



U.S. Department
of Transportation

SMART Reporting Webinar

October 19, 2023

SMART
GRANTS PROGRAM

Audio

- To listen via computer:
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 - Closed captioning services are included in this webinar
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Questions for Presenters

- Please type your questions into the chat box at the bottom of your screen

Website

- For more information, please visit <https://www.transportation.gov/SMART>
- Subscribe to receive email updates on the SMART program

Agenda

- Opening Remarks from Stan Caldwell
- Reporting Requirements Overview & Guidance Documents
- Quarterly Reporting:
 - Milestone Progress Report-MS Form
 - Federal Financial Form & Invoice Submittal
- Stage One Evaluation Plan
- Data Management Plan
- Non-Competitive Procurement Fact Sheet
- Q&A

Today's Presenters



Stan Caldwell

SMART Grants Program Director, Office of the Assistant Secretary for Research and Technology

Christopher Walston

Grants Management Specialist, Office of the Assistant Secretary for Research and Technology

Anna Solow-Collins

Economist, Volpe National Transportation Systems Center

Tara Lanigan

Policy Advisor, Office of the Assistant Secretary for Research and Technology

Jesse Long

Librarian, Bureau of Transportation Statistics

The SMART logo, where the letters "S", "M", "A", and "R" are in blue, and the letter "T" is in green. A thick black horizontal line is positioned below the entire word "SMART".



Welcome

Stan Caldwell

SMART Grants Program Director, Office of the Assistant
Secretary for Research and Technology

U.S. DOT

Overview: Reporting Requirements

1. **Quarterly Reporting** – Due 30 days after reporting periods (3/31, 6/30, 9/30, and 12/31). First report due 10/30.
2. **Evaluation Plan** – Due December 15th.
3. **Data Management Plan** – Due December 15th.
4. **Implementation Plan** – Draft report due no later than one year after receiving the grant. The final report shall be submitted by the end of the period of performance.

Reporting Calendar and Links

Recipient Deliverable	Recipient Due Date	Where to Submit
Quarterly Progress Report #1 Federal Financial Report #1	10/30/23	Link to form Link to Delphi
Evaluation Plan	12/15/23	Email to smartreporting@dot.gov
Data Management Plan	12/15/23	Online portal
Quarterly Progress Report #2 Federal Financial Report #2	1/31/24	Link to form Link to Delphi
Quarterly Progress Report #3 Federal Financial Report #3	4/30/24	Link to form Link to Delphi
Quarterly Progress Report #4 Federal Financial Report #4	7/30/24	Link to form Link to Delphi
Implementation Report	7/1 – 9/30/24	Email to smartreporting@dot.gov
Quarterly Progress Report #5 Federal Financial Report #5	10/30/24	Link to form Link to Delphi
Quarterly Progress Report #6 Federal Financial Report #6	1/31/25	Link to form Link to Delphi



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Quarterly Reporting

Milestone Progress Report Overview

- Quarterly Milestone Progress Report are an opportunity for you to share significant accomplishments, issues, milestones, and upcoming activities.
- Reporting periods end on 3/31, 6/30, 9/30, and 12/31, regardless of budget period start dates.
- Deadlines for quarterly reports are no later than 30 days after the end of the reporting period. The first report will be due by October 30th.

Access the MS Form via this button
or through

<https://forms.office.com/g/0xwFNfBC5Z>



Milestone Progress Report Information Questions



- Lead Applicant Name.
- Name of Filer.
- Email Address of Filer.
- Federal Award Identification Number (FAIN):
 - Available on your signed grant agreement (SMARTFY2...)
- Reporting Period End Date.

USDOT SMART Progress Reporting Form

The Bipartisan Infrastructure Law (BIL) established the Strengthening Mobility and Revolutionizing Transportation (SMART) discretionary grant program in order for eligible public sector agencies to conduct demonstration projects focused on advanced smart community technologies and systems. Grant-funded projects should improve transportation efficiency and safety.

If you reached this page, you are a grant recipient responsible for reporting. Quarterly reporting periods end on 3/31, 6/30, 9/30, and 12/31, regardless of budget period start dates. Deadlines for quarterly and semi-annual reports are no later than 30 days after the end of the reporting period.

* Required

Awardee Information

1. Lead Applicant Name *

2. Name of Filer *

First and Last Name of the person completing this form

3. Email Address of Filer *

A screenshot of the information questions on the SMART Quarterly Reporting form.

Milestone Progress Report Project Status Questions

4,000-character limit for each question (approximately 500 words)

- Overall Status.
- Significant Activities and Accomplishments.
- Unresolved and Significant Issues.
- Up to 10 Milestones:
 - Define your own
 - Add anticipated start date and actual end date for completed activities.
- Future Reporting Period Significant Activities.

Milestone Progress Report Certification & Next Steps

Compliance:

- Certification of Accuracy and Truthfulness.
- Certification of compliance with [2 C.F.R. 200.303](#).

Next Steps:

- SMART Program will review progress reports and reach out if there are any concerns or questions to your responses.
- Highlights and accomplishments may be shared with the wider SMART community.

Quarterly Financial Reports Overview



Quarterly Invoice- SF-270/SF-271 Request for Advance or Reimbursement, Will be submitted through Delphi.

Financial Report- SF-425 Federal Financial Report (FFR), Please submit as an attachment to your invoice in Delphi. If you have issues uploading or If you do not have an invoice to submit for the quarter, please submit your FFR (SF-425) to smartreports@dot.gov

Supporting Cost Detail- Detailed breakout of all cost, by cost category. Please submit as an attachment to the invoice in Delphi.

Quarterly Financial Reports

Supporting Cost Detail



- Detailed breakout by cost objective on the SF-424A. Which includes Personnel, Fringe, Travel, Supplies, Equipment, Contractual, Construction, Other, and Indirect Cost.
- Federal share and recipient's voluntary cost share should be separate.
- Show cost for the reporting period and the cumulative amount for each cost category for the entire project.

Quarterly Financial Reports Delphi e-Invoicing System



<https://www7.transportation.gov/cfo/delphi-einvoicing-system>

Q: What is the Delphi e-Invoicing System?

A: The Delphi e-Invoicing System is the U.S. Department of Transportation's (DOT) electronic invoicing system that is integrated with DOT's core accounting system. It is a Web-based portal for grant recipients to electronically request payment and monitor payment status.

Q: What are some of the benefits of using the Delphi e-Invoicing System?

A: The Delphi e-Invoicing System will allow for more efficient and accurate processing of grant payments, as well as real time monitoring and tracking of invoices. The system provides e-mail notifications on all invoice approvals and rejections, as well as real time information about the status of invoices, and enable the uploading of electronic attachments to provide supporting documentation for invoices.

- SMART Grant Managers worked to establish Delphi accounts for all SMART grant recipients, Points of Contact (POC) after grant award.
- To add an additional POC to Delphi please send a request with the POC's Name, phone number, and email address to your assigned Grant Manager.

The Federal Funding Accountability and Transparency Act of 2006 (FFATA)



2 CFR PART 170—REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION

- Requires that Federal contract, grant, loan, and other financial assistance awards of more than \$30,000 be displayed on a publicly accessible and searchable website to give the American public access to information on how their tax dollars are being spent. In 2008, FFATA was amended by the Government Funding Transparency Act, Pub. L. 110-252, which required prime recipients to report details on their first-tier sub-recipients for awards made as of October 1, 2010.

