” [located at [www.dot.gov/ost/m60/grant/49cfr18.htm](http://www.dot.gov/ost/m60/grant/49cfr18.htm)];

“Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations (49 CFR 19),” [located at: [www.dot.gov/ost/m60/grant/49cfr19.htm](http://www.dot.gov/ost/m60/grant/49cfr19.htm)];

“New Restrictions On Lobbying (49 CFR Part 20),” [located at [www.dot.gov/ost/m60/grant/49cfr20.htm](http://www.dot.gov/ost/m60/grant/49cfr20.htm)];

2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions” [located at <http://edocket.access.gpo.gov/2005/05-16648.htm>].

2 CFR Part 225 (OMB Circular A-87), “Cost Principles for State and Local Governments” [located at [www.whitehouse.gov/omb/circulars/a087/a087-all.html](http://www.whitehouse.gov/omb/circulars/a087/a087-all.html)];

2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions” [located at <http://edocket.access.gpo.gov/2005/05-16650.htm>]

OMB Circular A-102, “Grants and Cooperative Agreements With State and Local Governments” [located at [www.whitehouse.gov/omb/circulars/a102/a102.html](http://www.whitehouse.gov/omb/circulars/a102/a102.html)];

OMB Circular A-133, “Audits of States, Local Governments, and Non-Profits” [[www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html)];

2 CFR Part 215 (OMB Circular A-110), “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” [located at [www.access.gpo.gov/nara/cfr/waisidx\\_05/2cfr215\\_05.html](http://www.access.gpo.gov/nara/cfr/waisidx_05/2cfr215_05.html)]; and

Any other applicable Federal regulation or statute.

## 2. RESPONSIBILITIES OF THE RECIPIENT

The Recipient, in a cooperative relationship with the Government, shall operate a TE information center. The Recipient shall be responsible for the following, as a minimum:

- Performing the tasks described in the Statement of Work as described in Section I, Funding Opportunity Description.
- Performing tasks agreed upon in the Annual Work Plan.
- Coordinating and managing work, including issuing and managing subcontracts or subawards and consulting arrangements, as necessary.
- Submitting all required reports including quarterly progress, annual reports, annual work plans, and annual budget reviews (see Paragraph B of this Section below, entitled Reporting).
- Coordinating and meeting with the FHWA Agreement Officer’s Technical Representative (AOTR) as necessary.
- Participating in a kick-off meeting with the AO and/or the AOTR to discuss agreement expectations and procedures.
- Participating in Annual Budget Review meetings with the AO and/or AOTR.

## 3. TRAVEL AND PER DIEM

Travel and per diem authorized under this cooperative agreement shall be reimbursed in accordance with the travel costs section of 2 CFR Part 225 (OMB Circular A-122), “Cost Principles for State and Local Governments” or 2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions,” and 2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions” as applicable. Per the Circular, in the absence of an acceptable, written institution policy regarding travel costs, the rates and amounts established in the Federal Travel Regulations in effect at the time of travel shall apply. In addition, all

non-domestic travel shall be approved by the AO prior to incurring costs. Travel requirements under this cooperative agreement shall be met using the most economical form of transportation available. If economy class transportation is not available, the request for payment vouchers must be submitted with justification for use of higher class travel indicating dates, times, and flight numbers.

#### 4. AMENDMENTS

Amendments to this cooperative agreement may only be made in writing, signed by both parties for bilateral actions and by the AO for unilateral actions, and specifically referred to as an amendment to this cooperative agreement.

#### 5. AGREEMENT OFFICER'S TECHNICAL REPRESENTATIVE (AOTR)

The AO has designated \_\_\_TBD\_\_\_ as Technical Representative to assist in monitoring the work under this agreement. The AOTR will oversee the technical administration of this agreement and act as technical liaison with the performing organization. The AOTR is not authorized to change the scope of work or specifications as stated in the agreement, to make any commitments or otherwise obligate the Government or authorize any changes which affect the agreement funding, delivery schedule, period of performance or other terms or conditions.

**The AO is the only individual who can legally commit or obligate the Government for the expenditure of public funds. The technical administration of this agreement shall not be construed to authorize the revision of the terms and conditions of performance. The Agreement Officer shall authorize any such revision in writing.**

#### 6. OBLIGATION CEILING RATIO

Pursuant to Section 1102 of SAFETEA-LU, the FHWA is required to annually redistribute a portion of allocated program authorization. Funds available for subsequent years of this agreement shall be adjusted for each fiscal year, which may increase or decrease the total estimated funding available.

