

***Federal Funding Opportunity  
Request for Applications (RFA)***

***Executive Summary***

Federal Agency Name: U.S. Department of Transportation  
Federal Highway Administration  
Office of Acquisition Management  
1200 New Jersey Ave., S.E.  
Washington, DC 20590  
Attn: Aimee Drewry, HAAM-40F

Funding Opportunity Title: ***New England Transportation Consortium  
Research Study 04-3: Estimating the Magnitude of  
Peak Flows for Steep Gradient Streams in New  
England***

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

Funding Opportunity Number: ***RFA Number DTFH61-09-RA-00009***

Catalog of Federal Domestic Assistance (CFDA) Number: 20.200

Dates: RFA Issue Date is August 21, 2009.  
Application Due Date is September 4, 2009.

Direct Questions to: Aimee Drewry, (202) 366-4211,  
Aimee.Drewry@dot.gov

## Table of Contents

<b><u>SECTION TITLE</u></b>	<b><u>PAGE</u></b>
SECTION I - FUNDING OPPORTUNITY DESCRIPTION	3
SECTION II - AWARD INFORMATION	4
SECTION III - ELIGIBILITY INFORMATION	5
SECTION IV - APPLICATION AND SUBMISSION INFORMATION	5
SECTION V - APPLICATION REVIEW INFORMATION	8
SECTION VI - AWARD ADMINISTRATION INFORMATION	10
SECTION VII - AGENCY CONTACT	19

## **SECTION I – FUNDING OPPORTUNITY DESCRIPTION**

### **A. Statement of Purpose**

The Government hereby requests an application from the University of New Hampshire (UNH) for assistance to result in a Cooperative Agreement with the Federal Highway Administration (FHWA) for completion of the New England Transportation Consortium (NETC) Research Study 04-3: Estimating the Magnitude of Peak Flows for Steep Gradient Streams in New England.

### **B. Legislative Authority**

Title 23, U.S.C. states:

“(d) TRANSPORTATION POOLED FUND PROGRAM.—Section 502(b) of such title (as redesignated by subsection (b) of this section) is amended by adding at the end the following:

“(6) POOLED FUNDING.—“(A) COOPERATION.—To promote effective utilization of available resources, the Secretary may cooperate with a State and an appropriate agency in funding research, development, and technology transfer activities of mutual interest on a pooled funds basis.

“(B) SECRETARY AS AGENT.—The Secretary may enter into contracts, cooperative agreements, and grants as the agent for all participating parties in carrying out such research, development, or technology transfer activities.”.

The Prospective Cooperative Agreement is to be funded by pooled funds authorized above in the established Transportation pooled fund TFP-5(201). 23 USC 502(b) does not mandate cost sharing.

### **C. Objective**

The purpose of the study is to provide information to New England on estimating magnitudes of peak flows for steep gradient streams in New England.

### **D. Statement of Work**

Work shall be performed in accordance with the technical application completed by UNH entitled “Estimating the Magnitude of Peak Flows for Steep Gradient Streams in New England” submitted to NETC February 2009 and incorporated as Attachment 1, herein.

## SECTION II – AWARD INFORMATION

### A. Funding

The FHWA anticipates Federal funding up to \$21,978 may be made available for this agreement award subject to the availability of funds and based upon the following estimated funding schedule.

Agreement Year 1:	\$ 21,978
TOTAL:	\$ 21,978

Above-listed amounts represent the Federal share only. See text below regarding required non-Federal matching.

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

### B. Number of Awards Anticipated

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

### C. Period of Performance

The estimated period of performance for this agreement will be 12 months commencing from the effective date of the agreement.

Note: FHWA anticipates the effective date of this agreement will be on or about October 1, 2009.

### D. Type of Award

The FHWA intends to award a cooperative agreement as a result of this RFA.

### E. Degree of Federal Involvement

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

- Coordination of this activity with other FHWA activities;
- Technical assistance and guidance;
- Close monitoring during performance; and
- Participation in status meetings including kickoff meeting and annual budget reviews.

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

#### **A. Eligible Applicants**

This is a sole source requirement with application eligibility limited to the University of New Hampshire.

#### **B. Cost Sharing or Matching**

Pursuant to 23 USC 502(b), which does not mandate cost sharing, the Federal share of this award shall be 100 percent of total project costs.

### **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).

#### **B. Content and Form of Application Submission**

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 opportunity title listed on page 1, block 1(b) print CFDA number listed on page 1, 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 the University has 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) Volume 1 - Technical Application as described below: 50 page limit
- 2) Volume 2 – Staffing Application as described below: 10 page limit (not

- including resumes)  
3) Volume 3 - Budget Application Detail as described below: no page limit

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

Volumes 1 through 3 shall be submitted in the following format:

Applications shall be submitted on 8.5 by 11 inch pages, except for foldouts used for charts, tables, appendices, or diagrams, which shall not exceed 11 by 17 inches.