1. Reporting Subawards and Executive Compensation.

- **Reporting of first-tier subawards.**
- **Applicability.** Unless you are exempt as provided in paragraph d. (If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report) of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

- I. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- II. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)



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Stage One Evaluation Plan

The Role of Evaluation



Evaluation Plan Purpose

- **To prepare for the SMART Grant Implementation Report:**
 - Purpose: To understand what your project has and could achieve, including,
 - Proof-of-Concept or Prototype Evaluation Findings,
 - Anticipated Costs and Benefits of At-Scale Implementation,
 - Challenges & Lessons Learned, and
 - Deployment Readiness.
- **To make the best possible case for how the proof-of-concept or prototype met expectations and whether full implementation would meet program goals.**

Evaluation Plan Requirements

SMART Grant Agreement Requirement

- The plan must provide:
 - An overview of how the proof-of-concept or prototype will be evaluated;
 - A description of the goals of the project if implemented at scale;
 - An outline of the methods that will be used to estimate the anticipated benefits and costs if implemented; and
 - A list of robust performance metrics and measurable targets.

STRENGTHENING MOBILITY AND REVOLUTIONIZING TRANSPORTATION (SMART) GRANT PROGRAM
GRANT RECIPIENT REPORTING GUIDANCE

Stage 1 Evaluation and Data Management Plan Guidance

The purpose of this guidance is to assist grant recipients in developing their Stage 1 Evaluation and Data Management Plans for the Strengthening Mobility and Revolutionizing Transportation (SMART) grant program.

Grant recipients are not required to use this guidance, though it is highly recommended. The objective of the Evaluation and Data Management Plan is to help prepare you for the Implementation Report. The USDOT intends to use information from both the grant recipients' Evaluation and Data Management Plans and Implementation Reports to prepare the required program-level reports on the effectiveness of the grant recipients in meeting the original expectations projected in their grant applications.

Reporting Requirement:

The SMART grant agreement states that Stage 1 grant recipients must submit an Evaluation and Data Management Plan within 90 calendar days of receiving the grant.

Per the grant agreement, grants recipients must submit Evaluation and Data Management Plans that provide:

- an overview of how the proof-of-concept or prototype will be evaluated and how the data collected will be managed and stored
- a description of the anticipated impact areas (i.e., goals) of the project if implemented at scale and the methods that will be used to estimate the anticipated benefits and costs associated with implementation
- robust performance metrics and measurable targets based on the project goals to inform whether the proof-of-concept or prototype meets expectations and whether full implementation would meet program goals
- the baseline performance measure data

Guidance will be provided to assist applicants selected for a Stage 2 Grant to update this Evaluation and Data Management Plan.

This guidance outlines the 4 sections expected in the Evaluation and Data Management Plan:

- Part 1 of 4: Introduction and Project Overview
- Part 2 of 4: Project Goals and Objectives for At-Scale Implementation
- Part 3 of 4: Performance Measures for the Proof-of-Concept or Prototype
- Part 4 of 4: Evaluation Methodology for the Proof-of-Concept or Prototype

Evaluation Plan Overview

- The evaluation plan should have four parts:
 1. Introduction and Project Overview.
 2. Project Goals and Objectives for At-Scale Implementation.
 3. Performance Measures for the Proof-of-Concept or Prototype.
 4. Evaluation Methodology for the Proof-of-Concept or Prototype.
- Assume your reader is not familiar with the project but has a high-level understanding of the technologies.
- Use language from your project proposal but **review the text and adjust for this context.**
- The evaluation plan will be submitted via email to SMARTReports@dot.gov

Evaluation Plan

Part 1: Introduction and Project Overview

- Description of your project (1-2 paragraphs & bulleted lists):
 - Motivation.
 - Technologies.
 - Goals.
 - Overview of the proof-of-concept or prototype (1-2 paragraphs):
 - Scale of the Stage 1 deployment (e.g., number of units, intersections, corridor length, partners, service area).
 - Anticipated scale of the Stage 2 deployment.
 - Summary of the evaluation process (1 paragraph):
 - Who is participating?
 - What are their roles?
- Repurpose your project proposal.
 - Descriptions can be brief and high-level.

Evaluation Plan

Part 2: Project Goals for At-Scale Implementation

- Project goals (1 page):
 - Qualitative descriptions of the anticipated impacts of at-scale implementation in each of the listed goal areas.
 - Quantitative estimates are encouraged where possible but not required.
 - Anticipated costs of at-scale implementation (1 paragraph):
 - The estimated costs of the proof-of-concept or prototype.
 - Supporting historical data (if available) (1 paragraph):
 - To inform project goals, performance measures, or performance targets for at-scale implementation.
- Focus on your expectations for at-scale implementation of the project (Stage 2).
 - The evaluation of the proof-of-concept or prototype can then be tailored to provide informative results and actionable insights.
 - Repurpose your project proposal.

Evaluation Plan

Part 3: Performance Measures for Stage 1

- Table of Evaluation Questions and Performance Measures (1 page)
 - Evaluation questions.
 - Performance measures.
 - Performance targets.
- Focus on the proof-of-concept or prototype being deployed during Stage 1.
- One goal is to understand what would be realistically achievable through at-scale implementation.
- The evaluation should refine your expectations, so informative performance measures are key.

Evaluation Plan

Part 3: Performance Measures for Stage 1

Evaluation Question	Performance Measure	Performance Measure Target
1. How quickly could an alert message be displayed?	Time between detection, confirmation, and alert	3 seconds between detection and confirmation 2 seconds between confirmation and alert
2. Does the system reduce travel time through the intersection?	Travel time through the intersection	Decrease from baseline average
3. How well does the system function during irregular conditions?	Detection rate during extreme temperatures.	85% of the detection rate under normal conditions

Evaluation Plan

Part 4: Evaluation Methodology for Stage 1

- Overview of how the proof-of-concept or prototype will be evaluated (1-2 paragraphs):
 - Are the deployments for this project compared to a pre-deployment baseline, an alternative technology, or industry standards.
 - Methods to estimate the anticipated benefits and costs associated with at-scale implementation (1 paragraph).
 - Overview of how challenges, best practices, and recommendations for future deployers will be collected (1 paragraph).
- Descriptions can be brief and high-level.

Evaluation Plan Resources

- [ITS Deployment Evaluation Resources](#) (ITS JPO)
- [ATCMTD Evaluation Methods and Techniques](#) (FHWA & Volpe)
- [Transportation Performance Management Toolbox](#) (FHWA)
- [Benefit-Cost Analysis Guidance for Discretionary Grant Programs](#) (USDOT)
- [CMAQ Emissions Calculator Toolkit](#) (FHWA)



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Data Management Plan

DMP Requirements Overview

SMART Grant NOFO and Public Access

NOFO Section 5. Data Collection Requirements; i. Data Management:

- “To fulfill the reporting requirements and in accordance with the [USDOT Public Access Plan](#), award recipients must consider, budget for, and implement appropriate data management for data and information outputs acquired or generated during the grant.”

USDOT Public Access Plan Section 7.4.2 Data:

- “...awardees will be required to develop a Data Management Plan that will identify whether and how they will provide for the long-term preservation of, and access to, Digital Datasets associated with their ... activities.”

Never developed a DMP before?

Have no fear, the National Transportation Library (NTL) is here to help!

What is a DMP?

A Data Management Plan (DMP) is a Knowledge Management document that makes explicit what, if any, data will be collected or used during a project, and how that data will be protected and shared, if applicable.

