

Federal Grant Opportunity

Request for Applications (RFA)

Executive Summary

Federal Agency Name: U.S. Department of Transportation (USDOT)
Federal Highway Administration (FHWA)
Office of Acquisition and Grants Management
1200 New Jersey Avenue SE
Mail Drop: E65-101
Washington DC 20590
Attn: Rick Murray, HCFA-32

Funding Opportunity Title: *“Fast Forward Electronic Media”*

Announcement Type: **This is a recompetes of a current funding opportunity.
All institutions of higher education may apply.**

Funding Opportunity Number: RFA Number DTFH6114RA00012

Catalog of Federal Domestic Assistance (CFDA) Number: 20.200

Dates: RFA Issue Date is July 11, 2014
Application Due Date/Time is August 11, 2014 at 4:00PM Eastern Time (ET)

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TABLE OF CONTENTS

<u>Section - Title</u>	<u>Page</u>
SECTION I - FUNDING OPPORTUNITY DESCRIPTION	3
SECTION II - AWARD INFORMATION	8
SECTION III - AWARD ADMINISTRATION INFORMATION	9
SECTION IV - AGENCY CONTACT	26
SECTION V - ELIGIBILITY INFORMATION	27
SECTION VI - APPLICATION AND SUBMISSION INFORMATION	28
SECTION VII - APPLICATION REVIEW INFORMATION	35

Attachments

Attachment A – Incumbent information

To Download RFA/Attachments/Application Forms:

1. Go to www.Grants.gov
2. Select “Find Grant Opportunities” under “For Applicants” section on left side of webpage
3. Select “Basic Search”
4. Search by Funding Opportunity Number: DTFH6114RA00012
5. Select the Funding Opportunity Titled “*Fast Forward Electronic Media*”
6. Select “Application Package” button on the right
7. Download the application package, then go back to the Funding Opportunity
8. Select “Full Announcement” button in center of page for any other posted documents
9. Download documents

SECTION I - FUNDING OPPORTUNITY DESCRIPTION

A. STATEMENT OF PURPOSE

The Federal Highway Administration (FHWA) hereby requests applications for assistance to result in the award of a Cooperative Agreement (Agreement) for the Recipient to educate, motivate, and inspire through electronic medium, middle school, high school, and community college students and faculties about transportation and transportation careers.

B. LEGISLATIVE AUTHORITY

The legislative authority to conduct this effort is derived from the United State Code, Title 23, Section § 504(f), the Transportation Education Development Program (TEDP). TEDP provides for grant funds to be available to "institutions of higher education," to "develop ... education programs" to "train individuals at all levels of the transportation workforce." In accordance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), P.L. 109-59, §5204(f)(2), "The Federal share of the cost of activities carried out in accordance with section 504(f) of such title shall be 100 percent", therefore cost share is not required, nor can it be accepted for this effort.

C. BACKGROUND

Transportation workforce development continues to be a major interest for the FHWA, and for public and private sector transportation industry organizations. Key considerations in workforce development include:

1. Concerns about baby boomer retirements;
2. The ability to apply new technologies through a skilled, technically competent workforce;
3. The ability of the current and future transportation workforce to develop and deliver an efficient, effective, and safe transportation system that will keep pace with the Nation's increasing transportation needs; and
4. The role of transportation as a contributor to the United States' success in an increasingly competitive global economy.

The United States (US) transportation system continues to be challenged by an increasing demand and a deteriorating infrastructure. As the US economy grows, and citizens increasingly depend on the transportation system to meet their commuter, business service, and recreation needs, a safe and efficient transportation system is more important today than at any time in our Nation's history. The ability of the US transportation system to provide for economic growth and citizen needs is dependent on a highly skilled and qualified transportation workforce; now, and in the future. As the chief steward of the Nation's highway program, the FHWA depends on the public and private transportation workforce to design, develop, deliver and manage the US highway system.

Yet, as the baby boom generation retires, competition for workers from other industries intensifies, and with the difficulty in recruiting women and minorities, developing the Nation's

transportation workforce is challenging. At the same time, new technologies and a need for a more discipline-diverse workforce to address the areas of financing, project management, sustainability, connected communities, and greater public engagement require a strategic, coordinated, and cohesive workforce development effort. The skills and abilities of the next generation of transportation workers will need to be substantially different as transportation organizations respond to rapidly changing demands and a transforming industry.

An important component of an effective workforce development process is to provide middle school, high school, and community college faculties and students with a better understanding of transportation as a challenging and rewarding career choice. Career awareness and preparation is important as students focus on their education and career choices. It is also important that middle school, high school, and community college faculties are well informed about transportation and transportation careers so they can better assist and guide students. One of the most effective means to engage with students and faculties is through electronic medium.

D. GOALS

The goals of this Cooperative Agreement are to educate, motivate, and inspire middle school, high school, and community college faculty and students by providing them a better understanding of transportation as a challenging and rewarding career choice. Career awareness and preparation is important as students focus on their education and career opportunities.

