

NOTICE OF FUNDING OPPORTUNITY FOR FISCAL YEAR 2023 EASTERN TRIBAL TECHNICAL ASSISTANCE PROGRAM (TTAP) CENTER

AGENCY: U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA).

ACTION: Notice of Funding Opportunity (NOFO) for the Eastern Tribal Technical Assistance Program (TTAP) Center.

FUNDING OPPORTUNITY NUMBER: 693JJ323NF00003

ASSISTANCE LISTING NUMBER: 20.215 Highway Training & Education

TOTAL AMOUNT AVAILABLE: This NOFO is anticipated to result in the distribution of up to \$3,325,000. The actual amount available to be awarded under this notice will be subject to the availability of funds. This NOFO is anticipated to result in the award of one (1) cost-reimbursable cooperative agreement.

DEADLINE FOR APPLICATIONS: February 6, 2023, at 11:59PM (Eastern).

Letters of Intent must be submitted no later than 4:00 p.m., Eastern Standard Time, on January 23, 2023.

The FHWA plans to conduct outreach regarding this program in the form of a virtual meeting on December 12, 2022, 1:00PM – 2:00PM Eastern Standard Time. To join the Webinar, follow the instructions posted on *TBD*. The audio portion of the Webinar can be accessed from this teleconference line: TOLL FREE *TBD*; ACCESS CODE *TBD*. The Webinar will be recorded and posted on FHWA's Website at *TBD*. A Telephone Device for the Deaf (TDD) is available for individuals who are deaf or hard of hearing at *TBD*.

SUBMIT APPLICATIONS TO: The FHWA uses www.grants.gov for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this Notice. Approval of user registrations for the site may take multiple weeks. It is the Applicant's responsibility to monitor for any updates to this Notice.

FHWA POINT OF CONTACT:

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Each section of this notice contains information and instructions relevant to the application process. The applicant should read this notice in its entirety so that they have the information they need to submit eligible and competitive applications.

The FHWA will not review applications in advance, but FHWA staff are available for technical questions and assistance. In addition, FHWA will post answers to questions and requests for clarifications at [Grants.gov](https://www.grants.gov) under this NOFO's page.

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SECTION A - PROGRAM DESCRIPTION

1. STATEMENT OF PURPOSE

The FHWA is accepting applications from all interested, eligible parties to assist in the delivery of the *TTAP in the Eastern Region*. The TTAP is the Tribal component of the FHWA Local Technical Assistance Program (LTAP) managed by FHWA's Innovative Workforce Development (HIT) Team located in the Office of Innovation Management, Education and Partnerships. The TTAP serves American Indian and Alaska Native Tribes (Tribes) with the establishment of regional TTAP Centers.

“One TTAP, Seven TTAP Centers”

- **TTAP Vision:** Through mutual respect and understanding, enhance the quality of life in Tribal communities by building capacity for Tribes to administer and manage their transportation programs and systems.
- **TTAP Center Mission:** Serve as a go-to local resource for Tribal transportation training, technical assistance, and technology transfer needs and opportunities to effectively carry out the TTAP Vision.

Under the TTAP there will be seven TTAP Centers serving the associated Bureau of Indian Affairs (BIA) regions and associated Tribes, as listed below, and detailed on Table 1 on page 8.

1. **Eastern TTAP Center** - includes all Tribes in the Eastern and Midwest BIA regions
2. **Southern TTAP Center** - includes all Tribes in the Eastern Oklahoma and Southern Plains BIA regions
3. **Southwestern TTAP Center** - includes all Tribes in the Southwest and Navajo BIA regions
4. **Northern TTAP Center** - includes all Tribes in the Rocky Mountain and Great Plains BIA regions
5. **Western TTAP Center** - includes all Tribes in the Pacific and Western BIA regions
6. **Northwestern TTAP Center** - includes all Tribes in the Northwest BIA region
7. **Alaskan TTAP Center** - includes all Tribes in the Alaska BIA region

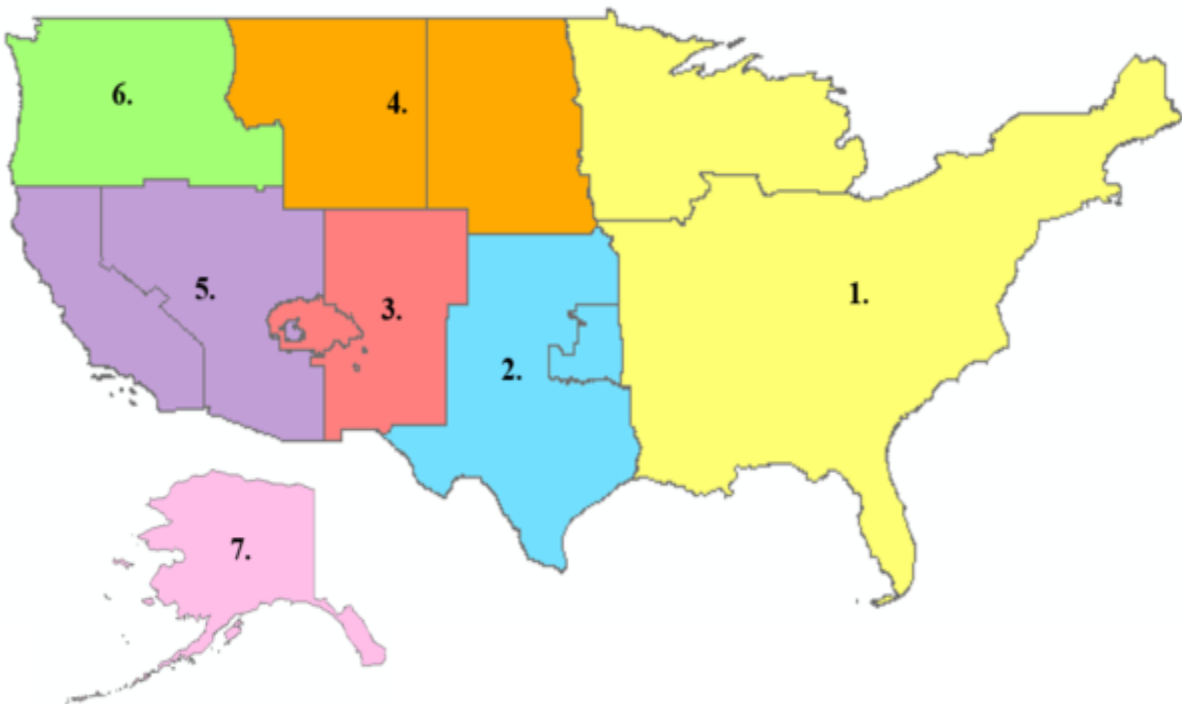
Each TTAP Center will provide transportation services in coordination with the FHWA TTAP Program Manager. The TTAP Program Manager will provide program support including national scale services to supplement regional local TTAP Center services.

This opportunity is being issued under assistance listing number 20.215 - Highway Training & Education. FHWA anticipates awarding one (1) cost-reimbursable cooperative agreement for the Eastern TTAP Center.

NOTE: The other six TTAP Centers, those being the Southern, Southwestern, Northern, Western, Northwestern, and Alaskan, were awarded between Quarter 4 of Federal Fiscal Year (FFY) 2022, and Quarter 1 of FFY 2023. This funding opportunity is solely for the award of a cooperative agreement for the Eastern TTAP Center.

Table 1. Geographic Distribution of TTAP Centers by Associated BIA Regions

TTAP Centers	BIA Regions	State(s) Included in TTAP Service Area
1. Eastern TTAP Center	Eastern	30 States: AL, AR, CT, DE, FL, GA, IL, IN, IA, KY, LA, ME, MD, MA, MI, MN, MS, MO, NH, NJ, NY, NC, OH, RI, SC, TN, VT, VA, WV, WI
	Midwest	
2. Southern TTAP Center	Eastern Oklahoma	3 States: KS, OK, TX
	Southern Plains	
3. Southwestern TTAP Center	Navajo	2 States: CO, NM, AZ- including Navajo
	Southwest	
4. Northern TTAP Center	Rocky Mountain	5 States: MT, NE, ND, SD, WY
	Great Plains	
5. Western TTAP Center	Pacific	5 States: AZ- excluding Navajo, CA, HI, NV, UT
	Western	
6. Northwestern TTAP Center	Northwest	3 States: ID, OR, WA
7. Alaskan TTAP Center	Alaska	1 State: AK



2. LEGISLATIVE AUTHORITY

The legislative authority for this program is under FHWA's Training and Education Program pursuant to section 504(b)(2)(D)(ii) of Title 23, United States Code:

(2) Grants, cooperative agreements, and contracts. The Secretary may make grants and enter into cooperative agreements and contracts to provide education and training, technical assistance, and related support services to –

- (D) operate, in cooperation with State transportation departments and universities
 - (ii) LTAP centers designated to provide transportation technical assistance to Tribal governments.

3. BACKGROUND

Formerly known as the Rural Technical Assistance Program, the LTAP was first authorized in 1982, when it was included in the Department of Transportation and Related Agencies Appropriation Act (Public Law 97-102). Congress directed that the funding be used for technical assistance to meet the growing demands placed on rural roads from increased urban sprawl and the increased size and weight of trucks carrying goods from farm to market.

In 1991, the TTAP was formally established by the Intermodal Surface Transportation Efficiency Act (ISTEA) (Public Law 102-240; Dec 18, 1991). The TTAP is the Tribal component of the LTAP and was designated to provide technical assistance to Tribal governments. This technical assistance was geared toward building capacity within the Tribes to manage their highway assets. The Tribal road inventory currently consists of approximately 49,200 miles of BIA and Tribally-owned public roads; 87,600 miles of State, county, and local government public roads; and 10,600 miles of proposed roads.

Over time, the LTAP expanded to include 51 LTAP Centers—1 in each State and 1 serving Puerto Rico and the U.S Virgin Islands—and 7 TTAP Centers that were established through cooperative agreements. The TTAP Centers were geographically dispersed, some of which were housed at universities as provided by law. In 2017, the FHWA's HIT Team (formerly the Center for Local Aid Support) contracted a two-year pilot to assess a centralized, national-scale TTAP Center model. As part of this pilot, listening sessions were conducted to assess the viability of a centralized program at a national scale. The FHWA concluded that one centralized TTAP Center did not meet the needs of the Tribal stakeholders. This was reiterated in the summer of 2020, when FHWA formally solicited feedback via a Federal Register notice to inform the next phase of the TTAP, where alternative TTAP Center delivery models were presented.

Feedback from this notice and lessons learned from the national scale pilot led FHWA to advance a hybrid delivery model with both national scale services and a return to regional TTAP Centers. The intent of this hybrid model is to maximize capacity, eliminate redundancies, increase efficiency, and deliver value to the Tribes and the Government. As part of the market research phase, the HIT Team outreached with other FHWA Tribal transportation program offices, the BIA, and national Tribal groups on the consideration of TTAP services, roles, and responsibilities under this hybrid regional model.

The hybrid, regional TTAP model being advanced shall consist of the following components:

- (a) ***TTAP Center Services*** - The TTAP Centers will be regional to provide the greatest service to Tribal governments. TTAP Centers will lead deployment of TTAP services for American Indian Tribal governments for the prescribed BIA region(s) in a cooperative effort with the FHWA and BIA. These TTAP services include training, technical assistance, and technology transfer. The TTAP is funded with 100-percent Federal funds. Please review SECTION A. PROGRAM DESCRIPTION - Section 6. *Required Submittals or Milestones/Statement of Work (SOW)* for further detail.
- (b) ***FHWA TTAP Stewardship, Oversight and Support Services*** - please review SECTION B - FEDERAL AWARD INFORMATION for further detail.

All Federal Agencies have been charged with promoting equity and delivering resources where they are most needed. The TTAP was launched to give Tribal nations access to the training tools and resources they need to plan, construct, and maintain their transportation networks. The reestablishment of the TTAP respects the sovereignty of Tribal nations by helping them build capacity within their organizations. It promotes equity and enhances opportunity by delivering training resources to Tribal transportation professionals. A robust TTAP will advance DOT's equity initiatives and opportunity statements, including strengthening Tribal relationships, and accentuate equity and inclusion in the Federal transportation discussion.

The reestablishment of the regional TTAP Centers supports the Department and Administration's equity priority¹ of an inclusive approach to program management, and commitment to work force development.

4. PROGRAM GOALS

The primary objectives of the TTAP Centers are as follows:

1. *Build Tribal Capacity in Program Management*

- a. Building Tribal capacity to meet Agency and Tribal priorities for transportation program management and administration.
- b. Collaborating with FHWA and other Partners on the development of training materials and services for effective implementation of Federal programs, including but not limited to applying for and administering federal highway grants.

2. *Grow the Tribal Workforce*

- a. Developing a TTAP Center Annual Work Plan that addresses Agency and Tribal priorities.
- b. Collaborating with FHWA and other Partners on the development of training, technical assistance, and technology transfer services, and then lead the delivery at the Tribal level.
- c. Developing educational programs to encourage and motivate interest in transportation careers among Native American students.

¹ <https://www.whitehouse.gov/priorities/>

3. *Cultivate Diverse Stakeholder Partnerships and/or other Coordination*

- a. Stakeholder engagement that promotes collaboration between governmental and non-governmental organizations (e.g., universities).
- b. Leveraging expertise and resources in providing program services (e.g., FHWA, BIA, LTAP).

4. *Transfer Technologies and Implement Innovations*

- a. Representing Tribal interest in the development of innovations relevant to Tribal transportation needs to ensure successful implementation.
- b. Collaborating with FHWA on the deployment and implementation of transportation technologies at the Tribal level.

5. *Share Results*

- a. Reporting and utilizing performance data to inform Training/Technical Assistance needs and identify common successes and challenges.
- b. Sharing success and challenges with others (Innovation exchange, newsletters, etc.).
- c. Providing ongoing contact via a communication network that helps with transportation issues and current FHWA and BIA initiatives (e.g., Every Day Counts (EDC), Strategic Highway Research Program) among Tribal governments, Federal, State, and local transportation agencies, and others as appropriate.

5. ADMINISTRATION GOALS

FHWA seeks to fund projects under this NOFO that, in combination with the merit selection criteria listed below, advance one or more of the following Administration goals, where applicable.

- A. The Department seeks to fund projects that proactively address equity and barriers to opportunity, including automobile dependence as a form of barrier, or redress prior inequities and barriers to opportunity.
- B. The Department seeks to fund projects that support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards and workforce programs, in particular registered apprenticeships, labor management partnerships and Local Hire agreements,² in project planning stages and program delivery. Projects that incorporate such planning considerations are expected to support a strong economy and labor market.

6. REQUIRED SUBMITTALS OR MILESTONES/STATEMENT OF WORK

² Contracts awarded with geographic hiring preferences are eligible for assistance under most Department financial assistance programs.

The Recipient of the anticipated cooperative agreement will provide for training, technical assistance, and the transfer of transportation technology to American Indian Tribal governments for their prescribed region. The Recipient³ will operate the Eastern TTAP Center within the Eastern region being served by the TTAP, as defined in Section A.1 of this opportunity. In cooperation with FHWA, the Recipient will accomplish the aforementioned objectives by delivering the following six Program Tasks:

1. Program Administration and Management;
2. Communication and Marketing;
3. Training;
4. Technical Assistance;
5. Technology Transfer; and
6. Stakeholder Coordination & Partnering.

NOTES: *The TTAP Center Annual Work Plan, as described in Task 6.1.1.b below, will be used to document annual activities relative to Training, Technical Assistance, and Technology Transfer. Progress will be measured through annual program reporting requirements.*

1.1. PROGRAM ADMINISTRATION & MANAGEMENT

Task 1 involves TTAP Center planning, tracking, and reporting. The Recipient will engage in the following: a project kick-off meeting, monthly scheduled and as-needed status conference calls, progress and financial reports with labor/cost/expenditure tracking and invoicing.