DMP Sections

- Project Contact Information
- Data Description
- Data Format and Metadata Standards Employed
- Re-use, Redistribution, and Derivative Products Policies
- Archiving and Preservation Plan

To help, we have developed a SMART Grants Stage 1 Data Management Plan (DMP) Template in [DMPTool](#)

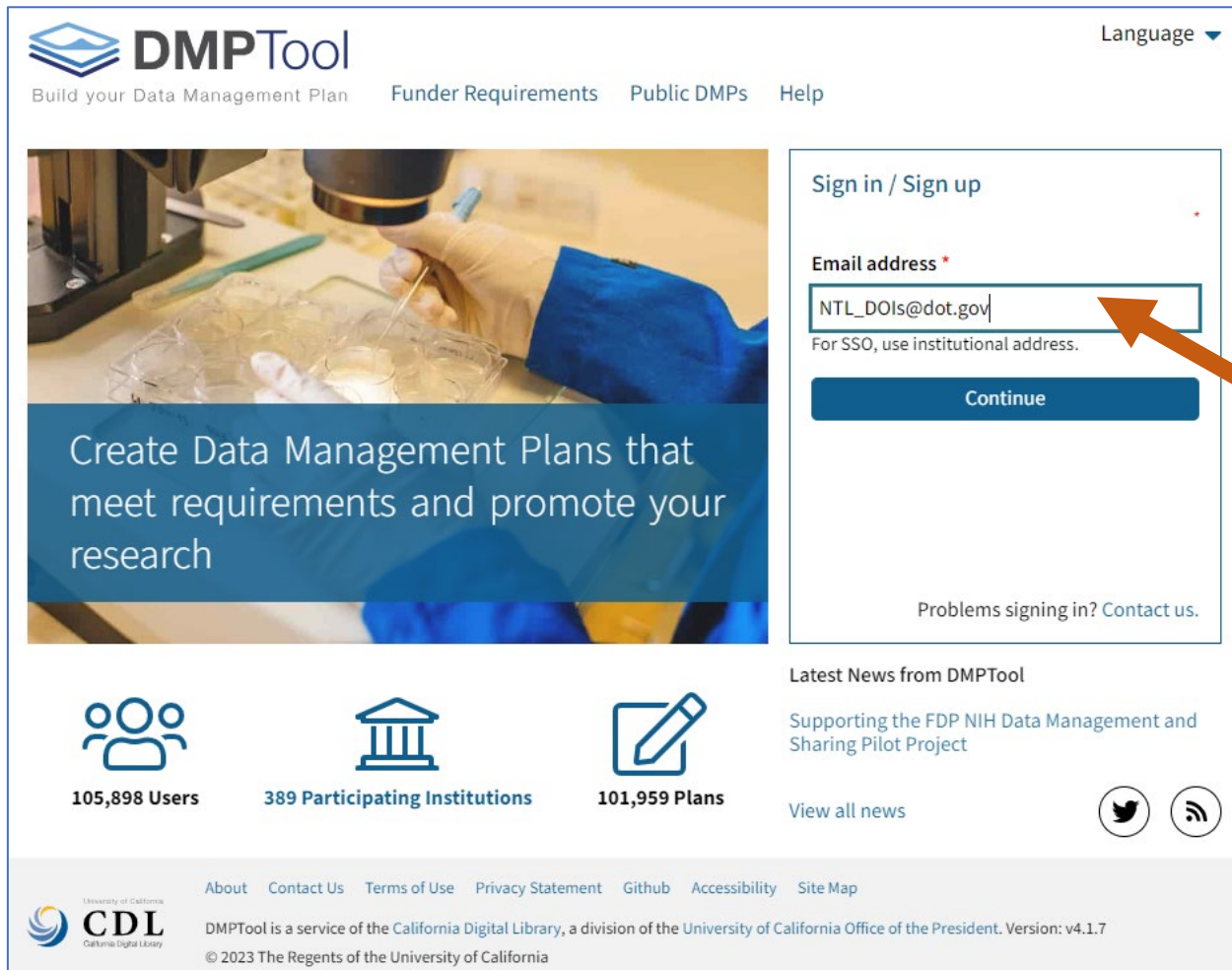
DMPTool Live Demo

<https://dmptool.org/>

- Create Account
- Locate SMART Grant Template
- Project Details
- Collaborators
- Write Plan
- Request Feedback
- Download DMP

Live Demonstration Time!

