Request for Proposals
2020 Teen Driver Safety Activities

Minnesota Department of Public Safety (DPS) / Office of Traffic Safety (OTS)

Project Overview

The Minnesota Department of Public Safety (DPS), through its Office of Traffic Safety (OTS), seeks to award grants to 501C3 qualified non-profit or governmental entities to implement teen driver safety activities with the objective of reducing crashes, injuries and deaths involving teen drivers. Activities may be implemented in a specific area of the State; city, county, region, or statewide. Grant funds may be used to implement activities that have been proven or hold great promise to be effective in changing driver behaviors, or to enhance initiatives currently available in Minnesota, but cannot be used to duplicate or expand existing initiatives. Applicant organizations must have knowledge and experience with teen driver traffic safety issues.

Funding amounts will depend on the number of grants awarded.

The grant cycle will run from November 1, 2019 –September 30, 2020.

The OTS provides grant funds from the National Highway Traffic Safety Administration (NHTSA), a division of the federal Department of Transportation.

Project Background

General

The mission of the Office of Traffic Safety is to lead efforts to prevent traffic deaths and serious injuries by changing human behavior in Minnesota. To maintain and improve the safety of the traveling public, the DPS works with governmental organizations and the private sector to identify and mitigate traffic problems. Certain programs implemented to fulfill this mission are funded by the National Highway Traffic Safety Administration (NHTSA) through the Office of Traffic Safety. The OTS and the NHTSA are most concerned with traffic safety interventions that have been proven to reduce deaths and serious injuries caused by motor vehicle crashes. One traffic safety priority is to address problems associated with teen drivers by implementing initiatives that effectively reach teens, their families, law enforcement, or other stakeholders that have the capacity to improve teen driver behaviors. All applications must include measurable goals. Measurable goals may include the number of activities that will be conducted and the anticipated number of participants in the activities.

Example Grant Activities

The following are examples of possible grant activities. Applicants are encouraged to use information within this document for guidance to submit other activities.

- Implement community-based Point of Impact teen driver safety parent awareness classes in communities that are under-served by driver education providers. Facilitators/presenters will be required to complete a 4-hour train-the-trainer class with the Office of Traffic Safety. Grant funds may be used for allowable costs within the Commissioner’s Travel Plan, but not for time to attend training, including travel time.

- Implement a Teen Driver Safety Summit where teens, teachers, school administrators, community leaders, parents, and safety professionals gather to build alliances and spread awareness about teen driving dangers.

Goals
The overall goal is to educate teen drivers and families with the intent of reducing crashes, injuries and deaths involving teen drivers through the use of activities or educational resources that address teen driver safety issues.

Grantee Responsibilities
1. Implement activities in the approved work plan.
2. Submit accurate and timely quarterly progress reports that show measurable outcomes to the OTS.
3. Submit accurate and timely quarterly financial status reports to the OTS.

Reporting Obligations
Progress Reports
A detailed narrative of measurable accomplishments and challenges encountered must be filed quarterly, on or before the last Friday of the month following the end of each quarter.

Financial Obligations
As required by NHTSA funding, the OTS will reimburse a Grantee only after costs are incurred and paid by the Grantee.

Invoices must be submitted on a quarterly basis on or before the last Friday of the month following the end of each quarter. Invoices must include documentation of grant-related time and expenses incurred during the quarter.

Eligible costs will be reimbursed only after appropriate documentation is provided, and the claim is approved by the OTS.

OTS will supply invoice and documentation formats to successful respondents.

Project Costs
Budget Items may include:

a. Project Coordinator Time; Salary & Fringe or Sub-Contractor. For the actual number of hours used to work on approved grant duties and activities only. For Salary & Fringe, only the employer’s portion of FICA, insurance, and retirement benefits are eligible for reimbursement. Vacation, sick, or personal time off are not eligible costs. The OTS does not reimburse time for salaried staff with titles such as Director or Executive Director or for general administration, such as supervision of employees. Note: The OTS must pre-approve any sub-contract before it is legally binding (signed).

b. Supplies & Materials; that are reasonable and necessary for the approved grant activities.

c. Printing & Postage; as necessary for the approved grant activities. Printed materials used for public outreach must be pre-approved by the OTS.

d. In-State Travel; Mileage, lodging, meals, for the project coordinator to work on approved grant activities within the limits of the Commissioners Travel Plan.

e. Other Expenses; May include other cost allocations such as grant administration time for fiscal reporting.

