

2016 Toward Zero Deaths (TZD) Safe Roads Grant Request for Proposal

Table of Contents

Introduction/Overview	2
Submission Deadline.....	3
Eligibility Instructions	4
County Crash Data	4
Completing Grant Application Forms.....	5
Authorized Representative.....	5
Organization Background and Experience.....	5
Coalition Coordinator’s Background and Experience.....	5
Coalition Support	5
Resolutions.....	5
Required TZD Safe Roads Coalition Activities	6-7
TZD Safe Roads Coalition:	6
Fatal Review Committee:.....	6-7
Community Outreach Supporting TZD Enforcement.....	7
Optional TZD Safe Roads Coalition Activities.....	8-12
TZD Statewide Conference:	8
Regional TZD Meetings.....	8
Budget Instructions and Limitations.....	12-16
Administrative and Financial Obligations	17-18
Reporting Obligations	18-19
Grant Award Selection Criteria	20
Memorandum of Understanding	21
Resolutions:	22-23
Evaluation of 2016 TZD Safe Roads Grant Proposals	24-26

2016 Toward Zero Deaths (TZD) Safe Roads Grant Request for Proposals Office of Traffic Safety, Minnesota Department of Public Safety

Introduction/Overview

To continue working toward the goal of zero traffic deaths and serious injuries on Minnesota's roads, the Office of Traffic Safety (OTS) in the Department of Public Safety is funding county coalition work through the Toward Zero Deaths (TZD) Safe Roads grant program.

Research has consistently shown that education, media campaigns, or public information efforts on their own are not effective in changing traffic safety behaviors. To be effective, these initiatives must be tied to a larger activity, such as enhanced enforcement. The perception of a high likelihood of receiving a citation for violating traffic laws has a strong impact on driver and passenger behaviors.

The Toward Zero Deaths (TZD) Safe Roads grant program uses a data-driven, interdisciplinary approach that targets areas for improvement and employs proven countermeasures, integrating applications of education, enforcement, engineering, and emergency medical and trauma services (the "4Es").

Principles of the TZD Safe Roads Program

- The TZD Safe Roads program incorporates three basic elements:
 - 1) The development of local working coalitions; diverse community partnerships whose members focus on traffic safety and actively participate in coalition activities.
 - 2) The use of data-driven and proven practices/strategies to be carried out by the members of the coalition to decrease traffic related deaths and serious injuries.
 - 3) The development of fatal review committees whose members analyze the contributing factors related to local traffic death and serious injury crashes, identify trends and implement strategies to prevent similar crashes and outcomes.
 - TZD Safe Roads grants are data driven and focus on connecting statewide efforts with local collaborations and activities.
 - TZD Safe Roads use research proven activities that have the greatest impact on reducing traffic-related deaths and serious injuries that can be evaluated to define success.
 - The primary document used by OTS to define the allowable strategies is Countermeasures that Work 7th Edition, 2013 which can be accessed at: [link to nhtsa gov for static files](#)
-

Important Information for 2016 TZD Safe Roads Grant Applications

- Grants will be written for a one year period, beginning October 1, 2015 and ending September 30, 2016.
- Applications may be submitted for county or multi-county coalitions.

- Applications must show at least one local law enforcement agency (sheriff and/or police department) is a participating agency in an application for the 2016 TZD Enforcement Grant Program with OTS. If the applicant organization serves more than one county, at least one participating law enforcement agency from each county served must be shown.
- Letters of support, or Memorandums of Understanding (MOU), from core coalition members must state that the entity they represent will actively participate in coalition activities and meetings. (See sample MOU near the end of this document)
- Applicant organizations should consider selecting optional grant activities that focus on the leading problems of the county or counties served, rather than trying to address multiple traffic safety issues.
- Funds to help support a maximum of two victim impact presentations that coincide with high visibility enforcement campaigns are available. The events must be open to the public and have the potential to reach audiences of at least 50 people. (See pages 9 & 10)
- Safe Roads coalition coordinators who attend the 2015 TZD State Conference in St. Cloud are required to attend the Office of Inspector General's presentation. (Tentatively scheduled 4 p.m. Wednesday, October 28.)
- Only allowable supplies and materials that are manufactured or assembled in the USA, or are covered by a waiver from the NHTSA, are eligible for reimbursement. Grantees will be responsible for obtaining verification that all items purchased under the grant are compliant with the Buy America Act (23 U.S.C.313).

Grant Basics

Funding for TZD Safe Roads grants is provided by OTS with money from the National Highway Traffic Safety Administration (NHTSA), a division of the Federal Department of Transportation. TZD Safe Roads grant funds are used to implement specific traffic safety activities that enhance other local stakeholder traffic safety initiatives.

TZD Safe Roads grants will be written for a one year period, beginning October 1, 2015 and ending September 30, 2016.

Applications for TZD Safe Roads grants must include a proposed Work Plan and Budget for the federal year - October 1, 2015 through September 30, 2016 only.

Submission Deadline

All TZD Safe Roads grant applications must be submitted online via the Department of Public Safety's electronic grant system (E-grants) no later than **4:00 PM, Friday, May 29, 2015**. OTS will not consider late proposals and will not accept mailed, delivered, faxed or e-mailed proposals.

Applications to this RFP, must be submitted through E-Grants:
https://app.dps.mn.gov/egrants/Login2.aspx?APPTHEME=MNDPS_OT

New E-grant users must apply for a username and password by clicking on the New User link. You will be given access by an administrator at DPS within a day or two.

Questions on the E-grants system should be submitted to Terri Pieper at terri.pieper@state.mn.us or 651-201-7073.

Questions on this RFP must be addressed to Gordy Pehrson at gordy.pehrson@state.mn.us. He is the only person authorized to answer questions; answers supplied by others may not be correct or complete. Questions must be submitted no later than **4:00 PM, Monday, May 18, 2015**. Answers to questions asked and clarifications sought that are not specific to a single proposal will be posted on the TZD Safe Roads Partners page of the OTS website: ots.dps.mn.gov within approximately three business days after May 18, 2015.

Eligibility Instructions

TZD Safe Roads grants provide funding for county or multi-county coalitions to address and prevent traffic deaths and serious injuries in their county or counties. Applicants must provide county-wide grant services.

