U.S. Department of Transportation
Federal Highway Administration

Notice of Funding Opportunity Number DTFH6116RA00016

National Pedestrian and Bicycle Information Center

Notice of Funding Opportunity Issue Date: June 22, 2016

Final Application Due Date: August 19, 2016

Estimated Cooperative Agreement Award: September 15, 2016

Notice of Funding Opportunity (NOFO)
Summary Information

Federal Agency Name:	U.S. Department of Transportation (US DOT) Federal Highway Administration (FHWA) Office of Acquisition and Grants Management 1200 New Jersey Avenue, SE Mail Drop: E62-304 Washington, DC 20590 Attn: Hector R. Santamaria, HCFA-32
Funding Opportunity Title:	"National Pedestrian and Bicycle Information Center"
Announcement Type:	This is the initial announcement of this funding opportunity.
Funding Opportunity Number:	DTFH6116RA00016
Award Type:	Cooperative Agreement
Catalog of Federal Domestic Assistance (CFDA) Number:	20.200 - Highway Research and Development Program
Application Due Date:	Applications Due by 2:00pm ET on 8/19/2016 via Grants.gov (see Section D).
Questions:	Submit Questions by 2:00pm ET on 7/13/15 to: Hector.Santamaria@dot.gov

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Note: 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 www.Grants.gov for any updates to this Notice.

SECTION A - PROGRAM DESCRIPTION

1. STATEMENT OF PURPOSE

The Federal Highway Administration (FHWA) hereby requests applications for financial assistance to result in the award of one Cooperative Agreement (Agreement) to operate a national pedestrian and bicycle information center; conduct pedestrian and bicycle research, tracking, and technical assistance activities, including safe and accessible roadway design, livability, equity, ladders of opportunity, and economics; and develop resources and provide technical support activities and research related to safety behaviors (pedestrians, bicyclists, and motorists) to enhance the safety of pedestrians and bicyclists on our Nation's roadways.

The national pedestrian and bicycle information center will support the U.S. Department of Transportation's (USDOT) efforts to promote an integrated, convenient, and safe transportation system for all users, with an emphasis on pedestrians and bicyclists. The national information center will disseminate techniques and strategies for improving pedestrian and bicyclist safety, develop information and educational programs and products related to pedestrian and bicycle facilities, provide tracking and technical support to safety professionals at the State, Metropolitan Planning Organization (MPO), and local levels, and conduct research and technology activities for pedestrian and bicycle programs and activities.

2. LEGISLATIVE AUTHORITY

The statutory authority to enter into a cooperative agreement is found in 23 U.S.C. 502(b)(3)(C) and 503(b)(2)(C)(ic) which state:

- 502(b) *"The Secretary may carry out research, development, and technology transfer activities related to transportation—*

  502(b)(3)(C) by making grants to, or entering into contracts and cooperative agreements with one or more of the following: the National Academy of Sciences, the American Association of State Highway and Transportation Officials, any Federal laboratory, Federal agency, State agency, authority, association, institution, for-profit or nonprofit corporation, organization, foreign country, or any other person."

- 503(b)(2)(C)(ix): *"safety measures for vulnerable road users, including bicyclists and pedestrians."*

Per Section 51001(b)(1) of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law 112-141, *"the Federal share of the cost of a project or activity carried out using those funds shall be 80 percent."* This authority is extended by the Fixing America's Surface Transportation (FAST) Act of 2015, section 6002.

Additionally, the statutory authority to enter into an Agreement to support the effort under Task Area 3 is codified under at 23 U.S.C. §403, which allows the Government to carry out highway safety research and development activities independently, in cooperation with other Federal departments and agencies, or by entering into contracts, cooperative agreements, or other transactions. Under this section, "[t]he Federal share of the cost of any project or activity carried out under this section (Section 403) may be not more than 100 percent."

3. BACKGROUND

Under a previous Agreement, FHWA sponsored the establishment and operation of the Pedestrian and Bicycle Information Center (PBIC). See Section H and www.pedbikeinfo.org for additional background information. This planned Agreement will support follow-on work for continued operation of the national pedestrian and bicycle information center and its related activities.

4. GOALS

The goals of this Agreement are to:

1. Operate a national pedestrian and bicycle information center that provides information to Federal, State, MPO, and local government agencies, educational institutions, transportation professionals, and the public.
2. Conduct pedestrian and bicycle research and provide technical assistance on topics such as safe, comfortable, and connected roadway design, documentation and promotion of pedestrian and bicycle networks, livability, equity, ladders of opportunity, and economics and to promote best practices in pedestrian and bicycle planning, data collection, design, construction, operation, maintenance, and evaluation.
3. Enhance behavioral safety education, enforcement, policy, research, and communication related efforts in cooperation with NHTSA.
4. Provide technical assistance and resources to support nonmotorized goals, objectives, and activities outlined in the 2014-2018 U.S. DOT Strategic Plan, the current FHWA Strategic Implementation Plan, and the Strategic Agenda for Pedestrian and Bicycle Transportation.

5. STATEMENT OF WORK

Task Area 1: Operate a National Pedestrian and Bicycle Information Center

The Recipient shall operate a national pedestrian and bicycle information center. The Recipient shall provide technical assistance to transportation professionals, the general public, and decisionmakers related to planning, engineering, education, enforcement, encouragement, evaluation, and equity programs designed to increase the use and safety of walking and bicycling.

The major tasks include:

- Project Administration: Kickoff meeting and workplan, and annual workplans.
- Disseminate techniques and strategies for improving pedestrian and bicycle safety and mobility.
- Conduct other coordination, communication, planning, and tracking activities related to walking and bicycling initiatives, including innovative marketing strategies to reach varied audiences.
- Provide logistical support and outreach for State, regional, and local coordinators for walking and bicycling and related programs.