Please note: The above items are examples only and do not reflect all potential allowable costs.

Budget Items may not include:
a. **Indirect Costs**: Office space, etc.

b. **Paid Media or Advertising**;

c. **Cash Prizes, Gift Certificates, or any other Give-Away Items**;

d. **Equipment or Furniture**: Computers, printers, chairs, etc.

Please note: The above items are examples only and do not reflect all potential unallowable costs.

**Commissioner’s Travel Plan Summary**:

Reimbursable expenses may include, but are not limited to, the following:

- Use of a personal automobile at the IRS rate of $0.58 per mile.
- Parking fees with receipts.
- Hotel accommodations at actual costs with receipts.
- Meals provided as part of a conference or meeting are not reimbursable.
- Meals may be reimbursed under the following conditions:
  1. Breakfast if leaving home before 6:00 AM or if away from home overnight up to $9.00.
  2. Lunch if in travel status more than 35 miles away from office or if away from home overnight up to $11.00.
  3. Dinner if you cannot return home until after 7:00 PM or are away from home overnight up to $16.00.

Note: Per NHTSA’s Highway Safety Grant Funding Guidance, Part IV; C, time to attend or travel to and from conferences, workshops or other events is not an allowable grant expense. The only exception is time used to do a presentation at the event.

**Matching Funds**

Grantees will be required to match at least 25% of the total grant funds awarded.

Match costs are expenses or donations directly related to the project that are not reimbursed by any federally funded grant. OTS reports match costs to the National Highway Traffic Administration.

Projected match costs must be submitted in the grant application. Enter a description of the match and amounts in the appropriate budget lines. Grantees will be required to report match costs and submit supporting documentation with each quarterly financial report.

**Proposal Instructions**

Questions and requests for clarification or additional information must be e-mailed to Gordy Pehrson no later than 4:30 p.m. Central Daylight Time (CDT), on Wednesday, September 25, 2019 Gordy.pehrson@state.mn.us

Answers to questions asked and clarifications sought that are not specific to a single proposal will be posted on the OTS TZD Teen Driving page https://dps.mn.gov/DIVISIONS/OTS/TEEN-DRIVING/Pages/default.aspx on September 27, 2019.

This request for proposal does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in the State’s best interest.

Completed proposals must be received by the close of the business day 4:30 p.m. CDT Wednesday, October 9, 2019.
Late proposals will not be considered.

All costs incurred in responding to this RFP will be borne by the responder. Fax, e-mail, and printed proposals will not be accepted or considered. Proposals will be evaluated on “best value” as specified below.

Responses are subject to negotiation.

Final selection of grantees is anticipated to be completed by October 18, 2019.

**State of Minnesota E-grants Instructions**

All responses to this RFP must be completed in DPS’ Web-based E-grants system [https://app.dps.mn.gov/egrants](https://app.dps.mn.gov/egrants).

If you are currently not in our e-grants system, please click on “new user” You will need to be assigned a username and set up a password before you can move on the RFP, that may take a couple of days to receive.

**Proposal Content and Evaluations**

All responses received by the due date and time will be reviewed by the State. Proposals will be reviewed to determine if the minimum requirements have been met. Proposals that are late or fail to meet minimum requirements will not advance to the next phase of the evaluation.

A 100-point scale will be used to create the final evaluation recommendation.

1. Agency experience with teen driver issues, traffic safety, and community outreach. 10%
2. Proposed work plan that implements effective strategies and activities with reasonable and attainable timelines and measurable goals. 45%
3. Proposed budget that is detailed, allowable, and justified to accomplish the goals of the proposed work plan. 45%

The State reserves the right to seek best and final offers from one or more responders.

All remaining data in proposal responses will be public data after the evaluation process is completed. For the purposes of this grant program, when all grant agreements have been fully executed.

Notification of grant awards is expected to be given on or before October 28, 2019.