A single applicant agency for the TZD Safe Roads grant is required.

OTS will accept applications from school districts, public health departments, emergency medical service providers, law enforcement, non-profits, and other governmental and private agencies, but does not accept applications from individuals or unincorporated organizations. Non-profit or private organizations must include a copy of their most recent financial report with their application.

Applications must show that at least one local law enforcement agency (sheriffs and/or police department) is a participating agency in an application for the 2016 TZD Enforcement Grant Program with OTS. If the applicant organization serves more than one county, at least one participating law enforcement agency from each county served must be shown.

County Crash Data:

2011 to 2013 fatal and serious crash data for total number or rate of deaths and serious injuries by 100 million vehicle miles travelled (VMT), or primary contributing factors, will be used to identify areas with the greatest need for TZD Safe Roads Grant Program resources. This data can be found on the OTS Web Site at; <https://dps.mn.gov/divisions/ots/tzd-safe-roads/Pages/default.aspx>. For greater impact in reducing crashes, injuries and deaths, applications from areas with 2011 – 2013 traffic deaths and serious injuries at or above state averages will be awarded additional points.

The **2011 to 2013** fatal and serious crash data that are above the state average include:

- **More than 55** traffic-related deaths and serious injuries.
- A death and serious injury rate per 100 million VMT **at or above 2.8**.
- **More than 14** alcohol-related deaths and serious injuries.
- An alcohol-related death and serious injury rate per 100 million VMT **at or above 0.7**.
- **More than 12** non-use of seat belt related deaths and serious injuries.
- A non-use of seat belt related death and serious injury rate per 100 million VMT **at or above 0.6**.
- **More than 10** speed-related deaths and serious injuries.
- A speed-related death and serious injury rate per 100 million VMT **at or above 0.5**.
- **More than 10** distracted driving related deaths and serious injuries.
- A distracted driving related death and serious injury rate per 100 million VMT **at or above 0.5**.

Issues that are not above the state averages may be addressed in the TZD Safe Roads grant application, but cannot be a primary focus of the grant activities.

Completing Grant Application Forms

Authorized Representative:

The Authorized Representative is the individual authorized by the applicant organization's governing board to execute a legally binding contract or agreement, act as the fiscal agent, and grant administrator.

Organization Background and Experience:

Provide a brief description of the organization, including its mission; location of office or offices; services provided; experience with grant management; traffic safety experience; and any other organizational grant administration qualifications. Applicant organizations must have offices in the county or counties served.

Private, non-profit, and other non-governmental organizations must provide an IRS Form 990 or the most recent certified financial audit with the TZD Safe Roads grant application.

Coalition Coordinator's Background and Experience:

A brief résumé of the coalition coordinator's background and experience as it relates to coalition leadership, grant management, traffic safety and community organization must be provided. If the coalition coordinator is unknown, describe the qualifications you will look for in a potential coordinator and the anticipated date the coordinator will be hired.

Coalition Support:

Five letters of support or a Memorandum of Understanding (MOU) from each core coalition member's organization are required. A MOU may be useful in obtaining greater involvement in coalition activities and consistency in coalition meeting attendance. Each letter or MOU must state that the member organization will actively participate in coalition meetings and grant activities.

To meet this requirement, include a letter or MOU from coalition members representing;

- Emergency medical services
- Engineering at the city, county, or state level
- Public health
- County Sheriff's Office*
- Police Department(s)*

* TZD Safe Roads grant applications must show that at least one local law enforcement agency (sheriff or police department) is a lead or partner agency in an application for the 2016 TZD Enforcement Grant Program. If the applicant organization serves more than one county, at least one law enforcement agency from each county served must be shown. Letters of support or MOU's from the sheriff and/or police chief(s) must confirm that their agency is included in an application for the 2016 TZD Enforcement Grant Program.

(See sample MOU near the end of this document.)

Resolutions:

Before OTS can execute a grant agreement, the agency that will receive federal funding must provide the OTS with a resolution from the appropriate governing body (board of directors or county board) authorizing its participation in the TZD Safe Roads Grant Program. It's best to begin the process of obtaining a resolution before submitting a grant application. Resolutions are submitted through the OTS E-grants system. (See sample resolution near the end of this document.)

Legal signatures for a county are the Board Chair and Clerk of the County Board (M.S. 375.13); or individual positions specified in the resolution approved by the County Board.

Nonprofit organizations may submit a copy of their approved by-laws in place of a resolution.

Required TZD Safe Roads Coalition Activities

TZD Safe Roads Coalition:

Active coalitions are the key to the success of TZD Safe Roads activities. In an active coalition, the work is shared by all members; the coalition coordinator is not responsible for doing all of the coalition work. Grant applications must show evidence of an existing working coalition or demonstrate the viability of a newly formed working coalition by providing:

TZD Safe Roads Coalition Members:

List the name and organization affiliation of all coalition members. Applicants are encouraged to include broad and diverse representation in their coalitions. Successful coalitions involve community members from different professions or organizations.

For example; local government, schools, courts, businesses, medical facilities, churches, media, and nonprofit organizations.

TZD Safe Roads Coalition Meetings:

Coalitions must meet a minimum of six times during the grant year. Applications must include a proposed meeting schedule (i.e. the third Tuesday of every other month beginning in November).

TZD Safe Roads Coalition Mission Statement:

Existing coalitions must include their current mission statement. Coalitions that are in the developmental stages must include a proposed draft mission statement.

For example: To reduce fatal and serious injury crashes that are speed, alcohol, distracted, or unbelted occupant related in _____ County.

Measurable Coalition Goals and Evaluation Measures:

Existing coalitions must include their current measurable goals. Coalitions that are in the developmental stages must include a proposed draft of their measurable goals. **Coalition goals must be measurable.** It's recommended that the coalition goals are consistent with the TZD enforcement goals as they relate to fatalities and serious injuries and/or fatal and serious injury crashes.

For example: Reduce fatalities and serious injuries from an average of 12 per year (2011 to 2013) to less than 6 from October 1, 2015 through September 30, 2016.

Reduce fatal and serious injury crashes from an average of 9 per year (2011 to 2013) to less than 5 from October 1, 2015 through September 30, 2016.

Coalition evaluation measures address the coalition itself. Applications must include a list of coalition evaluation measures that will be implemented during the grant period.