Task 1.1: Project Administration: Kickoff Meeting and Workplans (for Tasks 1, 2, and 3)

The Recipient shall participate in a kickoff meeting with the FHWA Agreement Officer (AO), Agreement Officer's Representative (AOR), and key Agreement partners. This meeting may take place at DOT Headquarters (1200 New Jersey Avenue SE, Washington DC 20590), or through a teleconference or webinar. During the kickoff meeting the Recipient shall:

- Discuss its workplan containing the technical approach, management approach and detailed schedule needed to complete the tasks for Year 1 of the Agreement. In addition, the workplan shall include the following:
  - Timeline for roll-out of all tasks, including a schedule of anticipated meetings, teleconferences, webinars, or other communication with DOT, FHWA, and NHTSA staff.
  - Provide details that clarify each task as needed.
  - List of key stakeholders that the Recipient will engage in each task.
  - Provide a revised scope of work and budget, to include hours allocation, for the continued operation of the information center
- Following discussions at the kickoff meeting, the Recipient shall incorporate the AOR's comments.

- The Recipient shall provide a detailed draft workplan one week before the kickoff meeting.
- The AO, AOR, and Recipient will review roles, authorities, and responsibilities of involved individuals, reach agreement on common issues, resolve and identify potential problems, and clarify understanding of technical aspects.

The AOR will review and return the draft workplan to the Recipient with comments within one week after the kickoff meeting. The Recipient shall incorporate the comments and submit the final workplan to the AOR within one week after receiving the AOR's comments.

The Recipient shall update the work plan on an annual basis and provide a draft revised work plan not less 60 days prior to the anniversary date for each year of this Agreement. The FHWA will provide revisions not less than 30 days prior to the anniversary date.

<u>Task 1.1 Deliverables:</u>
- First draft management workplan: 8 days after the effective date of this Agreement.
- Kickoff meeting: 15 days after the effective date of this Agreement.
- Second draft management workplan: 21 days after the effective date of this Agreement.
- Final detailed management workplan: 28 days after the effective date of this Agreement.
- Annual Workplans not less than 60 days prior to the anniversary date of this Agreement.

Task 1.2: Operate a National Pedestrian and Bicycle Information Center.

The Recipient shall operate a national pedestrian and bicycle information center in accordance with the approved workplans developed in Task 1.1.

<u>Note</u>: As part of the application's technical volume, Applicants should include a timeline for the national pedestrian and bicycle information center to be operational (e.g., to establish the website, listserv, develop and prepare to offer training programs, develop and disseminate best practices, and other tasks).

Task 1.2.1: The Recipient shall provide technical assistance to transportation professionals, traffic safety advocates, the general public, and decisionmakers concerning planning, engineering, education, law enforcement, encouragement, evaluation, and equity programs designed to increase the use and safety of walking and bicycling. In order to successfully operate the center, the Recipient shall, at a minimum:

- Develop and maintain a user-friendly website or family of websites to serve various user types. The website(s) shall:

- Contain materials relating to planning, engineering, education, enforcement, encouragement, evaluation, and equity related to walking and bicycling. This shall include information regarding accessibility (e.g., Americans with Disabilities Act).
- Include an easy-to-navigate Frequently Asked Questions (FAQ) section.
- Maintain a library of suitable pedestrian and bicycle materials and online visual images.
- Establish overall guidelines and a mechanism for accepting resources and images from users to share resources. Allow users to submit resources and images to the library that provide beneficial pedestrian and bicycle practices for others to use as examples.
- As necessary, convert related hard copy documents to electronic format to post on the website.

- Develop and provide case studies, best practices, and other information about topics that will help make the transportation environment more comfortable and conducive to safer walking and bicycling. Case study topics will be identified in the annual work plan and will be provided on the website.
- Plan, organize, host, facilitate, and participate in virtual meetings and conferences (approximately quarterly) with key partners and stakeholders (including video, web, and teleconferences) to promote walking and bicycling.
- Host free monthly webinars on important issues related to walking and bicycling. The webinars will be 1-1.5 hours each and topics will be identified in the annual work plan. The Recipient will be responsible for all promotion and technical logistics for the monthly webinars.
- Host webinars on recent and ongoing pedestrian and bicycle research projects and products and “hot” topics mutually agreed upon with the AOR (anticipate 6 to 10 annually).
- Produce a quarterly newsletter promoting FHWA resources and featuring news, articles, resources, and training targeting pedestrian and bicycle professionals and educators. The Recipient shall coordinate all aspects of newsletter development and will regularly solicit topics and content from FHWA staff and others. The newsletter shall be posted on the website.
- Provide targeted technical assistance to Federal, State, regional, and local agency staff, and advocacy organizations on pedestrian and bicycle issues, such as innovative treatments and designs, multimodal conflict points, bicycle and pedestrian performance measures, equity in bicycle and pedestrian planning, examples of developing and completed interconnected multimodal networks, planning techniques, environmental streamlining techniques applicable to pedestrian and bicycle projects, standardized bicycling and walking count forms, survey materials, and other data initiatives, and other appropriate materials to facilitate pedestrian and bicycle facility and network implementation.
- Produce an annual report for decisionmakers, practitioners, and the general public, assessing the state-of-the-practice for walking and bicycling (e.g. safety statistics, funding and spending, best practices, network completion, and other highlights) and highlighting information center accomplishments and trends and lessons learned during technical assistance. The annual report will be posted on the website.
- Provide targeted material to meet emerging needs identified by the AOR. As part of the development of the annual work plan, the AOR and the Recipient will identify quick turnaround tasks (4-8 weeks in duration) to include, such as issue briefs, case studies on a specific topic, or graphic design layout of information developed by FHWA staff. This information will be posted on the website as appropriate.

Task 1.2.2: The Recipient shall develop and disseminate techniques and strategies for improving pedestrian and bicycle safety and mobility. The Recipient shall:

- Identify and document what information and delivery mechanisms already exist, and those that are needed to provide effective engineering, educational, enforcement, encouragement, evaluation, and equity techniques and strategies.

