



U.S. Department
of Transportation
**Federal Highway
Administration**

**Office of Transportation Workforce
Development & Technology Deployment (HIT)
Guidelines for the Appropriate Use of
Technology Innovation and Deployment Funds
(TIDP)**

October 1, 2021

This document provides guidance for the use of the Technology Innovation and Deployment Program (TIDP) funding. These guidelines are to be used for the widespread implementation of technologies, which is an important outcome of research and development (R&D) programs, and technology transfer, and essential to the delivery mission of the Federal Highway Administration (FHWA). The funds provided for this program are directed for the implementation of technologies, technology and innovation transfer, and appropriate outreach and communications activities.

TIDP Procurement Options

All TIDP deployment activities will be procured via FMIS transfer, NHI transfer, FHWA purchase card, and/or FHWA contracts. All Financial Management Information System (FMIS) transactions must be centralized and processed through the Deployment Funds Program Manager. FMIS is the official DOT's financial system used to support the State's procurement, accounting, and payment functions. An 80-20 percent (Federal-State) match when transferring funds into FMIS is required. This match can be a soft match. A Soft match is the value of partner agency resources (materials, services, staff time, and/or other resources) that are applied to the project at fair market value. A Soft match can be used in full or in part for the State's matching share.

See Attachment A for additional guidance on procurement options.

Appropriate Deployment Fund Activity Examples

Demonstration Projects

- Provide seed money to interested State departments of transportation (DOTs), metropolitan planning organizations (MPOs), and other transportation agencies to test and evaluate technologies and innovations. This can also include sharing their experiences with other FHWA partners through reports and other forms of documentation. Eligible costs include those associated with the preparation of reports, the compiling of data and narrative analysis, and follow-up interviews sharing practices.

- Demonstration showcase costs incurred in taking technologies and innovations to State, MPOs, and other FHWA partners for on-site demonstrations and discussions, include securing meeting space, logistics, transportation to and from demonstration site, materials, and registration management.

Scans/Peer Exchanges:

- Scans/peer exchanges are an approved activity for deployment funds.
- Scan funding will be limited to providing travel for **one** FHWA Program Office/Division Office representative.
- The FHWA representative must play an active role in deployment and provide insight on the subject and cannot just attend.
- The FHWA representative will prepare a report of the conclusions and lessons learned from the scan and submit it for possible distribution to other Offices.
- Scans/peer exchanges should be no larger than six participants. Any exceptions require approval before the scan can commence.
- Any scans/peer exchanges where the estimated total FHWA cost is \$10,000 or more must be submitted for review/approval before submitting to the OCFO conference approval SharePoint site (<https://usdot.sharepoint.com/teams/fhwa-hcfb31-conferences/SitePages/Home.aspx>).

Graphics & Design

- Costs incurred to develop designs and graphic elements for use in publications, exhibits, CD/DVDs, and other media specifically marketing technologies and/or the services or products. Any development of the above for FHWA use must have approval from Headquarters Public Affairs (HPA).

Exhibiting

- The purchase of display/exhibit graphics and panels for existing frames, and tabletop-sized exhibit structures.
- The purchase of display/exhibit structures, frames, carpet panels, and endcaps when existing stock is not suitable.
- Exhibiting rental expenses including booth spaces, audio-visual supplies, electrical services, or furniture, used for representing FHWA as an exhibitor at workshops, conferences, or meetings.
- Cost for the contract services that support exhibiting at appropriate events

Meetings/Conferences/Workshops

- Costs associated with technical conference planning and execution, including but not limited to room rentals, presentation, and A/V equipment rentals, attendee registration activities such as name badges and directories, registration flyers/brochures/postcards, workbooks, follow-up activities, reproduction, and distribution and/or follow-up feedback analysis.
- Any meeting/conference/workshop where the estimated total FHWA cost is \$10,000 or more must be submitted for review/approval before submitting to the OCFO conference approval SharePoint site (<https://usdot.sharepoint.com/teams/fhwa-hcfb31-conferences/SitePages/Home.aspx>)

Outreach Products, Equipment, Banners, Signs

- In conjunction with deployment efforts, the purchase/production of audio-visual materials, banners, posters, signs, and other graphics products *specifically and primarily* used to support the marketing of technologies or the FHWA services and technology outreach activities.

Printing/Binding/Packaging

- Costs incurred through the U.S. Government Printing Office (GPO), or their authorized representative, to professionally print publications such as brochures, manuals, handbooks, exhibit panels, or other media used in the successful implementation or of the innovation with the purpose of communicating technologies.

Production of Audio-Visuals

- Costs incurred in the production, duplication, and purchase of customized electronic pre-loaded media such as CD-ROMs, DVDs, or flash drives, further the FHWA's training, technical assistance, and technology deployment responsibilities.