For Example:

- *Increase the amount of involvement (measured by increased number of coalition members and/or volunteer hours spent on coalition activities)*
- *Develop plans to sustain the coalition without OTS funding (measured by plan completion and successful implementation)*
- *Conduct a survey of coalition members to find their level of satisfaction with the group and what they would recommend for improvements.*

Fatal and Serious Injury Review Committee:

Each TZD Safe Roads Coalition must establish a Fatality and Serious Injury Review Committee (FSIRC) that meets at least quarterly to review every fatal crash in their area. In addition to reviewing all fatal crashes, committees should also review as many serious injury crashes as possible to identify recent crash and injury trends.

The purpose of the FSIRC is to identify:

- Trends that contributed to the crashes, resulting fatalities, and serious injuries.
- How the crashes could have been avoided.
- Actions that will be taken to prevent similar crashes, injuries and deaths, and the person(s) responsible for completing them.

Members of the FSIRC may be able to act on specific action items, such as submitting a newspaper article, or make recommendations to law enforcement, engineering, or emergency medical services.

The FSIRC must meet at least quarterly and communicate their findings to the TZD Safe Roads coalition members. Meeting notes must be submitted to OTS. Follow through with action items is essential, and must be reported to OTS.

TZD Safe Roads grant applications must include the proposed dates that the Fatal and Serious Injury Review Committee plans to meet (i.e. the second Tuesday of Dec, March, June & Sept.), and a list of known or potential committee members. At a minimum, the committee must include representatives from law enforcement; engineering; emergency medical services; and the TZD Safe Roads coalition coordinator.

A FSIRC Guide is available at: <https://dps.mn.gov/divisions/ots/tzd-safe-roads/Pages/default.aspx>.

Community Outreach Supporting TZD Enforcement:

All TZD Safe Roads Coalitions are required to implement public information and earned media campaigns for enhanced enforcement efforts.

The 2016 TZD Enforcement mobilization calendar includes:

- October: Seat Belts and Child Seats
- November/December: Impaired Driving
- April: Distracted Driving
- May: Seat Belts and Child Seats
- July: Speed
- August/September: Impaired Driving

Safe Roads Coalition community outreach prior to TZD enforcement activities include:

- Distribution of information.
Examples: Letters to the editor, lawn signs, posters, changeable message signs, media interviews. Resources can be viewed and materials can be ordered at: ots.dps.mn.gov
- Work with enforcement agencies to develop and conduct media efforts, such as news conferences, radio interviews, and other events.
- An optional strategy for this grant activity is to coordinate Mock Crash events for youth that take place before the May or October seat belt enforcement periods to encourage seat belt use. Mock Crash events must coincide with other school-based traffic safety activities.
- Grantees will be responsible for submitting a detailed report of community outreach activities for each TZD enforcement period.
Examples:
 - *Media event, date, location, number of attending enforcement agencies, list of media that attended, etc.*
 - *Number and city or township of on-sale liquor establishments that impaired driving coasters were distributed to.*

- *Names of newspapers that articles were submitted to.*
- *Number and city of businesses and schools asked to post messages on marquis.*

Please note; participation in county fairs is not an approved grant activity.

Optional TZD Safe Roads Coalition Activities

Research consistently demonstrates that education, communications, and outreach prove effective in changing traffic safety behavior only when tied to a broader initiative or activity, such as increased enforcement. The perception of a high likelihood of receiving a citation resulting in financial or licensing consequence for not obeying a traffic law has a strong impact on changing behaviors. Therefore, TZD Safe Roads Grant activities should be tied to other initiatives, such as increased enforcement, whenever possible.

TZD Safe Roads Grantees must work on the identified problems with the greatest need in the area served by selecting strategies on the following pages of this document. It's recommended that organizations consider selecting the optional grant activities that focus on the leading problems of the area served, rather than trying to address multiple traffic safety issues.

When considering optional strategies and activities, the coalition must focus on the first activity listed for that strategy. Other activities listed are secondary for that strategy. When considering optional activities that address impaired driving, keep in mind that impaired driving is a more significant problem for those 21 and over than those under 21. Therefore, the target market for impaired driving activities must be those age 21 and older.

TZD Statewide Conference:

TZD Safe Roads coalition coordinator attendance at the 2015 TZD Statewide Conference on October 29 and 30, 2015 at the St. Cloud River's Edge Convention Center is highly recommended, but not required. Coalition coordinators who attend the TZD State Conference are required to attend the Office of Inspector General's presentation. (Tentatively scheduled 4 p.m. Wednesday, October 28.)

Coalition coordinators may be reimbursed for attending the conference under the following guidelines:

- The conference registration fee will be waived.
- Mileage at the approved IRS rate of \$0.575 per mile.
- The lodging rate of the official hotel on Wednesday, October 28 and Thursday, October 29 only. Attendance at the Office of Inspector General's presentation, tentatively scheduled at 4 p.m. on Wednesday, October 28, is required.
- For the purposes of this application, estimate hotel costs at \$150.00 per night.
- Per NHTSA's Highway Safety Grant Funding Guidance, Part IV; C, time to attend the TZD Statewide Conference (with the exception of time spent presenting) is not an allowable grant expense.

TZD Safe Roads grant applications must state if the coalition coordinator will or will not attend the 2015 TZD State Conference, and the Office of Inspector General's presentation.

Regional TZD Meetings:

Coalition coordinators may be reimbursed for regional TZD meetings under the following guidelines:

- Time and mileage to attend a TZD Regional Steering Committee up to two times per year.
- Time to participate in TZD Regional Steering Committee meetings via teleconference.
- Time and mileage to meet with other traffic safety coalition coordinators in your region up to four times a year only when scheduled by the TZD Regional Coordinator.
- Time and mileage to attend the Annual TZD Workshop in your region.

Setting Measurable Goals and Evaluating Grant Activities:

Measuring the impact of the grant activities allows TZD Safe Roads coalition members to evaluate the effectiveness of their work and determine the next best steps.

Successful evaluation depends on setting measurable goals and objectives for the coalition's grant efforts. TZD Safe Roads Grant Applicants must set measurable goals for each TZD Safe Roads Coalition activity selected for implementation. Being very clear about what you are trying to accomplish will help you obtain success.