- Identify and implement a strategy for delivering key information via appropriate delivery channels (including partnerships with other organizations) to Federal, State, MPO, and local officials and to advocacy organizations and other stakeholders.
- Develop PowerPoint presentations and/or talking points, on an as-needed basis, related to pedestrian and bicycle activities suitable for technical audiences.
- Develop and/or maintain pedestrian and bicycle technical training modules for practitioners.
- Develop and/or maintain University-level courses related to pedestrians and bicyclists, and disseminate for public use.
- Support nonmotorized data initiatives by promoting and expanding the use of the Nonmotorized Toolkit and by disseminating lessons learned from pedestrian and bicycle counting activities.
- Travel to targeted sites (2 to 3 per year) around the country that have been identified as needing training and participate in conferences attended by key partners and stakeholders that should be aware of and using FHWA resources. This will be subject to agreement in the workplans and will incorporate feedback from Division Offices. Lessons learned should be documented throughout.
- Help promote events such as National Bike to Work Day, Bike to School Day, Walk to School Day, and others that could encourage walking and bicycling and/or safety around walking, biking or driving around pedestrians and bicyclists. Outreach will include announcements on relevant websites, discussion as a part of ongoing webinars, and communication on pedestrian and bicycle focused email listservs.

Task 1.2.3: The Recipient shall support the State DOT and FHWA Division Office Bicycle and Pedestrian Coordinators by:

- Establish, host, and moderate a listserv for Federal and State pedestrian and bicycle coordinators.
- Schedule and host bimonthly virtual web conferences for Federal and State pedestrian and bicycle coordinators. The purpose of the listserv and bimonthly meeting is to share information on recent FHWA and other resources, solicit feedback on ongoing projects and activities, discuss topics identified by Federal and State pedestrian and bicycle coordinators, and prepare for and follow-up on the annual meeting noted below.
- Coordinate an annual meeting. Note: This annual meeting normally should take place as an addition to a national conference such as Pro Walk/Pro Bike/Pro Place, the Association of Pedestrian and Bicycle Professionals Professional Development Seminar, or similar conferences likely to have a large number of State coordinators.

Task Area 2: Pedestrian and Bicycle Research and Technical Assistance

Task 2.1: Research Coordination, Planning, And Tracking Activities

The Recipient shall:

- Promote an integrated, convenient, and safe transportation system for all users, with an emphasis on pedestrians and bicyclists, in conjunction with partners, stakeholders, and other modal administrations. The Recipient shall assist with efforts to promote and disseminate U.S. DOT's initiatives relating to walking and bicycling by posting relevant information on the website in coordination with the AOR.
- Identify and share strategies and opportunities to correct gaps in connectivity and accessibility, such as those identified in pedestrian and bicycle assessments or Americans with Disabilities Act (ADA) Transition Plans.

- Assist States, MPOs, Federal Land Management Agencies, tribes, local agencies, and other partners identify, monitor, and assess how to improve transportation choices for walking and bicycling.
- Provide technical assistance to support locally-driven pedestrian and bicycle assessment follow-up activities. This technical assistance will be over the phone and will focus on directing people to existing PBIC, FHWA, and other resources that address needs identified in the assessments.
- Develop a report highlighting examples of new or significantly improved pedestrian and bicycle transportation networks that provide functional connections and transportation choices. These examples will typically be identified by FHWA Division Office staff.
- Develop and produce resources (around 2 to 3 per year) such as white papers, issue briefs, and summary reports to address bicycle and pedestrian planning inequities.
- Promote lessons learned and results from the FHWA bicycle and pedestrian count technology pilot project, for example, by posting on the website and disseminating the final report documenting lessons learned and assisting with follow-up activities identified in the pilot project. The count technology pilot project was finalized in Summer 2016 as a part of a separate effort. This task focuses on sharing material developed as a part of that process with partners and stakeholders.
- Transform the existing safe routes to school project tracking list to a transportation alternatives set-aside eligible category project tracking list. The current database (in Oracle/Cold Fusion V.11) will be made available to the awardee. Revisions will need to use current or other comparable software to ensure production of easy to understand and graphically appealing tables, charts, and graphs. The existing tracking list (www.saferoutesdata.org) contains 6,117 announced safe routes to school projects. Expanded attributes for the list can include innovations on design, cost savings, partnerships, performance, connectivity to essential services for underserved communities, accelerated delivery, and pedestrian and bicycle projects funded by other Federal surface transportation programs. The voluntary biannual call for data will be made to State coordinators (bicycle and pedestrian, safe routes to school, transportation alternatives). This information will be used to develop case studies and best practices in administering the Federal-aid program. Products shall be shared with partners and others who are involved in advancing pedestrian and bicycle networks, transportation alternatives projects, and livability initiatives.

Task 2.2: Support Connected Pedestrian and Bicycle Transportation Networks.

The Recipient shall promote FHWA's *Strategic Agenda for Pedestrian and Bicycle Transportation*. Note: FHWA expects to complete this Strategic Agenda in July 2016.

The Strategic Agenda will establish a collaborative framework for pedestrian and bicycle planning, design, and research efforts in the near to medium term (i.e., 1-5 years). It will provide an assessment of the status and progress toward achieving recommendations in the DOT's 1994 *National Bicycling and Walking Study*. It will identify critical gaps and near term priorities for pedestrian and bicycling efforts within the DOT. It will establish goals that reflect Administration and Congressional direction while also providing a unifying framework for issues such as data collection and management, pedestrian and bicycle network implementation and documentation, research, training, and national design guidance. The strategic framework will coordinate policies, leverage investment, promote partnerships, and enhance access to opportunity in communities and neighborhoods throughout the United States.

The Recipient shall assist FHWA in implementing targeted activities such as promoting existing FHWA resources, updating the FHWA Research in Progress (RiP) database, promoting university pedestrian and bicycle course material, developing a curriculum of key resources for new pedestrian and bicycle coordinators, updating the library of publicly available pedestrian and bicycle images, and creating an online community of practice for pedestrian and bicycle practitioners to share design resources. These activities and related products will be posted on the website as appropriate and will focus on encouraging widespread use of recent FHWA resources and promoting connected pedestrian and bicycle networks, nonmotorized data, safety, and equity, as identified in the Strategic Agenda.