Purchase of software (including license and maintenance renewals)

- Costs incurred for purchasing software licenses and specifically maintenance for the development of the technology and technology transfer activities. For example, software necessary to run a demonstration of a technology or innovation during a product demonstration or other forms of critical deployment services. As a reminder, software must be approved through FHWA's IT procurement processes. **Software for routine, general staff office use is NOT eligible for T2 funds.**

Purchase of Hardware

- Costs incurred for purchasing of audio-visual or other hardware such as electronic notebooks, tablets, computers, cameras, projectors, duplicating equipment, SIM cards for smartphones, **only if they are for the development of the technology and technology transfer activities**. Hardware and other office equipment to support routine, general staff office use is **NOT** an eligible use of TDIP funds.

Travel-related Activities as Detailed Below

- Travel and transportation expenses and fees for invitational travelers crucial to our technology deployment mission that follow FHWA travel policies.
- Travel and transportation expenses and fees for FHWA employees that actively conduct meetings, workshops, review processes/procedures to be improved, conferences, or Demonstration Showcases with the specific goal of deploying tools, techniques, and practices to accelerate the adoption of innovation in all aspects of highway transportation. This includes FHWA employees traveling to Demonstration Showcase planning meetings.
- Travel and transportation expenses and fees for FHWA employees who are staffing exhibits at industry events geared toward advancing the state of the practice and deploying tools, techniques, and practices to accelerate the adoption of innovation in all aspects of highway transportation in all disciplines areas.

Website Work

- Costs for Web development services and enhancement products obtained from an outside vendor in support of, or to promote FHWA technology deployment—All posted Web content be 508 compliant and also complies with FHWA web publishing guidelines.

Inappropriate Activity Examples

- Any changes that deviate from the scope of the original proposal are not permitted without prior written approval.
- Except as described above, travel and cost used to pay for employee training or attendance at any other

workshop/conference, where the individual is not actively engaged in a deployment activity, i.e. speaking, instructing, working as a facilitator, exhibitor.

- Travel to team meetings where technical deployment may be an agenda item, but the development of an implementation plan for deploying tools, techniques, and practices to accelerate the adoption of innovation in all aspects of highway transportation deployment does not occur.
- Training and personal development registrations, tuitions, fees, books, or other related expenses. This includes training classes for federal employees where learning is the prime objective and no technologies are being deployed.
- Purchase of audio-visual or other hardware such as electronic notebooks, tablets, computers, cameras, projectors, duplicating equipment, SIM cards for smartphones, and other office equipment to support routine, general staff office use
- Purchase of individual or team awards, plaques, speaker recognition gifts, or other forms of recognition.
- Purchase of food and/or beverages

Reporting and Tracking of Funds

All recipients of TIDP funds are responsible for the monthly reconciliation of their deployment fund accounts.

Attachment A - T2 Procurement Options

All T2 Deployment activities will be procured via FMIS transfer, NHI transfer, FHWA purchase card, and/or FHWA contracts. All obligating documents and financial processes will be coordinated between the requesting office(s) and HIT and must follow federal rules and regulations. Instructions for each procurement method are below.

Option	Notes
FMIS Transfer	Any FMIS transactions involving the transfer of deployment funds will be centralized. This includes de-obligations of unused funds which were originally obligated in FMIS. HIT will coordinate the transfers and de-obligations. The transfer of funds into FMIS requires a 20% match of the federal share. This match can be in the form of a soft match*. *Soft match = the value of partner agency resources (materials, services, staff time, and/or other resources) that are applied to the project at fair market value. Soft match can be used in full or in part for the state’s matching share.
NHI Transfer	For NHI courses, before the course is held, <u>an email must be sent requesting a direct transfer of the funds to NHI (if you do not do this, the entity will be billed).</u> The email request should include the NHI course number and the amount being transferred.
FHWA Purchase Card	Items purchased with an FHWA purchase card or purchase order in PRISM are federal property and must remain in the federal inventory. They cannot be purchased and then given to other entities. These items could be loaned to them but the accountability for the item is the responsibility of the Program Office or the Division Office. Therefore, any item purchased where the intention is that another entity owns it must be purchased through FMIS.
FHWA Purchase Order - Contract	For projects requiring a contract directly the requesting office will coordinate with HIT and FHWA Office of Acquisition and Grants Management (HCFA). The requesting office will prepare an <i>Order for Supplies of Services</i> form for the contract employing the required contracting practices.
E2 - Invitational Travel	E2 Invitational Travel can be used for peer exchanges and other T2-related travel for non-FHWA staff. This requires the non-FHWA traveler to work with FHWA to obtain an E2 profile, follow Federal travel regulations, and also requires the requesting office staff to book all of the travel for the non-FHWA traveler in E2, so sufficient time should be planned.