E. STATEMENT OF WORK

The Fast Forward Electronic Media program will be an important resource for students and faculty to better understand transportation and the potential that a career in transportation has to offer. The electronic medium would include, but not be limited to, at least 6 (six) electronic magazines per year. The electronic communications should address all transportation mode types; and at a minimum include the following:

- interviews with leading transportation officials;
- information related to relevant surface transportation issues and initiatives such as major highway projects, high speed rail, challenges and investment in freight rail service, new transportation technologies, and new initiatives in transportation;
- information related to key transportation disciplines;
- career professions associated with the key transportation disciplines (from above);
- transportation factoids; and
- information about transportation educational assistance and summer programs.

The FHWA's ability to fund FAST FORWARD Media program in the years beyond this Agreement will be limited. It will be important for the Recipient during this Agreement, to identify and plan for other funding sources that would sustain the development and distribution of the electronic publication beyond the period of performance of this Cooperative Agreement.

Task A - Work Plan and Kickoff Meeting

The Recipient will provide a Draft Work Plan containing their management approach and critical schedule needed to complete the tasks, two weeks prior to the Kickoff Meeting. The Recipient will take minutes and participate in a one-day onsite Kickoff Meeting at DOT Headquarters, approximately four weeks after the effective date of the Cooperative Agreement. During this Kickoff Meeting, the FHWA will discuss its high level requirements and priorities, and provide comments on the Draft Work Plan. The Recipient will elaborate on its Draft Work Plan and process to perform the Statement of Work.

Two weeks after the Kickoff Meeting, the Recipient will provide FHWA a copy of the meeting minutes, and the Final Work Plan addressing/incorporating FHWA's comments.

Task B- Interactive Digital Publication Development and Distribution

The Recipient will develop and distribute information to educate, motivate, and inspire through electronic medium, middle school, high school, and community college students and faculties about transportation and transportation careers. The information should be distributed in ways to reach and appeal to the target audience. At a minimum, the Recipient will produce at least six issues per year of an Interactive Digital Publication through a variety of electronic distribution formats. The publication should contain articles with pictures, audios, videos (or links thereto) to support the subject matter. Each issue/distribution will include at least one article/story in each of the following areas:

1. A description and responsibilities for careers/professions in the various modes of transportation including, but not limited to, engineering, environment, safety, planning, design, finance, and project management;
2. An interview with a leading public or private sector transportation official;
3. An article on a topic issue of particular interest to the transportation community from one or more of various transportation modes such as highway program financing, major transportation projects, or major traffic safety initiatives; and
4. An article depicting/demonstrating the construction of a particular transportation project, i.e. highway bridge/roadway project, or operation within a mode, i.e. aviation, freight rail, transit, maritime, pipeline.

Each article shall be a minimum of 500 words, and shall be presented in a manner to appeal to a wide audience to educate, entertain, engage, stimulate, and motivate readers about transportation and transportation related careers.

The publications shall be distributed by effective and responsible electronic means to reach the greatest number of students and other young people, and teachers/faculty to receive the information.

The publications shall be developed and distributed during the school year of late August to early June. Issues shall not be distributed during the non-schools months of mid-June to mid-August.

The Recipient shall provide FHWA with a draft copy of each Interactive Digital Publication four weeks prior to the release date, for review and comment. The FHWA will provide comments within two weeks, and the Recipient shall address the comments in the final publication.

The Recipient shall maintain and make available online, a library of current and past issues.

F. SECTION 508 OF THE REHABILITATION ACT OF 1973

While 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. Accordingly, final deliverable reports prepared under this Agreement and submitted in electronic format must be submitted in a format whereby FHWA can easily meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended.

NOTE: Quarterly Progress Reports and financial reports are not considered final deliverables and therefore the following requirements do not apply.

Accessibility Requirements: Section 508 of the Rehabilitation Act of 1973

All electronic documents prepared under this Agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. 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. View Section 508 of the Rehabilitation Act (<http://www.access-board.gov/508/508standards.htm>) - PART 1194 and the Federal IT Accessibility Initiative Home Page (<http://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 non-linear form. Markups will 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 on-line, the form will 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 will be delivered as electronic files compatible with Microsoft Word 2010, or verified to be error free when read using Microsoft Word 2010 and Adobe PDF formats. Any other electronic format will receive prior approval from the AOTR. With prior approval of the AOTR, artwork or graphics not embedded in the electronic (MS Word) document may be submitted in camera ready format. Deliverables must follow the Turner Fairbanks Highway Research Center (TFHRC) [Communications Reference Guide](http://www.fhwa.dot.gov/publications/research/general/03074/index.cfm) (<http://www.fhwa.dot.gov/publications/research/general/03074/index.cfm>) unless otherwise indicated in this scope of work.

The final deliverables under this Agreement must comply with Section 508 of the Rehabilitation Act and the Access Board Standards available online at: <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 2010, PDF, and HTML formats. These documents will be prepared in electronic GPO-required format and will 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 will 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 <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 during this Agreement’s period of performance, the modified or updated page must be presented in accessible format.

SECTION II – AWARD INFORMATION

A. FUNDING

The anticipated level of Federal funding for the period of performance is \$100,000 per year for two years for total Federal funding of \$200,000.