Activities under this task shall be approved in Task 6.1.b: Annual Work Plan and all work shall be documented as a part of the quarterly progress report submitted to the Agreement Officer (AO), and Agreement Officer's Representative (AOR).

The Recipient Shall:

a. Schedule and facilitate a TTAP Center kick-off meeting:

- i.** Coordinate scheduling with FHWA within four (4) weeks of the cooperative agreement's effective date. The kick-off meeting should include the TTAP Center's Director and key staff. The location of the kick-off meeting will be determined at the agreement effective date. The Recipient shall be responsible for providing a meeting agenda with objective(s) no later than three (3) business days prior to the kick-off meeting as well as providing meeting notes with Action(s)/Task(s) including takeaways and action items within ten (10) business days after the kick-off meeting.

a. *Objective(s):* simple statement(s) that define the desired outcome of the meeting, a measurable milestone on delivering program task(s).

b. *Action(s)/Task(s):* a coherent set of specific steps that must be taken to achieve the objective(s) and assigned duties as appropriate.

NOTES: *The kick-off meeting may be in a virtual (e.g., teleconference, webinar) format.*

- ii.** ***Task 1.a Deliverables: Meeting Agenda with Objectives and Meeting Notes with***

³ The Eastern TTAP Center must be physically located and operate within the Eastern region as defined in Section A.1 of this opportunity.

Action Items/Tasks.

- b. Develop Annual Work Plan:** In cooperation with FHWA and BIA, the Recipient will accomplish the program objectives by developing an annual work plan and activities aligned with the TTAP Center Mission and SECTION A. PROGRAM DESCRIPTION - Section 5. Program Objectives.
- i.** The Annual Work Plan shall utilize the template developed by the Leadership Committee, either as-is or modified for local context with a goal of capturing the unique Tribal transportation challenges and priorities of training and technical assistance needs of American Indian Tribal governments in the TTAP Center jurisdiction.
 - ii.** The Annual Work Plan shall align with the FFY of October 1 – September 30. A draft plan will be submitted to the AOR for approval no later than August 31st of the period preceding the period of performance (e.g., Work Plan due August 31, 2023, covering Federal fiscal period of October 1, 2023-September 30, 2024).
 - iii.** Activities documented in the Annual Work Plan shall include all those tasks and respective schedules under the SOW:
 - 1.** Administration & Management
 - 2.** Communications and Marketing
 - 3.** Training
 - 4.** Technical Assistance
 - 5.** Technology Transfer
 - 6.** Stakeholder Coordination & Partnering
 - 7.** And Optional Activities:
 - a.** A National Tribal Transportation Conference
 - b.** Tribal Strategic Workforce Development Initiative
 - i.** Highway Construction Workforce Partnership – EDC 6, between FHWA and Tribal construction stakeholders
 - ii.** Specialized Tribal Transportation Workforce Partnership, between FHWA and Tribal transportation stakeholders
 - c.** Safety Circuit Riders (SCR) Initiative
 - i.** Engineering, Education, Emergency Response, and Enforcement (4E)
 - ii.** Behavioral
 - d.** Tribal Innovation Deployment Initiative
 - iv.** These tasks shall include the associated priority and need(s) as identified in the Biennial Needs Assessment, scope, learning outcomes, audience, level of effort, program delivery costs (including travel), and evaluation metrics, as applicable.
 - v.** The initial Year 1 Draft Annual Work Plan shall be submitted two (2) weeks prior to the kick-off meeting and presented at the kick-off meeting.
 - vi.** The Final Year 1 Draft Annual Work Plan shall be submitted to the AOR within two (2) weeks of kick-off meeting, having incorporated the revisions based on discussions and comments provided during the kick-off meeting.
 - vii.** The first Biennial Needs Assessment must be completed prior to approval of Year 2 Final Draft of the Annual Work Plan to ensure Tribal training, technical assistance and technology transfer needs and priorities are met and the work aligns goals and objectives of the LTAP/TTAP Strategic Plan.
 - viii.** The subsequent program years' Annual Work Plan shall be informed by the

Biennial Needs Assessment.

- ix. Implementation of the Final Annual Work Plan and Annual Program Updates shall be presented at quarterly program meetings including updated tasks and schedule. Updates follow FFY quarters and presented at quarterly meetings for approval by AOR.
- x. **Task 6.1.b Deliverables:** *DRAFT Annual Work Plan, FINAL Annual Work Plan for Year 1, and Year 2.*

The delivery schedule for the Annual Work Plan is as follows:

- i. **Base Period Annual Work Plan:** *The DRAFT Base Period (Years 1-2)*
 - a. *Program Year 1 DRAFT should be submitted to FHWA for review within two (2) weeks of the kick-off meeting. FHWA will provide comments at the kick-off meeting. The FINAL Year 1 Annual Work Plan shall be submitted for FHWA approval within two (2) weeks following in the kick-off meeting.*
 - b. *Program Year 2 DRAFT should be submitted to FHWA for review by August 31 of Year 1. FHWA will provide comments within two (2) weeks of the submittal date. The FINAL Year 2 Annual Work Plan shall be submitted to FHWA for approval by Q4 of Year 1 or nine (9) Months into the Year 1 Program.*
- ii. **Option Period 1 - Year 3 Annual Work Plan:** *The DRAFT shall be submitted to FHWA for review by Q4 of Year 2 or nine (9) Months into the Year 2 Program. FHWA will provide comments within two (2) weeks of the submittal date. The FINAL Year 3 Annual Work Plan shall be submitted to FHWA for approval by Q4 of Year 2 or nine (9) Months into Year 2 Program. This will be considered as part of the evaluation of the TTAP Center at the end of Base Period to determine continuation of funding for Option Period 2.*
- iii. **Option Period 2 - Year 4 Annual Work Plan:** *The DRAFT shall be submitted to FHWA for review by Q4 of Year 3 or nine (9) Months into the Year 3 Program. FHWA will provide comments within two (2) weeks of the submittal date. The FINAL Year 4 Annual Work Plan shall be submitted to FHWA for approval by Q4 of Year 4 or nine (9) Months into Year 3 Program. This will be considered as part of the evaluation of the TTAP Center at the end of Option Period 3.*
- iv. **Option Period 3 - Year 5 Annual Work Plan:** *The DRAFT shall be submitted to FHWA for review by August of Year 4. FHWA will provide comments within two (2) weeks of the submittal date. The FINAL Year 5 Annual Work Plan shall be submitted to FHWA for approval by Q4 of Year 4 or nine (9) Months into the Year 4 Program.*

NOTES: *Annual Work Plan must be submitted and approved prior to proceeding with subsequent Tasks 2 – 6 for the Base Period, and all Option Periods. Task 1 Deliverables for Option Periods 1 – 3 will only be required if those options are exercised.*

- c. **Develop and Conduct a Biennial Needs Assessment:** *The Recipient shall conduct an annual needs assessment to identify transportation technical assistance needs of American Indian Tribal governments in the region. This information will afford the Recipient an opportunity to coordinate work plan efforts with Federal partners (Office of Federal Lands (FLH), BIA, FHWA Resource Center and FHWA program offices.*

- i. The Biennial Needs Assessment shall be used to inform the Annual Work Plan on a biennial basis. In addition, this information will afford the Recipient an opportunity to coordinate the Annual Work Plan efforts with Federal partners (FLH, BIA).
 - ii. The Biennial Needs Assessment shall utilize the template developed by the TTAP Leadership Committee, either as-is or modified for local context with a goal of capturing the unique Tribal, transportation challenges and priorities of training and technical assistance needs of American Indian Tribal governments in the TTAP Center jurisdiction.
 - iii. The Biennial Needs Assessment DRAFT shall be submitted to the TTAP Leadership Committee and FHWA for review and comment within 30 days of delivery of the Needs Assessment Template. A revised template will be provided to the Recipient, as needed. Comments from FHWA and the Leadership Committee will then be provided back to the Recipient within two (2) weeks of receipt of the draft.
 - iv. The Biennial Needs Assessment FINAL, updated version that incorporates TTAP Leadership Committee and FHWA comments shall be conducted within 60 days of receipt of Leadership and FHWA comments.
 - v. The findings from the Biennial Needs Assessment and updates to the Annual Work Plan reflecting findings, as needed, shall be presented FFY Q4 to inform subsequent program years.
 - vi. The Biennial Needs Assessment shall inform prioritization of activities under the annual Work Plan. An updated schedule should be included in deployment of Biennial Needs Assessment prior to submittal of Annual Work Plan (**NOTES:** *This does not apply for the first year's initial Annual Work Plan development.*)
 - vii. **Task 6.1.c Deliverables:** *Biennial TTAP Center Needs Assessment DRAFT, and Biennial TTAP Center Needs Assessment FINAL, Biennial TTAP Center Needs Assessment Presentation of Findings and Priorities.*
- d. Manage and operate a TTAP Center serving all Tribal governments in associated BIA region(s):**
- i. This includes providing logistical support in preparing TTAP Center working sessions, such as meeting invitations, facilitation, correspondence, meeting agendas and minutes, and if applicable, facilitating travel accommodations for participants. The TTAP may pay for travel (flights, hotels, limited rental cars, and per diem) for the TTAP Steering Committee as appropriate. Any TTAP Center working session travel for which the Recipient will seek reimbursement must receive prior approval from the AOR. In no case, shall the Recipient pay for travel of any Federal employees.
NOTES: *All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*
- e. Actively serve on the National TTAP Leadership Committee:** It is anticipated the TTAP Leadership Committee shall be guided by a formal charter drafted by FHWA, that outlines the Committee's overall purpose and function. The TTAP Leadership Committee shall be comprised of the following members:
- 1. TTAP Leadership Committee Chair- 1-year appointment of a TTAP Center

Director determined by majority vote of TTAP Leadership Committee. The Chair represents the TTAP at the Tribal Transportation Coordinating Committee, and National and Local LTAP/TTAP Association(s) (NLTAPA) meetings.

2. TTAP Center Directors
3. FHWA Program Manager
4. FHWA Office of Tribal Transportation Leadership
5. BIA Office of Transportation Leadership

i. Duties of TTAP Leadership Committee members shall include, but are not limited to:

1. Review and endorsement of the TTAP Leadership Committee charter and all national program templated material developed by FHWA and the TTAP National Steering Committee. This material may include, but is not limited to, the Biennial Needs Assessment Template, Annual Work Plan Template, and any Annual Reporting data and data collection (e.g., Performance Assessment Results).
2. Participation in virtual, quarterly TTAP Leadership Committee meetings hosted by FHWA. It is anticipated that these meetings will be conducted virtually; one of which will coincide with the national Tribal transportation conference.
3. Development and endorsement of a 4-year National Tribal Transportation Conference schedule and proposal for the sponsoring TTAP Center and anticipated location. The TTAP Leadership Committee will submit this deliverable as a collective body to the AOR for approval.

ii. **Task 6.1.e Deliverable:** *Program Templates, and 4-year National Tribal Transportation Conference schedule and details.*

NOTES: *All files to be shared to the TTAP Center website and/or shared publicly must be 508 Compliant.*

f. **Develop a TTAP Center Steering Committee:** The role of this Committee is to inform the delivery of each TTAP Center's services.

i. The TTAP Center Steering Committee shall be comprised of the following members at minimum:

1. *TTAP Center Director:* the executive level leader, responsible for leading the management of TTAP Center Steering Committee; and for sharing TTAP Leadership Committee activities, initiatives, and opportunities with the Center Steering Committee.
2. *TTAP Center Staff/Subject Matter Experts:* those responsible for delivering TTAP Center activities; and providing feedback from implementation of field serves to the TTAP Center Steering Committee.
3. *Regional Tribal Representatives:* at least 50 percent of the Center Steering Committee representatives must come from American Indian Tribal governments in the associated TTAP region, with priority given for those that are serving or have served in a Tribal transportation capacity (e.g., Tribal Transportation Program Coordinating Committee). These members are responsible for providing local, Tribal context and perspective to the TTAP

Center Steering Committee.

4. *FHWA Office of Tribal Transportation (TTP) Field Representative(s)*: responsible for serving as a conduit to and from the Steering Committee relative to relevant FHWA TTP transportation activities, initiatives, and opportunities.
5. *BIA Transportation Program Field Representative(s)*: responsible for sharing information to and from the Steering Committee relative to relevant BIA transportation activities, initiatives, and opportunities.
- ii. Duties of the TTAP Center Steering Committee shall include providing input on the deployment of the Biennial Needs Assessment and development of the Annual Work Plan, and feedback for Annual Reporting data and data collection.
- iii. A list of the TTAP Steering Committee members will be submitted within four (4) weeks of the agreement effective date for review and approval by FHWA at the kick-off meeting scheduled in Task 1. The Recipient shall be responsible for preparing and sending out invitations to those individuals and should take into consideration the current and past TTAP Steering Committee members when making recommendations.

NOTES: If TTAP Center Steering Committee membership needs to be changed during the life of the project, the TTAP Center Director shall submit all recommendations for new members to FHWA for approval.

- iv. Regular, recurring TTAP Steering Committee meetings shall be held to plan and monitor the implementation of the TTAP Annual Work Plan and technical services including training, technical assistance, and technology transfer activities. The frequency of these meetings shall be approved by the TTAP Center Director and communicated to the AOR but shall convene no less than once per quarter. The AOR shall be invited to these regular committee meetings. The Recipient is encouraged to employ the use of technology to conduct meetings (e.g., video conferencing, webinar, and conference calls).
- v. Minutes and other documents received by or generated by the committee shall be submitted to the AOR electronically within 30 days of the meeting. This information shall be made available to the public and posted on TTAP Center website.
- vi. ***Task 6.1.f Deliverables:*** *List of proposed TTAP Center Steering Committee members, estimated schedule of meeting dates, meeting agendas, minutes and other documents received by or generated by the TTAP Center.*
NOTES: All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.

g. Host TTAP Center Quarterly Program Meetings

- i. Facilitate quarterly program meetings with FHWA each FFY quarter, to be held within the first month of each FFY quarter (October, January, April, July) consistent with the required reporting. It is assumed this meeting will be conducted virtually.
- ii. The Recipient shall provide an agenda no later than three (3) business days prior to the meetings. The agenda shall reflect services documented in the Annual Work Plan and include:
 1. Clear, concise, and complete account of the activities performed under the

- preceding quarter.
2. Outline of the activities to be accomplished during the next quarter.
 3. Description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the agreement, together with recommended solutions to such problems.
 4. Trends and/or items of information that the TTAP Center may wish to highlight including lessons learned, success stories, noteworthy practices, and/or upcoming training/conferences that may be shared with peer Centers.
 5. Tabulation of the current and cumulative costs expended by cost element (labor, travel, indirect costs, subcontractors, etc.) versus budgeted costs.
- iii. The Recipient shall provide meeting notes including takeaways and action items within ten (10) business days after the meeting. Notes shall contain concise statements covering the activities relevant to the SOW, including Center Assessment Report (CAR) related questions.
 - iv. **Task 6.1.g Deliverables:** *Quarterly Program meeting agenda documenting program progress and meeting notes.*
- h. Conduct the Annual Program Assessment Report (PAR) and Center Assessment Report:** The Work Plan activities produce program outputs that result in desired outcomes that align with the FHWA HIT LTAP/TTAP Strategic Plan. This plan outlines strategies to maximize transportation training and technical assistance resources that address local and Tribal needs. The FHWA Local Aid Support Team will work with LTAP and TTAP Centers to focus on an agile delivery of resources across the country to ensure the Centers are a go-to resource for highway training and technical assistance for local and Tribal transportation agencies.
- i. The Recipient shall conduct evaluations of the program's performance and effectiveness, including but not limited to the submission of annual program performance reports.
 - ii. Guidance for aligning work plan elements with FHWA national initiatives will be developed as result of the FHWA HIT LTAP/TTAP Strategic Plan. This guidance, including PAR and CAR questions, will be provided to the TTAP Center prior to approval of the Final Annual Work Plan.
 1. PAR - quantitative based questions that are data driven and measure output performance over time.
 2. CAR - qualitative based questions that assess the program outcomes as result to activities and services delivered and may be correlated to PAR data driven results and trends.
 - iii. The PAR and CAR submittals shall be led by FHWA and coordinated with the TTAP Center. Sample PAR/CAR questions are included in the table below.
 - iv. The PAR data shall be submitted electronically on an annual basis.
 - v. The CAR data shall be presented during the quarterly program meeting, and then documented at the end of the fiscal year to complete a CAR Annual Report.
 - vi. The Annual PAR/CAR reports shall be submitted to FHWA every FFY no later than the end of FFY Q1 (December 31), for the previous TTAP Center's FFY performance (October 1 – September 30).
 - vii. **Task 6.1.h Deliverables:** *Annual PAR and CAR submittals and reporting are to be submitted every fiscal year, no later than the end of FFY Q1 (December 31),*

for the previous TTAP Center's FFY performance (October 1 – September 30).

viii. The following represents a sample of PAR and CAR questions:

Assessment Area		Sample Questions
Program Assessment Reporting (PAR)	<i>Center Operations</i>	<ul style="list-style-type: none"> What is the Center's annual budget and number of personnel?
	<i>Communications</i>	<ul style="list-style-type: none"> What are the applicant's website traffic statistics and social media interactions? How many Tribes subscribe to the applicant's mailing list or newsletter?
	<i>Conferences Hosted or Sponsored</i>	<ul style="list-style-type: none"> Did the applicant host or sponsor any conferences? If so, what were the applicant's attendance numbers?
	<i>Technical Assistance</i>	<ul style="list-style-type: none"> How many Tribes contacted the applicant for technical assistance needs? What program areas did they need assistance in? (Safety, Maintenance, etc.)
	<i>Training Provided</i>	<ul style="list-style-type: none"> How have TTAP Objectives been met? How many training sessions did the applicant offer? How many Tribal participants/employees did the applicant have in those sessions? What program area did each training cover and what were the specific trainings offered?
Center Assessment Reporting (CAR)	<i>Coordination & Partnerships</i>	<ul style="list-style-type: none"> What is the applicant's level of involvement with DOT/FHWA initiatives, such as EDC Initiative?

