

NHTSA Notice of Funding Opportunity (NOFO) No. 693JJ921R000002
Title: Enhance Uniformity of Traffic Laws and Countermeasures Among State Motor Vehicle
Administrators Offices



Notice of Funding Opportunity (NOFO)

Federal Agency

United States Department of Transportation (U.S. DOT)
National Highway Traffic Safety Administration (NHTSA)

Funding Opportunity Title

Enhance Uniformity of Traffic Laws and Countermeasures Among State Motor Vehicle
Administrators Offices

Announcement Type

Initial Announcement

NHTSA NOFO Number

693JJ921R000002

Assistance Listing Program Number (formerly CFDA)

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

Key Dates

| | |
|--------------------------|----------------------|
| NOFO Posted Date: | June 3, 2021 |
| NOFO Questions Due Date: | June 10, 2021 |
| Application Due Date: | July 6, 2021 |

TABLE OF CONTENTS

| SECTION | TITLE |
|---------|--|
| N/A | PROGRAM SUMMARY INFORMATION |
| | A. Federal Agency Name |
| | B. Funding Opportunity Title |
| | C. Announcement Type |
| | D. Funding Opportunity Number |
| | E. Assistance Listing Program Number (formerly CFDA) |
| | F. Key Dates |
| N/A | MISSION |
| A | PROGRAM DESCRIPTION |
| A.1 | Purpose and Objective |
| A.2 | Program Authority |
| A.3 | Assistance Listing Number |
| A.4 | Background |
| B | FEDERAL AWARD INFORMATION |
| B.1 | Awarding Agency |
| B.2 | Funding and Type of Award |
| B.3 | Type of Applications |
| B.4 | Period of Performance |
| B.5 | Acronyms |
| B.6 | Statement of Responsibilities |
| B.7 | Deliverables (D) and Milestones (M) |
| B.8 | Place of Delivery |
| C | ELIGIBILITY INFORMATION |
| C.1 | Eligible Application |
| C.2 | Cost Sharing or Matching |
| D | APPLICATION AND SUBMISSION INFORMATION |
| D.1 | Address to Request Application Package |
| D.2 | Content and Form of Application Submission |
| D.3 | Unique Entity Identifier and System for Award Management (SAM) |
| D.4 | Submission Dates and Times |
| D.5 | Funding Restrictions |
| D.6 | Other Submission Requirements |
| E | APPLICATION REVIEW INFORMATION |
| E.1 | Criteria |
| E.2 | Review and Selection Process |
| E.3 | System for Award Management Review |
| E.4 | Anticipated Announcement and Federal Award Dates |
| F | FEDERAL AWARD ADMINISTRATION INFORMATION |
| F.1 | Federal Award Notices |
| F.2 | Administrative and National Policy Requirements |
| F.3 | Reporting |
| G | FEDERAL AWARDED AGENCY CONTACTS |
| H | OTHER INFORMATION |

| SECTION | TITLE |
|----------------|---|
| H.1 | Disclosure of Information |
| H.2 | Limited Use of Data |
| H.3 | Payment for Unauthorized Work |
| H.4 | Place of Performance |
| H.5 | Seat Belt Use Policies and Programs |
| H.6 | Protection of Human Subjects |
| H.7 | Encouraging Policies to Ban Text Messages while Driving |
| H.8 | NHTSA Review of Announcements or Publications |
| H.9 | Recertification |
| H.10 | Conflict of Interest |

PROGRAM SUMMARY INFORMATION

A. FEDERAL AGENCY NAME

U.S. Department of Transportation (DOT)
National Highway Traffic Safety Administration (NHTSA)

B. FUNDING OPPORTUNITY TITLE

Enhance Uniformity of Traffic Laws and Countermeasures Among State Motor Vehicle Administrators Offices

C. ANNOUNCEMENT TYPE

Initial Announcement

D. FUNDING OPPORTUNITY NUMBER

693JJ921R000002

E. ASSISTANCE LISTING PROGRAM NUMBER (formerly CFDA)

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

F. KEY DATES

| | |
|--------------------------|----------------------|
| NOFO Posted Date: | June 3, 2021 |
| NOFO Questions Due Date: | June 10, 2021 |
| Application Due Date: | July 6, 2021 |

MISSION

The mission of the United States (U.S.) Department of Transportation (DOT) is to serve the U.S. by ensuring a safe, efficient, accessible and modern transportation system. The mission of the National Highway Traffic Safety Administration (NHTSA), an operating administration of DOT, is to save lives, prevent injuries and reduce economic costs due to road traffic crashes, through education, research, safety standards and enforcement activity. To accomplish this, NHTSA awards grants to state and local governments, not-for-profit organizations, and other entities in support of motor vehicles and road traffic safety initiatives.

SECTION A - PROGRAM DESCRIPTION

A.1 PURPOSE AND OBJECTIVE

The purpose of this Cooperative Agreement (CA or Agreement) is to make U.S. roadways safer by (1) evaluating the effectiveness of countermeasures to increase highway and traffic safety; (2) conducting research on, evaluations of, and identification of promising or best practices related to highway and traffic safety systems and conditions; and (3) studying the effect of State laws among State motor vehicle administrators, motor vehicle licensing agencies, law enforcement agencies and affiliates. Findings from this work will support the ongoing improvement and implementation of promising countermeasures to promote uniform traffic laws and practices, assuring it is done fairly for all people, regardless of race, ethnicity, income, national origin, or educational level. The recipient will review motor vehicle laws and licensing practice materials to:

1. Identify opportunities for development of best practices, model or uniform traffic laws, regulations, and licensing practices and the effects on State motor vehicle licensing laws;
2. Identify opportunities to improve the collection of data within State motor vehicle administrations and law enforcement agencies or through data sharing across such agencies and develop training programs to educate the importance of data collection;
3. Develop and support implementation countermeasures related to Motor vehicle laws and licensing practice;
4. Identify emerging highway safety and regulatory issues or concerns; and
5. Develop and implement marketing, communications, or provide technical assistance tools that increase public awareness of traffic safety issues involving motor vehicle laws and licensing practices.

A.2 PROGRAM AUTHORITY

NHTSA may enter into a cooperative agreement with a State or local agency, authority, association, institution, or person to carry out activities authorized by the Highway Safety Act of 1966, P.L. 89-564, as amended (see 23 U.S.C. § 403).

A.3 ASSISTANCE LISTING NUMBER

20.614 National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants and Cooperative Agreements

A.4 BACKGROUND

Data from Federal Highway Administration (FHWA) shows that vehicle miles traveled (VMT) decreased by approximately 14.5% in 2020, based on data from the first 9 months of 2020 comparatively to data from the same time-period in 2019. Despite the decrease in VMT, NHTSA is projecting that there will be over a 4% increase in fatal motor vehicle crashes when comparing data from the same time-periods. Prior to 2020, NHTSA experienced years of consecutive decreases in the fatality rate beginning in 2014.¹ NHTSA will continue to gather and analyze data related to motor vehicle crashes but what remains unknown is what will the long-standing implications of these changes bring to our roadways. It is imperative during these changing times that NHTSA maintain its focus to improve highway safety on our Nation's roadways.