Task Area 3: Enhance Behavioral Safety Education, Enforcement, Policy, Research, and Communication Related Efforts

Task Area 3 incorporates specific tasks and subtasks related to behavioral safety education, enforcement, policy, research, and communication to support efforts aimed at preventing motor vehicle related crashes and decrease serious injuries and fatalities among pedestrians and bicyclists coexisting within a shared roadway environment with motorists. This effort will relate to behavioral safety of pedestrians, bicyclists, and motorists around pedestrians and bicyclists. NHTSA's Safety Countermeasures Division, Office of Safety Programs will be the lead DOT mode for Task Area 3, and will appoint a point person for this task.

Task 3.0: Incorporate and Enhance Behavioral Safety Education, Enforcement, Policy, Research and Communication Efforts as Functional Components of the Clearinghouse.

Task 3.1: Work Plan

The Recipient shall develop a specific work plan for Task 3, for each project year that includes timeframes, major milestones, deliverables, and an annual implementation plan. As with Task 1.1, the workplan shall contain the technical approach, management approach and detailed schedule needed to complete the tasks. The delivery of this behavioral education, enforcement, policy, and research workplan shall follow the same schedule as required under Part 1 (1.1 and 1.2) and will be incorporated into the overall information center workplan. The work plan shall provide updated and refined information from the proposal; it shall focus on specific year one activities; and through discussion at the kickoff meeting will incorporate the AOR's comments and edits.

Task 3.2: Pedestrian, Bicyclist, And Motorist Education And Enforcement Products, Initiatives, Countermeasures, And Lessons Learned

The Recipient shall identify and incorporate pedestrian, bicyclist, and motorist education and enforcement products, initiatives, countermeasures, and lessons learned into a comprehensive approach with engineering for pedestrian and bicycle safety. The Recipient shall support this effort by:

Incorporating education and enforcement reference materials into existing information center efforts, where appropriate, to reinforce and promote the effectiveness of a comprehensive three "E" (engineering, education, and enforcement) approach to pedestrian and bicycle safety at the State and local levels. This includes action on an ongoing basis to: identify what materials to include, update, or revise; identify gaps in resources and propose ways to address and prioritize gaps; add education and enforcement into existing national, State, and local training and webinars; and enhance the correlation of State and local pedestrian and bicycle safety action plans to proposed efforts. At a minimum, the Recipient shall:

Identifying a mechanism and complete an exhaustive review of existing promising model pedestrian and bicycle programs, program elements, research, and resources that collectively impact the safety of these road users. Designating those that best support local efforts based on varying targeted audiences and State and local crash data identified. Specifically, the Recipient shall:

- Coordinate with the AOR and NHTSA to develop and use guidelines for determining what will be included in the information center;
- Create an approach to house and catalog selected items in a manner that is meaningful, useful, and searchable;
- Determine the best manner to correlate, cross reference, yet distinguish these resources from the technical engineering parts of the information center;
- Include education, enforcement, and marketing efforts that include a purposeful and collaborative effort with engineering projects.
- Track new efforts and local and State policies to maintain timely updates to the information center; and
- Track pedestrian and bicycle laws and proposed legislation at the State and local levels. Explore the effectiveness of such laws and the impact on safety over time. If significant findings are drawn, prepare a white paper or article suitable for publication for traffic safety newsletters or magazines.

Note: Consider engineering-related education to suitable audiences (enforcement officers, teachers of driver's education, the public, etc.), and ways to tie education and enforcement efforts with and around community based engineering efforts.

Track existing resources, tools, activities, or strategies for use by communities to engage and incorporate law enforcement into pedestrian and bicycle safety efforts. For example, identify or create resources needed by law enforcement officers to better enable them to engage with the general public, decisionmakers, MPOs, and local engineers and planners to share knowledge, resources, and collaborative efforts towards enhancing the safety of all road users (specifically including pedestrians and bicyclists). Similarly, include resources for engineers and planners that support effective partnerships and collaboration with law enforcement.

Identify weaknesses or gaps in existing resources to update or simplify. (See Task 3.5 for marketing and delivery mechanisms.) Considerations might include needs for professional audiences and/or the public:

- Model tools;
- Creative opportunities and approaches or settings to promote safety behaviors (desired behaviors based on engineering countermeasures) with: the general public; law enforcement; the driver's education community; and other audiences identified by State Highway Safety Offices;
- Education and training gaps for cultural, ethnic, or age specific audiences; and
- Local policies.

Gaps for public education might include revisions to use plain language, materials and mechanisms to reach non-English speaking or low-literacy audiences, and ways to draw nontraditional partners to the website, technical support, or to engage in discussions.

Task 3.3: Behavioral Safety Education Materials And Opportunities To Assist Highway Safety Offices, Enforcement Officers, Communities, And The General Public Towards The Safety Of Pedestrians And Bicyclists On Public Roadways.

The Recipient shall:

Focus on resource development and enhancement of approaches to reach targeted audiences, based on identified gaps and needs by behavioral traffic safety experts, including Highway Safety Offices and enforcement, local program managers, safety coalitions, advocates, and the general public (see Task 2.3.)

Develop and incorporate education resources, promising approaches, and lessons learned to assist community-based traffic safety groups, including local Safe Communities, Traffic Safety Coalitions, and the general public, regarding behavioral practices to prevent pedestrian and bicycle motor vehicle related crashes and subsequent serious injuries and fatalities. Efforts shall address at a minimum:

- Pedestrians and bicyclists in traffic, and motorists around pedestrians and bicyclists;
- Related traffic safety issues such as impairment, distraction, speeding, conspicuity, etc., and their impacts on pedestrian and bicycle safety.
- Education and language barriers of the general population.
- Ideas with innovative reach to desired audiences, delivery mechanisms, and use beyond the traffic safety professional in mind.