1.2. PROGRAM COMMUNICATION & MARKETING

Task 2 includes the development of a Marketing and Communication Plan for all the training, education, research, and other projects that the TTAP Center shall conduct. The Marketing and Communication Plan shall include audience contacts, formats, frequency, key messages, timeline, events, and responsibilities. Consideration should be given to the use of the internet, social media, trade shows, web publications, as well as the traditional methods of marketing at meetings and conferences. The Marketing and Communication Plan will be used by FHWA and the TTAP for implementation. The Recipient shall identify how the regional TTAP Center will work to support the overarching goals of the TTAP Program by communicating, coordinating, and collaborating with the other regional Center(s) where appropriate.

Activities under this task shall be approved in Task 6.1.b: Annual Work Plan and all work shall be documented as a part of the quarterly progress report submitted to the AOR and AO.

The Recipient shall:

a. Conduct on-going communication with the Tribes

- i.** Conducting advanced marketing of all activities included under Task 3 - Training; Task 4 - Technical Assistance; and Task 5 - Technology Transfer with a minimum of eight (8) weeks advance notice of all major events.
- ii.** Developing, publishing, and distributing a TTAP Center newsletter on at least a quarterly basis highlighting TTAP Center activities including, Training (planned/provided), Technical Assistance, Technology Transfer Lessons Learned/ Success Story (consistent with PAR data reporting) transportation innovation, transportation safety and national Tribal transportation. The AOR shall have an opportunity to approve the newsletter prior to release. Once approved, this newsletter should be disseminated to the program stakeholders by mail or electronically as agreed upon by the AOR. This newslettershould be made available electronically upon request. The newsletter should be published on the TTAP Center website and distributed electronically at minimum.
- iii.** ***Task 6.2.a Deliverables:** The deliverable shall include at minimum a TTAP Center Newsletter to be published and distributed electronically once per FFY quarter.*
- iv.** ***NOTE:** All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*

b. Develop and maintain an updated mailing list

- i.** Develop and maintain an updated electronic mailing list of stakeholders for the program. This list shall be inclusive of the following (if available): organization's name, mailing address, public point of contact, e-mail address, phone number and fax number. Please note, that no information collected for these purposes may contain any personally identifiable information (PII).
- ii.** The mailing list will be updated on at least a Biennially basis.
- iii.** ***Task 6.2.b Deliverables:** Electronic mailing list updated Biennially and provided to FHWA.*

c. Develop and Maintain a TTAP Center website

- i.** Development of TTAP Center web content through outreach and collaboration with transportation stakeholders.
- ii.** The website shall include at a minimum: TTAP Center program and contact information, Federal, State and Tribal governments in the service area, TTAP Steering Committee and meeting notes, TTAP Center training calendar, TTAP Center library, and links to other TTAP Centers and the National LTAP/TTAP website. The website will be updated every quarter to ensure information is relevant and links are up to date.
- iii.** ***Task 6.2.c Deliverables:** Website and domain for the TTAP Center to be updated quarterly.*
- iv.** ***NOTES:** All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*

d. Maintain a transportation library and distribute transportation technology transfer materials

- i.** The transportation library may consist of both digital and hard copy materials. Library materials shall be updated Biennially and noted where appropriate on Biennial report. Materials shall be provided to the national LTAP/TTAP Clearinghouse electronically on a Biennial basis.
- ii.** The Recipient will provide the LTAP/TTAP with information and materials to support enhanced operations. This shall be done on a quarterly basis as identified in the aforementioned Objective Section under Activities.
- iii. Task 6.2.d Deliverables:** *Material to be published and provided electronic access via TTAP Center website on a quarterly basis.*
- iv. NOTES:** *All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*

e. Sponsor Annual Conference Attendance

- i.** Establishment of a scholarship program (formal or informal) to sponsor Tribal member attendance to national Tribal transportation conference opportunities. Funding levels, solicitation and selection methodology shall be included in the TTAP Annual Work Plan for approval by the AOR prior to any solicitation of the scholarship program.
- ii. Task 6.2.e Deliverables:** *Scholarship material to be made available and published on the TTAP Center website at minimum 6 months prior to conference date(s).*
- iii. NOTES:** *All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*

1.3. TRAINING

Task 3 includes *developing and conducting relevant transportation training sessions and seminars*. This includes the development of standardized course curriculum and material that meets the needs of the Tribal community by delivering context sensitive, in-person and remote training that is offered via instructor and self-paced/on-demand. Activities under this task shall be approved in Task 6.1.b: Annual Work Plan. The Recipient shall consider the specificity of the training and address this as appropriate in the plan and all work shall be documented as a part of the quarterly progress report submitted to the AOR and AO.

Traditionally, training can be viewed as efforts to teach a skill or provide knowledge to make an individual qualified or proficient in a defined area and is often thought of as a defined event that can be consistently repeated with an agenda that transfers needed knowledge to perform an activity. Also, training often has learning objectives that the Recipient could demonstrate upon completion. For the purpose of this opportunity, “training” is defined as:

- i.** Instructor led training-held in-person and led by an instructor.
- ii.** Web-conference training-held in virtual classroom and led by an instructor; and
- iii.** Web-based training- accessed from any computer with an internet connection.

1.3.1. Training Emphasis Areas (TEA)

As defined in section 504(b)(2)(D)(ii) of title 23 legislation, and reflected in Agency priorities

to promote equity and build Tribal capacity, TEA shall include but are not limited to:

- i.** Management of transportation programs including training on Tribal Transportation Program (TTP) Eligible Activities⁴:
 - a. Program Administration
 - b. Transportation Planning
 - c. Construction Management
 - d. Design
 - e. Construction
 - f. Road Maintenance
 - g. Safety
 - h. Bridge
 - i. Development of Tribal-State Maintenance Agreements
- ii.** Delivery of Federal Aid transportation projects
 - a. Grant Administration / Project Management
 - b. Reporting
 - c. Procurement
 - d. Financial systems
- iii.** Infrastructure management
 - a. Low Volume Roads / Gravel Road Maintenance / Drainage
 - b. Work Zone Safety
 - c. Pavements
 - d. Congestion

The Recipient shall:

- a.** *Plan and deliver transportation training curriculum and sessions that meet the learning objectives listed and prioritized, as determined from the Needs Assessment.*
 - i.** The TTAP Center will develop new content as applicable, and shall utilize FHWA and LTAP developed materials, or may coordinate to have LTAP or FHWA lead session.
 - ii.** The topics should reflect needs and priorities identified by the steering committee and reflected in the Annual Work Plan. These may include notable practices as well as cutting edge technologies. The most beneficial products will be those that can be implemented in the current environment.
- b.** *Deliver training to contribute to, and result in, the development of a Tribal transportation/highway workforce.*
 - i.** Plan and deliver training activities by:
 - 1.** Organizing and/or conducting on-call trainings for special topics (e.g., Safety - The Manual on Uniform Traffic Control Devices signing).
 - 2.** Organizing and/or conducting regionwide workshops (e.g., Safety-systemic safety).
 - 3.** Organizing and/or conducting webinars, peer exchanges, etc.
 - 4.** Offering training that reflects the needs of the Tribes in the TTAP region, including but not limited to:
 - ii.** In-person, instructor-led training

⁴ [A Guide for Tribes with an FHWA Tribal Transportation Program Agreement](#)

- iii. Distance Learning - virtual, instructor-led training,
 - iv. Distance Learning - virtual material for self-paced training
- c. ***Ensure accessible training locations by utilizing user feedback through Needs Assessment***
- d. ***Prepare an Annual Training Summary to be included in program evaluation and TTAP Course Catalogue***
 - i. This summary may include the types of training areas provided, how they were delivered, number of workshops, hours of activities, number of participants, costs of deployment per participant, summary of evaluations, and results generated from deployment (e.g., requests for more training, implementations of technologies presented, changes in policies).
 - ii. Program Evaluation will include PAR and CAR data submittal requirements (i.e., quantitative and qualitative data) that will be coordinated with FHWA and submitted as part of the quarterly program meeting and reporting, and a national Training Course Catalog that will housed on FHWA's LAS Website.
 - iii. ***Task 6.3d Deliverables: Training Section in the Annual TTAP Work Plan DRAFT, and Training Section in the Annual TTAP Work Plan FINAL, and Training PAR and CAR data submittals, including the Training Course Catalog.***
 - iv. ***NOTES: All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.***

1.4. TECHNICAL ASSISTANCE

Task 4 includes ***providing transportation related technical assistance and transportation technology transfer services*** that best meet the needs of the Tribal community, including on-demand, virtual and hands-on services that strengthen Tribal capacity for self-governance of transportation programs. Tasks shall include but are not limited to dissemination (e.g., Peer Exchanges, Demonstration Projects) of transportation best practices available to Tribal transportation users in a form that can be implemented in a timely manner. The work shall demonstrate and promote state-of-the-art/practice technologies, elevated performance standards, and new business practices and processes that result in improved quality and user satisfaction.

It is anticipated, technical assistance will be provided in response to a unique inquiry from a stakeholder requesting access to guidance or resources. It is focused on problem solving and may involve multiple contacts and interactions over an extended period. Technical assistance can provide basic information and promote access to up-to-date resources, or it can provide intensive support to build organizational capacity and achieve change.

Activities under this task shall be approved in Task 6.1.b: Annual Work Plan and all work shall be documented as a part of the quarterly progress report submitted to the AOR and AO.

The Recipient shall:

- a. ***Accommodate flexibility with technical assistance that reflects familiarity with Tribal transportation challenges.*** This will require the Recipient to coordinate with BIA, FLH TTP, and FHWA Resource Center for technical assistance as appropriate and coordinated through FHWA (e.g., Conduct systemic safety studies or road safety

audits).

- b. *Provide remote and in-person transportation technical assistance.*** The Recipient shall deliver assistance that increases the reach and disseminates knowledge of transportation innovations and practices.
- c. *Prepare an Annual Technical Assistance Summary to be included in program evaluation.***
 - i.** This summary may include the types of assistance areas provided, how they were delivered, number of workshops, hours of activities, number of participants, costs of deployment per participant, summary of evaluations, and results generated from deployment (e.g., requests for more assistance, implementations of technologies presented, changes in policies).
 - ii.** Program Evaluation will include PAR and CAR data submittal requirements (i.e., quantitative and qualitative data) that will be coordinated with FHWA and submitted as part of the quarterly program meeting and reporting.
 - iii. *Task 6.4c Deliverables: Technical Assistance Section in the Annual TTAP Work Plan DRAFT, Technical Assistance Section in the Annual TTAP Work Plan FINAL, Technical Assistance PAR and CAR data submittals.***
 - iv. *NOTES: All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.***

1.5. TECHNOLOGY TRANSFER

Task 5 includes the delivery of an ongoing program of technology transfer and deployment that increases the reach, dissemination of knowledge and implementation of transportation innovations and practices best suited for Tribal transportation challenges, in cooperation with Federal, State, local, Tribal and the private sector stakeholders.

Activities under this task shall be approved in Task 6.1.b: Annual Work Plan and all work shall be documented as a part of the quarterly progress report submitted to the AOR and AO.

The Recipient shall:

- a. *Provide ongoing contact and communication network.*** The Recipient shall help with transportation issues and current FHWA and BIA initiatives (e.g., EDC, Strategic Highway Research Program) among Tribal governments, Federal and State and local transportation agencies, and others as appropriate.
- b. *Participate in FHWA Technology Transfer programs including but not limited to:***
 - i.** HIT Innovation Exchange Webinars (IEW)
 - ii.** Build a Better Mouse Trap (BABMT); and
 - iii.** FHWA EDC.
- c. *Coordinate with Federal, State, local, and Tribal transportation agencies, and the private sector to enhance new technology implementation.***
- d. *Distribute technology transfer materials.*** The Recipient shall deliver material that

increases the reach and disseminates knowledge of transportation innovations and practices.

- e. Prepare an Annual Technology Transfer Summary to be included in program evaluation.*
- i. This summary may include the types of technologies deployed, how they were deployed, number of workshops, hours of Technology Transfer Deployment activities, number of participants, costs of deployment per participant, summary of evaluations, and results generated from deployment (e.g., requests for more training, implementations of technologies presented, changes in policies).*
- ii. Program Evaluation will include PAR and CAR data submittal requirements (i.e., quantitative and qualitative data) that will be coordinated with FHWA and submitted as part of the quarterly program meeting and reporting.*
- iii. Task 6.5e Deliverables: Technology Transfer Section in the Annual TTAP Work Plan DRAFT, and Technology Transfer Section in the Annual TTAP Work Plan FINAL, Technology Transfer PAR and CAR data submittals.*
- iv. NOTES: All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*

6.6 COORDINATION & PARTNERSHIPS

Task 6 includes coordinating with Federal, State, local, and Tribal transportation agencies, and the private sector to implement the TTAP. To ensure that the TTAP Center provides a balance of training and technology transfer commensurate with the needs of the region, the Recipient participation and support of conferences shall not exceed 20 percent of the Coordination & Partnership activities in the Annual Work Plan, unless justified and approved by the AOR. This is inclusive of National LTAP/TTAP Conference and a national Tribal transportation conference.

In an effort to provide comprehensive services to Tribal governments, the TTAP Centers often coordinate with other NLTAPA members and key Federal Agencies including FHWA, FLH and the BIA. It is important to note that TTAP Centers, BIA, FLH, FHWA, and other entities are all working toward the same goal, to enhance the mobility in Indian country. Therefore, the Recipient should be prepared to build on the successful initiatives that are currently underway while identifying new partnering opportunities to enhance the program. The Recipient should foster efforts to enhance communication, coordination, and collaboration with the key partners and stakeholders to improve service to Tribal governments.