#### 7. INDIRECT COSTS

Indirect costs are allowable under this agreement as follows:

<i>Indirect Rate Type</i>	<i>Rate (%)</i>	<i>Base</i>
<i>(Information to be filled in at award)</i>		

In the event the Recipient determines the need to adjust the above listed rates, the Recipient

shall notify the FHWA 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 Agreement Officer.

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 amount of Federal funds obligated to the agreement.

## 8. DATA RIGHTS

The Recipient shall make available to the Government copies of all work developed in performance of this cooperative agreement, including but not limited to software and data. The Government and others acting on its behalf shall have unlimited rights to obtain, reproduce, publish, or otherwise use the data developed in the performance of this cooperative agreement pursuant to 49 CFR Part 19.36 or 49 CFR Part 18.34 as applicable.

## 9. PAYMENT

The Recipient may request advances or reimbursement of costs incurred in the performance hereof as are allowable under the applicable cost provisions [see 49 CFR Part \_\_\_\_] not-to-exceed the funds currently available as stated in this cooperative agreement. The Recipient shall submit an electronic copy of the SF 270, Request for Advance or Reimbursement, no more frequently than monthly, to the finance office in Oklahoma City.

Advance Payments: Recipients may be paid in advance, provided they maintain or demonstrate the willingness to maintain the following in accordance with 49 CFR Part \_\_\_\_: (1) written procedures that minimize the time elapsing between the transfer of funds and disbursement by the Recipient, and (2) financial management systems that meet the standards for fund control and accountability. When these items are not met, reimbursement will be the method for payment.

Payments by Reimbursement: When requesting reimbursement of costs incurred and credit for cost share incurred, the Recipient shall submit supporting cost detail with the SF 270 to clearly document costs incurred. Cost detail includes a detailed breakout of all costs incurred including direct labor, indirect costs, other direct costs, travel, etc... Additionally, TCRPC accepts the risk that, if the cost share is determined not to be reasonable, allocable or allowable, the cost share will be rejected by Government after TCRPC or its partners have incurred the costs.

The Agreement Specialist and the AO reserve the right to withhold processing requests for reimbursement until sufficient detail is received. In addition, reimbursement will not be made without AOTR review and approval to ensure that progress on the Agreement is sufficient to

substantiate payment. After AOTR approval, the Agreement Specialist will certify and forward the advance or request for reimbursement to the payment office. *Note: Standard Forms may be located at <http://fhwa.dot.gov/aaa/hamhome.htm>.*

Instructions for Submission of Requests for Advance or Reimbursement:

Requests for advance or reimbursement and required supporting documents, should be sent via e-mail to the following e-mail address: [9-AMC-AMZ-FHWA-Invoices@faa.gov](mailto:9-AMC-AMZ-FHWA-Invoices@faa.gov).

- a) Include the request for advance or reimbursement and supporting documents as an attached PDF document.
- b) Include in the e-mail subject line the following:
  - (i) Requests for Advance or Reimbursement #
  - (ii) Agreement Number
  - (iii) Name of your Company/Organization
  - (iv) Attention: (Agreement Specialist's name)

Example: Invoice No. 1 of Cooperative Agreement No. DTFH61-08-H-00001  
ABC Corporation, Attention: John Doe

If the request for advance or reimbursement and supporting documents exceed 8 MB, as an e-mail attachment, the recipient must select one of two non-electronic submission options presented below:

1. Requests for advance or reimbursement may be submitted via regular U.S. Postal Service to the following P.O. Box address:

Federal Highway Administration  
Markview Processing  
P.O. Box 268865  
Oklahoma City, OK 73126-8865  
Attention: \_\_\_\_\_

2. Requests for advance or reimbursement submitted via an overnight service must use the following physical address because delivery services other than the U.S. Postal Service will not deliver to the P.O. Box address noted above:

MMAC  
FHWA/AMZ-150  
6500 MacArthur Blvd.  
Oklahoma City, OK 73169  
Attention: \_\_\_\_\_

Express Delivery Point of Contact: April Grisham, 405-954-8269

**NOTE: All three request for advance or reimbursement submission options described above (e-mail, U.S. Postal Service or overnight service) result in the delivery of the request for advance or reimbursement to the same finance office in Oklahoma City, OK.**

#### 10. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of FHWA support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the cooperative agreement, in the following terms:

“This material is based upon work supported by the Federal Highway Administration under Cooperative Agreement No. DTFH61-08-H-(to be filled in)”.