For example: If your community is over-represented in alcohol related deaths and serious injuries, a coalition goal would be to decrease the number of alcohol-related fatal and serious injury crashes from an average of 8 per year (2011 to 2013) to fewer than 4 during the grant period.

Sober Cab and Alternative Transportation Activity:

Applications that include an alternative transportation activity must describe what the activity will be and measurable goals.

For example:, Increase use of the Sober Cab program on weekend nights from an average of five uses each night (2011 to 2013) to an average of ten uses each night during the grant year.

Parent Involvement with Teen Drivers Activity:

Applications that include working with driver education providers to promote attendance and strengthen teen driver safety parent awareness classes must list all driver education providers in the area served and identify which schools the coalition will work with during the grant period.

Victim Impact Presentations Activity:

A maximum of two victim impact presentations that are applicable to focus on, and coincide with, a high visibility enforcement campaign will be allowed. The events must be open to the public and have the potential to reach large audiences of at least 50 people. Evening events at secondary schools, universities, and other suitable public venues are recommended.

Speakers must have public speaking experience and the ability to provide an impactful presentation with a sound traffic safety message. In addition to the speaker, presentations must use visual media such as power-point or video to engage the audience.

Safe Roads grant applications must include a description of each proposed victim impact presentation;

1. Topic
2. Month
3. Time of event
4. Target audience(s)
5. Potential number of attendees you hope to reach
6. Venue
7. Presenter (if known)
8. How the event will be publicized using earned media
9. How the event will be evaluated beyond only the number of participants

Reporting Requirements:

The OTS requires monthly progress reports on all grant activities. Victim impact presentation reports must include the event;

- Date
- Location

- Primary audience demographics
- Number of participants
- Evaluation results (surveys, etc.)

Media:

At a minimum, all speakers must support the presence of media at any presentation.

Attendees should also be notified at check-in that media will be present. Attendees and speakers who wish not to be filmed or audio taped should be granted that right.

ONLY choose from the Menu of Options listed in this RFP. Other activities will not be considered eligible for funding with the exception of involvement in TZD Regional Meetings.

OPTIONAL GRANT ACTIVITIES			
<i>Reminder: Measurable goals for each activity selected must be stated in the application.</i>			
STRATEGY	ACTIVITIES	TARGET MARKET	EVALUATION MEASURES
Victim Impact Presentations	Coordinate a maximum of two victim impact presentations that are open to the public and have the potential to reach at least 50 people that coincide with a high visibility enforcement campaign.	General population.	Participant surveys. Number of participants. Earned media.
Parental Involvement with Teen Drivers	Work with driver educators to promote parental participation and strengthen teen driver safety parent awareness classes. Assist driver educators in securing law enforcement participation as co-presenters at parent awareness classes.	Teen drivers via their parents.	Increased number of parents attending classes. Reduction in teen driver involved crashes, injuries, deaths.
Collaborate with employers to conduct workplace traffic safety training events with a focus on workplace policies	Collaborate with local employers to conduct traffic safety training events that focus on workplace policies regarding cell phone use, seat belts, speeding and alcohol, with defined sanctions for non-compliance using the Minnesota Safety Council's Network for Employers for Traffic Safety (NETS) resources. See: minnesota.safetycouncil.org <i>This does not include participating in events such as health fairs.</i>	General population.	Number of workplace training events held. Number of employees trained. Reduction in work-related crashes, injuries and deaths.

Collaborations to improve serving practices at liquor establishments	Partner with managers/owners of liquor establishments to confirm their support of responsible server practices and encourage their participation in server training classes taught by accredited Alcohol & Gambling Enforcement Regional Alcohol Awareness Trainers. <i>This does not include providing server training itself.</i> See: https://dps.mn.gov/divisions/age/alcohol/Pages/default.aspx	Impaired drivers, with a focus on males under age 35.	Number of establishments that support responsible serving practices. Number of establishments that participate in server training classes. Reduction in impaired driving crashes, injuries, and deaths.
Sober cab and alternative transportation	Implement, reinforce, or improve sober cab and/or alternative transportation options.	Impaired drivers, with a focus on males under age 35.	Number of new sober cab/alternative transportation projects. Number of people using sober cabs/ alternative transportation services. Reduction in impaired driving crashes, injuries, and deaths.
Local government education	Presentations to county boards and city councils on traffic safety issues, TZD efforts, and support for law enforcement traffic safety efforts.	Local policy makers.	Number of governing bodies presented to.
Distracted Driving Awareness	Increase awareness of/belief in the dangers of driving distracted through the use of Distract-A-Match® 2 or similar activity at community events, high schools, and post-secondary educational institutions. Distract-A-Match®2 is a simple shape and color matching game that helps demonstrate the impact of cognitive, visual, and manual distractions on our reaction time and judgment. Cost from Innocorp Ltd is \$99.00 which is an eligible, made in the U.S.A., grant expense. See https://fatalvision.com/distract-a-	General population.	Number of distracted driving activities completed. Number of individuals reached through activities. Reduction in distracted

	<p>match.html.</p> <p>Other similar materials costs may be eligible if specified in work plan budget.</p> <p>(Also, see Motorcycle Safety & Training strategy below.)</p>		driving related crashes, injuries, and deaths.
Motorcycle Safety & Training	<p>While conducting outreach to employers and others, as noted above, promote participation in the Minnesota Motorcycle Safety Center's (MMSC) motorcycle training courses. See: https://dps.mn.gov/divisions/ots/mmsc/Pages/default.aspx</p> <p>In early June, enhance motorist awareness of motorcycles by using MMSC and DPS materials, utilizing the same means as for outreach of enforcement efforts. DPS materials, (sample news releases, talking points, etc.) are available in early spring.</p>	<p>Training: Males up to age 55</p> <p>General population</p>	<p>Number and means of outreach and materials distributed.</p> <p>Reduction in motorcycle crashes, injuries, and deaths.</p>

Budget Instructions and Limitations

Before completing and submitting the proposed work plan and budget, verify that all items in the budget are related to allowable tasks in the work plan.

A complete and thorough description of the grant budget is required. Include the following elements as part of that description using the budget form.