The Recipient will cooperate with FHWA and BIA to provide national and Tribal-level information and data needed to support self-determination and capacity building in the development and maintenance of Tribal transportation programs. Both FHWA and BIA may provide selected technical information and training course materials to the Recipient for dissemination to Tribal governments. This transfer may occur at regional and national program meetings or as determined necessary by FHWA.

Activities under this task shall be approved in Task 6.1.b: Annual Work Plan and all work shall be documented as a part of the quarterly progress report submitted to the AOR and AO.

The Recipient shall:

- a. *Coordinate with transportation Agencies including Federal, State, and local on the implementation and enhancement of other programs (e.g., LTAP Centers and Every Day Counts (EDC) (504 A (i) (ii-iii))***
 - i.** Provide national and Tribal level information and data needed to support self-determination and capacity building in the development and maintenance of Tribal transportation programs. Both FHWA and BIA may provide selected technical information and training course materials to the Recipient for dissemination to Tribal governments. This transfer may occur at regional and national program meetings or as determined necessary by FHWA.

- b. *Coordinate on Peer Exchanges (e.g., EDC, IEW).*** These include meeting invitations and facilitation, correspondence between TTAP Center and speakers, meeting agendas and minutes, and if applicable, facilitating travel accommodations for speakers. The TTAP Center may pay for travel (flights, hotels, limited rental cars, and per diem) for speaker(s) as appropriate. In no case shall the pay of travel be provided for Federal employees.

- c. *Coordinate with other NLTAPA members and key Federal partners.*** TTAP Leadership Committee and TTAP Steering Committees will coordinate with other Federal partners that must include, but are not limited to, the FHWA offices (e.g., Resource Center, NHI), the National Highway Traffic Safety Administration (NHTSA), FLH Divisions including the Tribal Transportation Program Coordinating Committee, and the BIA including the Regional Road Engineers group. It is important to note that TTAP Centers, BIA, FLH, FHWA, and other Federal partners are all working toward the same goal: building capacity to support the Tribes' delivery of their transportation programs. Therefore, the Recipient should be prepared to build on the successful initiatives that are currently underway while identifying new partnering opportunities to enhance the program. The Recipient should foster efforts with key Federal partners to enhance communication, coordination, and collaboration to improve service to Tribal governments.

- d. *Actively engage and participate in Local and National LTAP/TTAP Association(s) (NLTAPA)***
 - i.** TTAP Leadership Committee and staff will actively participate in the annual NLTAPA meetings that includes the Winter Business Meeting and regional LTAP meetings and national Tribal transportation conference.
 - ii.** TTAP staff will engage in NLTAPA working groups.
 - iii.** TTAP Leadership Committee and staff will engage individual LTAP Center(s) within TTAP Center region.
 - iv.** TTAP Leadership Committee will coordinate TTAP Center material and links with NLTAPA to be published on the National LTAP/TTAP website.
 - v.** The Recipient will provide the LTAP/TTAP with information and materials to support enhanced operations. This shall be done on a quarterly basis as identified in the Objective Section.

- e. *Prepare a Collaboration and Partnership Summary to be included in program***

evaluation

- i.** This summary may include the efforts to collaborate with public and private transportation stakeholders in the delivery of TTAP Center services to meet FHWA missions. Summaries may include but are not limited to the TTAP Center services under Tasks 6.2-6.5: Marketing and communication, Training, Technical Assistance, and Technology Transfer, and Option(s) as applicable.
- ii.** Program Evaluation will include PAR and CAR data submittal requirements (i.e., quantitative and qualitative data) that will be coordinated with FHWA and submitted as part of the quarterly program meeting and reporting.
- iii.** *Task 6.6e Deliverables: Collaboration and Partnership Section in the Annual TTAP Work Plan DRAFT, and Collaboration and Partnership Section in the Annual TTAP Work Plan FINAL, Collaboration and Partnership PAR and CAR data submittals.*
- iv.** *NOTES: All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*

2. TRANSITION OF ACTIVITIES

As applicable, the incumbent Recipient will provide services needed to assist in a smooth and orderly transition between the incumbent Recipient and the successor Recipient, for any follow-on awards occurring immediately subsequent to this agreement, to ensure minimum disruption to vital Government business. These services may include but are not limited to data and other file transfer, material transfer, coordination with the incumbent Recipient, and other activities to assist in an orderly transfer and establishment of continued operation of the agreement services. The incumbent Recipient will be required to identify equipment relevant to technology transfer and training purchased under each cooperative agreement for transfer to the successor Recipient.

3. OPTIONAL ACTIVITIES

Additional activities described here are subject to the availability of funds and will be exercised at the Government's discretion. No activity in this area shall be undertaken without this option being exercised in writing, and upon written approval from the AO and AOR.

3.1. NATIONAL CONFERENCE SPONSORSHIP INITIATIVE

Under this Optional Task, Recipient shall:

- a.** Provide event planning services of an annual, national, Tribal transportation-specific conference in conjunction with an associated entity or entities (i.e., State department of transportation (State DOT), Tribal consortium, FHWA program offices) to support the FHWA technology transfer activities through an annual, national Tribal transportation conference. In consideration for award of this option, Recipient's ability to perform the services and endorsement by the national TTAP Leadership Committee shall be evaluated.
- b.** It is anticipated that the TTAP Center awarded this optional task will rotate each year, allowing for the conference location to change each year. The 4-year conference schedule (2023 – 2027) with anticipated locations shall be developed by the National TTAP Leadership Committee and submitted to the AOR for final approval. The goals of equitable access (location, cost, travel time) and maximum Tribal attendance shall be the primary factors in developing the conference schedule.
- c.** The Recipient shall coordinate all logistical activities for a virtual and/or in-person annual Conference with host entity. The Recipient is expected to fulfill TTAP branding,

marketing, planning all supportive functions as major conference sponsor. This will include providing on-site coordination and conference execution services during the Conference and provide virtual coordination and conference execution services for a virtual event. The Recipient will provide post-conference support services after the conclusion of the Conference.

- d. In consideration for the award of the *National Conference Sponsorship Initiative* option, the Recipient shall aim to ensure sponsorship promotes mechanisms to:
 - i. Reduce conference registration cost for an in-person event. Maximize Tribal attendance
 - ii. Align agenda with trends in training, technical assistance, and technology transfer needs as identified by Tribes through the TTAP Needs Assessment.

- e. **Task 8.1 Deliverables:**
 - i. *Prepare a Tribal Transportation Conference Initiative Section in the Annual Work Plan* documenting event planning and conference hosting activities.
 - ii. *Prepare an Annual Tribal Innovation Deployment Initiative to be included in program evaluation.*
 - iii. *Biennial Program Reports* - The Recipient shall submit Biennial reports for each approved project. All reports will be reviewed, and comments provided by FHWA. The FHWA review process (i.e., submit, review/comment, revise, submit for approval) will be established for each project, similar to the review process used elsewhere in each cooperative agreement. Exact dates for submittals will be determined once a project is approved by the AOR.
 - iv. A conference sponsorship proposal to be submitted by the Host TTAP Center shall include, but not be limited to:
 - 1. *Scope* - Summary of major Conference Sponsorship Program
 - 2. *Schedule* - Outline and timeline of conference events supported by Sponsorship
 - 3. *Budget* – estimated breakdown of associated conference sponsorship package costs (e.g., cost of attendance, exhibit booth(s), session(s), marketing material, etc.).
 - 4. *Location* – details on accessibility of conference location and lodging options coordinated with Conference host
 - v. *Progress Reports*- the Recipient shall submit to the AOR and AO. These reports shall be prepared on a monthly basis, and submitted by the tenth of the month following the reporting period. The reports shall be in format as directed by the AOR and, at a minimum, include the following items:
 - 1. A clear account of the work performed under each task during the reporting period.
 - 2. An outline of the work to be accomplished during the next reporting period.
 - 3. A description of any problem(s) encountered or anticipated that will affect the completion of any work within the timeframe set, together with recommended solutions to such problems; or a statement that no problems were encountered.
 - vi. *Conference Participant Survey* - to be conducted during or within 30 days of the Conference assessing the conference and publish results in Annual Program Report authored by FHWA.
 - vii. **NOTES:**
 - 1. *All files to be shared on the TTAP Center website and/or shared publicly must*

be 508 Compliant.

2. Options may be exercised for the following option(s), to sponsor:
 - a. A National Tribal Transportation Conference (not to exceed (NTE) \$50K)
 - b. A National Tribal Safety Conference (NTE \$50K)

3.2. TRIBAL STRATEGIC WORKFORCE DEVELOPMENT INITIATIVE

Collaborate among key highway industry and public workforce system organizations, notably, State, and local Workforce Development Boards.

In award of the *Implement Tribal Strategic Workforce Development Initiative* option the following shall be evaluated:

- a. How *workforce development* needs have been identified as a priority through the TTAP Center Needs Assessment.
- b. Outreach programs for prospective workers, training, and job placement require the commitment and active engagement of the Tribal transportation stakeholders.
- c. Training and job placement strategies for highway workers, especially minorities and women, such as:
 - i. Highway Construction Workforce Partnership (HCWP) FHWA**
 1. Developing relevant stakeholders in *Strategic Tribal Workforce Development* Working Groups.
 2. Leveraging existing programs to identify, train, and place workers in highway industry jobs.
 3. Utilizing innovative approaches to identify, train, and place workers in highway industry jobs.
 4. And providing opportunities for groups underrepresented in the highway industry.

Under this Optional Task, the Recipient shall:

- a. Provide support for Tribal workforce development and capacity building through implementing the following coordination strategies:
 - i. Highway Construction Workforce Partnership (HCWP) FHWA EDC 6** - an extension of FHWA's On-the-Job Training Supportive Services (OJT/SS) Program, designed to increase the effectiveness of OJT training programs, with a focus on providing training and job opportunities for minorities and women on Federal-aid highway construction projects.
 - ii. Specialized Tribal Transportation Workforce Partnership** - an expansion of HCWP aimed at developing the Tribal transportation workforce in transportation fields outside of construction - including, but not limited to, Planning, Engineering, Environment, Maintenance, and other specialized services.
- b. **Task 8.2 Deliverables:**
 - i. Prepare a *Tribal Strategic Workforce Development Initiative Section* in the *Annual Work Plan* documentation.
 - ii. Prepare an *Annual Tribal Strategic Workforce Development Initiative Report* to be included in the quarterly program reporting, and the annual Program and Center evaluation as *HCWP* and *Strategic Workforce Development Sections*, respectively.
 - iii. **NOTES:** All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.

3.3. TRIBAL TRANSPORTATION SAFETY CIRCUIT RIDER (SCR) INITIATIVE

This initiative will enhance the efforts of the TTAP Center. The Tribal Safety Circuit Rider (Tribal SCR) will work with Tribes within the TTAP service area. Since the Tribal SCR activities will complement those of the TTAP Center, the Tribal SCR(s) shall also support TTAP activities as needed. This fully funds at least one (1) full-time key safety position (1 FTE), and shall not exceed \$150,000 per position for each SCR role, inclusive of fringe benefits. Participation in this effort will not relieve the TTAP Center of providing training and technical assistance as identified in each cooperative agreement. In consideration of the award, the Recipient shall be evaluated based on the safety related needs and priorities identified in the TTAP Center Needs Assessment.

In award of the *Implement Tribal Transpiration Safety Circuit Rider (SCR) Initiative option* the following shall be evaluated:

- a.** How *safety* needs have been identified as a priority through the TTAP Center Needs Assessment that may be addressed with the SCR position(s).
- b.** Ability of SCR candidates to perform required tasks under this option.

Under this Optional Task, the Recipient shall:

- a. Integrate SCR Position(s) in TTAP Center delivery of services: under the instance both positions are funded, they shall work in partnership.**
- b. 4E SCR** - this role shall focus on the 4E's (Engineering, Education, Emergency Response, and Enforcement) of safety. This position shall involve working hand-in-hand (boots on the ground) with Tribes to build on and expand the safety related technical assistance and technology transfer identified in the Annual Work Plan (base schedule safety activities).
 - i.** Specific responsibilities shall include but are not limited to:
 - 1. Interagency coordination, such as:**
 - a.** Supporting in the development of local road safety plans.
 - b.** Disseminating roadway safety data to road safety stakeholders.
 - c.** Conducting local road safety data diagnostics to identify and prioritize.
 - d.** Supporting Highway Safety Improvement Program (HSIP) funded local agency safety projects.
 - e.** Providing technical assistance to local agencies in applying for HSIP safety funds.
 - f.** Working closely with Federal safety specialists including but not limited to local and State safety programs; FLH TTP; BIA Transportation Division; and FHWA Office of Safety and Resource Center statewide safety project related issues, project identification, submittal, selection, prioritization, and implementation.
 - g.** Organizing and/or conducting road safety reviews for Tribes.
 - ii.** General safety support, such as:
 - 1.** Serving as the safety liaison professional between the TTAP and State DOTs within the TTAP Center's jurisdiction.
 - 2.** Supporting the Strategic Transportation Safety Plan and Tribal Safety Plan development.
 - 3.** Participating in TTAP and FHWA sponsored meetings and conferences and providing safety presentations, demonstrations, and moderator services when

- requested.
4. Responding to local road safety related questions from a variety of stakeholders including but are not limited to local agencies, FHWA, NHTSA, State DOTs, State LTAP Centers, Department of Motor Vehicles, Metropolitan Planning Organizations, and others.
 5. Developing articles on safety-related topics for use in newsletters and other publications.
- c. **Behavioral SCR** - an expansion of 4E SCR position, the Behavior SCR role focuses on assisting Tribes with behavioral related safety issues, challenges, and solutions in partnership with the U.S. Centers for Disease Control and Prevention (CDC) Tribal Road Safety Program.
- i. Specific responsibilities shall include but are not limited to:
 1. Working to identify and implement low-cost countermeasures and evidence-based strategies with an emphasis on the Tribal Safety Management System Strategic Plan Emphasis Areas:
 - a. Decision-making Process
 - b. Data Collection
 - c. Run off the Road Crashes
 - d. Occupant Protection/Child Restraint
 - e. Alcohol/Drug-Impaired Driving
 - f. Other Driver Behavior and Awareness
 - g. Drivers Under 35
 - h. Pedestrian Safety
 - ii. To address the emphasis areas, the Tribal SCR Program will focus on behavioral aspects of safety while also considering the 4E's.
 - iii. The Behavior SCR will assist Tribes in:
 1. Implementing three (3) proven strategies: increasing seat belt use, increasing child safety seat use, and decreasing alcohol impaired driving.
 2. Connecting Tribal roads programs with traffic safety (injury prevention focused on behavioral approaches) programs in the TTAP service areas.
 3. Disseminating to Tribes in collaboration with TTAPs, the CDC Program materials including but not limited to the CDC Tribal Motor Vehicle Injury Prevention Best Practices Guide.
 - d. **Task 8.3 Deliverables:**
 - i. *Prepare a Tribal Transportation SCR Initiative Section in the Annual Work Plan identifying 4E SCR and Behavioral SCR activities planned.*
 - ii. *Prepare an Annual Tribal Transportation SCR Initiative Section Report to be included in the quarterly program reporting, and the annual Program and Center evaluation as 4E SCR and Behavior SCR, respectively.*
 - iii. **NOTES:** *All files to be shared on the TTAP Center website and/or shared publicly will be required to be 508 Compliant.*

3.4. TRIBAL TRANSPORTATION INNOVATION DEPLOYMENT INITIATIVE

Lead deployment of Tribal transportation specific innovation projects and technology transfer tools (handbooks, guidebooks, etc.) with a regional or national scope supporting FHWA initiatives and efforts. In consideration of the award, the Recipient shall be evaluated based on

the innovation-related needs and priorities identified in the TTAP Center Needs Assessment.

In award of the *Tribal Transportation Innovation Deployment Initiative option* the following shall be evaluated based on how the needs that have been identified as a priority through the TTAP Center Needs Assessment will be addressed by the proposed innovation/technology.