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 question(s) to the agency point of contact for clarification sufficiently in advance of the deadline for the receipt of applications to get an answer in time to meet that deadline.

#### Part 1 – Technical Application

The technical application shall be limited to the page count limitation listed above. Note: In the event the technical application exceeds the page count limitation, the Government will evaluate only those pages within the allowable count.

#### Part 2 – Staffing Application

The staffing application shall be limited to the page count limitation listed above. In the event the staffing application exceeds the page count limitation, the Government will evaluate only those pages within the allowable count.

Describe the organizational structure and reporting relationships for the project, and the key personnel. Provide resumes for key personnel, not to exceed 2 pages per resume. (Note: Resumes do NOT count towards page count limitations.) Describe resources and facilities that are available for the project.

#### Part 3 – Budget Application

Your budget application must contain:

1. Detailed spreadsheet and supporting information clearly delineating and supporting all estimated costs for each of the following periods:  
(1) Year 1 (12 months); (2) Year 2 (12 months); (3) Year 3 (12

months); (4) Year 4 (12 months); (5) Year 5 (12 months); (6) Summary (60 months). Clearly delineate which costs are covered by Federal Funds and which costs are proposed cost share.

- 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.

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

2. If sub-recipients (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 sub-recipient.
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 the last audit was completed.
5. A statement to indicate whether your organization has an approved accounting system and the internal controls in accordance with 49 CFR Part 19 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations."

### **C. Submission Dates and Times**

Applications must be received electronically through [www.Grants.gov](http://www.Grants.gov) by 4:00 p.m. Eastern Time on September 4, 2009.

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, including all required forms, 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.

##### Technical/Staffing

Applications will be evaluated and the Applicant will be selected based on the following criteria listed in order of descending importance.

1. Demonstrated adequacy of the proposed technical and management approach.
2. Qualifications of the program manager and other team members— knowledge and relevant experience in completing the research.

##### 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.

## **B. Review and Selection Process**

The Agreement Officer is the official responsible for final award selections.

The Government will select the application that is considered most advantageous to the Government. The evaluation factors are listed in descending order of importance:  
Technical and Cost.

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

## **C. Anticipated Announcement and Award Dates**

FHWA anticipates making an award on or about September 25, 2009.

## **D. Award Notices**

If your application is selected for award, you will be notified and sent an award document for signature.

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 may 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. Governing Regulations

Performance under this 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 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 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-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.

### B. Responsibilities of the Recipient

The Recipient shall provide overall program management. Specifically, the Recipient shall be responsible for the following, as a minimum:

- Performing the Statement of Work as described in Section I, Funding Opportunity Description.
- Coordinating and managing work, including issuing and managing subcontracts/sub awards and consulting arrangements, as necessary.
- Submitting all required reports including Quarterly Progress Reports and Annual Budget Reviews.
- Meeting with the FHWA AOTR as necessary.
- Participating in a kick-off meeting with the Agreement Officer (AO) and/or the AOTR to discuss agreement expectations and procedures.

- Participating in Annual Budget Review meetings with the AO and/or AOTR.

### **C. Travel and Per Diem**

Travel and per diem authorized under this agreement shall be reimbursed in accordance with the travel costs section of 2 CFR Part 220 (OMB Circular A-21), "Cost Principles for Educational Institutions." 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 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.

### **D. Amendments**

Amendments to this 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 agreement.

### **E. Agreement Officer's Technical Representative (AOTR)**

The AO has designated \_\_ (To Be Determined) \_\_\_\_\_ 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 AO shall authorize any such revision in writing.

### **F. Data Rights**

The Recipient shall make available to the Government copies of all work developed in performance of this 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 agreement pursuant to 49 CFR Part 19.36.

## **G. Indirect Costs**

Indirect Rates under the agreement are as follows:

[Table will be inserted here showing Type of Rate, Rate, Base]

Any changes to the rates above are subject to the approval of the AO.

Indirect costs are allowable pursuant to the Recipient's current valid Indirect Rate Agreement as approved by the Federal Government. In the event the Recipient's Indirect Rate Agreement expires or becomes invalid for any reason, the Recipient shall submit a request for indirect rate approval to 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.

## **H. 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.

The Recipient shall submit a copy of the SF 270 using one of the methods identified below:

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.