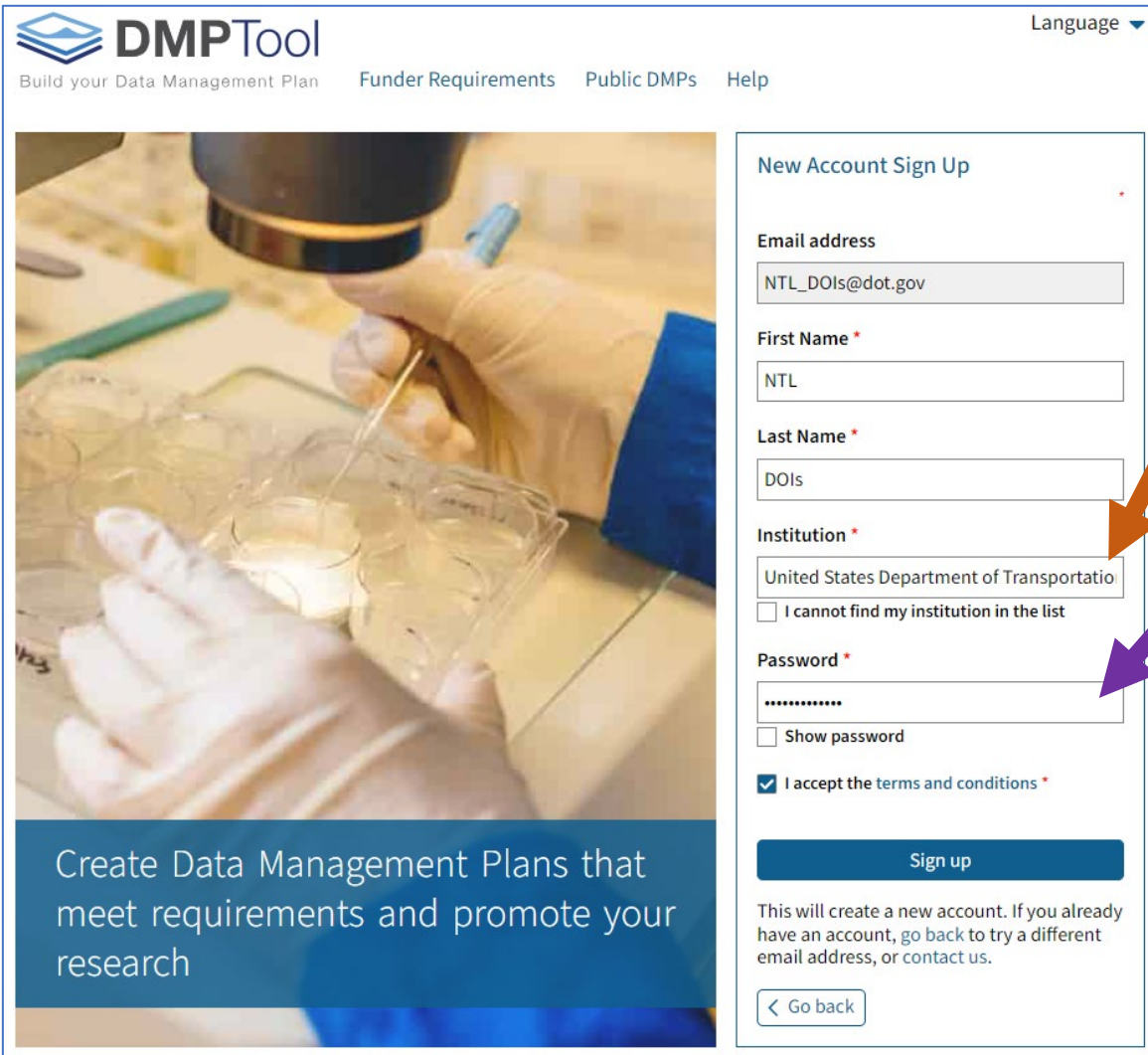
DMPTool Handout: Create Account 1



The screenshot shows the DMPTool website interface. At the top left is the DMPTool logo with the tagline "Build your Data Management Plan". Navigation links include "Funder Requirements", "Public DMPs", and "Help". A "Language" dropdown menu is in the top right. The main content area features a banner image of a person in a lab coat working with petri dishes, with the text "Create Data Management Plans that meet requirements and promote your research". Below the banner are three statistics: "105,898 Users", "389 Participating Institutions", and "101,959 Plans". A "Sign in / Sign up" form is visible, with an orange arrow pointing to the "Email address" input field containing "NTL_DOIs@dot.gov". Below the input field is a "Continue" button and a link for "Problems signing in? Contact us.". A "Latest News from DMPTool" section is also present, with a link to "View all news" and social media icons for Twitter and RSS. The footer includes the CDL logo, navigation links, and copyright information: "© 2023 The Regents of the University of California".

1. Navigate to DMPTool at <https://dmptool.org/>
2. Go to the “Sign in / Sign up” box
3. Enter your email address
4. Click “Continue” button
5. You will go to New Account Sign Up page

DMPTool Handout: Create Account 2



DMPTool
Build your Data Management Plan Funder Requirements Public DMPs Help

Language ▾

New Account Sign Up

Email address
NTL_DOIs@dot.gov

First Name *
NTL

Last Name *
DOIs

Institution *
United States Department of Transportatio
 I cannot find my institution in the list

Password *
.....
 Show password

I accept the terms and conditions *

[Sign up](#)

This will create a new account. If you already have an account, go back to try a different email address, or contact us.

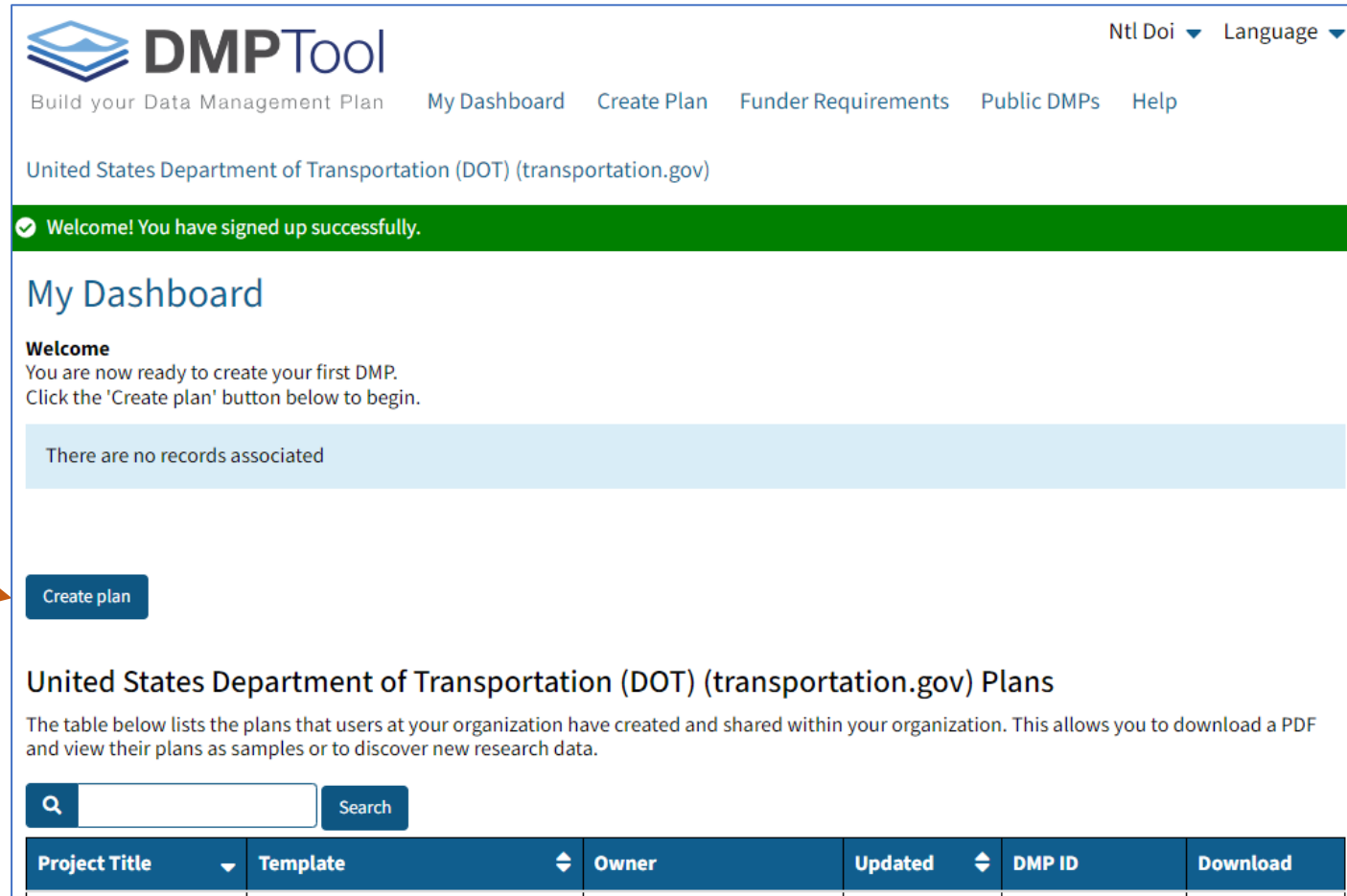
[Go back](#)

Create Data Management Plans that meet requirements and promote your research

1. Enter First and Last Name
2. In “Institution” field, type: United States Department of Transportation
3. Create a Password
4. Accept terms and conditions
5. Click “Sign up” button
6. You will be taken to “My Dashboard” page

DMPTool Handout: My Dashboard

1. Click “Create plan” button
2. You will be taken to “Create a new plan”



DMPTool Ntl Doi Language

Build your Data Management Plan My Dashboard Create Plan Funder Requirements Public DMPs Help

United States Department of Transportation (DOT) (transportation.gov)

✓ Welcome! You have signed up successfully.

My Dashboard

Welcome
You are now ready to create your first DMP.
Click the 'Create plan' button below to begin.