Direct Labor:

TZD Safe Roads Grantees are allowed a maximum average of 13 hours per week total of staff time. OTS limits staff time to ensure coalition members are active. \$32 per hour is the maximum hourly rate including fringe benefits; actual salaries and fringe benefits must be in accordance with common practice for the classification level. The maximum hours covers all staff time, including but not limited to the coalition coordinators time, regardless of the coalition coordinators status as a sub-contractor or an employee of the grantee organization. If the coalition coordinator will be under contract to the grantee organization, OTS must approve the contract before it takes effect.

Staff time and fringe benefits that are reimbursed through the TZD Safe Roads Grant Program must be for the actual hours spent coordinating and managing approved grant activities. Only the employer's portion of fringe benefits is eligible for reimbursement.

As part of the grant application, identify the staff member (if known), current position title, number of hours that will be dedicated to work on approved TZD Safe Roads grant activities, and the hourly rate for each position that will be funded through the grant. **A separate document explaining the types and amounts of fringe benefits must be submitted with the grant application.** *Example; FICA, health insurance, retirement.*

OTS does not reimburse time for staff with titles such as Director or Executive Director unless the time was spent on specific project tasks. OTS does not reimburse for general administration such as supervision of employees or other oversight work unless that work is charged as a part of indirect cost rate approved by the federal cognizant agency (see indirect costs below).

Federal guidelines require all grantee staff paid by NHTSA funds to submit a monthly report

of their hours per day using the NHTSA funds and for all other sources of funding at the same employer. OTS will provide grantees with a monthly time report form.

Per NHTSA's Highway Safety Grant Funding Guidance, Part IV, C "Unallowable Training Costs" reimbursement for staff or sub-contractor time to attend training or conferences is not allowed unless 100% of the staff or sub-contractors time is paid with federal funds. Time to attend the TZD Statewide Conference (with the exception of time spent presenting) is not an allowable grant expense.

Supplanting:

Grant recipients cannot use grant funds to take the place of, or serve as a substitute for, existing funding used for a current or routine position or program. This practice is known as supplanting. Other state and local funds for the same activities may not be decreased as a result of additional federal funds made available through the TZD Safe Roads Grant Program. Instead, TZD Safe Roads grant funds must be used to provide additional resources that otherwise would not be available for the TZD Safe Roads program activities and cannot be used to pay for regularly scheduled work.

The following examples offer some guidance on determining staff time that qualifies for reimbursement:

- Agency A employs Ann for 40 hours a week. Ann will manage the grant within her current hours of work. Agency A cannot claim Ann's salary as part of the grant's budget because those grant funds would take the place of current agency funds that are dedicated to that position.
- Agency B employs Bob for 25 hours a week. Bob will manage the grant by working an additional 50 hours during the entire grant period. Agency B can include those additional hours in the grant's budget and receive reimbursement for the time that Bob works on approved grant activities.
- Agency C has a current contract with Mary to manage public health projects in their area. Mary will manage the grant under the current contract. Agency C cannot include Mary's staff time in its proposed budget or charge a portion of the contract costs to this grant.
- Agency D will hire a contractor to manage it. Agency D can include the contractor's time in its proposed budget and claim the portion of the contract that reimburses that contractor for work on approved grant activities. Agency D must report to the OTS the contractor's rate and the hours that the contractor spends on the approved grant activities to receive reimbursement; in addition, OTS must approve the contract in writing before it takes effect.
- Agency E has a section director that is the supervisor for an employee who works directly on the Safe Roads project and has time charged to it. Agency E may not claim time for supervision as a cost to the project.

Itemize the following costs in the grant application:

(Also, refer to the Administrative and Financial Obligations section of this document for information on submitting reimbursement claims.)

Contractual Services:

List the services in detail and when available, identify the service provider. (for example, TZD Safe Roads Coalition Coordinator @ \$25.00 per hour averaging 13 hours per week or 676 hours per year). The OTS will analyze each request for its necessity, appropriateness, potential benefit, and impact. OTS must approve any contract before it is legally binding (signed).

For Victim Impact Presentations, a maximum of \$500 in Federal Grant Funds per event for actual in-state travel costs within the Commissioner's Travel Plan may be used to reimburse speakers. Presenter time, fees, or stipends are not reimbursable costs.

Grantees must have written documentation that clearly identifies the maximum agreed upon budget with the speaker before each event. Documentation must include the mileage, meals, and lodging costs (if any), that will be reimbursed using Federal Grant Funds.

Federal grant funds may be used to reimburse speakers for actual in-state travel costs including;

- Personal vehicle mileage at the IRS approved rate.
- Reasonable lodging costs only when an overnight stay is absolutely necessary;
- Meals within the Commissioner's Travel Plan

Reimbursements for actual travel costs can be approved by OTS only after the grantee has paid the speaker.

An invoice from the speaker showing all actual costs must be provided to OTS for reimbursement.

Non-reimbursable costs:

- Speaker travel time
- Speaker presentation time
- Stipends or speaking fees.
- Air-fare, taxi, or limousine services
- Out-of-state travel
- Travel costs above \$500 per event
- Facility or venue costs
- Refreshments

Please note; this is not a complete list. Questions regarding expense eligibility should be addressed to Gordy Pehrson at gordy.pehrson@state.mn.us.

Travel Expenses:

Costs for in-state mileage, meals (when not provided as part of a meeting or conference), and lodging for TZD conferences, workshops, meetings, and other approved grant activities incurred by the coalition coordinator are allowed within the limits of the Commissioners Travel Plan. Receipts for meals and lodging are required. The OTS reimburses costs for vehicle mileage at the approved Internal Revenue Service (IRS) rate. The current IRS rate is \$0.575 per mile.

Commissioner's Travel Plan Summary:

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

- Personal Vehicle: Reimbursement for use of a personal automobile at the IRS rate of \$0.575 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.

List multiple trips to like events on one line of the grant application; (e.g.; six coalition meetings @ \$5.00 each for mileage).

TZD Statewide Conference:

The lodging rate of the official conference hotel is the maximum reimbursable. For the purposes of this application, estimate hotel costs at \$150.00 per night. Safe Roads Coalition Coordinators are eligible for hotel room reimbursement on the nights of Wednesday, October

28 and Thursday, October 29 only. Attendance at the Office of Inspector General's presentation, tentatively scheduled at 4 p.m. on Wednesday, October 28, is required.