Develop innovative and interactive mechanisms to share promising practices to enhance safe walking and biking awareness. Innovation, and state of the art, futuristic approaches should be considered along with use of short videos, case studies, social media, etc.

Develop innovative and interactive delivery mechanisms to share promising practices to enhance motorist awareness of safe driving around pedestrians and bicyclists. Consideration may be given to video clips, case studies, social media, webinars, in-person training, and more.

Enhance the ease of use and accessibility of a community-oriented, online information center to promote pedestrian and bicycle tools and resources.

Task 3.4: Identify and establish useful resources or tools for communities to engage audiences of varying ages, ethnicities, and education levels.
The Recipient shall:

Identify needs and provide technical support for education and enforcement efforts at the community level. The Recipient shall:

Identify and provide pedestrian and bicycle safety education and enforcement technical assistance to a variety of audiences, supporting identified pedestrian and bicycle safety needs. Because many pedestrian and bicycle safety efforts occur and are driven by community needs, community and nontraditional audiences will need to be engaged and may not know that the information center exists.

Develop a -mechanism to assess needs for technical support at the community level. The Recipient then shall provide specific activities to best reach and provide education, enforcement, and technical support to communities to enhance their community efforts to decrease pedestrian and bicycle motor vehicle-related crashes and resulting injuries and fatalities.

Enhance and maintain a user friendly and searchable series of frequently asked questions and answers.

Assist and advise incorporation of education and enforcement towards the safety of all road users (specifically including pedestrians and bicyclists) in strategic planning and short and long term goals at the local, MPO, and State level.

Provide support through technical assistance and by providing educational material to States and localities for pedestrian and bicycle safety-related education and enforcement planning in their community.

Task 3.5: Marketing And Communication Approaches
The Recipient shall:

Establish marketing strategies to draw traditional and non-traditional audiences to the information center as a one-stop shop for pedestrian and bicycle safety and related themes. Include ways to direct users to sites that will best serve their State or local needs for services or assistance.

Develop a strategy that creates common ground among transportation system users and public health entities based on the premise that *traffic safety is everyone's responsibility.*

Establish creative means and seek opportunities to draw in nontraditional partners or audiences to this site. Address ways to enhance collaboration between nontraditional and traditional applications and partnerships to reduce motor vehicle- related pedestrian and bicyclist fatalities and injuries. Consider variances in demographics, cultures, ages, and education levels).

Identify effective marketing tools for law enforcement officers to engage traffic safety partners, decisionmakers, MPOs, engineers and planners, and the general public, to inform and educate on pedestrian and bicyclist safety education and enforcement.

Create innovative opportunities and participate in marketing efforts to promote traffic safety related to pedestrians and bicyclists, including but not limited to:

- Twitter parties, mommy blogs, etc., to reach varying groups beyond typical traffic safety partners.
- Infographics or other appealing marketing tools, as appropriate.
- Collect and share victim experiences for community education and outreach efforts.
- Establish mechanisms to reach nontraditional partners to the information center site and technical support.

Identify and implement effective mechanisms to reach high risk audiences as identified from the national, State or local data on pedestrian and bicycle safety.

Collect and maintain an online, interactive library of pedestrian and bicycle visual images, video clips, and/or active graphics or infographics that show how crashes happen, how to avoid crashes, desired safe pedestrian and bicycle behaviors, and desired safe motorist behaviors around pedestrians and bicycles. Ensure images show ethnic and age diversity and behaviors of pedestrians, bicyclists and drivers across the age span for use in education initiatives. Emphasize the importance of positive role modeling by parents, all adults, and older youth. Show enforcement officers enforcing traffic laws to increase the safety of pedestrians and bicyclists.

Identify, establish, and support suitable pedestrian, bicycle, or combined campaigns, in conjunction with NHTSA and FHWA, addressing safety issues in associated with motorized traffic.

Identify an approach to monitor and report on use of resources.

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

The FHWA anticipates making one award as a result of this Notice of Funding Opportunity. The FHWA anticipates Federal funding up to a total amount of $3,215,000 may be made available for this Agreement subject to the availability of funds.

Funding Period	Anticipated Federal Funding (80%)	Anticipated Cost Share (min. 20%)
Year 1 (12 months)	$625,000	$156,250
Year 2 (12 months)	$625,000	$156,250
Year 3 (12 months)	$625,000	$156,250
Year 4 (12 months)	$625,000	$156,250
Year 5 (12 months)	$625,000	$156,250
TOTAL	$3,125,000	$781,250

2. TYPE OF AWARD

The planned award type is a Cooperative Agreement.

3. PERIOD OF PERFORMANCE

The period of performance for this Agreement will be a base period of 60 months from the effective date of the Agreement.

4. DEGREE OF FEDERAL INVOLVEMENT

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

- Technical assistance and guidance to the Recipient.
- Close monitoring of performance.
- Involvement in technical decisions.
- Participation in status meetings including kick off meeting and annual technical and budget reviews.
- Coordinate information with other FHWA offices and activities as needed.
- Participate in status meetings, annual meetings, and other discussions as needed.
- Review and comment on draft documents as appropriate.

SECTION C – ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

This competition is open to the National Academy of Sciences, the American Association of State Highway and Transportation Officials, any Federal laboratory, Federal agency, State agency, authority, association, institution, for-profit or nonprofit corporation, organization, foreign country, or any other person."

2. COST SHARING OR MATCHING

The Federal share of the cost of this project shall be 80 percent. The Applicant shall provide a minimum 20 percent cost share of total project cost.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at Grants.gov under the Notice of Funding Opportunity Number DTFH6116RA00016.