One behavioral area of interest to NHTSA is in assuring that roadway users are properly licensed and aware of roadway laws. Every State has different roadway laws and each year new laws are enacted. Keeping up with the changes can be difficult for even the most conscientious roadway user. NHTSA is interested in assuring products and programs designed to increase safety as a priority for state licensing agencies have been successfully developed.

¹ National Center for Statistics and Analysis. (2020, December). Early estimate of motor vehicle traffic fatalities for the first 9 months (Jan–Sep) of 2020 (Crash Stats Brief Statistical Summary. Report No. DOT HS 813 053). National Highway Traffic Safety Administration.

SECTION B - FEDERAL AWARD INFORMATION

B.1 AWARDING AGENCY:

Department of Transportation (DOT)
National Highway Traffic Safety Administration (NHTSA)

B.2 FUNDING AND TYPE OF AWARD

A total of **\$648,109.00** is available to fund up to one (1) discretionary Cooperative Agreement. NHTSA will only accept one (1) application from each eligible applicant (see Section C.1). Submission of an application is **not** a guarantee of award. The Government’s obligations under this Cooperative Agreement are contingent upon the availability of appropriated funds from which payment for Cooperative Agreement purposes can be made. NHTSA, on an annual basis, will recertify whether the Cooperative Agreement is still in the best interest of the Government. No legal liability on the part of the Government for any payment may arise until funds are made available.

B.3 TYPE OF APPLICATION

NHTSA will accept only new applications under this Notice of Funding Opportunity.

B.4 PERIOD OF PERFORMANCE

All work required hereunder including preparation, submission, review, and acceptance of the final reports shall be completed within thirty-six (36) months of the effective date of the Cooperative Agreement. NHTSA currently anticipates the start date for new Federal awards to be in **TBD following S1 Approval**.

B.5 ACRONYMS

The acronyms listed below are used during the performance of this project. If the Recipient is currently using or has used any of the acronyms listed below differently, the Recipient will use the acronym listed below as defined under the Assistance Agreement only.

| | |
|-----------|--|
| ACOR (CA) | Alternate Contracting Officer Representative Cooperative Agreement |
| CA | Cooperative Agreement |
| CO | Contracting Officer |
| CS | Contract Specialist |
| COR (CA) | Contracting Officer Representative Cooperative Agreement |
| Day | Unless specified otherwise, the term “day” refers to calendar day |
| DOT | Department of Transportation |
| NHTSA | National Highway Traffic Safety Administration |
| PM | Project Manager |

| | |
|------|---|
| RCAM | Recipient's Cooperative Agreement Manager |
| SHSO | State Highway Safety Office |
| WP | Work Plan |

As used in this NOFO:

“COR (CA)” means “Contracting Officer’s Representative (Cooperative Agreements.)” This individual is assigned by the Contracting Officer and designated in writing to serve as the government’s liaison with the recipient for technical and administrative matters regarding the Cooperative Agreement.

“Contracting Officer” refers to that federal government employee who possesses a warrant authorizing him/her to obligate the government financially. The Contracting Officer is the only individual who is authorized, on behalf of the federal government, to execute the Cooperative Agreement.

“RCAM” means the “Recipient’s Cooperative Agreement Manager.” This individual is identified as the Recipient’s liaison with the federal government for technical and administrative matters concerning this Cooperative Agreement.

B.6 STATEMENT OF RESPONSIBILITIES

A. Under this Cooperative Agreement NHTSA will:

1. Designate a professionally qualified staff member, designated as the Contracting Officer's Representative (COR) (CA), to provide liaison and coordination between the Recipient and NHTSA;
2. Provide all essential background information and technical assistance from government sources, available resources as determined appropriate by the COR (CA);
3. Provide liaison with NHTSA Regional offices staff and others (Federal, state, and local), interested in reducing impaired driving injuries and fatalities and promoting activities of the Recipient;
4. Maintain on-going contact with the Recipient regarding conduct of this Cooperative Agreement;
5. Review and provide feedback on materials and planned activities produced under this Cooperative Agreement.

B. Under this Cooperative Agreement, the Recipient will:

1. Carry out the project as described in the Recipient’s technical proposal and detailed final work plan, as coordinated with the COR (CA);

2. Advise the COR (CA) of any problems or issues involved in the implementation or progress of this Cooperative Agreement;
3. Assemble and collaborate with stakeholders and subject matter experts (SME's) in the affiliated fields as needed;
4. Consider and address the influence of Advanced Driver Assistance Systems (ADAS) and Automated Driving Systems (ADS) on all conditions as described below;
5. Adhere to the procedures or objectives specified in this Cooperative Agreement unless logical and feasible deviations are submitted to the COR (CA) and approved in writing by the Contracting Officer (CO); and
6. For the period of performance set forth in *B.3, "Period of Performance,"* furnish personnel, equipment, and facilities and otherwise perform all things necessary to complete the work required to accomplish the Cooperative Agreement's objective as specified.

C. Conditions for this Cooperative Agreement

As a condition of this Cooperative Agreement, the Recipient will review motor vehicle laws and licensing practice materials and will agree to the following conditions:

Condition 1: Conduct Kick-off Meeting

Within fifteen (15) days of Cooperative Agreement award, the Recipient will meet with NHTSA's Contracting Officer (CO), NHTSA's COR (CA), and other interested NHTSA personnel either in Washington, D.C. at NHTSA Headquarters or via teleconference to discuss: 1) the administration of the Cooperative Agreement; 2) the Cooperative Agreement objectives, planned course of action, schedule, milestones and deliverables; and 3) to begin finalizing the work plan for the project. This meeting will serve as a forum to resolve any variances between NHTSA and the Recipient's approach.

The intent of this meeting is to ensure that the Recipient and COR (CA) have an agreed understanding of how the Recipient will accomplish the goals of the award. The following will be discussed/reviewed:

- project administration;
- Recipient's planned approach to support this project;
- schedule of project activities and final work plan;
- distribution of responsibilities;
- understanding of deliverable requirements and specifications;
- clarify areas of potential misunderstanding; and
- resolve any differences between the Government's intent and the Recipient's approach.

Condition 2: Work Plan

Within fifteen (15) days after the kick-off meeting, the Recipient will submit the Final Work plan to the NHTSA COR (CA). The plan shall include specific (step-by-step) tasks, the roles of the staff and a proposed timeline for projects. The Recipient will include in the final work plan details associated with meeting project objectives, project conditions, and timelines. The Recipient will submit the final work plan to the NHTSA COR (CA) for review.

Within two (2) week of receipt, the NHTSA COR (CA) will review the Final Work Plan and provide questions and/or comments to the Recipient for consideration.

Condition 3: Semi-annual Briefing

The Recipient will participate in a Semi-annual Briefing at NHTSA Headquarters in Washington, DC or be held virtually or via conference call at least 6-months through the completion of the project and prior to the end of the third quarter. The Semi-annual Briefing is to:

- discuss progress in meeting project objectives, deliverables and milestones, and status of accomplishing (e.g. noteworthy activities, events, or successes);
- schedule of project activities and final work plan (planned course of action to accomplish, objectives/activities, conditions, milestones and deliverables);
- disclose obstacles and problems encountered, project delays and proposed solutions to alleviate such obstacles;
- financial status or concerns to assure budget accurately reflects completed as well as planned work/activities.