Pricing

Task	Unit Price	Quantity	Total
Task A	***	1	***
Task A Travel (cost reimbursable)	NTE \$9,000		9,000
Task B	***	***	***
TOTAL			\$200,000

NTE means not to exceed

*** will be based on the Recipient’s accepted application

B. PERIOD OF PERFORMANCE

The period of performance for the Agreement will be a maximum duration of 24 months (two years), commencing from the effective date of the Agreement.

FHWA anticipates the effective date of this Agreement will be on or about October 1, 2014.

C. TYPE AND NUMBER OF AWARDS ANTICIPATED

FHWA intends to award one fixed price Cooperative Agreement as a result of this RFA with cost reimbursable travel, on or about September 20, 2014.

D. FUNDING RESTRICTIONS

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

E. DEGREE OF FEDERAL INVOLVEMENT

The FHWA will provide general direction and guidance to the Recipient.

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

- Technical assistance and guidance to the Recipient;
- Close monitoring of performance;
- Involvement in technical decisions; and
- Participation in status meetings including kick off meeting and annual technical and budget reviews.

SECTION III – AWARD ADMINISTRATION INFORMATION

A. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. GOVERNING REGULATIONS

Performance under this Agreement will be governed by and in compliance with the following regulations or their successors, as applicable to the type of organization of the Recipient and any applicable sub-recipients:

- “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (49 CFR Part 18),” [located at 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];
- “New Restrictions On Lobbying (49 CFR Part 20),” [located at 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_2004];
- 2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions” [located at 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];
- OMB Circular A-133, “Audits of States, Local Governments, and Non-Profits” [located at www.whitehouse.gov/sites/default/files/omb/circulars/a133/a133.pdf];
- 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]; and
- Any other applicable Federal regulation or statute.

2. DEFINITIONS

AO:	Agreement Officer
AOTR:	Agreement Officer's Technical Representative
Agreement:	This Cooperative Agreement
CFR	Code of Federal Regulation
FAR	Federal Acquisition Regulation
OMB	Office of Management and Budget

3. RESPONSIBILITIES OF THE RECIPIENT

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

- Participating in a kick-off meeting with the AO and/or the AOTR to discuss Agreement expectations and procedures;
- Participating in project kick-off meetings as needed with the AOTR and/or the AO to discuss project expectations;
- Performing the Statement of Work as described in **Section I - Funding Opportunity** Description and as delineated in the Recipient's Technical Application;
- Coordinating and managing work, including issuing and managing subcontracts/-sub-awards and consulting arrangements, as necessary;
- Submitting all required reports including Quarterly Progress Reports. (See Paragraph B of this Section, entitled Reporting);
- Participate in monthly meetings via teleconference or web conference with the AOTR; and
- Meetings with the AOTR as necessary.

4. TRAVEL AND PER DIEM

Travel and per diem authorized under this Agreement will 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 will apply. In addition, all non-domestic travel will be approved by the AO prior to incurring costs. Travel requirements under this Agreement will 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 supporting justification (and

evidence of prior FHWA approval as applicable) for use of higher class travel, indicating dates, times, and flight numbers.

5. 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.

6. AGREEMENT OFFICER’S TECHNICAL REPRESENTATIVE (AOTR)

The AO has designated (** to be filled in at award **), 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 will not be construed to authorize the revision of the terms and conditions of performance. The Agreement Officer will authorize any such revision in writing.

7. PUBLIC ACCESS TO DOCUMENTS

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

8. INDIRECT COSTS

Indirect costs (for reimbursable items) are allowable under this Agreement as follows:

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

In the event the Recipient determines the need to adjust the above listed rates, the Recipient will notify the U.S. DOT Agreement Officer 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 obligated funding.

9. DATA RIGHTS

The Recipient will make available to the Government copies of all work developed in performance with this Agreement, including but not limited to software and data. The Government and others acting on its behalf will have rights to obtain, reproduce, publish or otherwise use the data developed in the performance of this Cooperative Agreement pursuant to 49 CFR 19.

- Personally Identifiable Information (PII)¹ will not be requested unless necessary and only with prior approval of the AO or AS, with concurrence from the AOTR.
- The Recipient will not provide information about private individuals or customers to others without prior approval of the AO or AS, with concurrence from the 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 comply with the standards of the U.S. Government Printing Office's Style Manual, available at <http://www.gpoaccess.gov/stylemanual/browse.html>.

10. PAYMENT

Payments: Requests for payments will be submitted to the payment office via DELPHI eInvoicing System. When requesting payments, the Recipient will electronically submit the SF270², with supporting detail to clearly document all payments requested and costs incurred. Reimbursable cost detail includes a detailed breakout of all travel. The AO or AS reserves the right to withhold processing requests for payment until sufficient detail is received. In addition, payments will not be made without AOTR review and concurrence to ensure that progress on the Agreement is sufficient to substantiate payment. After AOTR concurrence, the AO will approve and forward the request for reimbursement to the payment office via DELPHI eInvoicing System.