The Applicant must complete and submit all forms included in the application package for this Notice as contained at www.grants.gov.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

- Applications must be prepared on 8½ x 11 inch paper except for foldouts used for charts, tables or figures, which must not exceed 11 x 17 inches. Foldouts must not be used for text, and will count as two pages.
- A page is defined as one side of an 8 ½ by 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
- Text must be printed using a font size no less than 12 point font (Arial or Calibri).
- Tables are permitted and text in tables must be doubled spaced.
- Text in captions below charts, tables or figures must be not less than 10 characters per inch, and can be 2 lines of text long (limited by the width of the chart, table or figure) and single spaced.
- Page margins must be a minimum of 1 inch top, bottom and each side.
- Page numbers may be located within the 1 inch margins.
- A Header or Footer identifying the Applicant/Team and the Volume, may be located within the 1 inch margins.
- Resumes are limited to one page each.
- No cost/price data will be included in Volume I, but must be included in Volume II.

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

Volume 1 – Technical Application as described below – 35-page limit

- Part I – Technical Approach (*<u>included</u>* in the pages limitation)
- Part II – Staffing and Management Approach (*<u>included</u>* in the pages limitation; resumes are *<u>not included</u>* in the pages limitation and may be an Attachment to Volume I)
- Part III – Experience (*<u>included</u>* in the pages limitation))

In the event a technical application exceeds the page limitation, the Government will evaluate only the first pages identified within the limitation above.

Volume 2 – Budget Application as described below - no page limit

- Part I – Application Forms
- Part II – Cost Information and Other Financial Information

Submit your application in the following format:

Volume 1 - Technical Application

Volume 1 – Technical Application as described below (see page limitations above)

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

a. Part I – TECHNICAL APPROACH: Provide a detailed description of the technical plan of how the Recipient would proceed if awarded this Agreement. Discuss and describe the ability of the proposed project to meet the purpose and objectives of this program, and the manner in which they will be addressed by your project.

b. Part II – STAFFING AND MANAGEMENT APPROACH:

    - 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 responsibilities, as well as the proposed level of effort and allocation of time (% 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 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.
    - Provide resumes for the proposed Program Manager/Principal Investigator and other key personnel to include name, experience, education and proposed role in project. Explain why the personnel possess the qualifications to perform the proposed positions. Resumes shall not exceed one page each.
    - A contingency plan to replace personnel over the period of performance without adversely affecting performance.
    - Describe the project management plan and approach to ensure successful and timely completion of the task order.
    - Include an organizational chart to demonstrate a sound approach to project organization, identifying project team roles and their relationships to each other.

c. Part III – EXPERIENCE: A summary of the Applicant's experience relevant to this project, listing projects of similar size and complexity over the past five years, and show which of the named key staff, were involved in those projects. List the following information for a minimum of three specific past projects in which the Applicant participated as project leader and/or member of project team:

    - Project title, description, value, and dates;
    - Sponsor/customer point of contact to include sponsor/customer name, title, organization, email address, phone number;
    - Role of Applicant in project;
    - Explanation of why or how the project is considered relevant or similar to the effort required by this Notice of Funding Opportunity; and

  - Note: In determining relevancy, consideration should be given, but not limited to, such things as product/service similarity, size and complexity, Agreement type, division of company proposing, and sub-Recipient interaction.
- Explanation of the project goals accomplished and any cost growth or schedule delays 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.

  Note: Prior to award, FHWA may contact past sponsor/customers to support the agency's risk assessment of the application.

Volume 2 - Budget Application

Volume 2 – Budget Application as described below - no page limit

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

a. Part I - APPLICATION FORMS

   1. SF424
   Note: Applicants may leave fields 5a, 5b, 6, 7, and 13 blank on the form.

   2. SF424A
      Note: Section A:
      - Block 1(a): Print opportunity title listed on page 1;
      - Block 1(b): Print CFDA number listed on page 1;
      - Block 1(c): Print Total Federal Funds Requested in dollars; and,
      - Block 1(d): Print Total Cost Share in dollars, and leave columns (e), (f), and (g) and rows 2, 3, and 4 blank.

   3. SF424B

   4. SFLLL
   Note: The form must be completed and submitted even if no lobbying to report. If no lobbying to report insert none or n/a in the relevant blocks.

b. Part II – COST INFORMATION AND OTHER FINANCIAL INFORMATION

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

   The detailed budget plan must include each of the following items/sub-items:

   1. Detailed Excel (or compatible) workbook containing spreadsheets/tabs (formatted to be printed out) and supporting information clearly delineating and supporting all estimated costs: with columns for Federal Share, Cost Share (if applicable) and Total Costs (per year and in summary form) as follows::

a. Labor Rates- Direct labor-by-labor categories to include hours, rates and escalation. Anticipated promotions for any personnel must be included with the escalation calculation. The annual direct labor escalations rate and its basis should be clearly stated with the application. Discuss your proposed rate as compared to historical experience and include when and how escalation will be calculated/implemented.

b. Indirect Rates- Discuss your proposed rates for all years. Identify all the various specific indirect rates including what they are (pool and base), and what they are based on (e.g.; labor overhead based on direct labor dollars) and how they are applied/calculated. Provide dollar values as well as percentages. Please also provide any audit information to support these rates (for example, a copy of signed Department of Health of Human Services rate agreement).

   Note: Per 2 CFR 200.414(f), Indirect (F&A) Costs, an Applicant may elect to propose a de minimis indirect rate of 10% of modified total direct costs.

c. Other Direct Costs- Applicants must provide a breakout and justification of Other Direct Costs by Category (travel, equipment, etc.).

d. If subcontractors/sub-Recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, must be furnished:

   i. Name and address of the organization or consultant.
   ii. Description of the portion of work to be conducted by the organization or consultant.
   iii. Cost details for that portion of work.
   iv. **Applicant's cost/price analysis of each sub-Recipient/contractor(s) showing how their price is fair and reasonable; and Applicant's cost/price analysis of each sub-Recipient/contractor(s) showing how their price is fair and reasonable (this includes any sub-Recipient/contractor(s) that will be included in the Federal share or the non-Federal share);** and
   v. Letter of commitment from each sub-Recipient/contractor(s) (this includes any sub-Recipient/contractor(s) that will be included in the Federal share, the non-Federal share or in a non-paid (volunteer) capacity).

e. Provide detail and support for cost share as part of overall project budget.

f. Clearly delineate cost share match versus Federal share.

2. Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information. Identify any preexisting intellectual property that you anticipate using during award performance, and your position on its data rights during and after the award period of performance.

3. The use of a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is required on all applications for Federal grants or Cooperative Agreements. Please provide your organization's DUNS number in your budget application.

4. A statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date 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 Applicant's ability to perform the proposed Agreement 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 Agreement in an impartial and objective manner. The Agreement Officer (AO) will review the statement(s) and may require additional relevant information from the Applicant. All such information, and any other relevant information known to DOT, 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 AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement 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 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 your organization 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 §170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated September 14, 2010, and Appendix A thereto, and acknowledge in its application that it understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Notice. The text of Appendix A will be incorporated in the award document as a General Term and Condition as referenced under this Notice'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 200.338 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.

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

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) 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 a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier 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 qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

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 Notice of Funding Opportunity.

The deadline stated on page 1 is the date and time by which the applicant must submit the full and completed application to www.grants.gov, including all required sections.

A late application will not be reviewed or considered unless the Agreement Officer (AO) determines that doing so is in the FHWA's best interest.

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 Agreement.

7. OTHER SUBMISSION REQUIREMENTS

In the event of system problems or technical difficulties with the application submittal, Applicants should contact the FHWA points of contact designated on page 1. If Applicants are unable to use the system due to technical difficulties, Applicants must e-mail applications to the FHWA points of contact listed on page 1 no later than six (6) hours prior to the application deadline cited above.

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The Government will evaluate applications on the following criteria: Technical Merit and Cost.

These criteria are distinct from eligibility criteria (see Section C) that are addressed before an application is accepted for review.

MERIT: FHWA will evaluate and rank the applications against the following technical merit evaluation factors of equal importance:

- Demonstration of an adequate understanding of the task areas and goals.
- Demonstration of a sound, adequate, clear, and realistic technical approach for performing the work.
- Demonstration of the resources and ability to achieve the program goals and objectives.
- Demonstration of an understanding of all risks associated with implementation of task requirements and include a clear, workable plan to mitigate such risks.
- Demonstration of potential to result in increased understanding/knowledge/application in the field of pedestrian and bicycle transportation.
- Demonstration of a management approach that is sound, adequate, clear, and realistic to manage this effort and ensure successful and timely completion of work, including a sound approach to project organization.
- Demonstration of a sound and realistic staffing approach to successfully perform the work including:
    - Proposed staff possess relevant experience, education and expertise to successfully perform the work;
    - Adequate contingency plan to replace personnel over the period of performance without adversely affecting performance; and
    - Adequate labor mix and realistic level of effort to successfully complete the work.
    - Demonstration of a multi-disciplinary team with a focus on the areas of pedestrian and bicycle networks, safety, equity, and trips (ie: encouraging more people to walk and bike).
    - Demonstration of strong partnerships with other organizations and businesses.
- Demonstration of experience with issues and opportunities related to the tasks and requirement, as well as relevant prior experience with work of similar size, scope and complexity to the work required under this NOFO.

Note: If an Applicant does not have a history of relevant experience or if past performance information is not available, the Applicant's experience will be considered to be neutral.

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.

If applicable, the degree of cost share and leveraging of non-Federal funds will be considered in the award decision. Applicants must provide the required matching funds, and supporting detail for these funds. Additional cost sharing will be considered beneficial to break ties among applications with equivalent ratings after evaluation against all other factors.

2. REVIEW AND SELECTION PROCESS

FHWA will utilize the following merit review process to evaluate applications:

A panel of agency experts will evaluate all eligible technical applications using the merit criteria listed above. The panel will individually evaluate the technical applications. The panel will then collectively assign an adjectival rating to each eligible technical application using the following merit ratings: Exceptional, Satisfactory, Marginal, and Unsatisfactory.

Agency personnel from the FHWA Office of Acquisition and Grants Management will evaluate the cost criteria listed above, and conduct a risk assessment of the Applicant prior to award as described below.

The Government will accept the application(s) that is (are) considered the most advantageous to the Government using the criteria cited above, and subject to the results of an Applicant risk assessment. Applications selected for possible award using the criteria cited above, will undergo the following risk assessment prior to award. The Government reserves the right to not make an award to an Applicant based on the results of the risk assessment.

Funding availability will also be considered in the award decision.

The AO is the official responsible for final award selection. The Government is not obligated to make any award as a result of this notice.

Risk Assessment

The Government will assess the risks posed by an Applicant before they receive an award. This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant and/or 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/or 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: The FHWA will review information provided by the Applicant, and any other relevant information known to DOT, 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 AO 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 government-wide suspension and debarment in 2 CFR Part 180, the Government will confirmation 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.

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 OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." The Government's review of this information will occur as part of the risk assessment.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

FHWA anticipates, but does not guarantee, making an award on or about September 15, 2016.

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

If your organization's application is selected for award, you will be notified and sent an award document for signature. Applicants not selected for award will be notified in writing by FHWA.

Only the AO can commit the FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

Notice that an Applicant has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems, if necessary. If the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the Applicant.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations that apply to this Agreement are available online at: http://www.fhwa.dot.gov/aaa/generaltermsconditions.cfm

The online list dated March 6, 2015 of "General Terms and Conditions for Assistance Awards (for awards after December 26, 2014)" shall apply to the resulting award.

Special terms and conditions follow:

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

*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 200.79 and 2 CFR 200.82 will not be requested unless necessary and only with prior written approval of the AO with concurrence from the Agreement Officer's Representative (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) 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:

Name	Title/Position
TBD	Principal Investigator (PI)
TBD	Program Manager (PM)
TBD	Senior Professional (e.g. Planner, Engineer, Landscape Architect, etc.)