All materials must also contain the following:

“Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Highway Administration.”

#### 11. SITE VISITS

The Federal Government, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the Federal Government on the premises of the Performing Organization or a subrecipient under this cooperative agreement, the Performing Organization shall provide and shall require their subrecipients to provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay work.

#### 12. TERMINATION AND SUSPENSION

The Government may terminate this agreement in whole or in part in accordance with 49 CFR Part 18.44 or 49 CFR Part 19.60 as applicable.

#### 13. BUDGET REVISION/REALLOCATION OF AMOUNTS

The Recipient is required to report deviations from budget and program plans, and request prior approval for budget and program plan revisions in accordance with 49 CFR Part 18.30 or 49 CFR Part 19.25 as applicable.

**Note: The Recipient must obtain prior written approval from the Agreement Officer to transfer amounts budgeted for direct cost categories when the cumulative value of such transfers will exceed 10% of the value of Federal share of this agreement. When**

**requesting such approval, a letter request suffices.**

#### 14. FINANCIAL MANAGEMENT SYSTEM

By signing this agreement, the Recipient verifies that it has, or will implement, a financial management system adequate for monitoring the accumulation of costs and that it complies with the financial management system requirements of 49 CFR Part 19. The Recipient's failure to comply with these requirements may result in agreement termination.

#### 15. ALLOWABILITY OF COSTS

Allowable costs will be determined in accordance with the applicable Federal cost principles, e.g., Non-Profit Organizations, 2 CFR Part 230; Educational Institutions, 2 CFR Part 220, and 2 CFR Part 225; Cost Principles for State and Local Governments.

#### 16. AVAILABLE FUNDING

The total not-to-exceed amount of Federal funding that may be provided under this cooperative agreement is \$TBD for the entire period of performance, subject to the limitations shown below:

(1) Currently, Federal funds in the amount of \$\_\_\_\_\_ (to be filled in at award), are obligated to this agreement.

(2) Subject to availability of funds, and an executed document by the Agreement Officer, \$\_\_\_\_\_ (to be filled in at award) may be obligated to this agreement.

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

#### 17. CENTRAL CONTRACTOR REGISTRY (CCR)

The Recipient must be registered in the CCR in order to receive payments under this agreement. Use of the CCR is to provide one location for Applicants and Recipients to change information about their organization and enter information on where government payments should be made. The registry will enable Recipients to make a change in one place and one time for all Federal agencies to use. Information for registering in the CCR and online documents can be found at [www.ccr.gov](http://www.ccr.gov).

#### 18. KEY PERSONNEL

The Recipient shall request prior written approval from the AO for any change in key personnel specified in the award.

## 19. PROGRAM INCOME

Program income earned during the agreement period shall be retained by the Recipient and shall be administered under 49 CFR Part 19.24. Under this Agreement, program income may be used to finance the non-Federal share of this project. Additional program income above the amount required for the non-Federal share may be added to the funds committed to the agreement and used to further Agreement objectives.

## 20. SUBAWARDS

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

## 21. DEBARMENT AND SUSPENSION REQUIREMENTS

The Recipient shall comply with Subpart C of 49 CFR Part 29, Government Debarment and Suspension (Nonprocurement). Further, the Recipient shall flow down this requirement to applicable subawards by including a similar term or condition in lower-tier covered transactions (see 49 CFR Part 29 for details of the requirement, available online at [www.dot.gov/ost/m60/grant/regs.htm](http://www.dot.gov/ost/m60/grant/regs.htm)).

## 22. DRUG FREE WORKPLACE

The Recipient shall comply with Subpart B of 49 CFR Part 32, Government wide Requirements for Drug-Free Workplace (Financial Assistance) (see 49 CFR Part 32 for details of the requirement, available online at [www.dot.gov/ost/m60/grant/regs.htm](http://www.dot.gov/ost/m60/grant/regs.htm)).