¹ Any information about a human being, living or dead, regardless of nationality, that is maintained by an agency and that permits identification of that individual to be reasonably inferred by either direct or indirect means (as in data mining), including, but not limited to, name, social security number, date and place of birth, mother's maiden name, biometric records, education, financial transactions, medical history, non-work telephone numbers, and any other personal information that is linked or linkable to an individual

² Standard Form (SF)270, Request for Advance or Reimbursement, and is available at <http://www.whitehouse.gov/sites/default/files/omb/grants/sf270.pdf> or at <http://www.gsa.gov/portal/getFormFormatPortalData;jsessionid=2549968C61B701DB7BD9C064D6DB3CDC.fifte en?mediaId=61561>

Advance Payments: Approved Advance Payments will be processed via Markview. Instructions for the use of Markview will be provided after the Advance Payment is approved. Advance Payments will NOT be processed using the DELPHI eInvoicing System. Recipients may be paid in advance, provided they maintain or demonstrate the willingness to maintain the following in accordance with 49 CFR Part 19: (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.

DELPHI eInvoicing System Registration and Information

The Recipient must have Internet access to register and use the DELPHI eInvoicing System. Prompt registration for DELPHI eInvoicing System is important in order to reduce the possibility of delayed payments.

All persons accessing the DELPHI eInvoicing System will be required to have their own unique user ID and password. It is not possible to have a generic ID and password for a Recipient.

Registration: To register for DELPHI eInvoicing System Recipients must eAuthenticate and activate an account by contacting their AO and providing the full name, title, phone number and e-mail address for the appropriate point(s) of contact (POC) who will submit payment requests. Within two weeks, the POC should receive an invite to sign up for the system. The POC will also receive a form to verify their identity. The POC must complete the form, and present it to a Notary Public for verification. The POC will return the notarized form to:

DOT Enterprise Service Center
FAA Accounts Payable, AMZ-100
PO Box 25710
Oklahoma City, OK 73125

When the form is received and validated the Recipient POC will receive a unique user ID and password via e-mail. POCs should contact their AO with any changes to their system information.

A tutorial for the eAuthentication and account activation process can be found here:
<http://www.dot.gov/cfo/delphi/grant-recipient/eauthentication-user-tutorial-final.ppt>

Recipients registered with other DOT Agencies, such as Federal Aviation Administration or Federal Railroad Administration, must also apply for access with FHWA in order to request payment from FHWA.

To facilitate your use of the system the DELPHI eInvoicing website provides comprehensive user's information including:

- Web-based training at: <http://www.dot.gov/cfo/delphi/web-based-training/grant-recipient/lessons/index.html>,

- Desktop User's Manual at: <http://www.dot.gov/cfo/delphi/grant-recipient/grant-recipient-desktop-guide-final.pdf>,
- Several Quick Reference Guides (QRGs) are at: <http://www.dot.gov/cfo/delphi-training-system.html>,
- A QRG for Creating a Standard Invoice is at: <http://www.dot.gov/cfo/delphi/grant-recipient/grant-recipient-qrq-creating-standard-invoice.pdf>,
- A QRG for Creating a Credit Memo is at: <http://www.dot.gov/cfo/delphi/grant-recipient/grant-recipient-qrq-creating-credit-memo.pdf>.

Account Management: The Recipient should contact their AO when POCs have left their organization or are no longer will be submitting invoices, with the **full name, title, phone number, e-mail address, and user ID** of the POC. The user ID will then be removed. If a user ID becomes inactive/times out due no activity, the Recipient should contact their AO/AS with the **full name, title, phone number, e-mail address, and user ID** of the POC to be reactivated.

Note: To prevent being timed out due to no-activity, users should login once within 45 days of their last login.

Waivers: The Department of Transportation Financial Management officials may, on a case by case basis, waive the requirement to register and use the DELPHI eInvoicing System. Waiver request forms can be obtained on the DELPHI eInvoicing website (<http://www.dot.gov/cfo/delphi-einvoicing-system.html>) or by contacting the AO. Recipients must explain why they are unable to use or access the Internet to register and enter payment requests.

All waiver requests should be sent to via mail to:

Director of the Office of Financial Management
US Department of Transportation, B-30
Office of Financial Management, Room W93-431
1200 New Jersey Avenue SE
Washington DC 20590-0001

or electronically to: DOTElectronicInvoicing@dot.gov

The Director of the DOT Office of Financial Management will confirm or deny the request within approximately 30 days.

If a Recipient is granted a Waiver, Requests for advance or reimbursement and required supporting documents, should be sent 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: Rick Murray

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

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

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

11. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of U.S. DOT 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 U.S. Department of Transportation under Cooperative Agreement No. DTFH6114H (***) to be filled in at award (***)”.

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 U.S. Department of Transportation."

12. 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 will provide and will 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 will be performed in such a manner as will not unduly delay work.

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 percent of the value of Federal share of this Agreement.

14. AVAILABLE FUNDING

The total estimated amount of Federal funding that may be provided under this Cooperative Agreement is \$200,000 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.

15. SYSTEM FOR AWARD MANAGEMENT (SAM)

The Recipient must be registered in SAM in order to receive payments under this Agreement. Use of the SAM 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.

SAM replaced CCR/FedReg, ORCA, and EPLS. If you have been using those systems, you should now go to www.sam.gov to find your information. Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records.

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) registration prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity's record.

To update or renew your Entity records(s) in SAM, you will need to create a SAM User Account and link it to your migrated Entity records.