NOTE: The Government anticipates that the PI and PM to be listed as key personnel as staff considered essential to meet the program requirements and objectives. The Applicant, however, may propose additional staff as key personnel if deemed essential to meet the program requirements and objectives. The Government may list proposed staff as key personnel if deemed essential to meet the program requirements and objectives.

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 or Recipient 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:

Name
(*** 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 applications are accepted, approved, and incorporated herein as Attachments A and B. In the event of any conflict between this Agreement document and the Recipient's proposal and/or 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 support. See the definition of conference as contained in 2 CFR 200.432.

Food and beverage costs are not allowable conference expenses for direct reimbursement under this Agreement unless approved in advance by the AO in writing. Any costs associated with food, meals or light refreshments are not allowable for reimbursement under this Agreement unless the AO approves those costs in advance.

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. AGREEMENT PERFORMANCE REQUIREMENTS SUMMARY

Not Applicable.

M. 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. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from one level above the AO. 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.

N. CLOSEOUT OF AGREEMENT FILE

The Government will initiate the administrative closeout of the 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 Agreement within the timeframes requested by the Governmnet. The Government anticipates the timeframe to complete administrative close out of this Agreement will not exceed six months.

3. REPORTING

A. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

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

Submit an electronic copy to the Agreement Specialist at the following address:

Hector.Santamaria@dot.gov

Submit one electronic copy to the AOR at the following address:

Federal Highway Administration
Office of Human Environment
1200 New Jersey Avenue
Washington, DC 20590
Attention: (to be filled in at award)

B. QUARTERLY PROGRESS REPORT

The Recipient will submit an electronic copy of the Performance Progress Report (SF-PPR), in PDF format, to the AOR and the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Final PPRs are due 90 days after the end of the Agreement period of performance. The SF-PPR is available online:
https://www.whitehouse.gov/omb/grants_forms

The Quarterly Progress Report must include the required certification pursuant to 2 CFR 200.415.

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

To fulfill the SF-PPR Block 10, Performance Narrative requirement, the Recipient shall complete the Quarterly Reporting Template (expand as necessary) that will provide a formatted report of:

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;
d. A tabulation, clearly delineated by Federal share, cost share and total, of the current and cumulative costs expended by cost element (labor, travel, indirect costs, subrecipient/subcontractor, etc.) by quarter versus budgeted costs;
e. Work performed in support of the FHWA and DOT Strategic Goals; and
f. Budget revisions.

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

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

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Address any questions to the following:

Primary point of contact:

Hector R. Santamaria, Agreement Specialist
Federal Highway Administration
Office of Acquisition and Grants Management
Email: Hector.Santamaria@dot.gov
Phone: (202) 493-2402

Secondary point of contact:

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

SECTION H — HISTORICAL BACKGROUND

This Agreement will replace an existing Agreement with the University of North Carolina at Chapel Hill Highway Safety Research Center. The current Agreement, DTFH61-11-H-00024, was awarded in August 1, 2011 and is effective through September 30, 2016. This planned Agreement will serve as a follow-on Agreement to support the national pedestrian and bicycle information center and its related activities.

- The FHWA first sponsored a National Bicycle and Pedestrian Clearinghouse under Contract DTFH61-94-C-000154 with the Bicycle Federation of America, from September 1, 1994 through August 30, 1998.
    - o The Project for Public Spaces acquired the Bicycle Federation of America in July 2011 and operated the National Center for Bicycling and Walking as one of its programs.
- The Transportation Equity Act for the 21st Century (TEA-21) section 1212(i) set aside funds for FHWA to fund a national bicycle and pedestrian clearinghouse. FHWA competed this requirement, which resulted in an Agreement (DTFH61-99-X-00003) with the University of North Carolina at Chapel Hill Highway Safety Research Center (UNC), effective from June 1, 1999 through May 31, 2006.
- The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) section 1411(b) also set aside funds for a clearinghouse. FHWA recompeted this requirement and awarded Agreement DTFH61-06-H-00025 to UNC, effective June 1, 2006 through August 1, 2011.
- FHWA recompeted the Agreement in 2011, and awarded Agreement DTFH61-11-H-00024 to UNC, effective August 1, 2011. FHWA extended this period of performance through September 30, 2016.
- There is no statutory requirement for FHWA to continue the national bicycle and pedestrian clearinghouse; however, FHWA has authority to maintain this service.

FHWA intends to award a new Agreement to promote walking and bicycling nationwide. FHWA anticipates at least a 1-month overlap between the existing PBIC and the new national pedestrian and bicycle information center to allow for transitioning activities.

- The FHWA recommends that potential Applicants consider partnerships with other organizations and businesses as they prepare their applications.

Federal transportation funding used for pedestrian and bicycle projects and programs has increased since the early 1990s: http://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/. The amount of walking and bicycling also has increased. Government agencies, transportation professionals, and advocates demand a corresponding increase for technical assistance and information. The national pedestrian and bicycle information center will help address these needs.

To learn about ongoing and planned U.S. DOT pedestrian and bicycle activities, please see the following websites:

- FHWA's Bicycle and Pedestrian activities: www.fhwa.dot.gov/environment/bicycle_pedestrian/index.cfm
- FHWA's Pedestrian and Bicycle Safety Program: http://safety.fhwa.dot.gov/ped_bike/
- FHWA's Pedestrian and Bicycle Safety Research: www.fhwa.dot.gov/research/topics/safety/pedbike/
- FHWA's Safe Routes to School: www.fhwa.dot.gov/environment/safe_routes_to_school/
- NHTSA's Bicycle Program: www.nhtsa.gov/Bicycles
- NHTSA's Pedestrian Program: www.nhtsa.gov/Pedestrians

- NHTSA's Pedestrian and Bicycle Research: www.nhtsa.gov/Driving+Safety/Research+&+Evaluation# under Pedestrians and Bicycles
- NHTSA's Parent Central: http://www.safercar.gov/parents/index.htm