

Availability of Funds and Period of Support

Contingent on the availability of funds and satisfactory performance, cooperative agreement(s) awarded under this solicitation will extend for a project period of 3 years. *Should the Agency select a national organization to administer the entire demonstration program, consisting of multiple community projects rather than a single project, NHTSA will make only one (1) award under this announcement.* NHTSA will consider applications from State organizations to administer 1 to 2 community projects, and also applications from local organizations to administer individual community projects.

A total estimated program effort of \$700,000 is anticipated over the 3-year period, with approximately \$400,000 available in Fiscal Year 2003. Based on demonstrated need, we anticipate that the funding level to support the individual community projects will range from between approximately \$150,000 and \$200,000 total, over the 3-year project period. This estimate is based on depreciating funding levels of 100 percent for year one, 50 percent for year two, and 25 percent for year three, and the expectation that the grantee will identify and utilize other funding resources to support the effort. This stated range *does not* establish minimum or maximum funding levels.

Please note that applications from national and state organization also may budget for necessary organization costs to administer the community projects and establish an infrastructure to sustain the program. Each application, whether from a national, state or local entity, must specify the portion of funding requested for evaluation activities. It is imperative that all applicants earmark at least 20 percent of the total budget for such evaluation activities, whether NHTSA funding, applicant's contribution, or combined funding resources.

Successful applicants will work closely with a NHTSA evaluator, most likely an independent contractor, who will oversee the evaluation component of the program and individual community projects. The evaluator will work with successful applicants on evaluation design and execution to ensure that results from all awarded projects remain consistent. Thus, this portion of the project evaluation will not be an additional cost item for the project applicants.

NHTSA Involvement

In addition to being involved in all activities undertaken under the cooperative agreement program, NHTSA will:

1. Provide a Contracting Officer's Technical Representative (COTR) to participate in the planning and management of activities undertaken pursuant to this cooperative agreement and to coordinate activities between the grantee(s) and NHTSA;
2. Provide information and technical assistance from available government resources, as deemed appropriate by the COTR;
3. Serve as a liaison between NHTSA Headquarters, Regional Offices and other Federal, State and local stakeholders who may be interested in the demonstration program and the activities of the grantee, as appropriate;
4. Stimulate the transfer of information between grantees involved in the demonstration program and others engaged in rural community traffic safety programs; and 2. Provide available NHTSA materials to support grantee activities, as appropriate.

Special Award Selection Factors

NHTSA strongly urges applicants to seek funds from other Federal, State, local and private sources to augment those available under this announcement, and specifically to support cost-sharing in the second and third years of the agreement as the program moves towards self-sufficiency. NHTSA may give preference to meritorious applications with the best-proposed cost-sharing strategies and/or identifying additional proposed funding sources to support and sustain the program. In-kind services provided by the applicant organization may be included as a contribution.

Terms and Conditions of Award

1. Prior to award, each grantee must comply with the certification requirements set forth in 49 CFR Part 20, DOT's New Restrictions on Lobbying, and those set forth in 49 CFR Part 29, DOT's Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants).

2. Reporting Requirements and Deliverables:

a. *Quarterly Progress Reports* are required and should 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. The grantee shall supply the progress report to the Contracting Officer's Technical Representative (COTR) every 90 days following date of award;

b. *Program Action Plan and Evaluation Plan:* The grantee shall submit revised action and evaluation plans, incorporating comments received from the NHTSA COTR, no more than 60 days after award of this agreement. The NHTSA COTR will review, comment and request revision, if necessary.

c. *Draft Final Report:* The grantee shall prepare a Draft Final Report that includes: a project description, process of implementation, partnerships established, community participation, activities conducted, establishment of infrastructure, and results and findings from the program evaluation, including changes in safety belt use rates. In terms of information transfer, it is important to know what worked and did not work, under what circumstances, what can be done to avoid potential problems in future projects. The report also should contain a discussion of how the project will be sustained within the community and organization, if applicable, and potential for replication. The grantee shall submit the Draft Final Report to the COTR 60 days prior to the end of the performance period. The COTR will review the draft report and provide comments to the grantee within 30 days of receipt of the document.

d. *Final Report:* The grantee shall revise the Draft Final Report to reflect the COTR's comments. The revised Final Report shall be delivered to the COTR 15 days before the end of the performance period. The grantee shall supply the COTR:

- Four hard copies of the final document;
- A disk of the report in Microsoft Word format; and
- A disk of the redlined version of the Draft Final Report reflecting changes made in response to the COTR's comments.

e. *Presentations:* The grantee shall conduct a final briefing of the project process and results to NHTSA staff in Washington, DC, and provide a workshop presentation at a national meeting to be determined upon completion of the project.

3. During the effective performance period of cooperative agreement(s) awarded as a result of this announcement, the agreement as applicable to the grantee shall be subject