There are no records associated

Create plan

United States Department of Transportation (DOT) (transportation.gov) Plans

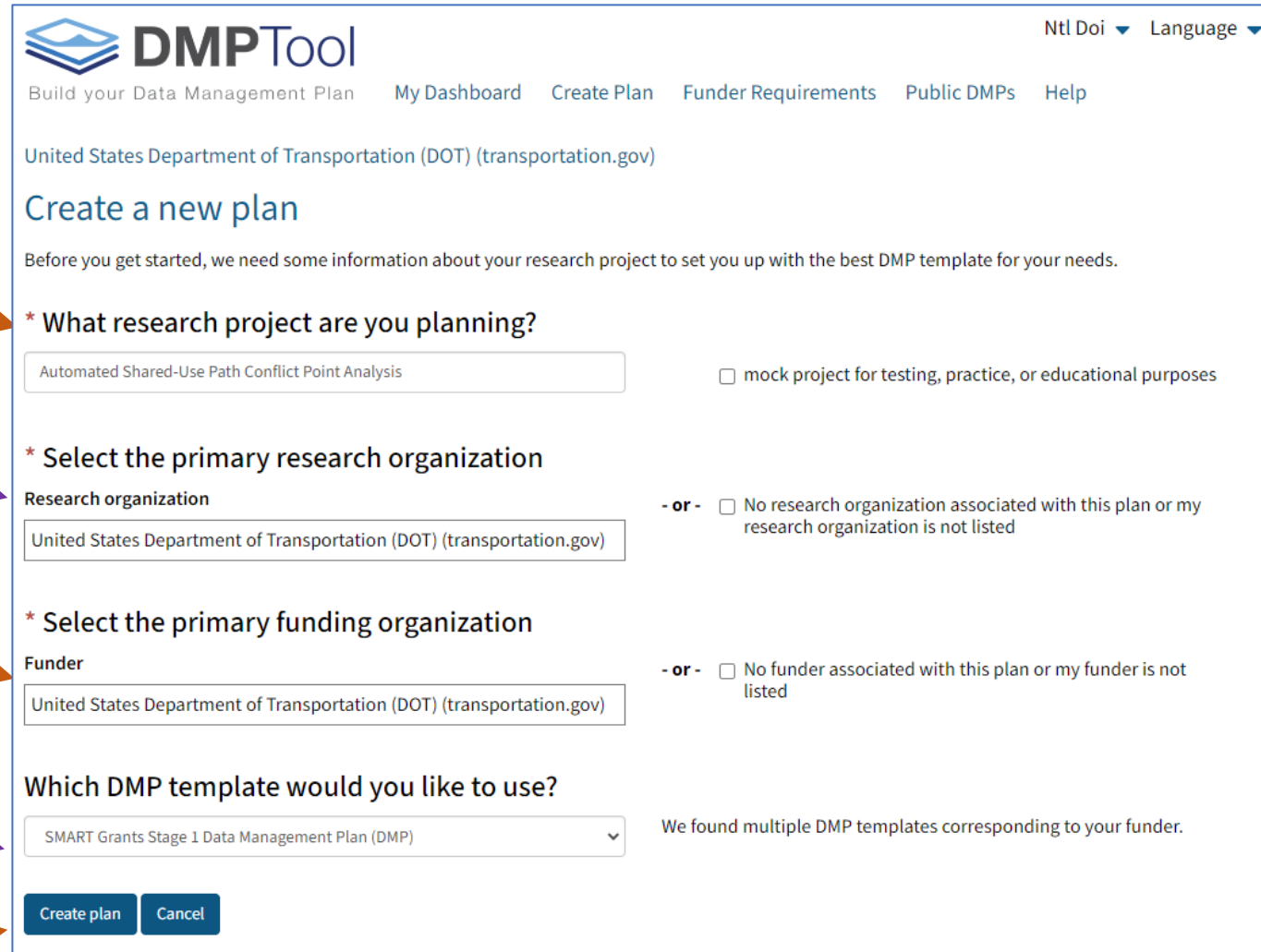
The table below lists the plans that users at your organization have created and shared within your organization. This allows you to download a PDF and view their plans as samples or to discover new research data.

Search

Project Title	Template	Owner	Updated	DMP ID	Download
---------------	----------	-------	---------	--------	----------

DMPTool Handout: Create a new plan

1. Enter the name of your project
2. Primary Research Org: enter “United States Department of Transportation”
3. Primary Funding: enter “United States Department of Transportation”
4. DMP Template: Select “SMART Grants Stage 1” from list
5. Click “Create plan” button



DMPTool Ntl Doi Language

Build your Data Management Plan My Dashboard Create Plan Funder Requirements Public DMPs Help

United States Department of Transportation (DOT) (transportation.gov)

Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

* What research project are you planning?

Automated Shared-Use Path Conflict Point Analysis mock project for testing, practice, or educational purposes

* Select the primary research organization

Research organization No research organization associated with this plan or my research organization is not listed

United States Department of Transportation (DOT) (transportation.gov)

- or -

* Select the primary funding organization

Funder No funder associated with this plan or my funder is not listed

United States Department of Transportation (DOT) (transportation.gov)

- or -

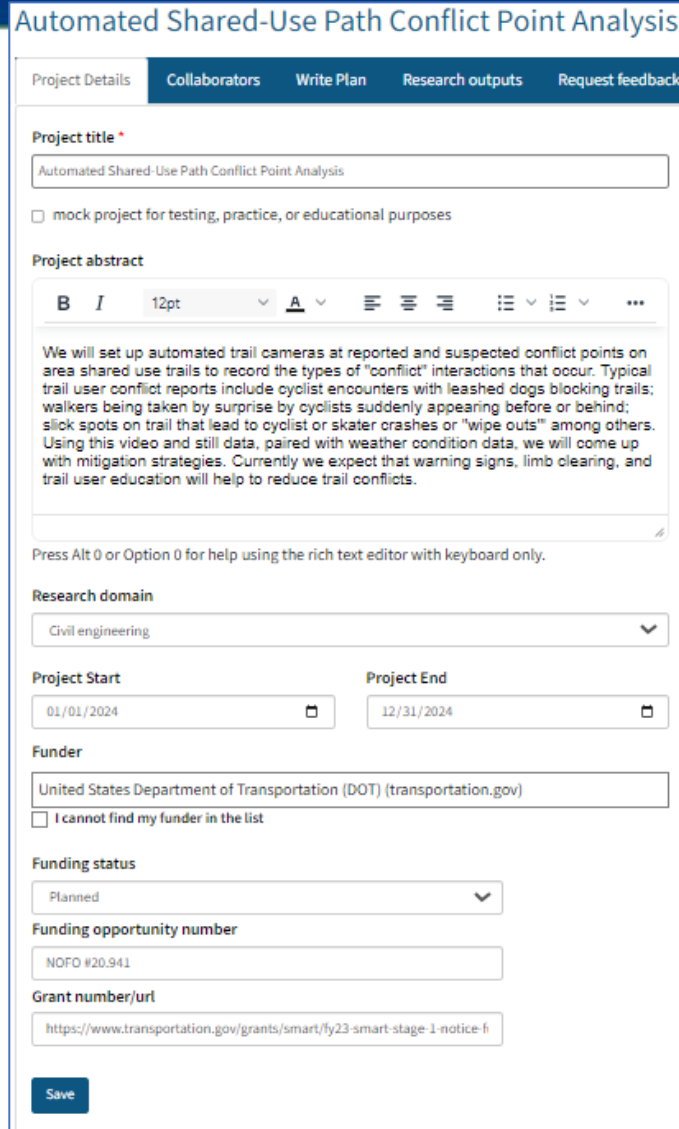
Which DMP template would you like to use?

SMART Grants Stage 1 Data Management Plan (DMP) We found multiple DMP templates corresponding to your funder.