## 23. DISPUTES

The parties to this agreement shall communicate with one another in good faith and in a timely and cooperative manner when raising issues under this Disputes 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 shall attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event shall 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 shall 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 the Agreement Officer. The other party shall submit a written position on the matters in dispute within thirty calendar days after being notified that a decision has been requested. The Agreement Officer shall conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written position. Any decision of the Agreement Officer is final and binding unless a party shall, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition Management or designee, made within thirty calendar days after the Agreement Officer's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute shall be further reviewed. This review shall be conducted by the Director, Office of Acquisition Management. Following the review, the Director, Office of Acquisition 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, shall 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.

#### 24. PRINTING

If the Recipient will use FHWA funds for printing, then the Recipient must submit the publication to FHWA for printing through the Government Printing Office (GPO).

#### B. REPORTING

##### 1. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient shall submit all required reports and documents to the Agreement Specialist electronically, referencing the cooperative agreement number, at the following address:

Federal Highway Administration  
Office of Acquisition Management  
1200 New Jersey Avenue SE  
Washington, DC 20590  
Attention: Brittany Hall, HAAM-40F  
[Brittany.hall@dot.gov](mailto:Brittany.hall@dot.gov)

The Recipient shall submit one electronic or hard copy to the AOTR at the following address:

\_\_\_TBD\_\_\_

## 2. QUARTERLY PROGRESS REPORT

The Recipient shall submit one electronic copy of a letter-type progress report to the AOTR and one electronic copy to the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Calendar quarters are as follows: (1) January-March; (2) April-June; (3) July-September; and (4) October-December. Each report shall contain concise statements covering the research activities relevant to the study, including:

- (a) A clear and complete account of the work performed each quarter.
- (b) An outline of the work to be accomplished during the next report period.
- (c) A 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 cooperative agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered.
- (d) A section addressing how the results of the work performed supports one or more of the FHWA and Department of Transportation (DOT) strategic goals of safety, mobility, global connectivity, environmental stewardship, security, and organizational excellence.
- (e) A tabulation, by cost element, of the current and cumulative costs expended by quarter versus budgeted costs, including cost share.
- (f) SF269 or SF269A, Financial Status Report.
- (g) If advance payments are used, SF272, Report of Federal Cash Transactions.

## 3. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

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

#### 4. DELIVERABLES

All deliverables shall be submitted to the AOTR for all tasks.

- Task 1: Establish an information center focused on the TE activities within 30 days of the date of execution of this Agreement.
- Task 2: Establish a TE website within 30 days of the date of execution of this Agreement.
- Task 2a: Establish publicly accessible and updated TE eligibility information within 30 days of the date of execution of this Agreement.
- Task 2b: Establish publicly accessible and updated State program information within 60 days of the date of execution of this Agreement.
- Task 2c: Establish a publicly accessible and updated TE project list within 90 days of the date of execution of this Agreement.
- Task 2d: Establish a publicly accessible and updated TE project library within 120 days of the date of execution of this Agreement.
- Task 2e: Establish relevant website links within 30 days of the date of execution of this agreement, and update links monthly.
- Task 3: Develop and produce an annual report describing the status of how States use TE funds in the previous Federal fiscal year, due May 30 each year.
- Task 4a: Establish a TE listserv or forum for State and FHWA TE professionals within 30 days of the date of execution of this Agreement.
- Task 4b: Convene annual TE Professional Seminars throughout the term of this Agreement. Proceedings from TE Professional Seminars must be posted on the information center website not later than 3 months after the seminars take place. The proceedings archives must be maintained on the TE information center website where they can be found easily for future reference, throughout the period of performance of this Agreement. The electronic files must be provided in full to FHWA upon termination of this Agreement.
- Task 5 (as proposed): Provide TE image library as proposed, and in coordination with the AOTR. Update annually.
- Task 6 (as proposed): Provide training opportunities, based on a schedule developed in consultation with the AOTR.
- Task 7: Provide youth corps coordination, based on a schedule developed in consultation with the AOTR.
- Task 8: Provide deliverables proposed, based on a schedule developed in consultation with the AOTR.

## **SECTION VII - AGENCY CONTACT**

Address any questions to:

Brittany Hall, HAAM-40F  
Agreement Specialist  
Federal Highway Administration  
Office of Acquisition Management  
1200 New Jersey Avenue SE  
Mail Drop: E66-105  
Washington, DC 20590

[brittany.hall@dot.gov](mailto:brittany.hall@dot.gov); 202-366-1533

Secondary point of contact is Carl Rodriguez, Agreement Officer,  
[Carl.Rodriguez@dot.gov](mailto:Carl.Rodriguez@dot.gov), 202-366-4240.