

**Request For Proposals Transportation Demand Management  
(TDM) Employer Service Program  
Questions and Answers**

1. Can you confirm the limitations/cap on the allowable direct expenses? Is there a cap in terms of the percentage of the overall budget?
  - A. Per the RFP, the total budget for non-labor direct costs awarded should not exceed 10% of the total amount awarded to Subgrantees. Across the three eligible non-labor direct costs, the total amounts allocated for each line item should not exceed a combined 10% of the overall budget. The following line-item categories of non-labor direct costs are eligible for reimbursement under this contract:
    - Printed collateral materials that communicate program offerings to commuters and employers. Collateral materials for local programs may be developed as long as they directly support the regional programs;
    - Financial incentives for commuters to assist with the transition from SOV travel to vanpool; and
    - Transit pass/fare incentives for commuters to assist with the transition from SOV travel to transit.