Supplies and Materials:

Include costs for supplies and materials that are necessary for specific approved grant activities. **NOTE: Only supplies and materials that are made or assembled in the USA are eligible for reimbursement.** Costs for operational items and services that are provided to an agency on a centralized basis are not allowable unless the portion specific to the grant can be separated and documented. To be eligible for reimbursement, a cost must be documented with an actual transfer of funds specifically related to approved project work.

Print, Copy, Postage:

Brochures and other materials provided at no cost by DPS must be used when possible. Costs for layout, design, and printing of other printed pieces may be eligible for reimbursement **only if approved by the OTS grant coordinator.** Postage and other communications expenses may be eligible for reimbursement as long as they are specific to the approved grant work. The OTS grant coordinator should be consulted prior to incurring any costs if there is any question regarding reimbursement eligibility.

Be sure to estimate print, copy, postage costs in detail.

For example; 50 workplace policy surveys mailed at \$.55 per survey = \$27.50

Phone:

Phone and internet costs are reimbursable base on the percentage of salaried hours reimbursed through the grant. For example; The coalition coordinator works on the grant 13 hours per week (.325 FTE). Up to .325% of the monthly telephone and internet costs may be reimbursed, with a maximum of \$200 for telephone and \$200 for internet costs during the grant period.

Other Direct Costs:

Light refreshments for TZD Safe Roads meetings, up to a maximum of \$25 per occurrence, are eligible for reimbursement. No other food or refreshment items are allowable.

Be sure to estimate other direct costs in detail.

For example; Light refreshments for six coalition meetings at \$25.00 each = \$150.00

Indirect Costs:

No indirect costs can be charged to the project unless the rate has been approved by the grantee's federal government cognizant agency. The cognizant agency is the federal agency that provides a higher amount of federal funds to the grantee than any other federal agency. TZD Safe Roads Grantees that will charge indirect costs to the project must upload the approval letter from the federal cognizant agency into the E-Grants System with their grant application.

Local Costs:

An explanation of local costs is provided here for informational purposes only.

Applicants should enter \$0 for Local Costs in each budget category of the grant application.

Grantees will be asked to report local costs with their quarterly financial reports.

Local costs are any expenses directly related to conducting the project that are not reimbursed by the grant. Expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. OTS reports local costs to the National Highway Traffic Administration.

Agencies can report local costs as any real costs that are not included in the grant-reimbursed budget.

For example;

- *Coalition coordinator salary & fringe above the reimbursable amount.*
- *Refreshments for coalition events.*
- *Administrative costs.*

Local costs can also be reported when outside sources donate something to a project, such as an incentive item with a traffic safety message on it, or volunteers who spend time on activities directly related to the project.

For example;

- *Time to attend a coalition meeting, participate in a traffic safety activity, or media event.*
- *Donated radio time.*
- *Local resources (time, equipment, services) associated with a mock crash event.*

The volunteer rate is presently \$24.31 per hour.

Non-Allowable Costs:

The OTS will not reimburse TZD Safe Roads Grantees for any of the following expenses:

- Time for staff while in training or at a conference (exception of time spent presenting).
- Fees, stipends, or time for personal impact speakers.
- Paid media, such as advertising in a newspaper or airtime. However, funding may be used to develop messages that are tied to specific approved program activities with approval from the OTS grant coordinator.
- Alcoholic beverages.
- Food or refreshments that are not part of a planned coalition meeting.
- Cash awards or awards that could be sold for cash.
- Equipment.
- Overtime hours.
- Gift certificates or tickets to any entertainment venue, such as sporting or musical events.
- Give-away items such as key chains, pens, T-shirts, or candy.
- Office furnishings or fixtures.
- Travel costs over those allowed by the Commissioner's Travel Plan.
- Other items not related to specific approved grant activities or the approved budget.
- Out-of-state or international travel, unless requested by OTS.

Please note that this is not a complete list. Questions regarding expense eligibility should be addressed to Gordy Pehrson at gordy.pehrson@state.mn.us.

Lobbying:

No TZD Safe Roads funds will be used for any activity specifically designed to urge or influence a state or local elected representative to favor or oppose the adoption of any specific legislative proposal. Such activities which are specifically prohibited include both direct and indirect lobbying activities.

Administrative and Financial Obligations

Administrative Obligations:

All grant recipients, including TZD Safe Roads grantees, must meet a series of State and Federal requirements. Please review the requirements. By submitting the grant application, the grantee's authorized representative acknowledges that the following documents referenced in this Request for Proposal have been read in their entirety. The documents will be referenced in the grant agreement if funds are awarded to the applicant agency.

The documents include:

- Grant Program Guidelines
- Terms and Conditions
- Federal Audit Requirements
- 2016 TZD Safe Roads RFP
- Work Plan (When approved by OTS)
- Budget (When approved by OTS)

Financial Obligations:

The authorizing official certifies through signature on the resolution form that the applicant agency is entering into a legally binding contract with the Minnesota Department of Public Safety. The grantee agency is responsible for managing all TZD Safe Roads grant project and financial issues. Grantees are responsible for reviewing and approving all claims for reimbursement. If the coalition coordinator prepares the claim, another person within the grantee agency must review and approve the claim prior to submission to OTS.

Contracts/sub-contracts/grants/sub-grants:

The OTS must approve all contracts, sub-contracts, grants and sub-grants for TZD Safe Roads administration and activities before the contract, grant, sub-grant or sub-contract is signed by any party. If approved by OTS, federal funds will be used to reimburse only the actual costs included in the agreement. Documentation of costs, such as receipts or expenditure statements, is required for reimbursement. Invoices from an agreement not pre-approved by the OTS may not be eligible for reimbursement.

The grantee agency is responsible for managing all TZD Safe Roads grant financial issues. This responsibility cannot be assumed by a sub-contractor.

Reimbursement:

All grant costs will be reimbursed only after the grant recipient incurs the eligible cost, provides documentation for the eligible cost, submits a claim with appropriate documentation to the OTS, and receives approval by the OTS. Only actual costs will be reimbursed.

Recipients must submit invoices or claims for reimbursement no less frequently than on a quarterly basis.