Training tools are available on the SAM website to help you get familiar with SAM. Start by going to www.sam.gov, and then click on the SAM HELP tab. Under User Help you will find

the full User Guide, as well as Quick Start Guides and Helpful Hints that will help you create an account, migrate your roles, perform updates, and search for the information you need. You can also view those guides at http://www.acquisition.gov/SAM_Guides/index.html.

NOTE: SAM is completely free of charge for both registrants and users.

16. KEY PERSONNEL

The Recipient will request prior written approval from the AO for any change in Key Personnel specified in the award.

The following person(s) have been identified as Key Personnel:

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

17. PROGRAM INCOME

Program Income earned during the project period will be retained by the Recipient and added to funds committed to the project by the Federal awarding agency and the Recipient and used to further eligible project or program objectives, unless otherwise approved by the Agreement Officer. Program income will not be used to satisfy the cost share requirements or used to offset the Federal contribution to this project.

18. SUBAWARDS

Unless described in the application and funded in the approved award, the Recipient will 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.

19. COST SHARING OR MATCHING

Cost share or matching is not required. This will be a two year Cooperative Agreement. Funding for this Cooperative Agreement will be 100 percent federally funded. The SAFETEA-LU highway program authorization legislation is the enabling legislation for funding the electronic publication for the two base years and requires and limits Center funding to 100 percent federal funding for this Agreement. *No cost share by the Recipient can be provided or accepted for this Cooperative Agreement.*

20. PRINTING

The Recipient shall obtain prior written approval from the AOTR to print more than ten copies of any deliverable under this Agreement. The Recipient shall submit such requests in writing or by

email to the AOTR, to include specifics on the deliverable, requested printing quantity, and estimated costs for printing.

21. DRUG FREE WORKPLACE

The Recipient will comply with Subpart B of 49 CFR Part 32, Government wide Requirements for a 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>).

22. DEBARMENT AND SUSPENSION REQUIREMENTS

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

23. TERMINATION AND SUSPENSION

FHWA may terminate or suspend this Agreement, in whole or in part, at any time prior to its expiration date in accordance with 49 CFR Part 19. The Recipient may appeal a decision by the U.S. DOT, to terminate or suspend this Agreement, in writing to the next level above the Agreement Officer within 30 days after receipt of the decision letter.

24. DISPUTES

The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this 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 will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event, will a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from the Agreement Officer. The other party will 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 will 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 will, 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 will be further reviewed. This review will 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, will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

25. FINANCIAL ASSISTANCE POLICY TO BAN TEXT MESSAGING WHILE DRIVING

a) *Definitions.* The following definitions are intended to be consistent with the definitions in DOT Order 3902.10 and the E.O. For clarification purposes, they may expand upon the definitions in the E.O.

"Driving"- (1) Means operating a motor vehicle on a roadway, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise. (2) It does not include being in your vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to remain stationary.

"Text Messaging" ---means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include the use of a cell phone or other electronic device for the limited purpose of entering a telephone number to make an outgoing call or answer an incoming call, unless the practice is prohibited by State or local law.

(b) In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, financial assistance Recipients and subrecipients of grants and cooperative agreements are encouraged to:

(1) Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving-- (i) Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or (ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

(2) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as- (i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and (ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(c) *Assistance Awards.* All Recipients and subrecipients of financial assistance to include: grants, cooperative agreements, loans and other types of assistance, will insert the substance of this clause, including this paragraph (c), in all assistance awards.

26. REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUB-AWARDS (2 CFR Part 170, Appendix A)

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <http://www.ccr.gov>.
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you will report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the Recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the Recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the Recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. *Salary and bonus.*

ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

27. OMB Paperwork Reduction Act

The Paperwork Reduction Act of 1995 (PRA): Any activities involving information collection (i.e., paper or web-based surveys, questionnaires, etc.) from 10 or more non-Federal entities, including States, are subject to PRA requirements and may require the USDOT to coordinate an OMB Information Collection Clearance, a process that generally takes eight months. The Recipient will coordinate with the AOTR on this process.

B. REPORTING

1. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

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

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

Federal Highway Administration
Office of Acquisition & Grants Management
1200 New Jersey Ave., SE
Mail Stop E65-101
Washington, DC 20590
Attention: Rick Murray (email: rick.murray@dot.gov)

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

Federal Highway Administration
Office of Technical Services
1310 N. Courthouse Road

Arlington, VA 22201-2508
Attention: [*** To be filled in at time of award ***]

2. QUARTERLY PROGRESS REPORTS

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

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

The SF-PPR is available online at http://www.whitehouse.gov/sites/default/files/omb/grants/grants_forms.html. The quarterly submittal will consist of the SF-PPR cover page and the following required attached information.

In Block 10, Performance Narrative, (attach additional sheets as necessary) provide concise statements covering the activities relevant to the project, including all the items listed in Task 1C.

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

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

3. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient will submit an electronic copy and one hard copy of the Annual Budget Review and Program Plan to the AOTR and one electronic copy and one hard copy to the Agreement Specialist 60 days prior to the end of each year. The Annual Budget Review and Program Plan will 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 will contain a statement stating such. The Recipient will meet via teleconference or web conference with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan will not commence until Agreement Officer's written approval is received.