Within 7 days prior to the Semi-annual briefing the Recipient will submit an agenda for the Semi-annual Briefing. The briefing session will require a minimum of two (2) hours and should include a final agenda of items to be discussed at a minimum of seven (7) days in advance of briefing. Within 7 days after the Semi-annual briefing the Recipient will submit follow-up minutes within seven (7) days after the conclusion of a meeting.

Condition 4: Identify opportunities for development of best practices, model or uniform traffic laws, regulations, and licensing practices and the effects on State motor vehicle licensing laws.

The Recipient will conduct an assessment and analysis; including comparing equitability or assets/benefits versus barriers of the state of motor vehicle laws and practices to identify areas that require further development, implementation, or updating. The recipient will identify existing resources to assist States to implement best practices related to motor vehicle licensing all aspects highway and traffic safety systems.

- Review and utilize relevant empirical research findings and peer reviewed literature related to the licensing of individuals to operate motor vehicles to identify and develop best practices, model laws or other related findings.
- Review and utilize findings from emerging theoretical research approaches related to the licensing of individuals to operate motor vehicles to identify and develop promising or best practices, model laws or other related findings.
- Cross reference the empirical and theoretical research findings to identify and report research gaps where future evaluation of the effectiveness of practices would be beneficial.

The Recipient will make its findings available to the public to address the fair treatment and meaningful involvement of all people, regardless of race, ethnicity, income, national origin, or educational level with respect to the development, implementation and enforcement of environmental laws, regulations and policies. For the purpose of this condition, fair treatment means that no population, due to policy or economic disempowerment, is forced to bear a disproportionate burden of the negative human health and environmental impacts, including social and economic effects, resulting from transportation decisions, programs and policies made, implemented and enforced at the Federal, State, local or tribal level. The findings identified through this condition will be used to address identified gaps/barriers in the other conditions included herein.

Condition 5: Identify opportunities to improve the collection of data within State motor vehicle administrations and law enforcement agencies or through data sharing across such agencies and develop training programs to educate the importance of fair and equitable data collection.

The recipient will identify opportunities to improve the fair and equitable collection of data related to driver education, impaired driving, distracted driving or other driving activities that impact motor vehicle licensing. Activities should include the identification of practices to improve uniform data collection practices and associated attributes for driving programs (e.g. individual driver license or learners permit programs, commercial driver license programs, driver rehabilitation programs, driver improvement programs, defensive driving programs or others) including driver education curricula, instructor training and certification programs, program administration, or other delivery mechanisms.

Condition 6: Develop and support implementation countermeasures related to motor vehicle laws and licensing practice.

The Recipient will support States that implement countermeasures by identifying promising or best practices to improve the delivery of programs, assuring it is done fairly for all people, regardless of race, ethnicity, income, national origin, or educational level related to driving programs (e.g. individual driver license or learners permit programs, commercial driver license programs, driver rehabilitation programs, driver improvement programs, defensive driving programs or others) including driver education curricula, instructor training and certification programs, program administration, or other delivery mechanisms.

Condition 7: Identify emerging highway safety and regulatory issues or concerns.

The recipient will assess the state of motor vehicle laws and practices to identify emerging issues that are of interest to the motor vehicle licensing community. For example, emerging technology such as the deployment and testing of Advanced Driver Assistance Systems (ADAS) or Automated Driving Systems (ADS) challenge states to consider issues involving motor vehicle laws and licensing practices. The recipient will convene a working group comprised of subject matter experts in the ADAS/ADS arena to gather and evaluate effectiveness of countermeasures and support the development of resources, and deliver technical assistance to states for the

implementation of motor vehicle licensing rules and regulations.

- For each request of technical assistance, complete a Technical Assistance Report, that summarizes the information provided and actions taken by the recipient. Each report is due no later than thirty (30) days after providing the technical support.

Condition 8: Develop and implement communications, or provide technical assistance tools that increase public awareness of traffic safety issues involving motor vehicle laws and licensing practices.

The Recipient will develop and conduct seminars, webinars, workshops, education for State motor vehicle administrators, motor vehicle licensing agencies, law enforcement agencies or affiliates, State Highway Safety Offices, or other traffic safety stakeholders to facilitate the improvement, maintenance, and dissemination/implementation of uniform traffic laws, regulations, and practices related to motor vehicle licensing.

The Recipient will provide technical assistance and make available best practice resources to agencies/organizations that seek to implement or improve State motor vehicle licensing and regulatory practices.

- For each request of technical assistance, complete a Technical Assistance Report, that summarizes the information provided and actions taken by the recipient. Each report is due no later than thirty (30) days after providing the technical support.

Condition 9: Travel

The Recipient may travel as required to complete the conditions, activities, milestones and deliverables as part of this award under the following requirements:

- Not less than ten (10) days prior to travel, the Recipient will submit a ‘Notice of Travel’ to the COR (CA). Such notice may be submitted via electronic mail.
- The notification shall identify and contain the name of the traveler(s), a detailed statement of purpose, and the destination and length of trip (for each traveler).
- To be included within quarterly and final report(s), the Recipient will submit to the COR (CA) details of the travel, including conditions performed/accomplished, meetings attended, persons contacted and other necessary details or points of interest regarding the project.

Condition 10: Conduct Final Briefing

The Recipient will participate in a Final Briefing with COR (CA) and other interested NHTSA staff at NHTSA Headquarters in Washington, D.C. upon completion of the project and within thirty (30) days of the end of the period of performance.

The briefing session shall require a minimum of two (2) hours and should include a final agenda of items to be discussed at a minimum of seven (7) days in advance of briefing and follow-up minutes within seven (7) days after the conclusion of a meeting. The Intermittent Briefing is to share with NHTSA:

- success in completing outlined project objectives, milestones/deliverables as outlined in

- F.3 (e.g. noteworthy activities, events, or successes);
- obstacles, problems, project delays and solutions originated during the project;
- final financial status of awarded budget for planned work/activities.

B.7 DELIVERABLES (D) AND MILESTONES (M)

The deliverables and milestones shall be established and defined within the Cooperative Agreement issued under the authority listed within Section A.2 of this NOFO.

