

Technology and Innovation Deployment Program (TIDP)
Accelerated Innovation Deployment (AID) Demonstration
Application Information
April 2014

The AID Demonstration provides incentive funding for eligible entities to accelerate the implementation and adoption of innovation in highway transportation. Entities eligible to apply (“Applicants”) are State DOTs, Federal Land Management Agencies, and tribal governments. Consistent with other Federal Highway Administration (FHWA) funding provided to tribes, federally recognized tribes identified on the list of “Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs” (published at 77 FR 47868) are eligible to apply. Metropolitan planning organizations and local governments may apply through State DOTs as subrecipients.

The Notice of Funding Availability (NOFA) published on February 19, 2014 (<https://federalregister.gov/a/2014-03452>) requests grant applications for the AID Demonstration and provides selection criteria, application requirements, and technical assistance with Grants.gov during the grant solicitation period.

FHWA is accepting applications on a rolling solicitation basis. A guidance document elaborating on the program details is available at <http://www.fhwa.dot.gov/accelerating/grants>. **This “Application Information” document is intended to serve as a reference for Applicants and includes a [template](#) for the project narrative on the last page.**

Applicants must submit applications electronically through Grants.gov (search: **FHWA-2013-0048** for this grant opportunity). Applicants are encouraged to apply as soon as the eligible project is ready to initiate within 6 months. Contact information is requested as part of the Standard Form 424 (SF 424).

Application

The complete application, consisting of **both** the *Standard Form 424* and *Project Narrative*, must be submitted through Grants.gov.

1. Standard Form 424 (SF 424): Application for Federal Assistance

The SF 424 must be submitted through Grants.gov. An example of the SF-424 is provided as reference on the FHWA website at <http://www.fhwa.dot.gov/accelerating/grants>.

2. Project Narrative (as an attachment to SF 424)

The project narrative must respond to the application requirements outlined in the NOFA. The Applicant should include the project narrative as an attachment to the SF 424 mandatory form in Grants.gov to successfully complete the application process.

FHWA recommends the project narrative to be prepared with standard formatting preferences (e.g., a single-spaced document, using a standard 12-point font, such as Times New Roman, with 1-inch margins) and **should not exceed five (5) pages**. *Maps, pictures, and other items may also be submitted as attachments to the application to supplement the project narrative.* These additional items should not be relied upon to meet the application submission requirements, but serve only to illustrate the information provided in the narrative.

FHWA recommends use of appropriately descriptive file names (e.g., “Project Narrative,” “Maps,” etc.) for all attachments. Attachments must be submitted electronically in PDF format along with the project narrative attachment to SF 424. All additional information should be identified by the Applicant and Project Title that matches the SF 424.

Recommended Project Narrative Outline

The project narrative must include information needed to verify that the project meets the statutory eligibility criteria as described in Section III (Eligibility) of the NOFA, as well as other information required for FHWA to assess each of the criteria specified in Section IV (Selection Criteria) of the NOFA. The Applicant is required to demonstrate the responsiveness of the proposal to any pertinent selection criteria with the most relevant information that applicants can provide, regardless of whether such information is specifically requested or identified. The Applicant should provide concrete evidence of project milestones, financial capacity, and commitment in order to support project readiness.

The project narrative must address the items described below and should not exceed five (5) pages. **The prompt lists are provided to ensure the application addresses key items; please provide relevant supporting information.** A blank [project narrative template](#) is included on the last page of this document.

- I. **Project Abstract:** Brief description of the work that will be completed under the project, whether the project is a complete project or part of a larger project with prior investment, and the aspect of highway transportation and the TIDP goals that the innovation would address (maximum five sentences). The project abstract should briefly describe how this specific request for AID Demonstration funding would be included in the project.
 - What is the work to be completed under the project?
 - Is this a complete project or part of a larger project with prior investment?

- Which aspect of highway transportation (e.g., planning, financing, operation, structures, materials, pavements, environment, construction, etc.) does the innovation address?
 - Which TIDP goals does the innovation address?
 - How will this request for AID Demonstration funding be included in the project?
- II. **Project Description:** Brief description of the project and project objective(s), the innovation and related documented benefits*, the performance goals and measures for the innovation, current organizational/institutional experience with the innovation, and the significant improvement to conventional practice expected.
- What is the project and its objective(s)?
 - What is the innovation and related documented benefits*?
 - What are the performance goals and measures for the innovation?
 - What is the current organizational/institutional experience with the innovation?
 - What is the significant improvement (magnitude and scope of impact) to applicant's (or subrecipient's) conventional practice expected by implementing and adopting the innovation?
- III. **Innovation Performance:** Brief description of how the innovation will be monitored, assessed, and documented to determine if the performance goals and measures are achieved, including a timeline of demonstration, deployment, implementation, and/or adoption activities.
- How will innovation be monitored, assessed, and documented to determine if the performance goals and measures are achieved?
 - Please include a timeline of demonstration, deployment, implementation, and/or adoption activities.
- IV. **Applicant Information and Coordination with Other Entities:** Identification of Applicant including point of contact (and subrecipient, if applicable); description of cooperation with other entities; and information regarding any other entities involved in the project.
- Who is the project point of contact?
 - Is there cooperation with other entities on the project?
 - Are there any other entities involved in the project? Is so, please provide information about them.

- V. **Funding Request:** Summary of the funding request including the basis for determining the cost of the innovation in the project. Please include an estimate of the total project cost.
- How much AID Demonstration funding is being requested?
 - How was this amount determined as the cost of the innovation in the project?
[**NOTE:** *Provide data that directly supports the requested funding amount. If funding for staff, materials, or other items is part of the innovation cost for an eligible project, the applicant will need to include it in the application for consideration.*]
 - What is the estimated total project cost?
- VI. **Eligibility and Selection Criteria:** Brief description of how the project meets the statutory eligibility criteria as described in Section III (*Eligibility*) and the selection criteria identified in Section IV (*Selection Criteria*) of the NOFA.
- Is the entity eligible to apply for funding?
 - Has the applicant (or subrecipient) received AID funding?
 - Is project eligible under title 23 USC?
 - Is project ready to initiate within 6 months of applying for AID Demonstration funding? [**NOTE:** *For this program, a project is considered “**ready to initiate**” at the stage when the awarded funds could be obligated to the project.*]
 - Does innovation align with TIDP goals?
 - Is innovation proven in real-world application and has documented benefits?*
 - Is innovation not routinely used by the applicant or the subrecipient?
 - Is innovation of significant improvement from applicant’s or subrecipient’s conventional practice?
 - Does the applicant (or subrecipient) indicate willingness to: (1) Participate in monitoring and assessment activities regarding the effectiveness of the innovation(s) and subsequent technology transfer and information dissemination activities associated with the project; (2) accept FHWA oversight of the project; and (3) conduct a before and after customer satisfaction determination for construction projects?

***Innovations included in the Every Day Counts (EDC) initiative need only to be cited.**

Examples and benefits of EDC innovations are included on the EDC website at <http://www.fhwa.dot.gov/everydaycounts/>.

Additional Attachments: Additional information (e.g., maps, pictures, etc.) can also be submitted. Items must be submitted in a PDF format as an attachment to the application. This additional information should be identified by the Applicant and Project Title so that it is easily identified as part of the application. These additional items should not be relied upon to meet

the application submission requirements above, but serve only to illustrate the information provided in the narrative.

**Accelerated Innovation Deployment (AID) Demonstration
Project Narrative Template**

[NOTE: *Project narrative should not exceed five (5) pages.*]

I. Project Abstract (5 sentences maximum)

II. Project Description

III. Innovation Performance

IV. Applicant Information and Coordination with Other Entities

V. Funding Request

VI. Eligibility and Selection Criteria

Additional Attachments ☐ No ☐ Yes [NOTE: PDF files should be identified by Applicant and Project Title]