4. ANNUAL PROPERTY REPORT

The Recipient will submit an electronic copy and one hard copy of the SF-428 Tangible Personal Property Report to the AOTR and one electronic copy and one hard copy to the Agreement Specialist 60 days prior to the anniversary date of this Agreement.

If no property was furnished or acquired during the Agreement up to the end date of the reporting period, indicate that information in block 8 of the SF-428. If property was furnished or acquired during the Agreement up to the end date of the reporting period, list the property on the SF-428-A and SF-428S forms. Use additional sheets as necessary. Use separate sets of sheets to show Federally owned property and Recipient owned property.

The SF-428 series of forms are available online at
http://www.whitehouse.gov/omb/grants/grants_forms.html.

5. ORDER OF PRECEDENCE

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

SECTION IV - AGENCY CONTACT

Address any questions to:

Primary point of contact:

Rick Murray, Agreement Officer
Federal Highway Administration
Office of Acquisition & Grants Management
Email rick.murray@dot.gov
Phone (202) 366-4250

Secondary point of contact:

Sarah Berman, Team Leader / Agreement Officer
Federal Highway Administration
Office of Acquisition & Grants Management
Email sarah.berman@dot.gov
Phone (202) 366-4233

SECTION V - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

This Request for Applications is open to all Institutions of Higher Education. Institutions of Higher Education has the meaning given that term in §101 of the Higher Education Act of 1965 (20 U.S.C. 1001). These institutions are defined as institutions that, among other requirements, provide at least two years of curriculum and at least a certificate upon successful completion of the curriculum course work, award a bachelor's degree or not less than a 2 year program that provides credit towards a degree, or provides not less than 1 year of training towards gainful employment. The primary awardee may engage sub-recipients that are not Institutions of Higher Education.

B. COST SHARING OR MATCHING

Cost sharing is not required nor will it be accepted and is explained in - **SECTION III – AWARD ADMINISTRATION INFORMATION** in the item titled, “**COST SHARING OR MATCHING.**”

SECTION VI – APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION FORMS

Applicants shall complete all forms referenced in this RFA package.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Note: *An application under this RFA is not subject to the State review under E.O. 12372.*

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

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

- 1) **Volume 1 – Technical Application** as described below – subject to the page limitations stated below in **Volume 1 - Technical Application**
 - Part I – Technical Approach (*included* in the pages limitation)
 - Part II – Staffing and Management Plan (resumes are *not included* in the pages limitation and can be an Attachment to Volume I)
 - Part III – Experience (*included* in the pages limitation)
- 2) **Volume 2 – Budget Application** as described below - no page limit
 - Part I – Application Forms
 - Part II – Cost/Price Information and Other Financial Information
 - Part III – Past Performance

Submit your application in the following format:

OPTIONAL: Cover page and Table of Contents and/or a Listing of Tables/Figures

Volume 1 - Technical Application

The technical application shall be limited to 40 pages – double spaced.

Note: In the event the technical application exceeds the page limitation, the Government will evaluate only up to the stated number of pages in the page limitation above.

- Applications will be prepared on 8½ x 11 inch paper except for foldouts used for charts, tables or figures, which will not exceed 11 x 17 inches. Foldouts will not be used for text, and will count as two pages.
- A page is defined as one side of an 8 ½ by 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
- Text will be printed using a font size no less than 12 cpi.

- Tables are permitted and text in tables will be doubled spaced.
- Text in captions below charts, tables or figures will be not less than 10 cpi, and can be 2 lines of text long (limited by the width of the chart, table or figure) and single spaced.
- Page margins will be a minimum of 1 inch top, bottom and each side.
- Page numbers may be located within the 1 inch margins
- A Header or Footer identifying the Applicant/Team and the Volume, may be located within the 1 inch margins
- Page margins will be a minimum of 1 inch top, bottom and each side.
- No cost/price data will be included in Volume I, but should be included in Volume II.

Technical applications must contain:

Part I - Technical Approach:

The application shall include a program narrative statement that outlines the technical and management approach. It should describe in detail how you would proceed if awarded this Agreement and how you propose to meet the program objectives. The program narrative should also address the following areas:

1. Provide examples of transportation officials anticipated to be interviewed, types of transportation projects to be highlighted, examples of key transportation occupations and disciplines to be highlighted, and examples of transportation educational assistance, internships, and summer programs that would be included. Also describe any previous experience with developing and managing online transportation related content to middle school and high school students, and faculty.
2. Describe how the Recipient would promote the electronic publication and distribution to middle and high school, and community college students and faculty, other educators, guidance counselors, and related organizations, including types and methods of distributions.
3. Provide an editorial calendar of target publication release dates.
4. Describe how the Recipient would maintain, add to, and update the electronic publication and social media distribution lists, including a description of how the Recipient would distribute the electronic publication to the student audience, and the teacher/faculty audience through a variety of electronic means designed to maximize student and teacher/faculty access to the electronic publication.
5. Describe how the Recipient would provide website IT and social media infrastructure and technical support.
6. Describe how the Recipient would evaluate and measure the outreach/distribution of the electronic publication and other distribution processes on a continuous basis, including a description of the processes, mechanisms, approaches, and programs the Recipient would use to evaluate and measure the outreach/distribution.