Create plan Cancel

DMPTool Handout: Project Details Tab

1. Fill in Project Details Tab as best as you can
2. For Abstract, use your project proposal
3. For Funding Status, choose “Planned”
4. Enter Funding info if you know it
5. Click “Save” button
6. Once Saved, click on Collaborators Tab



Automated Shared-Use Path Conflict Point Analysis

Project Details Collaborators Write Plan Research outputs Request feedback

Project title *
Automated Shared-Use Path Conflict Point Analysis

mock project for testing, practice, or educational purposes

Project abstract

B *I* 12pt **A** [List icons] [More icons]

We will set up automated trail cameras at reported and suspected conflict points on area shared use trails to record the types of "conflict" interactions that occur. Typical trail user conflict reports include cyclist encounters with leashed dogs blocking trails; walkers being taken by surprise by cyclists suddenly appearing before or behind; slick spots on trail that lead to cyclist or skater crashes or "wipe outs" among others. Using this video and still data, paired with weather condition data, we will come up with mitigation strategies. Currently we expect that warning signs, limb clearing, and trail user education will help to reduce trail conflicts.

Press Alt 0 or Option 0 for help using the rich text editor with keyboard only.

Research domain
Civil engineering

Project Start 01/01/2024 **Project End** 12/31/2024

Funder
United States Department of Transportation (DOT) (transportation.gov)
 I cannot find my funder in the list

Funding status
Planned

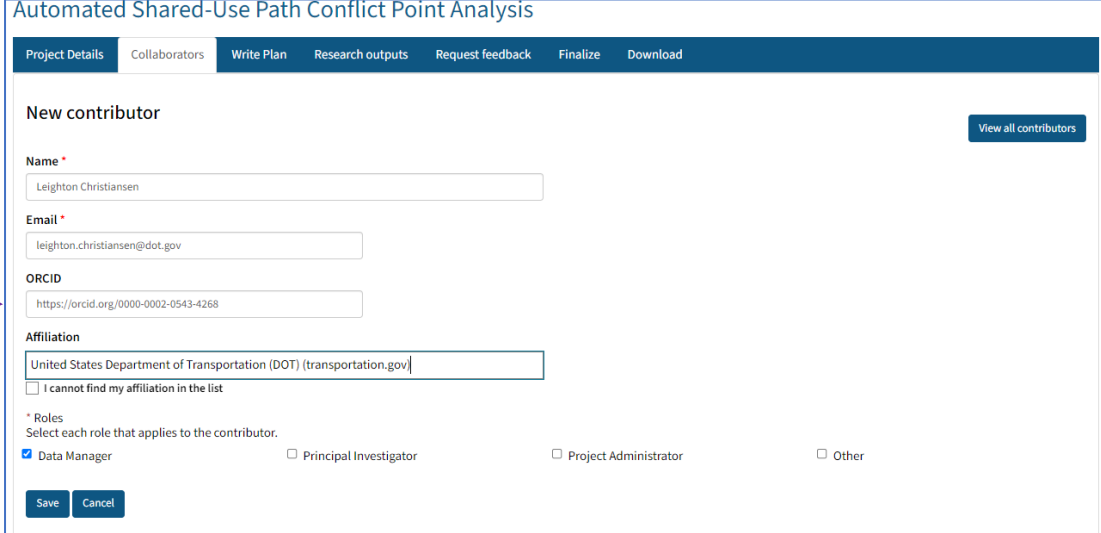
Funding opportunity number
NOFO #20.941

Grant number/url
<https://www.transportation.gov/grants/smart/fy23-smart-stage-1-notice-f>

Save

DMPTool Handout: Collaborators Tab

1. Add new Collaborators as needed
2. Need an ORCID? Go to <https://orcid.org/> to register
3. Affiliation not correct? Click the “I cannot find my affiliation...” box, and enter your agency in the new field
4. Apply Roles to Contributors
5. Click “Save” button
6. Once Saved, click on Write Plan Tab



Automated Shared-Use Path Conflict Point Analysis

Project Details Collaborators Write Plan Research outputs Request feedback Finalize Download

New contributor View all contributors

Name *
Leighton Christiansen

Email *
leighton.christiansen@dot.gov

ORCID
https://orcid.org/0000-0002-0543-4268

Affiliation
United States Department of Transportation (DOT) (transportation.gov)
 I cannot find my affiliation in the list

* Roles
Select each role that applies to the contributor.
 Data Manager Principal Investigator Project Administrator Other

Save Cancel

Successfully added the contributor.

Automated Shared-Use Path Conflict Point Analysis

Project Details Collaborators Write Plan Research outputs Request feedback Finalize Download

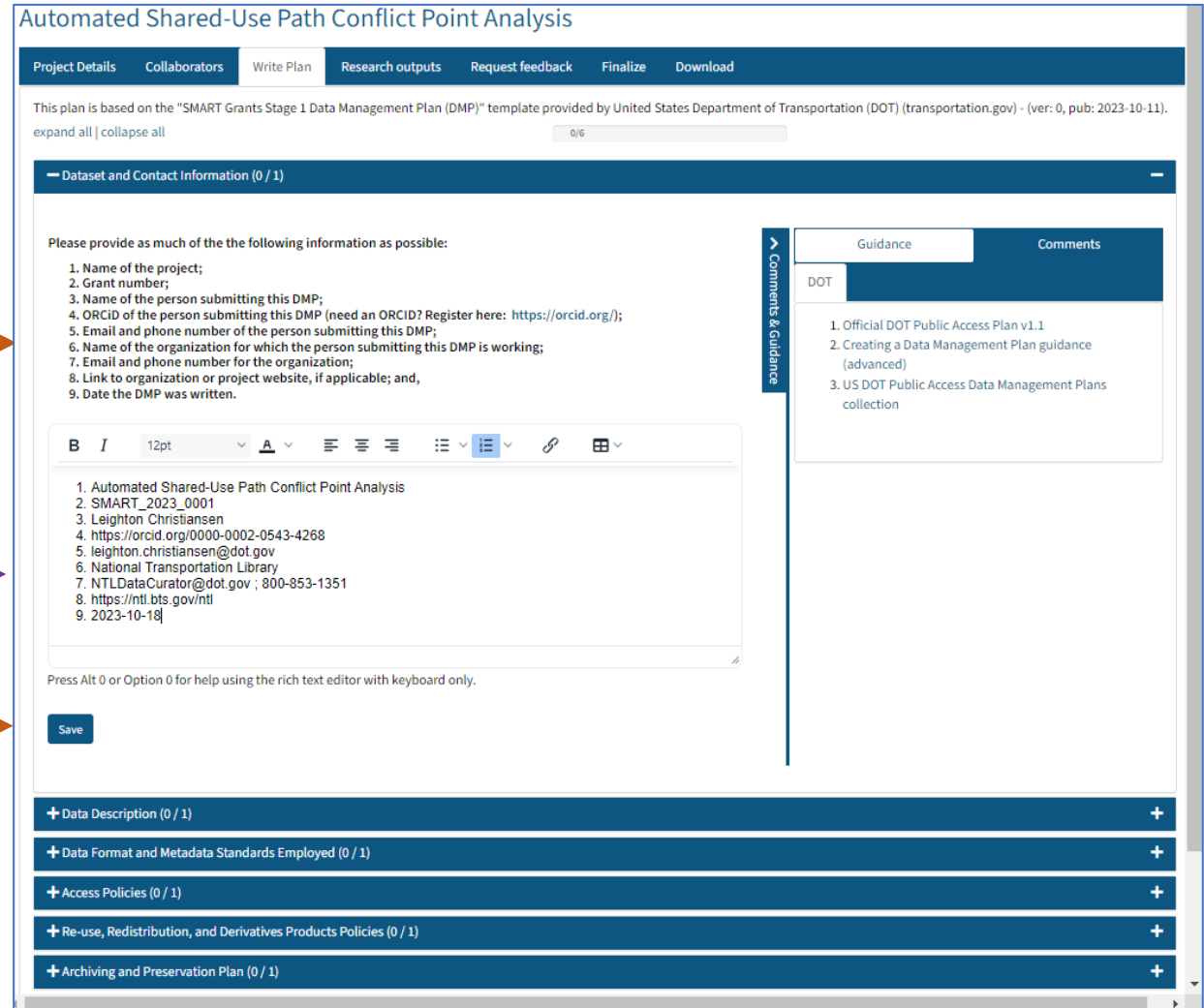
Project Contributors
Please list the project's Principal Investigator(s) and those responsible for data management.