- (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) "Invoice No. #
  - (ii) Agreement Number
  - (iii) Name of your Company/Organization."
  - (iv) Attention: [Agreement Specialist Name]

Example: Invoice No. 35 – DTFH61-08-G-00001 – ABC University – 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 the other submission options presented below:

Requests for advance or reimbursement submitted via an overnight service must use the following physical address:

MMAC  
FHWA/AMZ-150  
6500 S. MacArthur Blvd  
Oklahoma City, OK 73169

Attention: [Agreement Specialist Name]

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

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

Federal Highway Administration  
Markview Processing  
P.O. Box 268865  
Oklahoma City OK 73126-8865  
Attention: [Agreement Specialist Name]

All requests for requests for advance or reimbursement must identify (Agreement Specialist name) as the point of contact.

Requests for advance or reimbursement submitted to an address other than those identified above will be returned to the recipient as non-conforming.

The Agreement Specialist and the AO reserve the right to withhold processing requests for advance or 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>.

## **I. 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 agreement, in the following terms:

“This material is based upon work supported by the Federal Highway Administration

under Agreement No. \_\_\_\_ (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.”

#### **J. 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 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.

#### **K. Termination and Suspension**

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

#### **L. 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 19.25.

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 or email request suffices.

#### **M. 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.

#### **N. Allowability of Costs**

Allowable costs will be determined in accordance with the applicable Federal cost principles for Educational Institutions, 2 CFR Part 220.

#### **O. Available Funding**

The total not-to-exceed amount of Federal funding that may be provided under this cooperative agreement is \$\_\_\_\_\_ 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.

#### **P. 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).

#### **Q. Key Personnel**

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

#### **R. Program Income**

Program Income earned during the project period shall be retained by the Recipient and added to funds committed to the project by the Federal awarding agency and used to further eligible project or program objectives.

#### **S. Subawards**

Unless described in the application and funded in the approved award, the Recipient shall obtain prior written approval from the AO for the sub-recipient, 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.

The following subawards are currently approved under the agreement:

[To be filled in at award]

Approval of each sub-award is contingent upon a price fair and reasonableness determination and approval by the Agreement Officer for each proposed subcontractor/sub-recipient. Consent to enter into sub-awards will be issued through a formal amendment to the agreement.

#### **T. 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. (Note: 49 CFR Part 29 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

#### **U. Drug Free Workplace**

The Recipient shall comply with Subpart B of 49 CFR Part 32, Governmentwide Requirements for Drug-Free Workplace (Financial Assistance). See 49 CFR Part 32 for details of the requirement. (Note: 49 CFR Part 32 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

#### **V. 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.

#### **W. Addresses for Submittal of Reports and Documents**

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

Submit one hard copy and on electronic copy to the Agreement Specialist at the following address:

Federal Highway Administration  
Office of Acquisition Management  
1200 New Jersey Ave., SE  
Mail Stop E65-113  
Washington, DC 20590

Attention: [To be filled in at time of award]

Submit one hard copy and one electronic copy to the AOTR at the following address:

[Fill in at time of award]

#### **X. Quarterly Performance Progress Report (PPR)**

The Recipient shall submit an electronic copy of the SF-PPR, in PDF format, to the AOTR and the Agreement Specialist, plus , and one hard copy to 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.

Calendar Quarters are:

- (1) January - March
- (2) April – June
- (3) July – September
- (4) October- December

The SF-PPR is available online at  
[http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

The quarterly submittal shall consist of the SF-PPR cover page and the following required attached information. Block 10 (Performance Narrative) and Block 11 (Other Attachments) of the SF-PPR shall include the following information as attached pages:

Each report shall contain concise statements covering the activities relevant to the project, including:

- A summary of work performed for the current quarter
- A summary of work planned for the upcoming quarter
- 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 grant agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered
- A tabulation of the current and cumulative costs expended by cost element (labor, travel, indirect costs, subcontractors, etc.) by quarter versus budgeted costs, including cost share
- SF269 or SF269A, Financial Status Report.
- If advance payments are used, SF272, Report of Federal Cash Transactions.

#### **Y. Deliverables**

TASK	DELIVERABLE DESCRIPTION	DUE DATE
	(to be inserted at award)	

## **SECTION VII - AGENCY CONTACT**

Address any questions to:

Aimee Drewry, HAAM-40F  
Agreement Officer  
Federal Highway Administration  
Office of Acquisition Management  
1200 New Jersey Avenue SE  
Mail Drop: E65-113  
Washington, DC 20590

Tel: (202) 366-4211, Email: [Aimee.Drewry@dot.gov](mailto:Aimee.Drewry@dot.gov)

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