

plan will be evaluated with respect to its feasibility, realism, and ability to achieve desired outcomes.

C. Special Competencies (15 percent)

The extent to which the applicant has met the special competencies (see Eligibility Requirements) including knowledge of and familiarity with law enforcement roles in pedestrian safety issues associated with the proposed intervention or effort, technical and management skills needed to successfully design, conduct, and evaluate the proposed effort; ability to work with various organizations and the walking community to implement programs or compile data; ability to design and implement approaches for addressing pedestrian safety related problems; and experience in fostering new programs within law enforcement agencies.

Project Management and Staffing (20 percent)

The extent to which the proposed staff are clearly described, appropriately assigned, and have adequate skills and experience. The extent to which the applicant has the capacity and facilities to administer and execute the proposed project. The extent to which the applicant has provided details regarding the level of effort and allocation of time for each staff position. The extent to which the applicant has design/evaluation expertise and expertise working with the community. The applicant must furnish an organizational chart and résumés of each proposed staff member. The applicant must include letters of commitment from the official in charge of the participating law enforcement agency. Is the applicant's staffing plan reasonable for accomplishing the objectives of the project within the time frame set forth in the announcement? Is the timeline submitted by the grantee reasonable? Has the applicant's financial budget provided sufficient detail to allow NHTSA to determine that the estimated costs are reasonable and necessary to perform the proposed effort? Has financial or in-kind commitment of resources by the applicant's organization or other supporting organizations been clearly identified?

E. Analytic Plan (20 percent)

The extent to which the analytic plan clearly articulates the project's potential to make a significant impact on improving pedestrian safety or reducing pedestrian crashes, and associated injuries and fatalities. The extent to which the analytic plan indicates how

the information/data collected in the project will be compiled, analyzed, interpreted and reported. When information is qualitative, what criteria will be used to analyze it? Are there sufficient data/information sources and is access ensured from appropriate owners or collectors of data to obtain and appropriately analyze the quantitative and qualitative information needed on the proposed project?

Special Award Selection Factors

While not a requirement of this announcement, applicants are strongly urged to seek funds from other Federal, State, local, and private sources to augment those available under this announcement. For those applications that are evaluated as meritorious for consideration of award, preference may be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those in this announcement.

Terms and Conditions of Award

1. Prior to award, each grantee must comply with the certification requirements of 49 CFR part 20, Department of Transportation New Restrictions on Lobbying, and 49 CFR part 29, Department of Transportation Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirement for Drug Free Work Place (Grants).

2. Reporting Requirements and Deliverables:

A. Quarterly Progress Reports must include a summary of the previous quarter's activities and accomplishments, as well as the proposed activities for the upcoming quarter. Any decisions and actions required in the upcoming quarter should be included in the report. Any problems and issues that may arise and need the attention of the Contracting Officer's Technical Representative (COTR) or Contracting Officer (CO) should be clearly identified in the quarterly report in a specific, identified section. The grantee shall supply the progress report to the COTR every ninety (90) days, following date of award.

B. Initial and Subsequent Meetings with COTR: The grantee will meet with the COTR and appropriate NHTSA staff at NHTSA's offices in Washington DC to discuss and refine the development, implementation, and evaluation of the project. The grantee will prepare a 20 to 30 minute presentation describing the project and will be prepared to answer questions from the COTR and others present at the briefing. After this initial meeting with the COTR, the grantee

should meet at least once a year with the COTR in Washington DC at NHTSA's offices, or at a mutually agreed-to conference, to discuss the project's progress and results. These meetings will be a minimum of 4 hours in length. No fewer than three meetings should be proposed.

C. Revised Project Plan: If needed, the grantee will submit a revised project plan incorporating verbal and written comments from the COTR. This revised plan is due no more than one (1) month after the date of the initial meeting with COTR.

D. Draft Final Report: The grantee will prepare a Draft Final Report that includes a description of the project, issue addressed, program implementation (if relevant), analytic strategies, findings, and recommendations. With regard to technology transfers, it is important to know what worked and what did not work, under what circumstances, what can be done to enhance replication in similar communities, and what can be done to avoid potential problems for future replication of the project. This is true even if the applicant reviewed and documented existing programs. The grantee will submit a Draft Final Report to the COTR 60 days prior to the end of the performance period. The COTR will review the Draft Final Report and provide comments to the grantee within 30 days of receipt of the document.

E. Final Report: The grantee will revise the Draft Final Report to reflect the COTR's comments. The revised final report will be delivered to the COTR 15 days before the end of the performance period.

F. Requirements for Printed Material: The print materials shall be provided in NHTSA in both camera-ready and appropriate media formats (disk, CD-ROM) with graphics and printing specifications to guide NHTSA's printing office and any outside organization implementing the program. Printing Specification follow.

a. Digital artwork for printing shall be provided to NHTSA on diskette (100MG Zip disk or 1GB Jaz disk). Files should be in current desktop design and publication programs, for example, Adobe Illustrator, Adobe Photoshop, Adobe Pagemaker, Macromedia Freehand, QuarkXPress. The grantee shall provide all supporting files and fonts (both screen and printers) needed for successful output, black and white laser separations of all pages, disk directory(s) with printing specifications provided to the Government Printing Office (GPO) on GPO Form 952 to guide NHTSA's printing office, GPO, and any outside organizations assisting with