Name	ORCID	Email	Affiliation	Roles	Actions
Jesse Long	0000-0002-4962-1380	jesse.long_ctr@dot.gov	United States Department of Transportation (DOT) (transportation.gov)	Data Manager Principal Investigator Project Administrator	Actions
Leighton Christiansen	0000-0002-0543-4268	leighton.christiansen@dot.gov	United States Department of Transportation (DOT) (transportation.gov)	Data Manager	Actions

Add a contributor

DMPTool Handout: Write Plan Tab

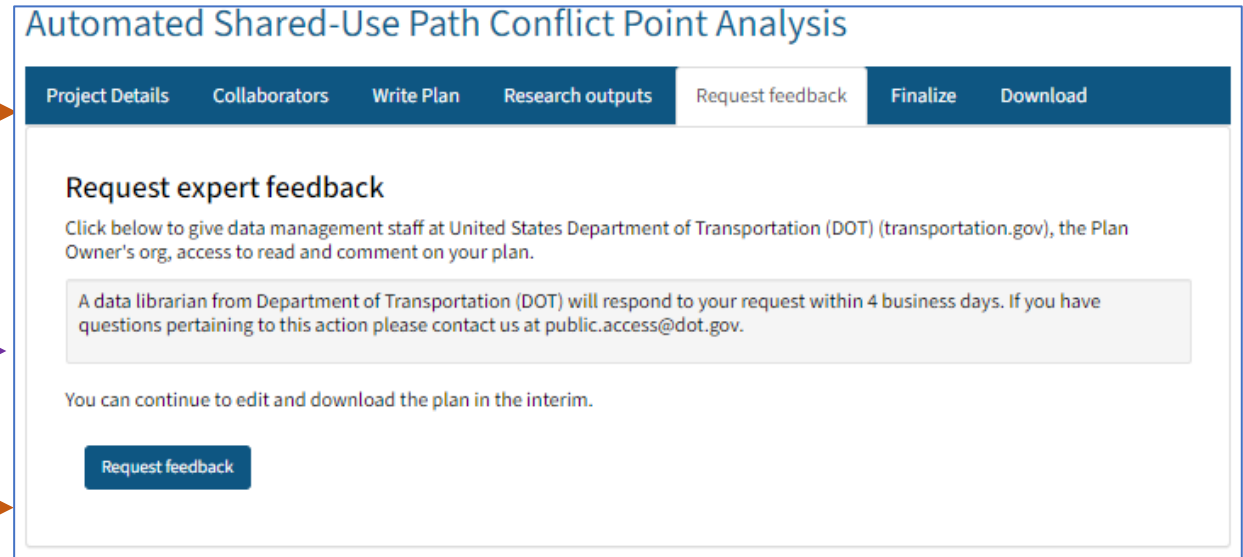
1. Fill in each section to best of ability
2. Each section includes guidance as to what information is requested
3. Each section has a single text box for your reply
4. Click "Save" button at end of each section
5. Once all sections are Saved, click on Request Feedback Tab



The screenshot shows the 'Write Plan' tab in the DMPTool interface. The title is 'Automated Shared-Use Path Conflict Point Analysis'. The navigation bar includes 'Project Details', 'Collaborators', 'Write Plan', 'Research outputs', 'Request feedback', 'Finalize', and 'Download'. Below the navigation bar, there is a note: 'This plan is based on the "SMART Grants Stage 1 Data Management Plan (DMP)" template provided by United States Department of Transportation (DOT) (transportation.gov) - (ver: 0, pub: 2023-10-11). expand all | collapse all'. The main content area is titled 'Dataset and Contact Information (0 / 1)'. It contains a list of instructions: 'Please provide as much of the the following information as possible:' followed by a numbered list of 9 items. Below the instructions is a rich text editor with a toolbar and a text box containing the following text: '1. Automated Shared-Use Path Conflict Point Analysis', '2. SMART_2023_0001', '3. Leighton Christiansen', '4. https://orcid.org/0000-0002-0543-4268', '5. leighton.christiansen@dot.gov', '6. National Transportation Library', '7. NTLDataCurator@dot.gov ; 800-853-1351', '8. https://ntl.bts.gov/ntl', '9. 2023-10-18'. Below the text box is a 'Save' button. On the right side, there is a 'Comments & Guidance' sidebar with a 'Guidance' tab selected, showing a list of 3 items: '1. Official DOT Public Access Plan v1.1', '2. Creating a Data Management Plan guidance (advanced)', and '3. US DOT Public Access Data Management Plans collection'. At the bottom of the page, there are several expandable sections: '+ Data Description (0 / 1)', '+ Data Format and Metadata Standards Employed (0 / 1)', '+ Access Policies (0 / 1)', '+ Re-use, Redistribution, and Derivatives Products Policies (0 / 1)', and '+ Archiving and Preservation Plan (0 / 1)'. Arrows from the text on the left point to the instructions, the text box, and the 'Save' button in the screenshot.