Under this Optional Task, the Recipient shall:

- a.** *Prepare a Tribal Innovation Deployment Initiative Section in the Annual Work Plan documentation.*
- b.** *Prepare an Annual Tribal Innovation Deployment Initiative to be included in program and TTAP Center evaluations*
- c.** *A Mid-Year Program Report - The Recipient shall submit Biennial reports for each approved project to the AOR. All reports will be reviewed, and comments provided by FHWA. The FHWA review process (i.e., submit, review/comment, revise, submit for approval) will be established for each project similar to the review process used elsewhere in each cooperative agreement. Exact dates for submittals will be determined once a project is approved by the AOR.*
- d.** *Final Technical Brief - Final reports for each approved innovation deployment project shall document all task-specific evaluation activities, analyses, and findings, including appropriate statistical summaries (means, variances, and percentiles), the data collected and an implementation plan. The Recipient shall prepare a DRAFT Final Technical Brief for FHWA review and comment, and a FINAL Technical Brief shall be submitted for approval. The FHWA review process (i.e., submit, review/comment, revise, submit for approval) will be established for each project similar to the review process used elsewhere in each cooperative agreement. Exact dates for submittals will be determined once a project is approved by the AOR.*
- e.** *Final Technology Transfer Summary- The Recipient shall prepare a Technology Transfer Summary for each approved project upon completion and approval of the Final Technical Brief. The Technology Transfer Summary shall include a brief but thorough description of the research scope, methodology, findings, and recommendations. Draft Transportation Summaries shall be submitted for FHWA review prior to completion of the Final Transportation Summary. The FHWA review process (i.e., submit, review/comment, revise, submit for approval) will be established for each project similar to the review process used elsewhere in this agreement. Exact dates for submittals will be determined once a project is approved by the AOR. Transportation summaries should be approximately 3-6 pages in length, and suitable for distribution to practitioners at meetings and conferences. The transportation summary shall be prepared in a manner that is consistent with other FHWA Transportation summaries and briefs. Samples of these materials may be provided, as needed. The report shall contain appropriate text and figures, and would likely follow an outline similar to the following:*
 - i.** Problem Statement
 - ii.** Technology Introduction
 - iii.** Technology Implementation Plan
 - iv.** Data Collection and Analysis
 - v.** Results, Lessons Learned, Recommendations
 - vi.** Summary and Conclusions

- vii. References and Resources
- f. *Final Technology Transfer Presentation:*
 - i. Center for Local Aid Support IEW - a PowerPoint presentation with speaker notes summarizing the innovation deployment that is suitable for delivery by LTAP/TTAP Centers, and FHWA field staff. The content of the PowerPoint presentation shall be suitable for all experience levels of transportation professionals and practitioners. The outreach materials shall consist of PowerPoint slide presentations, with detailed speaker notes, sufficient for up to 30-minute duration. Each TTAP Center shall make extensive use of open domain photos and graphics to enhance understanding.
- g. **NOTES:** *Deliverable templates will be provided by FHWA LAS Team prior to drafting of technology transfer material.*
- h. **Task 8.4 Deliverables:**
 - i. *Prepare a Tribal Innovation Deployment Initiative Section in the Annual Work Plan*
 - ii. *Prepare a Tribal Innovation Deployment Initiative Section Report to be included in the quarterly program reporting, and the annual program and Center evaluation.*
 - iii. *Mid-Year Program Report, Final Technical Brief, Final Technology Transfer Summary, Final Technology Transfer Presentation.*
 - iv. **NOTES:** *All files to be shared on the TTAP Center website and/or shared publicly must be 508 Compliant.*

4. DELIVERABLES

The major milestone deliverable schedule below set by FHWA established by program reporting requirements.

Major Milestone Deliverable Schedule			
Program Year	Annual Work Plan	Annual Program / Center Assessment Reporting	Biennial Needs Assessment
Base Period: <i>Program Year 1</i>	<ul style="list-style-type: none"> • Presented at kick-off meeting • Updated within 2 weeks of kick-off meeting with comments 	<ul style="list-style-type: none"> • Program reported on at quarterly Program Meetings with final data submittal due 30 days after close of FFY Q1 	<ul style="list-style-type: none"> • Presentation of Findings by FFY Q3 to inform Annual Work Plan Program Years 2-3
Base Period: <i>Program Year 2</i>	<ul style="list-style-type: none"> • Draft due by Q4 of Year 1 Program Year or 9 Months into Year 2 Program • Final due within 30 days of receiving FHWA comments 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Option Period 1: <i>Program Year 3</i>	<ul style="list-style-type: none"> • Draft due by Q4 of Year 2 Program Year or 9 Months into Year 2 Program 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Presentation of Findings by close of FFY Q3 to inform

	<ul style="list-style-type: none"> • Within 30 days of receiving FHWA. This will be considered as part of the evaluation of the TTAP Center at the end of Base Period to determine continuation of funding for Option Period 2 		Annual Work Plan Program Years 4-5
Option Period 2: <i>Program Year 4</i>	<ul style="list-style-type: none"> • Draft due by August 31 for Year 3 Program Year. • Final due by September 30 for Year 3 Program Year 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Option Period 3: <i>Program Year 5</i>	<ul style="list-style-type: none"> • Draft due by August 31 for Year 4 Program Year. • Final due by September 30 for Year 4 Program Year 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Presentation of Findings by close of FFY Q3 to inform Annual Work Plan Program following agreement

The delivery schedule below will be finalized following the kick-off meeting.

Deliverable Schedule by Task			
Tasks	Deliverables	Delivery Schedule	508 Compliance
Task 6.1 - PROGRAM ADMINISTRATION & MANAGEMENT			
a. Kick-off Meeting	Meeting Appointment and Details	Within four (4) weeks of the agreement's effective date	No
	Meeting Agenda to include: <ul style="list-style-type: none"> • Draft Initial Annual Work Plan • Draft Budget 	No later than three (3) business days prior to the kickoff meeting	No
	Meeting Notes communicating take-aways and action items by Agency	Within ten (10) business days after the kick-off meeting	No
b. Develop and Implement Annual TTAP Work Plan	DRAFT Annual Work Plan and Budget	Delivered 2 weeks prior to kick-off meeting and presented at kick-off meeting	No
	FINAL DRAFT Annual Work Plan	Within 2 weeks of kick-off meeting incorporating FHWA comments.	No
	DRAFT Subsequent Year(s) Annual Work Plan	By August of Year 1 for Program Year 2	No
c. Develop and Conduct a Biennial Needs Assessment	DRAFT Needs Assessment	Within 30 days of delivery of Needs Assessment Template - estimated Program Year 1, FFY Q3	No
	FINAL DRAFT Annual Work Plan	Within 2 weeks of kick-off meeting incorporating FHWA comments	No
	Needs Assessment Findings and Priorities	By close of Program Year 1, FFY Q4 to inform subsequent program years	No

Task 6.1 - PROGRAM ADMINISTRATION & MANAGEMENT (continued)			
d. TTAP Center Director shall actively serve on the national, TTAP Leadership Committee	Endorsement of Program Templates: <ul style="list-style-type: none"> • Biennial Needs Assessment • Annual Work Plan 	By FFY Q3	No
	Proposed annual national Tribal transportation conference schedule	By FFY Q3	No
e. TTAP Center Steering Committee	A list of members	Within four (4) weeks of the Agreement effective date	No
f. Host TTAP Center quarterly Program Meetings Held no later than: January - 1, April - 2, July - 3, October - 4, consistent with the required reporting. <i>Assumed to be held virtually</i>	Meeting Agenda that includes a summary of the topics discussed during each quarter	No later than three (3) business days prior to the meeting	No
	Meeting Notes including action items	Within ten (10) business days after the meeting	No
g. Conduct Annual Program Assessment Report (PAR) and Center Annual Reporting (CAR)	PAR (quantitative data submittal)	Submit to AOR and any other FHWA personnel as instructed by end of FFY Q1, for previous FFY performance	No
	CAR (qualitative data submittal) reporting per FHWA Guidance		Yes
	Minimum (1) Noteworthy Lessons Learned/Success Stories relative to Training, Technical Assistance, Technology Transfer	One per FFY quarter presented at quarterly Program Meetings; summarized in CAR	Yes

TASK 6.2 - PROGRAM COMMUNICATION & MARKETING			
a. On-going communication with Tribes	Develop and publish a newsletter on at least a quarterly basis highlighting at least (1) Training, Technical Assistance, Technology Transfer Lesson Learned/ Success Story	One per FFY quarter	Yes
b. Develop and maintain an updated mailing list	Electronic mailing list of TTAP stakeholders	Submit to AOR and any other FHWA personnel as instructed by the AOR within five (5) business days following quarterly Meeting The mailing list will be updated on at least a Biennial basis	No
c. Develop and Maintain a TTAP Center website	Website development and domain maintenance for the TTAP Center	Within eight (8) weeks of the Agreement's effective date	Yes
d. Maintain a transportation library and distribute transportation technology transfer materials.	Digital and hard copy materials, updated Biennially and provided to the National LTAP/TTAP Clearinghouse electronically on a Biennially basis	Material to be published and provided electronic access via TTAP Center website on a quarterly basis	Yes
e. Sponsor Annual Conference Sponsorships	Solicitation and selection methodology included in TTAP Annual Work Plan	Scholarship material to be made available and published on the TTAP Center website at minimum 3 months/1 quarter prior to conference date.	Yes

TASK 6.3 - TRAINING			
a. Plan and deliver transportation training curriculum and sessions.	Training Section in the Annual TTAP Work Plan informed by the Biennial Needs Assessment	Follows Tasks 6.1b-c Delivery Schedule ⁵	Yes
b. Deliver training to contribute to, and result in, the development of a Tribal transportation/high way workforce.			Yes
c. Ensure accessible training including locations, by utilizing user feedback through Needs Assessment.			NA
d. Prepare an Annual Training Summary to be included in program evaluation.	Training Section in the PAR and CAR data submittals	Follows Task 6.1g Delivery Schedule	Yes - CAR
TASK 6.4 - TECHNICAL ASSISTANCE			
a. Accommodate flexibility with technical assistance.	Technical Assistance Section in the Annual TTAP Work Plan informed by the Biennial Needs Assessment	Follows Tasks 6.1b-c Delivery Schedule	Yes
b. Provide remote and in-person transportation technical assistance			NA
c. Prepare an Annual Technical Assistance Summary to be included in program evaluation.	Technical Assistance Section in the PAR and CAR data submittals	Follows Task 6.1g Delivery Schedule	Yes - CAR

⁵ All material furnished in the NOFO may be requested by FHWA as needed. However, it is not anticipated training material will be sent to FHWA as part of the TTAP Center tasks.

TASK 6.5 - TECHNOLOGY TRANSFER			
a. Provide ongoing contact and communication network	Technology Transfer Section in the Annual TTAP Work Plan informed by the Biennial Needs Assessment	Follows Tasks 6.1b-c Delivery Schedule	No
b. Participate in FHWA Technology Transfer programs			N/A
c. Coordinate with Federal, State, local, and Tribal transportation agencies, and the private sector to enhance new technology implementation.			N/A
d. Distribution of technology transfer materials.			Yes
e. Prepare an Annual Technology Transfer Summary to be included in program evaluation	Technology Transfer Section in the PAR and CAR data submittals	Follows Task 6.1g Delivery Schedule	Yes - CAR
TASK 6.6 - COORDINATION & PARTNERSHIPS			
a. Coordinate with transportation Agencies on the implementation and enhancement of other Programs	Collaboration and Partnership Section in the Annual TTAP Work Plan informed by the Biennial Needs Assessment	Follows Tasks 6.1b-c Delivery Schedule	No
b. Coordinate on Peer Exchanges			No
c. Coordinate with other NLTAPA members and key Federal partners			No
d. Actively engage and participate in NLTAPA that compromise the TTAP Center region.			No
e. Prepare a Partnership Summary to be included in program evaluation	Collaboration and Partnership Section in the PAR and CAR data submittals	Follows Task 6.1g Delivery Schedule	Yes - CAR

NOTES: Section 508 requirements are included in the General Terms and Conditions available online at: <http://www.fhwa.dot.gov/aaa/generaltermsconditions.cfm>

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

This NOFO is anticipated to result in an award of up to \$3,325,000 over 5 years from funding authorized under FHWA’s Training and Education Program. As a result of this NOFO, FHWA anticipates awarding one (1) agreement for the Eastern Region’s TTAP Center.

The FHWA anticipates Federal funding up to a total amount of \$625,000 may be made available for this opportunity for the Eastern TTAP Center for the Base Period without Options. Additional Federal funding for the Base Period and any Option Periods is subject to the availability of funds.

Inclusive of all Option Periods, FHWA anticipates the following schedule inclusive of estimated funding amounts:

Program Years	Estimated Federal Funding Availability	Eastern TTAP Center
Base Period – Years 1-2 (24 months) <i>* Based on availability of funds</i> <i>** Anticipated two (2) awards nationally</i> <i>*** Anticipated seven awards nationally, one (1) per Center</i>	Without Optional Tasks	\$625,000
	Required One Time Start-up – Year 1 (12 months)	\$25,000
	Required Tasks – Years 1-2 (24 months)	\$600,000
	With Optional Tasks	
	<u>Optional Tasks –Year 2 (12 months) *</u>	
	<ul style="list-style-type: none"> • <i>Tribal Conference Sponsorship Initiative**</i> <i>(NTE \$50k Each)</i> <ul style="list-style-type: none"> ○ National Tribal Transportation Conference ○ Tribal Transportation Safety Conference 	\$100,000 \$50,000 \$50,000
	<ul style="list-style-type: none"> • <i>Tribal Workforce Development Initiative**</i> <ul style="list-style-type: none"> ○ Highway Construction Workforce Partnership ○ Specialized Tribal Workforce Partnership 	\$200,000 \$100,000 \$100,000
	<ul style="list-style-type: none"> • <i>Tribal SCR Initiative**</i> <ul style="list-style-type: none"> ○ 4Es SCR ○ Behavioral SCR 	\$300,000 \$150,000 \$150,000
	<ul style="list-style-type: none"> • <i>Tribal Innovation Deployment Initiative***</i> 	\$100,000

Program Years	Estimated Federal Funding Availability	Per TTAP Center
Option Period 1 – Year 3 <i>(12 Months)</i>	Required Tasks	\$300,000
	<i>Optional Tasks (See Above)</i>	<i>\$600,000</i>
	<i>With Optional Tasks</i>	<i>\$900,000</i>
Option Period 2 – Year 4 <i>(12 Months)</i>	Required Tasks	\$300,000
	<i>Optional Tasks (See Above)</i>	<i>\$600,000</i>
	<i>With Optional Tasks</i>	<i>\$900,000</i>
Option Period 3 – Year 5 <i>(12 Months)</i>	Required Tasks	\$300,000
	<i>Optional Tasks (See Above)</i>	<i>\$600,000</i>
	<i>With Optional Tasks</i>	<i>\$900,000</i>
Total Program	Base Period + Option Periods 1-3 Without Optional Tasks	\$1,525,000
	Base Period + Option Periods 1-3 with Optional Tasks	\$3,325,000

NOTE: Please note that this NOFO is subject to availability of funding. The Government’s obligation under any resulting award is contingent upon the availability of funding. No legal liability on the part of the Government for any payment may arise until funds are available and obligated to an award. The Government reserves the right to make no awards under this NOFO.

2. ANTICIPATED NUMBER OF AWARDS

The Government anticipates making one (1) award as a result of this NOFO.

3. TYPE OF AWARD

The planned award type is a cost reimbursement cooperative agreement with no cost-sharing.

4. PERIOD OF PERFORMANCE

The award period of performance is anticipated to consist of one (1) 24-month Base period, with up to three (3) 12-month Option periods. The total potential period of performance, if all option periods are exercised, is 60 months (five (5) years).