The deliverable schedule and descriptions are provided below. With final deliverables, the Recipient will provide a table detailing how each Government comment was addressed. Deliverables must be in electronic format and printable, with the exception of those required in hard copy.

| ITEM NO. | COND NO. | MILESTONE (M) / DELIVERABLE (D) | DUE DATE |
|----------|----------|---|---|
| 1 | 1 | Conduct Kick-off Meeting (M) | Within 15 days of award |
| 2 | 2 | Submit Work Plan (D) | Within 15 days after Kick-off Meeting |
| 3 | 2 | COR (CA) review Work Plan (M) | Within 14 days after receipt |
| 4 | 3 | Submit final agenda (D) | Seven (7) days in advance of briefing |
| 5 | 3 | Conduct Semi-annual Briefing (M) | At least 6-months through the completion of the project and prior to the end of the third quarter |
| 6 | 3 | Submit Semi-annual Briefing minutes (D) | Within 7 days after Semi-annual Briefing |
| 7 | 4 | Review motor vehicle licensing laws and practice materials to identify opportunities for development of best practices, model or uniform traffic laws, regulations, and licensing practices and the effects on State motor vehicle licensing laws. (M) | Ongoing |
| 8 | 5 | Review motor vehicle licensing laws and practice materials to identify opportunities to improve the collection of data within State motor vehicle administrations and law enforcement agencies or through data sharing across such agencies and develop training programs to educate the importance of data collection. (M) | |

| ITEM NO. | COND NO. | MILESTONE (M) / DELIVERABLE (D) | DUE DATE |
|-----------------|-----------------|--|---|
| 9 | 6 | Review motor vehicle licensing laws and practice materials to develop and support implementation countermeasures related to motor vehicle laws and licensing practice. (M) | Ongoing |
| 10 | 7 | Review motor vehicle licensing laws and practice materials to identify emerging highway safety and regulatory issues or concerns. (M) | Ongoing |
| 11 | 8 | Review motor vehicle licensing laws and practice materials to develop and implement marketing, communications, or provide technical assistance tools that increase public awareness of traffic safety issues involving motor vehicle laws and licensing practices. (M) | Ongoing |
| 12 | 9 | Submit 'Notice of Travel' Travel (D) | Not less than 10 days prior to travel submit 'Notice of Travel' |
| 13 | 10 | Conduct Final Briefing (M) | 30 days prior to the end of the period of performance. |
| 14 | F.3.1 | Submit Technical Report(s) (D) | No later than thirty (30) days of providing technical support |
| 15 | F.3.2 | Submit Quarterly Progress Reports (D) | Quarterly, 15 th of the month following the end of the quarter |
| 16 | F.3.3 | Submit Final Report (D) | Within thirty (30) days of the end of the period of performance. |
| 17 | F.3.4 | Submit Federal Financial Report (SF-425) (D) | Annually by October 1 |

B.8 PLACE OF DELIVERY

All items shall be delivered electronically to the following addresses specified below:

| Item no. | Address |
|-----------------------------------|---|
| 2, 4, 6, 12, 14, 15, 16, 17 | Department of Transportation National Highway Traffic Safety Administration 1200 New Jersey Avenue, SE, NPD-220 Washington, DC 20590 Room: TBD Attn: TBD E-mail Address: TBD Telephone Number: TBD |
| 17 | Department of Transportation National Highway Traffic Safety Administration Office of Acquisition Management NFO-300, W53-409 1200 New Jersey Avenue, SE Washington, DC 20590 Attn: Journey Gordon Email: Journey.Gordon@dot.gov Telephone: 202-366-1344 |

SECTION C - ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

This NOFO is limited to organizations that demonstrate that they have the infrastructure in place, as well as the necessary staff and support to carry out the responsibilities of administering, coordinating, and implementing the conditions of this NOFO. Only organizations capable of fulfilling the criteria listed within this NOFO will be considered for an award. Applicant must have an organizational infrastructure that will allow staff time necessary to handle the day-to-day logistical needs for this project.

To be eligible to participate in the Cooperative Agreement, Applicants must meet the following requirements:

- Have an expert staff that understands familiarity and understanding of the topics identified in the conditions for this Cooperative Agreement Demonstrating familiarity and understanding of the topics identified in the conditions for this Cooperative Agreement;
- Can demonstrate that the organization has as more than 5 years of professional and/or corporate organizational experience and a theoretical background in human behavioral factors, their effect on highway and traffic safety and State laws;
- Has established working relationships with more than 5 other professional organizations also interested in human behavioral factors, their effect on highway and traffic safety and State laws to garner rapport and consensus to complete project related objectives;
- Identifies key staff/personnel, partnerships, stakeholders, contractors, or consultants who will play a role in the implementation of the project; the specific subject matter expertise they will bring and their responsibilities; their education and experience in similar projects, and their understanding of driver licensing, traffic laws, and countermeasures;
- Have experience organizing and facilitating productive group/team discussions; coordinating communication among all project members (staff/personnel, key partners, stakeholders, contractors, consultants or others) using a variety of means including in-person and electronic communication networked meetings/discussions; facilitating processes to come to general consensus; and summarizing and synthesizing the results of discussions.

Interested applicants are advised that no fee or profit will be allowed.

C.2 COST SHARING OR MATCHING

Cost-sharing or matching requirements are not required under this NOFO. While not mandatory, applicants are encouraged to seek funds from other Federal, State, local, and private sources to augment those Federal funds available under this NOFO. Preference may be given to applicants with cost sharing or in-kind contributions identified in their applications/proposals.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

D.1 ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may request a copy of this NOFO, including all application forms by submitting an email request to NHTSAOAM@dot.gov using the following information:

- Keyword(s): **Traffic Laws and Countermeasures**
- Opportunity Number: **693JJ921R000002**
- CFDA Number: 20.614

D.2 CONTENT AND FORM OF APPLICATION SUBMISSION

Each application package must include the following required documents:

- The application shall not exceed thirty (**30 pages**) (not including resumes or appendices). The application must be in English.
- Format with a cover page that clearly identifies the Applicant's name, NOFO number **693JJ921R000002**, and date. Within, include the following sections:
 - Table of Contents including page number references and method identifying major sections
 - Technical Approach and Understanding
 - Qualifications of Project Personnel
 - Corporate Experience/Past Performance
- Resumes are limited to two (2) pages each and provides evidence of the knowledge, skill, experience, and overall qualifications of proposed personnel include each person's role and specific actions and responsibilities in a study or project; include dates for projects listed.
- No cost/price data shall be included in the Technical Application.
- Be written in electronic format (e.g., using MS Office) Use Times New Roman 12-point font, with pages that have at least one (1) inch margins.
- Adhere to the style detailed in the 7th edition, Publication Manual of the American Psychological Association (APA);
- Cost data will be provided in excel format;
- **NHTSA cannot receive email messages containing a ZIP attachment. The file will be removed, as all ZIP files are blocked. Other file types (e.g. Word, PowerPoint, PDF, etc.) can be received.**
- If submitting the application in hardcopy or digital storage media format: OMB Standard Form (SF) 424 (including 424 "Application for Federal Assistance," 424A "Budget

Information for Non-Construction Programs,” and 424B “Assurances for Non-Construction Programs”), with the required information filled in and certified assurances signed. These forms can be accessed by going to <https://www.grants.gov/web/grants/forms/forms-repository.html>.