DMPTool Handout: Request Feedback Tab

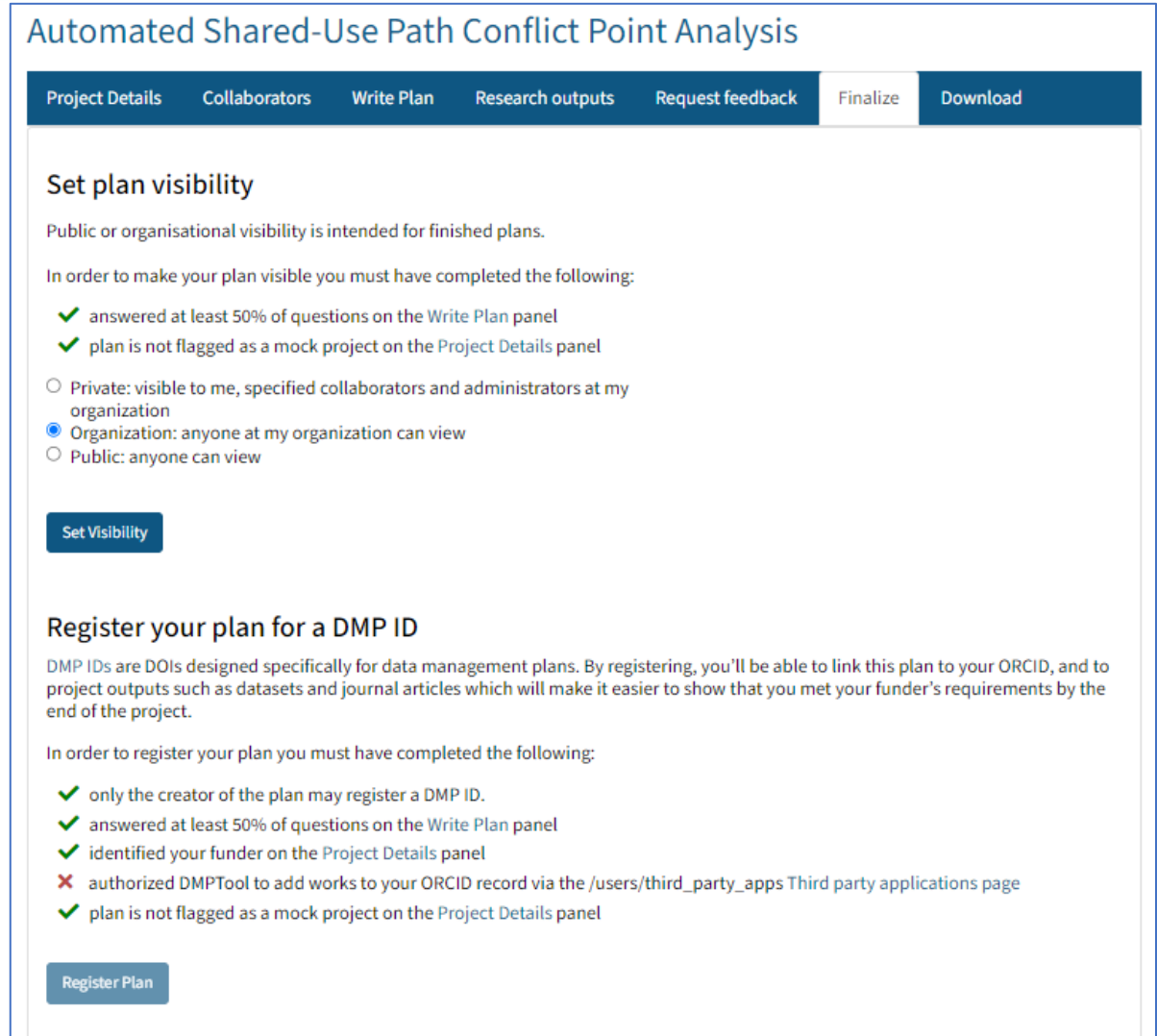
1. Fill in each section to best of ability
2. Each section includes guidance as to what information is requested
3. Each section has a single text box for your reply
4. Click “Save” button at end of each section
5. Once all sections are Saved, click on Request Feedback Tab



The screenshot shows the 'Request feedback' tab of the 'Automated Shared-Use Path Conflict Point Analysis' tool. The interface includes a navigation bar with tabs for 'Project Details', 'Collaborators', 'Write Plan', 'Research outputs', 'Request feedback', 'Finalize', and 'Download'. The 'Request feedback' tab is active. Below the navigation bar, the heading 'Request expert feedback' is followed by a paragraph of instructions: 'Click below to give data management staff at United States Department of Transportation (DOT) (transportation.gov), the Plan Owner's org, access to read and comment on your plan.' A text box contains the message: 'A data librarian from Department of Transportation (DOT) will respond to your request within 4 business days. If you have questions pertaining to this action please contact us at public.access@dot.gov.' Below this, a note states: 'You can continue to edit and download the plan in the interim.' A blue 'Request feedback' button is located at the bottom of the section.

DMPTool Handout: Finalize Tab

1. Set plan Visibility: you can keep it private until you are read 
2. Once you make it public and connect it to your ORCID, you can register for a DOI! 
3. Once done, click on Download Tab



The screenshot shows the 'Automated Shared-Use Path Conflict Point Analysis' interface. At the top, there is a navigation bar with tabs: Project Details, Collaborators, Write Plan, Research outputs, Request feedback, Finalize (selected), and Download. Below the navigation bar, the 'Set plan visibility' section is active. It includes a sub-header 'Set plan visibility', a note that public or organizational visibility is for finished plans, and a list of requirements for visibility. Two requirements are marked with green checkmarks: 'answered at least 50% of questions on the Write Plan panel' and 'plan is not flagged as a mock project on the Project Details panel'. Three radio button options are shown: 'Private: visible to me, specified collaborators and administrators at my organization', 'Organization: anyone at my organization can view' (which is selected), and 'Public: anyone can view'. A 'Set Visibility' button is located below these options. The 'Register your plan for a DMP ID' section follows, with a sub-header and a note that DMP IDs are DOIs designed for data management plans. It lists requirements for registration, with three green checkmarks and one red X. The requirements are: 'only the creator of the plan may register a DMP ID.', 'answered at least 50% of questions on the Write Plan panel', 'identified your funder on the Project Details panel', 'authorized DMPTool to add works to your ORCID record via the /users/third_party_apps Third party applications page', and 'plan is not flagged as a mock project on the Project Details panel'. A 'Register Plan' button is at the bottom of this section.

Automated Shared-Use Path Conflict Point Analysis

Project Details Collaborators Write Plan Research outputs Request feedback **Finalize** Download

Set plan visibility

Public or organisational visibility is intended for finished plans.

In order to make your plan visible you must have completed the following:

- ✓ answered at least 50% of questions on the Write Plan panel
- ✓ plan is not flagged as a mock project on the Project Details panel

Private: visible to me, specified collaborators and administrators at my organization

Organization: anyone at my organization can view

Public: anyone can view

[Set Visibility](#)

Register your plan for a DMP ID

DMP IDs are DOIs designed specifically for data management plans. By registering, you'll be able to link this plan to your ORCID, and to project outputs such as datasets and journal articles which will make it easier to show that you met your funder's requirements by the end of the project.

In order to register your plan you must have completed the following:

- ✓ only the creator of the plan may register a DMP ID.
- ✓ answered at least 50% of questions on the Write Plan panel
- ✓ identified your funder on the Project Details panel
- ✗ authorized DMPTool to add works to your ORCID record via the /users/third_party_apps Third party applications page
- ✓ plan is not flagged as a mock project on the Project Details panel

[Register Plan](#)

DMPTool Handout: Download Tab

1. Choose download Format: PDF; docx; json; others
2. Check all 4 Download settings choices
3. Click “Download Plan” button and add plan to your project records

Automated Shared-Use Path Conflict Point Analysis

Project Details Collaborators Write Plan Research outputs Request feedback Finalize **Download**

Format

pdf

Download settings

- include a project details coversheet
- include the section headings
- include the question text
- include any unanswered questions

PDF formatting

Font

Face: "Times New Roman", Times, Serif Size (pt): 14

Margin (mm)

Top: Bottom: Left: Right:

Download Plan (new window)Opens in new window



U.S. Department
of Transportation

Non-Competitive Procurement Fact Sheet

Non-Competitive Procurement Fact Sheet

New fact sheet on sole source guidance to be posted on [SMART Grants Management webpage](#).

- Recipients should first follow their own procurement process.
- Sole source procurements by **State recipients** must adhere to the same policies and procedures the State uses for non-Federal funds. No additional approval by DOT is required.

Non-Competitive Procurement Fact Sheet

Fact Sheet summary: Recipients may conduct sole source procurement through solicitation of proposals from only one source when one or more of the following circumstances apply:

- The property or services do not exceed the micro-purchase threshold of \$50,000;
- The item/service is available only from one source;
- An exigency or emergency;
- DOT expressly authorizes a non-competitive procurement in response to a written request from the recipient; or
- Competition is determined inadequate after solicitation of a number of sources.



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Questions and Answers