7. Describe how the Recipient would plan to sustain the development and distribution of the electronic publication and other distribution processes of the periodical/material beyond the period of performance of the Cooperative Agreement.

Part II - Staffing and Management Plan:

A. Project Director and Key Staff

The Project Director is the person responsible for ensuring compliance with all requirements and is expected to represent the Recipient to FHWA. In this section, name the individual who will lead the Recipient in this effort and the key staff who will be providing support. For purposes of accountability, management and oversight, FHWA requires a single person to be identified as the Project Director.

1. Briefly discuss the qualifications of the Project Director and key staff.
2. Provide a management plan with key staff describing their roles and responsibilities.
3. State the titles and provide job descriptions for each position.
4. Provide a tailored resume or curriculum vitae for the proposed Project Director.
5. Provide brief *tailored* resumes (4 page limit each person) for key personnel to include name, education, training, and related experience and proposed role in the project. (Resumes should be double spaced)

(Note: Resumes do not count against the page limitations and shall be an Attachment to Volume I.)

B. Management Plan

1. Provide a detailed management plan for carrying out the project. The plan should outline and describe each task, including specific actions needed to accomplish each task, a reasonable timeline for accomplishing each task, and the key personnel assigned to each task. Include the title and a brief description of each position's responsibilities, as well as the proposed level of effort (in hours) and allocation of time (percent in relation to all their other activities) for each position.
2. Describe how the Project Director plans to effectively direct and oversee the project.
3. Provide a program organizational chart identifying proposed staff members assigned to the project. Provide the number of hours by Task for each person for each of the following periods:
 - Year 1
 - Year 2

The organizational chart can be in a graphical (flowchart) design and shall only contain the staff members' names and project titles. The information for each staff member can be on two lines, single spaced. The organizational chart shall be supported by narrative text (double spaced) amplifying the information in item 1 above. One table can be presented if the level of effort will be constant over both years, and the table is annotated as such.

Note: The reason for a level of effort table in Volume I is for the Technical Evaluation Panel to be able to properly evaluate staffing in their technical evaluation, during which they are not privy to the budget information in Volume II.

Part III – Experience

Provide a summary of the applicant's experience relevant to this project, listing projects of similar size and complexity over the past five years, and show which of the named key staff were involved in those projects.

Volume 2 - Budget Application

Part I – Application Forms:

- SF424 (*Note: Applicants may leave 5a, 5b, 6, 7, and 13 blank on the form.*)
- SF424A (*Note: Section A: block 1(a) print opportunity title listed on page 1; block 1(b) print the CFDA number listed on page 1; block 1(c) print \$ Total Federal Funds Requested; block 1(d) print \$ Total Cost Share, and leave blank columns (e), (f), and (g) and rows 2, 3, and 4.*)
- SF424B
- SF-LLL (*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
- Optional Forms

Part II – Cost/Price Information and Other Financial Information

Provide a separate detailed budget plan for each year, and then summarized for all years per item 1 below. Spreadsheets can be formatted similarly to the format in DOT Form 4220.44 located at: http://www.fhwa.dot.gov/aaa/pdfs/frm4220_44.pdf

The detailed budget plan will consist of the following:

1. Detailed excel (or compatible) workbook containing spreadsheets/tabs (formatted to be printed out) and supporting information clearly delineating and supporting all estimated costs/price (per year and in summary form) as follows:
 - Provide labor categories, labor hours (or percentage of time), labor rates.

- Provide the equivalent labor categories for each of your labor categories from Salary.com (i.e., your Senior Transportation Engineer is equivalent to Salary.com's Transportation Engineer IV).
- Provide escalation rate and rationale how rate was developed
- 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.

Note: Travel will be reimbursed in accordance with the **TRAVEL AND PER DIEM** clause in **SECTION III – AWARD ADMINISTRATION INFORMATION**, item 4.

2. Identify any exceptions to the anticipated award Administrative Information in **SECTION III**. Identify any preexisting intellectual property that you anticipate using during award performance, and your position on its data rights during and after the award period of performance.
3. If sub-recipients/contractors (including 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 sub-recipient/contractor(s);
 - Description of the portion of work to be conducted by the sub-recipient/contractor(s);
 - Cost details for that portion of work (same detail as in item #1 above);
 - **Applicant's cost/price analysis of each sub-recipient/contractor(s) showing how their price is fair and reasonable; and Applicant's cost/price analysis of each sub-recipient/contractor(s) showing how their price is fair and reasonable (this includes any sub-recipient/contractor(s) that will be included in the Federal share or the non-Federal share); and**
 - Letter of commitment from each sub-recipient/contractor(s) (this includes any sub-recipient/contractor(s) that will be included in the Federal share, the non-Federal share or in a non-paid (volunteer) capacity).
 - [OPTIONAL] Letter(s) of support from State DOT, transportation organizations, ect., can be include in the application package at this point, and referenced in the Volume 1 - Technical Application.

4. 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.
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.
6. Include a statement to indicate whether a Federal or State organization has audited or reviewed the applicant's accounting system, purchasing system, and/or property control system. If such systems have been reviewed, provide summary information of the audit/review results to include as applicable summary letter or agreement, date of audit/review, Federal or State point of contact for such review.
7. Terminated Contracts - List any contract that was terminated for convenience of the Government within the past 3 years, and any contract that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.
8. Describe how your organization will obtain the necessary resources to fund and fulfill the proposed cost share.
9. The applicant is directed to review Title 2 CFR §170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated September 14, 2010, and Appendix A thereto, and acknowledge in its application that it understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Request for Applications. Appendix A will be incorporated in the award document.

Part III – Past Performance

Provide a minimum of three current (within the last five years) or completed references from different customers (commercial and/or Government) for projects involving similar or related services. Provide customer name, point of contact, title, contact information (Email and phone number), project title, project duration, project value, and how it relates to the program objectives of this RFA. The Government may contact the customer point of contact for verification and to obtain past performance information. Contact information must be accurate and current.

C. SUBMISSION DATES AND TIMES

The application must be received by the deadline date and time stated on page 1.

D. OTHER SUBMISSION REQUIREMENTS

Recipients are required to be registered in the **System For Award Management (SAM)** at www.Sam.gov. **Applicants are encouraged to register with www.Sam.gov in advance of the**

submission deadline. For more information, refer to **SECTION III, AWARD ADMINISTRATION INFORMATION**, item A.17 on pages 39 – 40.

FHWA uses www.Grants.gov for receipt of all applications. Applicants must register with www.Grants.gov and use the system to submit applications electronically. **Applicants are encouraged to register with www.Grants.gov 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 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 date and time stated on page 1.

SECTION VII – APPLICATION REVIEW INFORMATION

A. EVALUATION CRITERIA

The Application will be evaluated in accordance with the evaluation criteria specified herein. The Government will evaluate the application on the basis of the following factors listed in order of descending importance:

- a. Technical Merit
- b. Cost/Price
- c. Past Performance

Technical Merit

Each application must document and demonstrate the feasibility of its plan to successfully achieve the objectives of the Statement of Work. Applicants must submit information sufficient to permit a comprehensive evaluation of their application based on the detailed criteria listed below.

Applicants are encouraged to suggest creative and innovative approaches that are designed to yield the maximum benefit, within the constraints of this Agreement.

FHWA will evaluate technical applications based on the following Technical Criteria. Criteria 1 and 2 are of equal value and are of greater value than Criteria 3 and 4 which are of equal value. Criteria 5 is of less value than Criteria 3 and 4.

Technical Merit Criteria:

1. The demonstrated ability and experience of the Recipient to be creatively and innovative in promoting and distributing the electronic publication to middle and high school, and community college students and faculty, other educators, guidance counselors, and related organizations, and maintain and update distribution lists, including a description of how the Recipient would distribute the electronic publication to the student audience, and the teacher/faculty audience through a variety of electronic means designed to maximize student and teacher/faculty access and impact from the electronic publication(s);
2. The demonstrated ability and experience of the Recipient to develop and publish quality content for distribution, i.e. articles, videos, pictures, graphic design, and social network outlets. The extent to which the Statement of Work and editorial calendar provides information on the scope, variety of content, and schedule for the Recipients plan for the types of articles and suggested subjects for the periodicals/material;
3. The demonstrated ability and experience of the Recipient to evaluate and measure the outreach/distribution of the periodical and other distribution processes on a continuous basis, including a description of the processes, mechanisms, approaches, and programs the Recipient would use to evaluate and measure the outreach/distribution;

4. The demonstrated ability and experience of the Recipient to develop a plan to sustain the development and distribution of issues and other distribution processes of the periodical/material beyond the period of performance of the Agreement; and
5. The demonstrated ability and experience of the Recipient to provide website IT and social media infrastructure and technical support.

Cost/Price

In addition to the criteria listed above, the cost/price will be considered in the ultimate award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles.

Past Performance

The Government will evaluate the relevant merits of the 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 other sources. In the event an applicant does not have a record of relevant past performance, the applicant's past performance will not be evaluated favorably or unfavorably.

B. REVIEW AND SELECTION PROCESS

The Government will accept the application(s) that is (are) considered the most advantageous to the Government taking into account the best use of available funds to meet the objectives of the program legislation. The three evaluation factors are in descending order of importance: (1) Technical Merit, (2) Cost/Price, and (3) Past Performance, with Technical Merit more important in the resultant award decision than Cost/Price and Past Performance factors combined.

The AO is the official responsible for final award selection.

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

C. AWARD NOTICES

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

Only the AO can commit the Government. The award document, signed by the AO, 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 discussions and/or

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.

Incumbent Information:

Recipient: The University of Nebraska – Lincoln
Nebraska Transportation Center
<http://fastforward.unl.edu/>

Agreement Number: DTFH61-12-H-00007

Agreement Title: Enhance Awareness of Transportation and
Transportation Careers
(1st award in this program)

Agreement Value: \$200,000

Period of Performance: September 5, 2012 to December 31, 2013
Produced/distributed 6 newsletters