5. DEGREE OF FEDERAL INVOLVEMENT

FHWA anticipates substantial Federal involvement between FHWA and the Recipient during the course of this agreement specifically relative to program management, where FHWA TTAP Office Program Manager shall specifically:

- a. Serve as AOR and review and approve all deliverables – including Needs Assessment and Annual Work Plan components.
- b. Lead development of all TTAP templates (Biennial Needs Assessment, Annual Work

- Plan, etc.) collaboratively with national TTAP Leadership Committee.
- c.* Host and facilitate national TTAP Leadership Committee meetings – Meeting will be held biennially and is anticipated to be held virtually.
 - d.* Facilitate collection and analysis of annual performance data submitted.
 - e.* Provide close monitoring during performance.
 - f.* Participate in each TTAP Center’s kick-off and status meetings.
 - g.* Facilitate TTAP annual budget review.
 - h.* Prepare Annual Program Report.

In addition, program services provided by HIT and other FHWA offices include, but are not limited to:

- a.* Lead approval for use of TTAP associated branding according to FHWA branding requirements.
- b.* Facilitate ‘train the trainer’ sessions.
- c.* Coordinate inherently governmental training.
- d.* Provide technical assistance and guidance.
- e.* Provide information and data to the center.
- f.* Provide documents and other technology transfer materials.
- g.* Review and provide pre-approval of TTAP Center Newsletter.
- h.* Facilitate coordination with identified key Federal partners and Tribal stakeholders.
- i.* Participate as needed on each TTAP Center’s Steering Committee.
- j.* Develop Distance Learning Training Curriculum, Distance Learning, Resource Database (in-person vs. remote, instructor-led vs. virtual).
- k.* Develop and maintain a national TTAP website:
 - The website shall include at a minimum for each Center: TTAP Center and contact information, Federal, State and Tribal governments in the service area, TTAP Advisory Committee and meeting minutes, TTAP Center training calendar, TTAP Center library of resources, and links to other TTAP Centers and the National LTAP/TTAP website and other relevant information. The website should be updated no less frequently than biennially to ensure information is relevant and links are up to date.
- l.* Support efforts by the Recipient through the LTAP/TTAP website to expand TTAP center access to technical materials.
- m.* Sponsor national Tribal transportation conference attendance.

SECTION C – ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

All interested parties that are determined to be presently responsible in accordance with Section E 2.2 are eligible to receive an award.

2. COST SHARING OR MATCHING

The Federal Share of the cost of activities carried out by the TTAP centers under paragraph 23 U.S.C. 504(b)(3) shall be 100 percent. The FHWA does not request, nor will it accept, cost share if offered. Program income will be handled in accordance with SECTION F, Item 2.6 **Program Income**.

Note: If applicable, any program income generated under the project must be handled in accordance with SECTION F.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at [grants.gov](http://www.grants.gov) under the Notice of Funding Opportunity Number cited herein. All application materials may be found on *Grants.gov* at <http://www.grants.gov>.

If potential applicants are unable to download the application package from the internet, they may send a written request for a paper copy to the below address. Requests should be sent to: Ryan.Buck@dot.gov.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

Applicants shall submit an application consisting of the following application volumes and sections:

Table D.1 – Application Volumes

Volume	Section	Page Limitations
Volume I. Technical Application	Cover Page	One (1) file, 25-page limit
	I – Technical and Management Approach	
	II – Staffing Approach (resumes are <u>not</u> included in the pages limitation but shall not exceed 2 pages each)	
	III – Experience	
Volume II. Budget Application*	I – Application Standard Forms	One (1) file, no page limit
	II – Summary Budget Plan	
	III – Subaward Information	
	IV – Organizational Information	

*In accordance with Title 23 U.S.C. 504(b) (3) Federal share — The Federal share of the cost of an activity carried out by a Tribal technical assistance center under paragraph (2)(D)(ii) shall be 100 percent and no non-Federal share will be required or accepted.

NOTES: Applicants shall provide resumes in Volume 1 of the application. Resumes will not count against the page limit; however, each resume must not exceed 2 pages.

For the submitted application package, FHWA suggests that pictures, graphics, and other large files be reduced in number and quality to keep the size of the files of the application manageable.

The FHWA recommends that applicants use a file naming format of: Applicant Organization-2023-Eastern TTAP-fileID (e.g., Vol-1, Vol-2) where “Applicant Organization” reflects the

applicant’s legal name, abbreviated as appropriate. If an applicant organization is submitting multiple applications, project names or identifiers may be added to the workspace title in parentheses after the applicant organization. For example, a workspace in Grants.gov may be titled “Applicant Organization (Project 1)-2023-Eastern TTAP.” If necessary, the workspace title can be edited per the instructions on Grants.gov.

2.1 VOLUME 1 – TECHNICAL APPLICATION

The technical application shall be limited to 25 pages.

NOTES: In the event the technical application exceeds the 25-page limitation, the Government will evaluate only the first 25 pages of the application.

- a. Applications shall be formatted for 8½ x 11-inch paper.
- b. Text will be printed using a font size no less than 12-point font.
- c. Page margins will be a minimum of 1-inch top, bottom, and each side.
- d. No cost/price data will be included in Volume I.
- e. The **Cover Page** shall include the information detailed below:

Eligible Entity’s Name Applying to Receive Federal Funding (Name must match the entity’s registration in SAM.gov)	
System for Award Management (SAM) Unique Entity Identifier (UEI)	
POC (name, email, phone number)	
TTAP Center Physical Location/Address <i>(NOTE: must be within the Eastern Region)</i>	

Part I – Technical & Management Approach:

The application shall include a program narrative statement that outlines the applicant’s management approach. This section must describe in detail how the applicant would proceed if selected for award of a cooperative agreement, and how the applicant proposes to meet the program objectives, as detailed in Section A.5 of this opportunity.

This Section shall also serve as the foundation for the Recipient’s required TTAP Center activities and include all those tasks under the SOW:

- 1. Program Administration and Management;
- 2. Communications and Marketing;
- 3. Training;
- 4. Technical Assistance;
- 5. Technology Transfer;
- 6. Coordination & Partnerships;
- 7. Options, as awarded in Year 2 or Later:
 - a. *National Conference Sponsorship Initiative*
 - b. *Tribal Strategic Workforce Development Initiative*

the products should be repeatable. The most beneficial products will be those that are implementable in the current environment. In describing the TTAP Center’s planned training and education activities, applicants must provide the following information:

- i. Describe the applicant’s understanding of current educational efforts and gaps related to Tribal transportation, technical assistance, and Tribal workforce development.
- ii. Describe the applicant’s experience, including key staff members, transportation training and education efforts, with a focus that was data driven in the Tribal environment.
- iii. Describe the potential topics for seminars, workshops and/or training courses with justification the applicant will offer and the target audience(s) learning objectives, number (per year) and type format of dissemination (i.e., Web based, face-to-face).
- iv. Describe the outreach and educational activities the applicant proposes to undertake to improve the workforce expertise in the area of Tribal transportation, technical assistance, and Tribal workforce development.
- v. Describe how the TTAP Center will engage State, regional and local agencies, to embrace and conduct (or host) transportation Tribal transportation, technical assistance and Tribal workforce development training and education and to use TTAP Center’s training and educational opportunities.
- vi. Describe how the TTAP Center will glean knowledge and initiatives for noteworthy and innovative surface transportation practices.
- vii. Describe how the TTAP Center will use opportunities to advance surface transportation in the Tribal community.
- viii. State the performance metrics that the applicant will use to measure the effectiveness of these training and educational efforts and how the applicant will obtain the information to populate these metrics.
- ix. Describe how the applicant’s training services will seek to address potential barriers to enrollment in and access to benefits and services in Federal programs that Tribes may face.
- x. Describe how the applicant’s training services will seek to address potential barriers to accessing agency procurement and contracting opportunities that Tribes may face.

d. Technical Assistance

Technical assistance is focused on problem solving and may involve multiple contacts and interactions over an extended period. Technical assistance can provide basic information and promote access to up-to-date resources, or it can provide intensive support to build organizational capacity and achieve change.

The ability to provide technical assistance, information sharing of noteworthy practices, and training in the use of tools and decision-making processes that can assist Tribal transportation agencies in effectively implementing surface transportation programs, projects, and policies.

- i. Describe the applicant’s prior experience and planned activities, including

key staff, conducting technical assistance and deployment activities, including:

1. Direct Assistance - temporary, targeted support to an agency that works toward specific goals and tasks and helps to bridge gaps in the agency's staffing or technical expertise.
 2. Capacity Building - training and tools work to strengthen institutional knowledge, helping agency leadership and staff reach their goals independently.
- ii. Provide a description of what the applicant believes is achievable given budget constraints and what it may want to further prioritize any evaluation goals written in statute.
 - iii. Describe how the applicant intends to engage Tribes and Tribal transportation stakeholders to ensure that everyone involved is clear on the purpose of the technical assistance services?
 - iv. State the performance metrics the applicant will use to measure the effectiveness of training services, including how the applicant will obtain the information to track these outcomes for reporting purposes to FHWA.
 - v. Examples may include the use of *output indicators* (PAR data) to measure the program's activities, such as:
 1. How many Technical Assistance (TA) recipients from different types of communities were served?
 2. Did TA reach desired geographic areas?
 3. How did TA recipients rate the quality of the services provided?
 4. How responsive was TA to community-identified needs?
 - vi. As well as outcome indicators (CAR data) to measure whether the program is achieving the expected effects/changes in the short, intermediate, and long term, such as:
 1. Was the project/policy measurably improved through the provision of TA?
 2. Did the TA build capacity to continue similar efforts in the future?
 3. Did the TA build long-lasting partnerships and/or other coordination?

e. Technology Transfer

The ability to disseminate noteworthy practices, research results, spur implementation, and conduct continuing education programs.

In this section, the applicant must describe the technology transfer and deployment activities they will undertake to ensure the handoff of information and technology to those who can use it, especially current transportation practitioners. The applicant should also provide examples of its prior experience in outreach, dissemination, and technology transfer related to surface transportation education and research.

- i. Describe the applicant's planned activities and prior experience, including key staff, conducting technology transfer and deployment activities, such as:
 1. Relationships and/or other coordination across sectors, with private enterprise or State and local government, to move research into practice.
 2. Examples of lessons learned during performance of similar efforts and

- improvements that were implemented as a result.
3. Technical assistance to others who might take leadership in applying research results.
 4. Information exchanges, such as Peer Exchanges, Summits and including new or social media campaigns and activities.
 5. Experience conducting transportation demonstration projects for select countermeasures (e.g., EDC initiatives) and data collection and monitoring practices.
 6. Experience in planning, and executing Peer Exchanges, Summits, conferences with attendance over 50 people.
 7. Experience in the creating and producing professional interviews, technical videos, Public Service Announcements, etc.
 8. Visibility and participation in professional organizations who work in the area of rural, surface transportation, including but not limited to Transportation Research Board (TRB), American Association of State Highway Transportation Officials (AASHTO), National Association of County Engineers (NACE), NLTAPA.
- ii. State the performance metrics that the applicant will use to measure the effectiveness of technology transfer services, including how the applicant will obtain the information to track these outcomes for reporting purposes to FHWA.

f. Coordination & Partnerships

A commitment to forming collaborative relationships among different transportation professionals and agencies.

- i. Describe how the proposed TTAP Center Director and the proposed key TTAP Center staff have contributed to collaborative efforts related to rural, surface transportation and how the TTAP Center will specifically facilitate collaboration to form substantial and effective relationships and/or coordination with public and private entities, in order to advance transportation expertise. Describe any lessons learned from these experiences and how the applicant is going to incorporate those into future collaborations.
- ii. Provide examples of:
 1. Prior experience forming collaborative relationships related to Tribal transportation issues and challenges, including the outcomes of these relationships. Establishing collaborative relationships and linking research, education, workforce development, and technology transfer activities among collaborative stakeholders.
 2. Developing collaborations with other entities, including private sector concerns, other public sector organizations at all levels of government, and non-profit institutions. For example, FHWA, State DOTs, AASHTO, TRB, NLTAPA, NACE, National Association of Development Organizations, American Public Works Association and National Association of County Officials, and University Transportation Centers.
 3. Describe the performance metrics that the applicant will use to measure the effectiveness of collaborative efforts and how the applicant will obtain

the information to track these outcomes.

g. Options- Initiative(s) awarded in Program Year 2 or Later:

The ability to deliver specialized initiative(s) that are supplemental and in addition to those provided under the daily TTAP Center services provided (Tasks). These options include the following and are detailed in *Section 8. Optional Activities*.

- i.** National Conference Sponsorship Initiative
- ii.** Tribal Strategic Workforce Development Initiative
- iii.** Tribal Innovation Deployment Initiative
- iv.** Tribal Transportation Safety Circuit Riders SCR initiative
 - 1.** For each of the four (4) initiatives listed, the applicant should address the following, as applicable:
 - 2.** Examples of prior experience, highlighting noteworthy practices to showcase their ability to meet objectives as listed in the SOW.
 - 3.** Examples of lessons learned during performance of similar efforts and improvements that were implemented as a result.
 - 4.** Planned activities, including key staff, to delivering planned activities; and
 - 5.** Performance metrics that the applicant will use to measure the effectiveness of outreach efforts, including how the applicant will obtain the information to track these outcomes for reporting purposes to FHWA.

h. Risk

Address all potential technical risks that the applicant anticipates during performance of this effort, what their anticipated impact and likelihood are, and how they will be addressed/mitigated.

Part II - Staffing Approach:**a. TTAP Center Director and Key Staff**

The TTAP Center Director is the person responsible for ensuring compliance with all requirements and is expected to represent the TTAP Center at FHWA meetings and events as well as have the role of overseeing day-to-day operations of the TTAP Center. In this section, name the individual or individuals who will lead the TTAP Center and the key staff who will support the TTAP Center Director(s) in accomplishing the goals of the TTAP Center. Applicants are permitted to identify multiple individuals to perform the duties assigned to the TTAP Center Director. For example, one member of the key staff may be designated to act on behalf of the TTAP Center Director for conducting day- to-day operations and project oversight that the Director would otherwise be responsible for. For purposes of management and oversight, FHWA requires one full-time equivalent be identified as TTAP Center Director.

- i. Briefly discuss the qualifications of the TTAP Center Director with examples of their expertise in working with others to deploy and successfully implement strategies for Tribal agencies and their demonstrated leadership.
- ii. Briefly discuss the qualifications of the TTAP Center key staff.
- iii. Describe how the applicant's TTAP Center Director plans to effectively direct and oversee the TTAP Center's funds, personnel, and programs.
- iv. Provide a management plan with key staff describing their roles and responsibilities.
- v. State the titles and describe the duties and responsibilities of any other key TTAP Center staff.
- vi. Provide full resume and curriculum vitae (if available) for the proposed TTAP Center Director. The TTAP Center Director is expected to have a minimum of a master's degree in the Transportation Profession or the equivalent experience.
- vii. Provide brief resumes (two-page limit per person) for key staff including name, experience in rural and Tribal surface transportation education, technical assistance and technology transfer, and their proposed role in the TTAP.

NOTE: Resumes do not count against the page limitations.

b. Organizational Chart

Provide a project organizational chart identifying proposed staff members assigned to the project. The chart must be supported with narrative text to include the title and a brief description of each position's role/responsibilities (e.g., Sr. Social Scientist, Statistician/Economist, Transportation Analyst, Technical Writer/Editor, or Support Staff), as well as the proposed level of effort and allocation of time (percent in relation to their other duties) for each position on a yearly basis and in summary format. The level of effort may be displayed (single spaced) in a table format. One table can be presented if the level of effort will be constant over all five (5) years and the table is annotated as such. The hours in this table must be consistent with the information presented in Volume II, Parts I and II, as part of the detailed budget plan.

Refer to NOFO Appendix 1 for an estimated yearly level of effort and labor categories. Applicants are to propose their own staffing plan to accomplish the SOW consistent with their proposed Technical and Management approach.

c. Risk

Address all potential staffing risks that the applicant anticipates during performance of this effort, what their anticipated impact and likelihood are, and how they will be addressed/mitigated.

Part III – Experience:

A summary of the applicant’s experience relevant to this opportunity, listing projects of similar size, scope and complexity over the past 5 years, and a list of any proposed key staff that were involved in those projects. Applicants must list the following information for a minimum of three (3) specific past projects in which the applicant participated as project leader and/or member of project team:

1. Project title, description, value, and dates.
2. Sponsor/customer point of contact to include sponsor/customer name, title, organization, email address, phone number.
3. Role of Applicant in project.
4. Explanation of why or how the project is considered relevant* or similar to the effort required by this NOFO; and
5. Explanation of:
 - Project goals accomplished
 - Examples of cost growth
 - Lessons learned and successes realized that the applicant intends to implement to this requirement, if selected for award
 - Problems Encountered
 - For any projects which did not/do not successfully achieve its goals, a brief explanation of the reason(s) for such shortcomings and any demonstrated corrective actions taken to avoid recurrence

*“Relevance” may take into consideration the effort’s size, scope complexity, and award type.

VOLUME 2 – BUDGET APPLICATION

NOTE: If needed, the FHWA may request additional budget information to clarify an application. FHWA encourages Applicants to submit the most relevant and complete information they can provide.

As described above, no page limit.

a. Section I - Application Standard Forms (SF)

Volume 2 of the application must include the SF 424 (Application for Federal Assistance), SF 424A (Budget Information for Non-Construction Programs), and the Grants.gov Lobbying Form. The SF 424B (Assurances for Non-Construction Programs) is required if the applicant does not have an updated SAM.gov Registration as of February 1, 2019. The SFs are available online at

<http://www.grants.gov/web/grants/forms/sf-424-family.html>.

On the SF-424, the information in block 8a (Applicant's "Legal Name") must be the same as entered for registration in www.SAM.gov and for the Applicant's Data Universal Numbering System (DUNS) number. The title for an applicant's workspace on www.Grants.gov is limited to 240 characters and may be different than the DUNS name.

For applications under this NOFO, the breakdown of the applicable sections of SF 424A is:

- **Section A:** Since this is an initial application, only columns (a) through (d) and (g) need to be completed. The applicant should enter the proposed project as one program or function; however, as an option, the applicant may subdivide this entry into partial programs.
- **Section B** is a summary of the entire project budget across all years.
- **Section C** is the source of the non-Federal matching share. *This section is not applicable to this opportunity.*
- **Section D** is the forecasted funding needs for year one (1).
- **Section E** is the forecasted funding needs for years two (2) and after (i.e., does not include the first year's funding).

b. Section II - Summary Budget Plan

The summary 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 (per year and in summary form) as follows:
 - Provide labor categories, labor hours (or percentage of time), labor rates. The labor rates and annual direct labor escalations rate and its basis must be in accordance with 2 CFR 200.430.
 - Provide a description of whether proposed rates are actuals, based on those currently paid within the applicant's organization. If the rates are estimates, provide a description of how the rate was developed.
 - Provide indirect rates and bases; provide your organization's signed current approved indirect cost rate from the cognizant Federal agency or letter of request to cognizant agency for rate establishment or adjustment. Indirect costs rates must be established according to 2 CFR 200.414. NOTE: Per 2 CFR 200.414(f), Indirect (F&A) Costs, any Applicant that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in 2 CFR Part 200 appendix VII, paragraph D.1.b may elect to propose a de minimis indirect rate of 10 percent of modified total direct costs.
 - Provide supporting information to justify estimates for Other Direct Costs such as equipment, travel, etc.
2. Budget Tables: Spreadsheets can be formatted similarly to the format in DOT Form 4220.44, located at: https://www.fhwa.dot.gov/cfo/pdf/frm4220_44.pdf. NOTE: Profit/fee is

not allowable for the prime Recipient.

NOTES: All expenditures made under the resultant award must adhere to all applicable Federal requirements, to include those described under 2 CFR 200.

c. Section III – Sub-Award Information

If sub-recipients/contractors (including lower-tiered organizations and/or individual consultants) are expected to be used in carrying out this project, the following minimum information should be furnished:

1. Name, SAM UEI, and address of the sub-recipient/contractor(s).
2. Description of the portion of work to be conducted by the sub-recipient/contractor(s).
3. Cost details for that portion of work (same detail as in item #1 above).
4. Applicant's cost/price analysis of each sub-recipient/contractor(s) showing how their price is fair and reasonable.
5. Letter of commitment from each sub-recipient/contractor(s) (if identified).
6. If contractual item hasn't been solicited or specific sources identified, explain how the budget estimate was formulated.
7. If contractual item is awarded or pending award, provide summary of the price/cost reasonableness determination.

NOTE: The Applicant is responsible for performing a cost or price analysis on all proposed identified Subcontractors/Consultants, showing the Applicant's determination that proposed costs are fair, reasonable, and necessary. Please refer to 2 CFR 200.324 for additional information.

d. Section IV - Organizational Information

- i. In addition to the forms and budget information noted above, provide the following information relative to the PRIME APPLICANT.
 1. Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information.
 2. Identify any preexisting intellectual property that the Applicant anticipates using during award performance, and your position on its data rights during and after the award period of performance.
 3. Applicant SAM Unique Entity Identifier (UEI).
 4. A statement to indicate whether the Applicant has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.
 5. A statement regarding Conflicts of Interest. The Applicant must disclose in writing any actual or potential personal or organizational conflict of

interest in its application that describes in a concise manner all past, present or planned organizational, contractual, or other interest(s), which may affect the Applicants' ability to perform the proposed contract in an impartial and objective manner. Actual or potential conflicts of interest may include but are not limited to any past, present, or planned contractual, financial, or other relationships, obligations, commitments or responsibilities, which may bias the Applicant or affect the Applicant's ability to perform the project in an impartial and objective manner. The FHWA will review the statement(s) and may require additional relevant information from the Applicant. All such information, and any other relevant information known to FHWA, will be used to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the FHWA may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the Government to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the award pursuant to 2 CFR 200.112.

6. A statement to indicate whether a Federal or State organization has audited or reviewed the Applicant's accounting system, purchasing system, and/or property control system. If such systems have been reviewed, provide summary information of the audit/review results to include as applicable summary letter or agreement, date of audit/review, Federal or State point of contact for such review.
7. Terminated Contracts. List any contract/agreement that was awarded to the prime Applicant then later terminated for convenience of the Government within the past 3 years, and any contract/agreement that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.
8. Describe how the Applicant will obtain the necessary resources to fund and fulfill the proposed cost share, as applicable.
9. The Applicant is directed to review Title 2 CFR Part 170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated November 12, 2020, 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 NOFO. The text of Appendix A will be incorporated in the award document as a General Term and Condition as referenced under this NOFO's Section F, Federal Award Administration Information.
10. Disclose any violations of Federal criminal law involving fraud, bribery,

or gratuity violations. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339 entitled Remedies for Noncompliance, including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

11. If a nonprofit or not-for-profit status, please provide evidence of this status preferably from the Internal Revenue Service.
12. FHWA is committed to considering project funding decisions holistically among the various discretionary grant programs available in BIL. FHWA also recognizes that applicants may be seeking grant program funding from multiple DOT grant programs and opportunities. An applicant may seek the same award amounts from multiple DOT grant programs opportunities or seek a combination of funding from multiple DOT opportunities. In those cases, the applicant must indicate, within the Federal funding description, details as to what other potential DOT grant programs and opportunities they are currently applying for or intend to apply for and what award amounts they will be seeking. This information will be reviewed by DOT to ensure that a single project, or its sub-elements, is not awarded federal funding under multiple DOT grant programs. DOT reserves the right to contact applicants to obtain additional information concerning those scopes of work to discuss any possible or actual overlap in scope.
13. Acknowledgement of acceptance of the NOFO terms and acknowledgement and acceptance of any Amendments issued to this NOFO. List Amendment numbers and issue dates, if any.

3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)

Each Applicant is required to:

- a. Have an active registration in SAM.gov at the time the Applicant submits an application;
- b. Provide a valid UEI in their application; and
- c. Continue to maintain an active SAM registration with current information at all times during which the Applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency.

FHWA will not make a Federal award to an Applicant until the Applicant has complied with all applicable UEI and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not eligible to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

NOTE TO APPLICANTS: The SAM requires the registrant to provide a UEI number to complete the registration. These processes can take several weeks to complete so should be started well before the application deadline.

4. SUBMISSION DATES AND TIMES

The application must be received electronically through www.grants.gov by the application due date/time listed on page 1 of this NOFO (or as updated by a NOFO Amendment, if applicable). The due date/time is the date and time by which FHWA must receive the full and completed application, including all required sections.

For the submitted application package, FHWA suggests that pictures, graphics, and other large files be reduced in number and quality to keep the size of the files of the application manageable and in line with the Grants.gov maximum size of 200 megabytes for the entire grant application package.

A late application will not be reviewed or considered unless the AO determines that doing so is in FHWA's best interest. The FHWA will not consider late applications that are the result of failure to register or comply with *Grants.gov* applicant requirements in a timely manner. If Applicants are unable to use the system due to verifiable technical difficulties, Applicants must email complete applications directly to the FHWA point of contact listed in the NOFO Section G no later than the NOFO application deadline cited herein, with explanation of the technical issue experienced and supporting documents regarding the nature of the technical difficulties. For instance, provide screen capture(s) of the technical issues experienced along with corresponding Grants.gov "Grant tracking number. If you are experiencing difficulties with your submission, it is best to contact the Grants.gov Support Center and get a ticket number. Provide the Grants.gov Help Desk Tracking Number since it will assist FHWA with tracking your issue and understanding background information on the system issue in the event of a late application. If the reported technical issues cannot be validated, late applications may be rejected as untimely.

GRANTS.GOV: Applicants must follow the instructions on Grants.gov to successfully use the website to submit an application. Use of Grants.gov may entail the following steps for those setting up new accounts or first-time users.

- a. Register with SAM at www.SAM.gov;
- b. Obtain a valid UEI;
- c. Create a *Grants.gov* account; and
- d. Respond to the registration email sent to the E-Business Point of Contact from *Grants.gov*, and login at *Grants.gov* to authorize the Applicant as the Authorized Organization Representative (AOR). Please note that there can be more than one AOR for an organization.

****Please note that the *Grants.gov* registration process may take two to four weeks.**

GRANTS.GOV HELP: For Grants.gov training resources, including video tutorials, refer

to: [Home | GRANTS.GOV](#). For assistance with Grants.gov registration and application submittal, refer to the Grants.gov Support Center: [Support | GRANTS.GOV](#).

5. INTERGOVERNMENTAL REVIEW

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

6. FUNDING RESTRICTIONS

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

7. OTHER SUBMISSION REQUIREMENTS

7.1 USE OF INFORMATION FOR OTHER DEPARTMENTAL PURPOSES

Information collected from all applicant submissions may be used for Government purposes. In addition, information gathered through this notice may be used to conduct outreach and engagement related future similar opportunities.

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

Applications 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

1.1. TECHNICAL MERIT

FHWA will evaluate technical applications based on the following description of demonstrated capabilities of the prospective recipient in relation to the needs of the SOW, as well as the Administration objectives as listed in Section A.5 of this opportunity. Each application must document the feasibility of its plan to successfully achieve the objectives of the SOW. 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 requirement, to the state of knowledge and of rural, surface transportation best practices.

The application will be evaluated based on the following technical merit evaluation criteria:

EVALUATION	
Total Weight	Evaluation Criteria
40%	a. Delivery Approach
60%	b. Applicable Experience

The application and proposed key staff will be rated according to a *High, Medium, and Low* scale and defined by the evaluation criteria:

RATING <i>High, Medium, or Low</i>	
Total Weight	Rating Criteria
45%	i. Technical Capabilities
45%	ii. Tribal Context
10%	iii. Equity Consideration

RATING: HIGH			
	i. Technical Capabilities	ii. Tribal Context	iii. Equity Consideration
a. DELIVERY APPROACH	<p><i>Expert/ primary service</i></p> <p>Application meets requirements and demonstrates a thorough approach.</p> <p>Strengths outweigh any weaknesses. The risk of unsuccessful performance is very low, and the Government has high confidence that the applicant will be successful in performing the requirements.</p>	<p><i>Collaborating</i></p> <p>Application demonstrates an intent to implement a collaborative⁶ approach with Tribes in the TTAP Center region(s) in the delivery of the Center services.</p> <p>Strengths outweigh any weaknesses. The risk of unsuccessful performance is very low to low, and the Government has high confidence that the applicant will be successful in performing the requirements.</p>	<p><i>Significant Consideration</i></p> <p>Consideration for Equity Barrier(s) to Opportunity: Applicant’s approach clearly demonstrates an understanding of and the ability to promote equity⁷ for Tribes, as defined by Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).</p>
b. APPLICABLE EXPERIENCE	<p>Application demonstrates significant, applicable experience in the delivery of TTAP Center related services and may be considered an <i>expert</i>.</p> <p>Strengths outweigh any weaknesses. The risk of unsuccessful performance is very low, and the Government has high confidence that the applicant will be successful in performing the requirements.</p>	<p>Application demonstrates experience in collaborating and working jointly with Tribes.</p> <p>Strengths outweigh any weaknesses. The risk of unsuccessful performance is very low, and the Government has high confidence that the applicant will be successful in performing the requirements.</p>	<p><i>Significant Experience</i></p> <p>Consideration for Equity Barrier(s) to Opportunity: Applicant clearly demonstrates previous experience promoting equity for Tribes, as defined by Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).</p>

⁶ A collaborative approach directly engages the stakeholder in key activities and decision-making, where their input will be incorporated to the maximum extent possible.

⁷ Section 2 of E.O. 13985 defines “equity” as “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.”

RATING: <i>MEDIUM</i>			
	i. Technical Capabilities	ii. Tribal Context	iii. Equity Consideration
a. DELIVERY APPROACH	<p><i>Not primary service</i></p> <p>Application meets requirements and demonstrates an adequate approach. Strengths and weaknesses are offsetting; or weaknesses will have little or no impact on performance. Risk of unsuccessful performance is low to moderate, and the Government has confidence that the applicant will be successful in performing the requirements.</p>	<p><i>Consulting</i></p> <p>Application demonstrates an intent to implement a consulting⁸ approach with Tribes in the TTAP Center region(s) in the delivery of the Center services.</p> <p>Strengths and weaknesses are offsetting; or weaknesses will have little or no impact on performance. Risk of unsuccessful performance is low to moderate, and the Government has confidence that the applicant will be successful in performing the requirements.</p>	<p><i>Some Consideration</i></p> <p>Consideration for Equity Barrier(s) to Opportunity: Applicant’s approach adequately demonstrates an understanding of and the ability to promote equity for Tribes, as defined by Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).</p>
b. APPLICABLE EXPERIENCE	<p>Application demonstrates applicable experience that meet the requirements for delivery of TTAP Center related services. Strengths and weaknesses are offsetting; or weaknesses will have little or no impact on contract performance. Risk of unsuccessful performance is low to moderate, and the Government has confidence that the applicant will be successful in performing the requirements.</p>	<p>Application demonstrates experience in coordinating with Tribes.</p> <p>Strengths and weaknesses are offsetting; or weaknesses will have little or no impact on performance. Risk of unsuccessful performance is low to moderate, and the Government has confidence that the applicant will be successful in performing the requirements.</p>	<p><i>Some Experience</i></p> <p>Consideration for Equity Barrier(s) to Opportunity: Applicant adequately demonstrates some previous experience promoting equity for Tribes, as defined by Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).</p>

⁸ A consulting approach seeks to obtain and consider stakeholder input in an effort to provide feedback as to how that input may influence decision-making.