Local Costs:

Local costs reported with quarterly financial reports must be documented. Documentation should be similar to what is submitted for reimbursed costs.

Program Income:

The OTS defines program income as money that results directly from a grant-supported activity or that is earned as a result of the grant agreement. Volunteer hours and gifts of items or services are not considered program income; actual money must be involved.

Program income can be used only for traffic safety purposes and expenses eligible for reimbursement. Grant recipients must document program income, including the activity that generated the income, the amount, and the use of the income, as part of the invoices and reports with as much detail as if it were federal funds. Program income can either be subtracted from the invoice to OTS or spent on additional reimbursable items. Check with

your OTS grant coordinator before spending program income or if you are in doubt about the status of a source of funding as program income.

The OTS must approve any expenditures of program income before the costs are incurred.

Program income cannot be used for expenditures that are not allowed under the guidelines of the federal grant agreement.

Grant Renewal and Cancellation Criteria:

A TZD Safe Roads Grant may be cancelled or not renewed by OTS if any of the following occur:

- The grantee failed to have any activity during a complete quarter unless the project plan explains and expects that.
- The Financial Status Reports (invoices/FSRs) were submitted one month late at least two times unless the grantee was given prior approval from the OTS coordinator or entered a zero sum FSR into e-grants.
- The OTS coordinator did not receive a requested response to an e-mail to a grantee within fourteen days of sending the request two times during a project year.
- Two Financial Status Reports were submitted that included ineligible costs.
- Other breaches of laws, requirements, rules or procedures by the grantee.

A grantee is responsible for letting the OTS coordinator know whenever the project coordinator will be away from work for fourteen consecutive days or more and for providing the coordinator with contact information on an interim coalition coordinator during that time period.

These rules will not be in effect in the case of a grantee agency affected by an emergency or natural disaster (such as a major fire, flood or tornado). Having a critical staff person or coalition coordinator quit or otherwise leave is not a natural disaster. If a critical person leaves, the grantee is responsible for notifying their OTS coordinator and working out a timeline by which duties, reports, and invoices will be resumed with him or her and obtaining the coordinator's written approval of the plan.

Reporting Obligations

The OTS encourages grant recipients to communicate with the OTS coordinator assigned to their grant throughout the grant period. When in doubt about any grant activity or expenditure, always call or e-mail the OTS coordinator beforehand.

Financial Reports/Invoices:

In the E-grants system, invoices are referred to as FSRs (Financial Status Reports). FSRs must be submitted on a quarterly basis by the last Friday of the month following the end of each quarter.

Quarterly reimbursements will not be processed until all monthly progress reports for the quarter are approved.

Progress Reports:

The OTS requires monthly progress reports on all grant activities. **Monthly progress reports are due by the 15th of month for the previous month's activities.** All reports will be submitted into the E-grants system. The OTS will provide standard reporting forms.

At a minimum, monthly progress reports must include information on:

- Coalition meetings held and meeting minutes.
- Fatal and Serious Injury Review Committee meetings held and meeting minutes.

- Outreach and media activities to support high visibility enforcement efforts.
- Implementation and progress of all approved grant activities.
- Progress towards measurement and evaluation of all grant initiatives.

Timesheets:

Monthly timesheets are required for individuals whose time is reimbursed through the grant. Forms will be provided by OTS. (Refer to Direct Labor section on page 13.)

Final Progress Report:

A final progress report on all grant activities is required. The final report summarizes all grant activities, progress made toward reaching each measurable goal, and evaluation results. The final progress report is due October 21, 2016.

Final Progress Report Format:

- 1) TZD Safe Roads Coalition:
 - a. Describe the growth of the group that regularly attended meetings.
 - b. Describe who volunteered for and completed what project activities.
- 2) Fatal & Serious Injury Review Committee:
 - a. Describe who attended the meetings.
 - b. Describe trends identified.
 - c. Describe what actions were taken to prevent similar incidents.
- 3) Work Plan:
 - a. State if each activity on your work plan was completed. If not completed, explain what issues existed that prevented completion of the activity.
 - b. Describe the progress made towards reaching each of the coalition's goals and objectives.
 - c. Describe what the evaluation results were for each activity.
- 4) Lessons Learned:
 - a. Describe what was learned that will affect the coalition's plans for the future and what will change as a result of what was learned.
- 5) Crash Data:
 - a. How did the crash data differ from previous years? Did the number of fatalities and serious injuries in your county (or counties) change from the average of the previous three years?

Grant Award Selection Criteria

The OTS awards grants based on the number and quality of grant proposals received, amount of available funding, and the past performance of the grant applicant (if applicable). The OTS will limit the number of grants that it awards and the individual grant amounts. Negotiation on work plans and allowable costs are common after the application is received and a tentative grant amount is awarded.

Evaluation of Proposals for TZD Safe Roads Grants:

Grant applications must be entered in the e-grants system by 4:00 PM, Friday, May 29, 2015. A committee of OTS staff members will review and evaluate all grant applications.

OTS staff members will award points based on:

- The severity of the problem(s) identified.
- A reasonable and accurate work plan with measurable goals and evaluation criteria that fit identified problem(s) stated for all activities.
- OTS' past experience with applicant agency, if any.
- Coalition coordinator experience and qualifications.
- A reasonable and accurate budget plan.
- Applicant organization experience.
- Coalition membership.

Items that demonstrate the implementation of proven traffic safety practices and strategies that fit identified problems and have reasonable measurable goals are of great importance.

The OTS will likely require a conference call or meeting to clarify or revise the grant proposal and/or budget after tentative awards have been announced. If necessary, the applicant will need to revise their application in the E-grants system after the call or meeting. Save your application content in electronic format in case modifications are necessary.

Notification of tentative grant awards is expected to be given before July 2015. Negotiations will begin after tentative awards are made.

SAMPLE

Memorandum of Understanding

The purpose of this understanding is to clarify the expectations and level of support that the _____ will provide on behalf of the _____
(Agency or Entity)

_____ TZD Safe Roads Coalition during the period beginning _____
(Grantee Agency or Entity)
October 1, 2015 and ending September 30, 2016.

The goal of this collaboration is to work together toward the goal of zero traffic deaths and serious injuries on our roads and highways.