- The Recipient shall submit a statement and certify that it will comply with the requirements in 49 CFR Part 32, subpart B.
- SFLLL: Disclosure of Lobbying Activities. The Applicant shall provide with its application signed certification forms covering the requirements in 49 CFR Part 20, U.S. Department of Transportation New Restrictions on Lobbying. This form can be accessed by going to <https://www.gsa.gov/forms-library/disclosure-lobbying-activities>.
- The Applicant must provide a detailed breakdown of the proposed costs, as well as any in-kind costs, by year. This cost breakdown shall not only identify cost categories but shall also identify specific sub-categories (and associated costs). For example, Labor Costs should include labor categories, associated levels of effort, and rates; Direct Materials costs including itemized equipment and supplies costs; Travel and transportation costs, including projected trips and number of people traveling; Subcontractor/ Sub-recipient costs with similar detail, if known; and overhead. The Applicant must also justify each proposed cost by explaining how each cost was calculated and determined to be fair and reasonable. Finally, the Applicant should also include copies of any supporting documentation it may have (i.e. indirect cost rate agreements, etc.) as part of the budget package.
- Non-Federal funding sources are encouraged. Since activities may be performed with a variety of financial resources, applicants need to fully identify all project costs and their funding sources in the proposed budget. The proposed budget must identify all funding sources in sufficient detail to demonstrate that the overall objectives of the project will be met. All other factors being equal, preference will be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those in this announcement.
- The Applicant shall provide a statement in its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization regulated by U.S. DOT, or with an organization whose interests may be affected substantially by Departmental activities, and which is related to the work under this Notice of Funding Opportunity (NOFO).
- Technical Application: The application/proposal shall fully describe the scope of the project, providing a project plan detailing the activities and costs for which funding is being requested. ***The technical application shall be separated from the cost application – no cost information shall be included or referenced in the technical application.***

The technical approach must be clearly written, complete, reasonable, and include a realistic timeframe for completing conditions.

Applications for this program must include the following information in the program narrative statement:

Technical Understanding Approach:

The Applicant shall demonstrate its understanding of the project's overall objectives and scope of work. Within the technical proposal, the Applicant shall indicate any assumptions made in conducting the effort. This section allows the Applicant to demonstrate familiarity and expertise with the area, including issues faced when work requires the Applicant to work jointly and cooperatively with other agencies to complete the Applicant work.

This section should include the following:

- Background –
- Objective – Clearly identify how the strategy advances the goals and objectives of the project;
- Project Management Plan – that includes a detailed work breakdown structure (WBS) that is aligned to the project's goals and objectives; a detailed, step-by-step approach for achieving the specific conditions described. The strategy should be comprehensive, logical, and include a clear description of how:
 - each condition will be implemented and completed,
 - a plan for monitoring/managing quality control processes,
 - where appropriate a clear marketing plan for dissemination of product(s) to appropriate target audience(s),
 - a risk mitigation strategy to identify risks and methods for addressing, mitigate or eliminate problems, and
 - identifying necessary travel to complete the conditions, activities.

Qualifications of Project Personnel:

The Applicant shall demonstrate experience and capacity to carry out the proposed activities outlined in the overall objectives, as well as the specific conditions described in Section B.6.C.

- Identify a Project Manager (PM) to serve as a liaison to coordinate and manage all aspects of the project;
- Provide a detailed breakdown linking key personnel to clearly defined roles, conditions, deliverables, and time commitments necessary to complete the project; it is not sufficient to merely state the person's title and describe the project in general terms;
- Demonstrate that staff in key positions have a level of experience and subject matter expertise, knowledge, and skills that ensures the ability to successfully complete the work outlined in the Statement of Work Sections C. Examples of qualifications that Applicants may use to demonstrate expertise include, but are not limited to, educational background, relevant research experience on similar projects, published materials, and peer-reviewed publications;

- Identify partnerships or stakeholders, contractors or consultants who shall play a role in the implementation of the project the specific subject matter expertise they bring and their responsibilities;
- Include resumes or curricula vitae that highlight qualifications, areas of expertise, and cites work-related experience for key personnel;
- Highlights qualifications and expertise with cited work-related experience in the following areas: project management, organizing and facilitating teams of SME's, ability to synthesize results and come to team consensus, and supporting communication/outreach efforts.

Corporate Experience/Past Performance

Provide a list of previously funded projects (grants, cooperative agreements, or contracts) with a point of contact at the funding agency to demonstrate satisfactory efforts to complete the project, timeliness of deliverables, and financial accountability. The applicant shall describe its corporate experience, past performance, and any other relevant activities similar to the effort described in this notice, including, but not limited to:

- Applicant has more than 5 years of professional and/or corporate organizational experience and a theoretical background in the field of human behavioral factors, their effect on highway and traffic safety and State laws.
- Has working relationships with more than 5 other professional organizations also interested in human behavioral factors, their effect on highway and traffic safety and State laws to garner rapport and consensus to address project related objectives;
- Identify key staff/personnel, partnerships, stakeholders, contractors, or consultants who will play a role in the implementation of the project; the specific subject matter expertise they will bring and their responsibilities; their education and experience in similar projects, and their understanding of traffic safety, traffic laws, and countermeasures;
- Experience organizing and facilitating opportunities to bring together key stakeholders within this community, including State Motor Vehicle Administrators, law enforcement agencies, other traffic safety stakeholder associations, the research community, and others with a vested interest in traffic safety, traffic laws, and countermeasures;
- Experience organizing and facilitating productive group/team discussions; coordinating communication among all project members (staff/personnel, key partners, stakeholders, contractors, consultants or others) using a variety of means including in-person and electronic communication networked meetings/discussions; facilitating processes to come to general consensus; and summarizing and synthesizing the results of discussions; and
- Ability to support the development and deployment of plans designed to support communications, material concepts and outreach efforts to update and/or develop new materials to improve traffic safety, traffic laws, and countermeasures.

For Past Performance, the Applicant shall provide a list of at least three (3) recent projects conducted within the past three (3) years that includes:

- Project title;
- Dates on which the project began and was completed;
- Total dollar value of the contract (if applicable);
- Sponsor;
- Project manager's contact information (name and phone number);
- Brief synopsis of the project;
- Key deliverables, such as data collection plans, reports, along with the original scheduled due dates and submission date of the version of the deliverable that was approved by the sponsor; and
- The project's relevance to the current project.

If the Applicant has previous Cooperative Agreements, Contracts, Task Orders or other grants with NHTSA, this list shall include the Applicant's most recent projects with NHTSA. The Applicant also shall provide information regarding any contracts that were terminated for default or convenience of the Government within the past three (3) years, including an explanation of the circumstances.

In addition, the Applicant shall request three (3) recent clients provide NHTSA with past performance information. The References should include: (1) name of agency or organization receiving the service; (2) name of reference's point of contact, phone number, and e-mail address; (3) dates services were provided; (4) applicable contract number; (5) title, and (6) brief description of services provided. The Past Performance Questionnaire, shall be used for the three (3) recent projects. The Applicants shall instruct their references to submit the Past Performance Questionnaires to the Contract Specialist at NHTSAOAM@dot.gov and journey.gordon@dot.gov.

- Commitment and Support: When other sources and organizations are required to complete the proposed effort, the Applicant shall provide proof of their commitment to the agreement effort. Such proof can be a letter of support or buy-in indicating what the organization will provide to the Applicant.
- Additional Cost Information
 - The Government reserves the right to request, at any time after the receipt of applications and before award, additional cost or price information necessary to perform an analysis. Regular invoicing (monthly or quarterly) is required. Irregular invoicing could result in a reduction of available funding for subsequent years.
 - Given that an award may be made without negotiations and without any discussion, each Applicant shall document and support the proposed costs so thoroughly that no additional information is needed by NHTSA.

- Applicants shall ensure that all proposed costs, including non-federal contributions and contributions from other federal sources, are reasonable, allowable, and allocable according to the cost principles stated in 2 CFR Parts 200 and 1201.

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

Each Applicant is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier in its application (e.g., DUNS Number); and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by NHTSA.

NHTSA may not make a grant award to an Applicant until the Applicant has complied with all applicable DUNS and SAM requirements. If an Applicant has not fully complied with the requirements by the time NHTSA is ready to make an award, NHTSA may determine that the Applicant is not qualified to receive an award and use that determination as a basis for making a grant award to another Applicant. **NHTSA will review an Applicant's registration status to make a responsibility determination and to ensure that the Applicant is responsible, current on all federal taxes, and is not on the list of parties excluded from federal awards.**

D.4 SUBMISSION DATES AND TIMES

Application Due Date and Time:

Applications must be submitted no later than **1:00 PM Eastern Time, on July 6, 2021**. Only complete packages received on or before the published due date will be considered. Applications received after the due date will not be evaluated for consideration. Facsimile submission of proposals will not be accepted. **NHTSA will only accept one (1) application from each Applicant.** NHTSA will provide acknowledgments of receipt of applications via email.

Questions Due Date and Time:

General administrative and programmatic questions must be directed to Journey Gordon, Contract Specialist, at NHTSAOAM@dot.gov with a copy to Journey Gordon@dot.gov. To allow for sufficient time to address questions appropriately, all questions must be submitted via email no later than **2:00 PM Eastern Time on June 10, 2021**.

D.5 FUNDING RESTRICTIONS

- Funds awarded under this Agreement cannot be used for any activity intended to or designed to lobby Congress or a State legislative body, or to urge a U.S., State or local

legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body.

- All NHTSA awards are subject to the terms and conditions in the cooperative agreement and cost principles in 2 CFR Parts 200 and 1201.
- NHTSA will not reimburse Applicants for pre-award costs.
- The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for the Agreement purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this Agreement and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

D.6 OTHER SUBMISSION REQUIREMENTS

Each application should include:

- The NHTSA NOFO Number: 693JJ921R000002.

Application Submission:

Applications must be submitted to the attention of Journey Gordon Contract Specialist, via email at NHTSAOAM@dot.gov with a copy to JourneyGordon@dot.gov, no later than **1:00 PM Eastern Time, on July 6, 2021**.

Important: The timely submission of application packages is the **sole responsibility of the Applicant**. All prospective Applicants are cautioned that, due to increased security concerns, documents transmitted via U.S. Mail can be delayed for several weeks. NHTSA recommends that when transmitting hardcopy or digital storage media applications methods other than U.S. Mail be used (i.e. Federal Express delivery, UPS).

SECTION E - APPLICATION REVIEW INFORMATION

E.1 CRITERIA

NHTSA will evaluate the applications using the evaluation criteria below to score and select competing applications. Evaluation Factors 1 through 3 will be weighted, with Factor 1 being weighted the most, and Factor 3 being weighted the least. Evaluation Factor 4 will be evaluated but not scored.

Submission of an application is not a guarantee of award. NHTSA may, at its discretion, award a grant based on an application in its entirety, award only portions of an application, or not make an award.

For each factor, the agency will determine whether the Applicant has provided an acceptable explanation of its qualifications.

A. EVALUATION FACTOR 1: Technical Understanding/Approach

The Applicant will be evaluated on its technical approach to meeting the requirements and the deliverable schedule associated with the requirements. The Applicant's technical approach will be evaluated for:

- Objective – Clearly identifies how the strategy advances the goals and objectives of the project;
- Project Management Plan – Includes a detailed work breakdown structure (WBS) that is aligned to the project's goals and objectives; a detailed, step-by-step approach for achieving the specific conditions described. The strategy should be comprehensive, logical, and include a clear description of how:
 - each condition will be implemented and completed,
 - a plan for monitoring/managing quality control processes,
 - where appropriate a clear marketing plan for dissemination of product(s) to appropriate target audience(s),
 - a risk mitigation strategy to identify risks and methods for addressing, mitigate or eliminate problems, and
 - identifying necessary travel to complete the conditions, activities.

B. EVALUATION FACTOR 2: Qualifications of Project Personnel

The Applicant will be evaluated on the suitability and quality of its proposed staff. The Applicant's staffing plan is clearly described in the written proposal through the Project Management Plan and work breakdown structure and includes personnel's resumes/curriculum vitae.

The Applicant's proposal will be evaluated on the following:

- Identifies a Project Manager (PM) to serve as a liaison to coordinate and to manage all aspects of the project;
- Provides a detailed breakdown linking key personnel to clearly defined roles, conditions, deliverables, and time commitments necessary to complete the project; it is not sufficient to merely state the person's title and describe the project in general terms;
- Demonstrates that staff in key positions have a level of experience and subject matter expertise, knowledge, and skills that ensures the ability to successfully complete the work outlined in the Conditions Section B.6.C. Examples of qualifications that Applicants may use to demonstrate expertise include, but are not limited to, educational background, relevant research experience on similar projects, published materials, and peer-reviewed publications;
- Identifies key partnerships, stakeholders, contractors, or consultants who will play a role in the implementation of the project; the specific subject matter expertise they will bring and their responsibilities;
- Includes resumes or curriculum vitae that highlight qualifications, areas of expertise, and cites work-related experience for key personnel; and

- Highlights qualifications and expertise with cited work-related experience in the following areas: project management, organizing and facilitating teams of SME's, ability to synthesize results and come to team consensus, and supporting communication/outreach efforts.

C. EVALUATION FACTOR 3: Corporate Experience/Past Performance

The Applicant will be evaluated on its ability to conduct the work required in this solicitation and its performance with similar efforts, including its corporate experience and past performance with other work similarly described in this solicitation and that require, at a minimum, the following:

- Applicant has more than 5 years of professional and/or corporate organizational experience and a theoretical background in human behavioral factors, their effect on highway and traffic safety and State laws.
- Has established working relationships with more than 5 other professional organizations also interested in human behavioral factors, their effect on highway and traffic safety and State laws to garner rapport and consensus to address project related objectives;
- Identifies key staff/personnel, partnerships, stakeholders, contractors, or consultants who will play a role in the implementation of the project; the specific subject matter expertise they will bring and their responsibilities; their education and experience in similar projects, and their understanding of traffic safety, traffic laws, and countermeasures;
- Has organized and facilitated opportunities to bring together key stakeholders within this community, including State Motor Vehicle Administrators, law enforcement agencies, other traffic safety stakeholder associations, the research community, and others with a vested interest in traffic safety, traffic laws, and countermeasures;
- Experience organizing and facilitating productive group/team discussions; coordinating communication among all project members (staff/personnel, key partners, stakeholders, contractors, consultants or others) using a variety of means including in-person and electronic communication networked meetings/discussions; facilitating processes to come to general consensus; and summarizing and synthesizing the results of discussions; and
- Has supported the development and deployment of plans designed to support communications, material concepts and outreach efforts to update and/or develop new materials to improve traffic safety, traffic laws, and countermeasures.

The quality of the Applicant's experience and past performance will be based on information contained in the Applicant's proposal and the other information that the Government obtains through reference checks and other means. The past performance information and assessment may include the Applicant's record of providing high quality services in a timely manner with the federal government. If partnering with others is proposed, the Applicant must address how coordination will occur between all parties.

D. EVALUATION FACTOR 4: Cost/Budget Evaluation

The Applicant's proposed budget will be evaluated for accuracy and feasibility, based on the provisions of 2 CFR Parts 200 and 1201.

For equally acceptable applications, preference may be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those in this NOFO.

E.2 REVIEW AND SELECTION PROCESS

Each application package will be reviewed initially to confirm that the applicant meets the eligibility requirements as set forth in Section C.1, Eligible Applicants, and has included all of the items specified in Section D.2, Content and Form of Application Submission. A Technical Evaluation Committee (TEC) will then review each completed application that meets the eligibility requirements and provide recommendations for award.

The applicant's application, the TEC will rate the application using the following rating definitions:

| Rating Definitions |
|---|
| Outstanding – The application demonstrates a professionally superior approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, within most or all areas covered by the announcement. The application demonstrated a large capability for excellent or highly productive results. |
| Good – The application demonstrates a comprehensive and fully acceptable; excellent approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, with capability for excellent or productive results in one or more major areas covered by the announcement. |
| Acceptable – The application meets minimum requirements of the NOFO; is responsive to all major aspects of NOFO; and is capable of achieving desired program objectives. |
| Unacceptable – The application demonstrates an incomprehensible or unacceptable approach, methods, organization, or capabilities; provided little to no detail as to how the program would be accomplished. The application is not capable of being evaluated. |

E.3 SYSTEM FOR AWARD MANAGEMENT REVIEW

NHTSA will review and consider any information about the applicant that is in the designated integrity and performance system accessible through the System for Award Management (SAM), currently FAPIIS.

Each applicant may review information in the SAM and provide comment in its application about itself that a Federal awarding agency previously entered and is currently in SAM.

NHTSA will consider any comment submitted by the applicant, in addition to the other information in SAM when determining the applicant’s integrity, business ethics, and record of performance under Federal awards when completing the review under section D.3, Unique Entity Identifier and System for Award Management (SAM).

E.4 ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

It is anticipated that an award will be made in September 2021. HOWEVER, SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN AWARD WILL BE MADE.

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

The NHTSA Contracting Officer will award a cooperative agreement to the responsible and eligible applicant whose application is judged most meritorious under the procedures set forth in this NOFO. All funds provided by NHTSA must be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, the Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Parts 1200 and 1201).

The Cooperative Agreement award will provide pertinent instructions and information including, at a minimum, the following:

- General Federal Award Information:
 - Recipient name;
 - Recipient's unique entity identifier;
 - Unique Federal Award Identification Number (FAIN) assigned by NHTSA;
 - Federal Award Date;
 - Period of Performance Start and End Date;
 - Amount of Federal Funds Obligated by this action;
 - Total Amount of Federal Funds Obligated;
 - Total Amount of the Grant Award;
 - Budget Approved by NHTSA;
 - Total Approved Cost Sharing or Matching, where applicable;
 - Grant project description;
 - Agency name and contact information for awarding official;
 - Assistance Listing Program Number (formerly CFDA) and Name;
 - Identification of whether the award is R&D; and
 - Indirect cost rate for the grant.

- General Terms and Conditions as applicable including:
 - Cooperative Agreement Administrative Requirements;
 - National Policy Requirements; and
 - Recipient integrity and performance matters.

- Cooperative Agreement Performance Goals

F.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. This Cooperative Agreement shall be subject, as applicable, to the administrative requirements contained in the following regulation which is incorporated by reference, with the same force and effect as if it was given in full text:

- a. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Parts 1200 and 1201); and

b. 49 CFR Part 20 – Department of Transportation New Restrictions on Lobbying.

c. 49 CFR Part 32 Governmentwide Requirements For Drug-Free Workplace (Financial Assistance)

2. The Recipient shall comply with subpart C of 2 CFR Part 180, which restricts awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

3. The Recipient will acknowledge in writing that no funds provided under the Cooperative Agreement will be used for lobbying activities as defined in 2 CFR § 200.450.

4. The Recipient will have procedures in place to respond to an unauthorized disclosure or breach of an individual's personally identifying information (PII). The Cooperative Agreement Recipient will notify NHTSA within seven (7) days of an incident involving the unauthorized disclosure or breach of PII. In the event of an unauthorized disclosure or breach, the Cooperative Agreement Recipient will cooperate and exchange information with NHTSA, as needed, to properly escalate, refer, and respond to the incident.

5. The Department will review and consider applications for funding pursuant to this Notice in accordance with the President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*, consistent with guidance from the Office of Management and Budget and the Attorney General and with all applicable laws.

6. Under 2 C.F.R. 200.322, as appropriate and to the extent consistent with law, the Recipient should, to the greatest extent practicable under this award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The Recipient shall include the requirements of 2 C.F.R. 200.322 in all subawards including all contracts and purchase orders for work or products under this award.

F.3 REPORTING

The following reporting requirements will be required under this program. All reports will be submitted electronically, unless otherwise requested by NHTSA.

F.3.1 Technical Report(s)

Prepare and submit Technical reports to NHTSA COR (CA) no later than thirty (30) days of providing technical support to a state or key stakeholder group(s).

- describing the type of technical support provided (e.g. immediate personalized help, formative State self-assessment guidance and feedback, execution of an intensive comprehensive State assessment or other);
- provide copies of any final products or technical reports produced for record keeping purposes within NHTSA

F.3.2 Quarterly Reports

The Recipient will submit quarterly reports to the COR (CA) on the 15th of each month of each quarter beginning three (3) months after Agreement award. The report shall include an up-to-date summary of accomplishments by the Recipient; obstacles and problems encountered and proposed solutions; noteworthy activities, events, or successes; and a Financial Statement of funds expended to date.

Quarterly Reports shall include the following details about the relevant Milestones and Deliverables:

- A detailed accounting of the activities from the previous quarter so that the NHTSA COR (CA) can determine whether invoices should be approved or revised based upon the accomplishment(s) for which payment is sought;
- Problems or delays that the Recipient has experienced in the conduct of this agreement and suggestions to overcome the problems or delays;
- Specific action the Recipient would like NHTSA to undertake to alleviate a problem;
- Noteworthy activities, events, or successes;
- Submit copies of any findings or created documents as a result of work conducted;
- Copies Technical Assistance Reports completed within 30-days of completing a technical assistance request;
- Details of travel, including conditions performed/accomplished, meetings attended, persons contacted and other necessary details or points of interest related to completing the project conditions;
- Financial Statement of funds expended to date and any proposed actions to correct budget concerns;
- Plans for accomplishments in the next reporting period; and
- Planned travel for the upcoming quarter.

Note: The Recipient will be permitted to submit an invoice for reimbursement each month, provided that the invoice includes the justification for each invoiced item for the period of time.

F.3.3 Final Report

The Recipient will submit a final report to the NHTSA COR (CA) within thirty (30) days of the end of the period of performance.

The Final Report shall be no more than 50 pages in total length, and will summarize key findings, resulting activities/accomplishments, and barriers for each of the outlined objectives.

The Final Report shall contain at a minimum:

- An Executive Summary;
- Background;

- Resulting findings, activities/accomplishments, and barriers for each outlined objective and accountability of the milestones/deliverables;
- Conclusion; and
- An Appendix and/or reference list that includes created materials/documentation created to support the work conducted.

The NHTSA COR (CA) will review this report and return provide feedback within two (2) weeks of receipt for consideration by the Recipient. Any Final Reports not meeting the requirements stated above shall be returned to the Recipient for correction. The NHTSA COR (CA) will provide written acceptance of the Final Report within seven (7) days.

F.3.5 Financial Status Reports

The Recipient will prepare and submit federal financial reports (SF-425) to the NHTSA CAPM and the Contracting Officer (CO), annually, by October 1 of each year, to document the status of funds.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Primary NOFO Point of Contact

Journey Gordon, Contract Specialist

Phone: (202) 366-1344

Email: NHTSAOAM@dot.gov with a copy to Journey.Gordon@dot.gov

Secondary NOFO Point of Contact

Sherese Gray, Contracting Officer

Phone: (202) 366-3998

Email: NHTSAOAM@dot.gov with a copy to Sherese.Gray@dot.gov

SECTION H – OTHER INFORMATION

H.1 DISCLOSURE OF INFORMATION

Information made available to the Recipient or employee(s) of the Recipient by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without NHTSA's express written approval.

The Recipient will assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the Recipient to whom information may be made available or disclosed shall be notified in writing by the Recipient that such information may be disclosed only for a purpose and to the extent authorized herein.

H.2 LIMITED USE OF DATA

Performance of this effort may require the Recipient to access and use data and information proprietary to a Government agency or Government contractor that is of such a nature that its dissemination or use, other than in performance of this effort, would be averse to the interests of the Government or others.

The Recipient and employee(s) of the Recipient will not divulge, or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon the written approval of NHTSA. The Recipient shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Recipient without such limitations or prohibit an agreement at no cost to the Government between the Recipient and the data owner which provides for greater rights to the Recipient.

H.3 PAYMENT FOR UNAUTHORIZED WORK

No payments will be made for any unauthorized supplies or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Recipient of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

H.4 PLACE OF PERFORMANCE

TBD

H.5 SEAT BELT USE POLICIES AND PROGRAMS

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the contractor is encouraged to adopt and enforce on-the-job seat belt use

policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the *Buckle Up America* section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, D.C. metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS are prepared to help with technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at www.trafficsafety.org Protection of Human Subjects.

H.6 PROTECTION OF HUMAN SUBJECTS

The Recipient will comply fully with 49 C.F.R. Part 11, DOT's regulation governing Protection of Human Subjects, and with NHTSA Order 700-5, which sets forth the Agency's policies and procedures for the protection of human subjects participating in research supported directly or indirectly by NHTSA, including through contracts, grants and cooperative agreements.

The Recipient will obtain prior written authorization from NHTSA for all consent and release forms to be presented to human subjects participating in NHTSA conducted or funded research, including but not limited to informed consent and media releases.

H.7 ENCOURAGING POLICIES TO BAN TEXT MESSAGING WHILE DRIVING

1. As used in this Agreement; "Driving" –
 - a. Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign or otherwise
 - b. Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

"Text messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

2. The Recipient is encouraged to –
 - a. Adopt and enforce policies that ban text messaging while driving –
 - 1) Recipient-owned or rented vehicles or government-owned vehicles; or
 - 2) Privately-owned vehicles when on performing under this cooperative agreement.
 - b. Conduct initiatives in a manner commensurate with size of the Recipient, such as –
 - 1) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - 2) Education, awareness, and other outreach to employees about the safety risks associated while texting while driving.

H.8 NHTSA REVIEW OF ANNOUNCEMENTS OR PUBLICATIONS

The Recipient agrees that neither the Recipient, nor any Sub-Recipient, shall make public releases of information or any matter pertaining to this NOFO and the Cooperative Agreement, including, but not limited to, advertising in any medium, or presentation before technical, scientific, or industry groups, without the prior written approval of the Contracting Officer. The provisions of this clause shall survive the expiration of the NOFO and Cooperative Agreement. The provisions of this clause shall be included in all sub-grants at any tier.

H.9 RECERTIFICATION

NHTSA, on an annual basis, will recertify whether the Cooperative Agreement is still in the best interest of the Government. During the recertification process, NHTSA will: 1) determine if the Cooperative Agreement is stimulating the public purpose for which the agreement is intended; 2) Conduct market research to determine if other organizations are capable of providing the same or higher levels of stimulation; and, 3) determine If NHTSA can still provide the financial resources necessary to continue the agreement.

If NHTSA makes a determination that continuing this agreement is not in the best interest of the government for any of the conditions listed above, the Cooperative Agreement will be terminated in accordance with 2 CFR 200.340.

H.10 CONFLICT OF INTEREST

It is U.S. DOT policy to award Cooperative Agreements only to those Applicants whose objectivity is not impaired because of any related past, present, or planned interest, financial or otherwise, in organizations regulated by U.S. DOT, or in organizations whose interests may be substantially affected by Departmental activities and which is related to work specified in this Notice of Funding Opportunity (NOFO). Based on this policy, if, after award, the Recipient discovers a conflict of interest with respect to the Cooperative Agreement that could reasonably have been known prior to the award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict along with a description of the action the recipient has taken, or proposes to take, to avoid or mitigate such conflict.

(A) The Applicant shall provide a statement in its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization regulated by U.S. DOT, or with an organization whose interests may be affected substantially by Departmental activities, and which is related to the work under this Notice of Funding Opportunity (NOFO). The interest(s) described shall include those of the Applicant, its affiliates, proposed consultants, proposed subcontractors and key personnel of any of the above. Past interest shall be limited to within one year of the date of the Applicant's technical proposal. Key personnel shall include any person owning more than 20% interest in the Applicant, and the Applicant's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action under this Cooperative Agreement where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

(B) The Applicant shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed Cooperative Agreement can be accomplished in an impartial and objective manner.

(C) In the absence of any relevant interest identified in (a) above, the Applicant shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The Applicant must obtain the same information from potential subcontractors prior to award of a subcontract under the resultant Cooperative Agreement.

(D) The NHTSA Contracting Officer will review the statement submitted and may require additional relevant information from the Applicant. All such information, and any other relevant information known to U.S. DOT, will be used to determine whether an award to the Applicant may create a conflict of interest. If any such conflict of interest is found to exist, the NHTSA Contracting Officer may (1) disqualify the Applicant, or (2) determine that it is otherwise in the best interest of the agency to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Cooperative Agreement awarded.

(E) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the Applicant for award. If nondisclosure or misrepresentation is discovered after award, the resulting Cooperative Agreement may be terminated. If after award, the Recipient discovers a conflict of interest with respect to the Cooperative Agreement awarded as a result of this Cooperative Agreement Announcement, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the NHTSA Contracting Officer. The disclosure shall include a full description of the conflict, a description of the action the Recipient has taken, or proposes to take, to avoid, or mitigate such conflict. The NHTSA Contracting Officer may, however, terminate the Cooperative Agreement for convenience if he or she deems that termination is in the best interest of the Government.

[END OF NOTICE OF FUNDING OPPORTUNITY (NOFO)]