RATING: LOW			
	i. Technical Capabilities	ii. Tribal Context	iii. Equity Consideration
a. DELIVERY APPROACH	<p>Minimal</p> <p>Application does not clearly meet requirements and does not demonstrate an adequate approach. The application has one or more weaknesses which are not offset by strengths. The risk of unsuccessful performance is high, and the Government has low confidence that the applicant will be successful in performing the requirements.</p>	<p>Informing</p> <p>Application demonstrates an intent to implement an informing⁹ approach with Tribes in the TTAP Center region(s) in the delivery of the Center services.</p> <p>The application has one or more weaknesses which are not offset by strengths. The risk of unsuccessful performance is high, and the Government has low confidence that the applicant will be successful in performing the requirements.</p>	<p>No Consideration</p> <p>Consideration for Equity Barrier(s) to Opportunity: Applicant’s approach does not clearly demonstrate an understanding of and the ability to promote equity for Tribes, as defined by Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).</p>
b. APPLICABLE EXPERIENCE	<p>Application does not clearly meet applicable experience requirements, failing to demonstrate capability to deliver TTAP Center services. The application has one or more weaknesses which are not offset by strengths. The risk of unsuccessful performance is high, and the Government has low confidence that the applicant will be successful in performing the requirements.</p>	<p>Application does not clearly meet applicable experience requirements, demonstrating limited to no experience in working with Tribes. The application has one or more weaknesses which are not offset by strengths. The risk of unsuccessful performance is high, and the Government has low confidence that the applicant will be successful in performing the requirements.</p>	<p>No Experience</p> <p>Consideration for Equity Barrier(s) to Opportunity: Applicant does not clearly demonstrate any previous experience promoting equity for Tribes, as defined by Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).</p>

⁹ An informing approach provides information to the stakeholder that is needed to understand the decision-making process.

- a. **DELIVERY APPROACH Evaluation:** Well-articulated proposal to transition, operate, host, and maintain the Eastern TTAP Center that demonstrates effective strategy and comprehension of TTAP Center services.

DELIVERY APPROACH Evaluation (TOTAL 40%)	
Sub-Weight	Sub-Criteria
15%	Administration and Management: Ability to demonstrate knowledge and comprehension (depth and breadth) of the Problems and Needs for the TTAP Center including a comprehensive and complete Draft Annual Work Plan.
5%	Communications and Marketing: Ability to provide practical, efficient strategies to market the proposed TTAP Center programs, projects, and activities.
25%	Training: Ability to provide in-person and remote training strategies that meet the needs of Tribal transportation education and workforce development.
25%	Technical Assistance: Ability to provide diverse solutions to deliver technical assistance services related to tribal, surface transportation education and workforce development.
10%	Technology Transfer: Ability to demonstrate an effective strategy to deploy technology innovations relevant to Tribal transportation needs to ensure successful implementation.
10%	Partnership: Ability to demonstrate a commitment to forming collaborative relationships among transportation professionals and agencies.
10%	Risks: Ability to effectively demonstrate an understanding of the risks inherent to the services provided under the agreement, as well as providing sound, effective methods of mitigating them.

b. APPLICABLE EXPERIENCE Evaluation: Well-documented relevant experience of the proposed staff and sub-recipients that showcases the ability to deliver to transition, operate, host, and maintain a TTAP Center. Be sure to explain Tribal applications, including those that address the needs identified in the applicant’s Delivery Approach.

APPLICABLE EXPERIENCE Evaluation (TOTAL 60%)	
Sub-Weight	Sub-Criteria
20%	Leadership - Expertise, knowledge, and relevant experience of Center Director in delivering TTAP Center proposed tasks.
30%	Core TTAP Services - Expertise, knowledge and relevant experience of the proposed staff, and sub-recipients in providing effective training and education (both face-to-face and virtually), technical assistance, information sharing of best practices.
30%	Specialized TTAP Services - Expertise, knowledge and relevant experience of the proposed staff, and sub-recipients in providing effective training and/or services including but not limited to: <ul style="list-style-type: none"> • providing federal grant application services; (10%) • fulfillment of 2 CFR 200 (Administrative Requirements, Cost Principles, and Audit Requirements); (10%) • and delivery of federally awarded projects that meet federal requirements. (10%)
20%	Partnership - Experience collaborating with transportation partners and stakeholders including non-Governmental organizations, the private sector.

1.2 COST

Relative cost will be considered in the award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles. This evaluation factor will not be rated.

Funding availability will also be considered in the award decision.

2. REVIEW AND SELECTION PROCESS

FHWA will screen applications received to confirm Applicant eligibility, project eligibility, completeness of submittal, and compliance with NOFO application requirements. An application determined to be ineligible, incomplete, and/or non-compliant with the NOFO application requirements may be removed from the competition and from further consideration for award or continued evaluation.

FHWA will utilize the following merit review process to evaluate applications: A panel of FHWA experts will collectively evaluate and rate all eligible applications using the selection criteria listed above. If deemed necessary, FHWA may use outside experts and/or contractor support to review the applications. The panel will recommend awards to the selection official based on the results of the panel's review. The panel will recommend for award the applications that are considered the most advantageous to FHWA using the selection criteria.

NOTE: Award recommendations will consider the best use of the funds, given program and Administration goals.

As determined necessary to support the evaluation and selection process, FHWA may conduct discussions with Applicants to clarify elements of the technical and budget applications and request additional detailed and itemized cost information.

The selection official responsible for final award decisions is the FHWA Agreement Officer.

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

Risk Assessment: Prior to award, each selected Applicant will be subject to a risk assessment required by 2 CFR 200.205. If the Federal awarding Agency determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award.

This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant and sub-applicants as applicable:

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

(3) Applicant's history of performance;

Note: History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. The Government will evaluate the relevant merits of the Applicant's history of performance based on its reputation and record with its current and former customers with respect to quality, timeliness and cost control. The history of performance will be reviewed to assure that the Applicant has relevant and successful experience and will be considered in the risk assessment. In evaluating history of performance, the Government may consider both written information provided in the application, as well as any other information available to the Government through outside sources.

(4) Applicant's audit reports and findings from audits performed on the Applicant pursuant to 2 CFR Part 200 Subpart F — Audit Requirements or the reports and findings of any other available audits;

(5) Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities;

(6) Applicant's potential for conflict of interest if applicable; and

Note: FHWA will review information provided by the Applicant, and any other relevant information known to FHWA, to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, FHWA may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the Applicant and include appropriate provisions to mitigate or avoid such conflict in the agreement pursuant to 2 CFR 200.112.

(7) Applicant's eligibility to receive Federal funding. Per the guidelines on governmentwide suspension and debarment in 2 CFR Part 180, the Government will confirm that the Applicant and any named sub-applicants are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

NOTE: If an Applicant is determined to be high-risk, additional reporting requirements or other special conditions may apply to the resulting award to mitigate risks.

3. ADDITIONAL INFORMATION

Pursuant to 2 CFR Part 200.205, prior to making a Federal award, the Federal awarding Agency is required to review information available through any Office of Management and

Budget (OMB) designated repositories of governmentwide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), D&B, and Sam.gov. The Government's review of this information will occur as part of the risk assessment. An Applicant may review information in FAPIIS and comment on any information about itself. The FHWA will consider comments by the Applicant, in addition to other information in FAPIIS, in making a judgment about the Applicant's integrity, business ethics, and record of performance under Federal awards when completing the risk assessment. The FHWA reserves the right to deny an award based on the results of the risk assessment.

4. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates, but does not guarantee, announcing the selection by May 2023.

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

Following the evaluation outlined in Section E, FHWA will notify the selected Applicants and announce the selected projects. Notice that an Applicant has been selected for award does not constitute approval of the application as submitted. Before the award, FHWA may contact the Applicant's point of contact listed in the SF 424 to initiate negotiation of an agreement, if applicable. If the negotiations do not result in an acceptable submittal, FHWA reserves the right to terminate the negotiation and decline to fund the Applicant. Only the AO or other authorized representative can commit FHWA and bind the Federal Government to the expenditure of funds.

Recipients of awards will not receive lump-sum cash disbursements at the time of award announcement or obligation of funds. Instead, FHWA will reimburse Recipients only after a project agreement or award has been executed, allowable expenses are incurred, and valid requests for reimbursement are submitted by the Recipient.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201. Applicable Federal laws, rules and regulations set forth in 23 U.S.C. and 23 CFR and 49 CFR also apply.

GENERAL CLAUSES

The online clauses entitled "General Terms and Conditions for Assistance Award" apply to the resulting award, and are available in full text online at:
https://www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm

SPECIAL CLAUSES

In addition to the General Clauses cited above, the following Special Clauses will apply to the resulting award.

A. PUBLIC ACCESS TO DOCUMENTS

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

B. INDIRECT COSTS

Indirect costs are allowable under this Agreement in accordance with the Recipient’s Federally Negotiated Indirect Cost Rates as documented in writing and approved by the Recipient’s cognizant Government agency. In the absence of such Government-approved indirect rates, the following rates are hereby approved for use under this agreement as shown below:

Type*	Indirect Rate	Period	Rate (%)	Base

*Types of Rates: Pred - Predetermined; Fixed - Fixed; Final – Final; Prov: Provisional/billing; or De minimus.

In the event the Recipient determines the need to adjust the above listed rates, the Recipient will notify the AO of the planned adjustment and provide rationale for such adjustment. In the event such adjustment rates have not been audited by a Federal agency, the adjustment of rates must be pre-approved in writing by the AO.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient’s audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

C. DATA RIGHTS

The Recipient must make available to the FHWA copies of all work developed in performance with this Agreement, including but not limited to software and data. Data rights under this agreement shall be in accordance with 2 CFR 200.315, Intangible property.

D. PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information (PII) as defined at CFR Part 200.1 at will not be requested unless necessary and only with prior written approval of the AO with concurrence from the AOR.

E. AVAILABLE FUNDING

The total estimated amount of Federal funding that may be provided under this Agreement is \$_____ (to be filled in at award), as identified on page 1 of the award, for the entire period of performance, subject to the limitations shown below:

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

(2) Subject to availability of funds, and an executed document by the AO, the difference between the current funding and the total estimated amount of Federal funding may be obligated to this Agreement.

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

F. KEY PERSONNEL

Pursuant to 2 CFR 200.308(c)(2), the Recipient must request prior written approval from the AO for any change in Key Personnel specified in the award. The following person(s) are/have been identified as Key Personnel:

1) [To be filled in at award]

G. PROGRAM INCOME

Pursuant to 2 CFR 200.307, Program income earned during the agreement period must be added to the Federal award and used for the purposes and under the conditions of the Federal award, unless otherwise approved by the AO. Program income must not be used to offset the Federal contribution to this project.

H. SUBAWARDS

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.326.

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

The following subawards are currently approved under the Agreement:

(*** to be filled in at award ***)

Approval of each subaward is contingent upon a fair and reasonable price determination, and approval by the AO for each proposed subcontractor/sub-recipient. Consent to enter into subawards will be issued through a formal amendment to the Agreement.

I. ORDER OF PRECEDENCE

The Recipient's technical and budget application volumes are accepted, approved, and incorporated herein as Attachments 1 and 2. In the event of any conflict between this agreement document and the Recipient's application, this Agreement document shall prevail.

J. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

This agreement is designated as: NON-RESEARCH.

K. CONFERENCE SUPPORT RESTRICTIONS

The Recipient must obtain written approval from the AOR prior to incurring any costs for conference or meeting support. See the definition of conference as contained in 2 CFR §200.432.

Food and beverage costs may be allowable conference/meeting expenses for reimbursement under this Agreement. However, any such expenses must be approved by the AO and AOR before any related costs are incurred.

Note: Costs of meals are allowable as a travel per diem expense for individuals on travel status and pursuant to the Travel clause of this Agreement.

L. DISPUTES

The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the Recipient concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. The AO will conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition and Grants Management or designee, made within thirty calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the Director, Office of Acquisition and Grants Management. Following the review, the Director, Office of Acquisition and Grants Management, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

M. CLOSEOUT OF AGREEMENT FILE

The Government will initiate the administrative closeout of the cooperative agreement after receiving evidence that all technical work and administrative requirements have been completed. The Recipient shall furnish all required documents in support of the closeout of the cooperative agreement within the timeframes requested by the Government. The Government anticipates the timeframe to complete administrative closeout of the cooperative agreement will not exceed six (6) months.

N. TRAVEL

Travel and per diem authorized under the cooperative agreement will be reimbursed in accordance with the travel costs section of 2 CFR 200.475.

P. PROGRAM REQUIREMENTS

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, nondiscrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If the Department determines that a recipient has failed to comply with applicable Federal requirements, the Department may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

1. Critical Infrastructure Security and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against both physical and cyber threats. Each applicant selected for funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving funds for construction, consistent with Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience and the National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems.

2. Civil Rights and Title VI

Recipients of Federal transportation funding will be required to comply fully with the ADA, Title VI of the Civil Rights Act of 1964, and all other civil rights requirements. The

Department's and the applicable Operating Administrations' Office of Civil Rights may work with awarded projects to ensure full compliance with Federal civil rights requirements.

3. Performance and Program Evaluation

As a condition of award, recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

For recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

3. REPORTING

ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

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

Submit an electronic copy to the Agreement Officer at the following address:
Robin.Hobbs@dot.gov

Submit an electronic copy to the AOR at the following address:
Morgan.Malley@dot.gov

A. QUARTERLY PROGRESS REPORT

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

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

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

Quarterly Progress Reports shall include the following:

- a. Work performed for the current quarter;
- b. Work planned for the upcoming quarter;
- c. Description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered; and
- d. A tabulation, clearly delineated by Federal share, cost share and total, of the current and cumulative costs expended by quarter versus budgeted costs.

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

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

B. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient must submit an electronic copy of the Annual Budget Review and Program Plan to the AO and the AOR at least 60 days prior to the anniversary date of this agreement. The Annual Budget Review and Program Plan must include the required certification pursuant to 2 CFR 200.415. The Annual Budget Review and Program Plan must provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review must

contain a statement stating such. The Recipient must meet via teleconference or Web conference with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan must not commence until AO's written approval is received.

C. RECIPIENT INTEGRITY AND PERFORMANCE MATTERS

If the Federal share of this award will be more than \$500,000 over the period of performance, the reporting requirements in 2 CFR Part 200, Appendix XII (Award Term and Condition for Recipient Integrity and Performance Matters) will apply.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Robin Hobbs, Agreement Officer
Federal Highway Administration
Office of Acquisition and Grants Management
Robin.Hobbs@dot.gov

and

Morgan Malley, Program Manager
Federal Highway Administration
Center for Local Aid Support
Morgan.Malley@dot.gov

SECTION H – OTHER INFORMATION

1. PROTECTION OF CONFIDENTIAL BUSINESS INFORMATION

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible. If the application includes information you consider to be a trade secret or confidential commercial or financial information, the Applicant should do the following:

(1) Note on the front cover that the submission "Contains Confidential Business Information (CBI)," (2) mark each affected page "CBI," and (3) highlight or otherwise denote the CBI portions.

2. PUBLICATION/SHARING OF APPLICATION INFORMATION.

Following the completion of the selection process and announcement of awards, FHWA intends to publish a list of all applications received along with the names of the applicant organizations and funding amounts requested.

APPENDIX I – FHWA LABOR AND PRICING ESTIMATES

Table 1 below represents FHWA’s estimated labor mix for this opportunity. Based on current Local Technical Assistance Centers, FHWA estimates that the mix of labor categories and labor hours below will be sufficient for performance of these requirements on an annual basis.

Key Staff	Assumed Percent Breakdown
Director	30%
Coordinator	15%
Technical Assistance – Subject Matter Expert (SME)	10%
Training - Faculty	20%
Training - SME(s)	20%
Travel (reimbursable)	4%
G&A Costs (Accounting, Finance, PR, etc.)	1%
	100%