Agreement:

The _____ hereby agrees to:
(Agency or Entity)

- 1. Regularly attend TZD Safe Roads Coalition meetings.
- 2. Regularly attend Fatal Review Committee meetings.
- 3. Actively participate in TZD Safe Roads Coalition activities.
- 4. Report outcomes of activities to the TZD Safe Roads Coalition Coordinator.

The _____ hereby agrees to:
(Grantee Agency or Entity)

- 1. Provide adequate notice of scheduled TZD Safe Roads Coalition meetings.
- 2. Provide TZD Safe Roads Coalition meeting minutes.
- 3. Provide adequate notice of scheduled Fatal Review Committee meetings.
- 4. Provide Fatal Review Committee meeting minutes.
- 5. Actively participate in TZD Safe Roads Coalition activities.

To accomplish these objectives, TZD Safe Roads Coalition meetings will be held at least six times a year. Fatal Review Committee meetings will be held at least four times a year.

This memorandum may be terminated by either party giving the other party one month notice in writing.

Nothing in this MOU shall be deemed to be a commitment or obligation of funds from either party.

This MOU is at-will and may be modified with the mutual consent of the authorized individuals of both parties.

Signed,

Name: _____ Name: _____

Organization: _____ Organization: _____

Title: _____ Title: _____

Date: _____ Date: _____

Resolution Instructions:

The resolution serves two purposes. It assures the governing body supports participating in the proposed project and it states who is authorized to sign the grant.

The sample resolution has a place for two officials to sign certifying that the resolution was adopted. Other methods of certifying the adoption of a resolution are also acceptable. All resolutions must have ink signatures and may require an imprint of the county seal.

The OTS strongly urges using the sample as the exact model for your resolution. Using the exact format provided will ensure acceptability by DPS and quicker processing of awarded grants.

Never deviate from the grant dates on the sample resolution. All TZD Safe Roads Grants must start October 1, 2015 and end September 30, 2016.

Don't include a grant dollar amount in the resolution. The amount awarded may be different than the amount requested in the application. If your board requires a specific amount, have the words "*or a lesser amount as awarded by the Department of Public Safety, Office of Traffic Safety*" added after the amount is specified.

Use the title of the official authorized to sign the grant agreement rather than the specific name of the person. If your board requires a specific name as well as a title, add the words "*and (his or her) successor (on staff or in office)*" after the name is specified.

Sample Resolution:

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that _____ enter into a grant agreement with the
(Name of Agency)
Minnesota Department of Public Safety, for traffic safety projects during the period from
October 1, 2015 through September 30, 2016.

The _____ is hereby authorized to execute such
(Title of Agency Authorized Official)
agreements and amendments as are necessary to implement the project on behalf of the
_____ and to be the fiscal agent and administer the grant.
(Name of Agency)

*(The following is an example of a signature block – other formats for certifying a resolution
has been adopted are permitted. In addition, you could instead provide a copy of official
minutes of council meeting at which the resolution was approved.)*

I certify that the above resolution was adopted by the _____
(Executive Body)
of _____ on _____.
(Name of Agency) (Date)

SIGNED:

WITNESSETH:

(Signature)

(Title)

(Date)

(Signature)

(Title)

(Date)

DPS/OTS Evaluation of 2016 TZD Safe Roads Grant Applications

Summary of Review Criteria and Points Possible:

- Problem ID: 40 points
- Applying Organization: 5 points
- Proposed Coalition Coordinator: 20 points
- Work Plan: 30 points
- Budget: 20 points
- Coalition and Fatal Review: 5 points
- Past experience with OTS: 30 points (*Applicant agencies with no past experience with OTS will be awarded 30 points.*)

Total Possible Points: 150

Reviewers Instructions: Fill in the Applicant's name and rate each proposal by circling the appropriate number on each line. **You can assign a whole number between the ranges for each category.** Comments are welcome.

Applicant Agency: _____ Reviewer's Initials: _____

Problem ID – Serious Injuries and Deaths at or above State Averages		
	Points Possible	POINTS AWARDED
TOTAL NUMBER	8	
RATE per 100m vehicle miles travelled (VMT)	8	
NUMBER of ALCOHOL RELATED	3	
ALCOHOL RELATED RATE per VMT	3	
NUMBER of UNBELTED	3	
UNBELTED RATE per VMT	3	
NUMBER of SPEED RELATED	3	
SPEED RATE per VMT	3	
NUMBER of DISTRACTION RELATED	3	
DISTRACTION RELATED RATE per VMT	3	
PROBLEM ID TOTAL POINTS	40	

Comments:

Applying Organization – Points Possible	Missing	Poor	Fair	Very Good
5				
Traffic safety and/or grant experience	-5	0	3	5
Total Organization Points (-5 to 5):				

Comments:

Coalition Coordinator – Points Possible 20	Missing	Poor	Fair	Very Good
Coalition leadership experience	-10	0	5	10
Grant management experience	-5	0	3	5
Traffic safety/community organization experience	-5	0	3	5
Total Coordinator Points (-20 to 20):				

Comments:

Work Plan - Points Possible 30	Missing	Poor	Fair	Very Good
Fit with Problem ID	-5	0	3	5
Activities/Strategies	-10	0	5	10
Measurable Goals for Activities	-10	0	5	10
Evaluation of Activities	-5	0	3	5
Total Work Plan Points (-30 to 30):				

Comments:

Budget - Points Possible 20	Missing	Poor	Fair	Very Good
Expenses allowable	-10	0	5	10
Presented in sufficient detail	-10	0	5	10
Total Budget Points (-20 to 20):				

Comments:

Coalition and Fatal Review – Points Possible 5	Missing	Poor	Fair	Very Good
Meeting Schedules and Membership (letters of support and variety)	-5	0	3	5
Total Coalition & Fatal Review Points (-5 to 5):				

Comments:

Past OTS experience with applicant - Points Possible 30	Missing	Poor	Fair	Very Good
Adherence to grant work plan and budget	n/a	-10	5	10
Timeliness and completeness of progress reports and invoices	n/a	-10	5	10
Communication with OTS staff	n/a	-10	5	10
<i>Past OTS experience: Not Applicable</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>30</i>
Total Past OTS Points (-30 to 30):				

Comments:

TOTAL APPLICATION POINTS AWARDED:
--

Comments: