

2017 Toward Zero Deaths (TZD) Safe Roads Grant Request for Proposal

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2017 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").

Grants will be written for a one year period, beginning October 1, 2016 and ending September 30, 2017.

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 Grantees must work on the identified problems with the greatest need in the area served.
 - 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 8th Edition, 2015 which can be accessed at: <http://www.ghsa.org/html/publications/countermeasures.html>
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Important Information for 2017 TZD Safe Roads Grant Applications

- Applicants that receive a grant will be required to report Local Costs with each quarterly financial report. The OTS is not asking for local cost estimates in the application. \$0.00 must be entered in the Local Match column for each budget line. See Page 16 for more information.
- The federal government now requires a pre-award risk assessment for all grant applications. A section was added in the E-grants application for applicants to provide the required risk assessment information.
- Counties with 2013 through 2015 fatal and serious injury crash averages at or above State averages will be awarded additional application points.
- A maximum average of 12 hours per week total staff time is allowed.
- Applications may be submitted for county or multi-county coalitions. Applicants must provide county-wide grant services.
- Incomplete applications will not be rated.
- Applications must show at least one local law enforcement agency (sheriff and/or police department) is a participating agency in an application for the 2017 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 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.
- Applications must provide measurable goals for each TZD Safe Roads Coalition activity selected for implementation.

Grant Basics and Funding Available

TZD Safe Roads grant funds are used to implement specific traffic safety activities that enhance other local traffic safety initiatives.

A total of \$450,000 is expected to be available for TZD Safe Roads grants for the federal year - October 1, 2016 through September 30, 2017. OTS provides grant funds from the National Highway Traffic Safety Administration (NHTSA), a division of the Federal Department of Transportation.

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, June 3, 2016**. 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

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

Questions on the E-grants system should be submitted to Terri Pieper at terri.pieper@ststate.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 RFP questions; answers supplied by others may not be correct or complete. Questions must be submitted no later than **4:00 PM, Monday, May 23, 2016**. He will not be available to answer questions May 11 – 17. 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 23, 2016.

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.

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 2017 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:

2013 to 2015 fatal and serious crash data for the average number of deaths and serious injuries and their primary contributing factors will be used to identify counties with the greatest need for TZD Safe Roads Grant 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 counties with 2013 – 2015 traffic deaths and serious injury yearly averages that are at or above state averages will be awarded additional points.

The **2013 to 2015** average yearly fatal and serious injury crash data that are above the state average include:

- **More than 17.4** total traffic-related deaths and serious injuries.
- **More than 4** alcohol-related deaths and serious injuries.
- **More than 3.3** non-use of seat belt related deaths and serious injuries.
- **More than 3.4** speed-related deaths and serious injuries.
- **More than 3.1** distracted driving related deaths and serious injuries.

Contributing factors in the area served that are above the state averages must be the primary focus of the optional grant activities.

Contributing factors in the area served 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 optional grant activities.

Completing Grant Application Forms

Risk Assessment:

The federal government now requires a pre-award risk assessment for all grant applications. The Office of Traffic Safety has added a section to the application in E-grants to provide us with the information needed from the applying agencies in order to complete the risk assessment.

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; office locations; services provided; experience with grant management; traffic safety experience; and any other grant administration qualifications. 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 organization is required. Each letter or MOU must state that the 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 at least one local law enforcement agency (sheriff or police department) is participating in the 2017 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 2017 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 the grant application.

Resolutions are submitted through the E-grants system only after the grant work plan and budget are approved. (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 only if it identifies who is authorized to sign contracts and agreements on their behalf.

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. **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).

TZD Safe Roads Coalition Members:

List the name (if known) 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 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, and unbelted occupant related in _____ County.

Measurable Coalition Goals and Evaluation Measures:

Coalition goals must be measurable. Existing coalitions must include their current measurable goals. Coalitions that are in the developmental stages must include a proposed draft of their measurable goals. 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, in order to have common county-wide goals.

For example: Reduce fatalities and serious injuries from an average of 12 per year (2012 to 2014) to less than 6 from October 1, 2016 through September 30, 2017.

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 number of active coalition members from 10 (2015) to 14, and the amount of volunteer hours spent on coalition activities from 100 (2015) to 130 during the grant year.*
- *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 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 each quarter (i.e. the third 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. Grant applications must describe the outreach activities planned for each enforcement mobilization.

The 2017 TZD Enforcement 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, social media postings, 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 required grant activity is to coordinate Mock Crash events to encourage youth seat belt use that take place before the May or October seat belt enforcement periods. Mock Crash events must coincide with other school-based traffic safety activities. A guide for conducting a Mock Crash is available at: <https://dps.mn.gov/DIVISIONS/OTS/TEEN-DRIVING/Pages/default.aspx>
- 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 select the optional activities that focus on the leading problems of the area served, rather than trying to address multiple traffic safety issues.

When considering optional strategies, the coalition must focus on the first activity listed for that strategy. Other activities listed are secondary for that strategy. When considering optional impaired driving activities, 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 2016 TZD Statewide Conference on November 16 and 17 at the Duluth Entertainment Convention Center is highly recommended, but not required. Attendees are responsible for registering themselves for the conference and reserving their own hotel room at the conference rate. The conference registration fee will be waived. Hotel rooms and meals outside of those provided by the conference can be reimbursed according to the Commissioners Travel Plan.

Per NHTSA's Highway Safety Grant Funding Guidance, Part IV; C, time to attend or travel to and from the TZD Statewide Conference is not an allowable grant expense. The only exception is time used to do a presentation at the conference.

TZD Safe Roads grant applications must state if the coalition coordinator will or will not attend the 2016 TZD State Conference.

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 TZD Regional Workshop in your region.

Setting Measurable Goals and Evaluating Grant Activities:

TZD Safe Roads Grant Applicants must set measurable goals for each TZD Safe Roads Coalition activity selected for implementation. 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. 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 activity goal could be to increase the number of liquor establishment contacts to confirm their support of responsible serving practices and encourage their participation in server training classes taught by accredited Regional Alcohol Awareness Trainers from 12 in 2015 to 20 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 the measurable goals for the grant period.

For example:, Increase use of the Sober Cab program on weekend nights from an average of five uses each night (2012 to 2014) 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 assist in securing law enforcement participation as co-presenters at parent awareness classes must list the number of 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 coincide with a high visibility enforcement campaign are allowed. Events must be open to the public and have the potential to reach audiences of at least 50 people. Evening events at suitable public venues are recommended. Events at schools must reach beyond students and faculty only.

A sub-contractor agreement between the grantee and speaker is required. All sub-contractor agreements must be approved by OTS prior to execution. Speakers must have public speaking experience and the ability to provide an impactful presentation with a sound traffic safety message. Presentations must include visual media such as power-point or video to engage the audience.

Applications must include a description of each proposed victim impact presentation;

1. Topic
2. Month
3. Time (daytime or evening; weekday or weekend)
4. Target audience
5. Potential number of attendees
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 and the TZD Statewide Conference.

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 coincide with a high visibility enforcement campaign that are open to the public and have the potential to reach at least 50 people.	General population.	Participant surveys. Number of participants. Earned media.
Parental Involvement with Teen Drivers	Work with driver educators to promote attendance at 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: http://www.mnsafetycouncil.org/nets/ <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 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 \$150.00 which is an eligible 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>Similar materials may be eligible. Specify other item in proposed work plan and 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 the allowable activities in the work plan.

A complete and thorough description of the grant budget is required. Include the following elements in the grant application.

Direct Labor:

TZD Safe Roads Grantees are allowed a maximum average of 12 hours per week total 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 FICA, insurance, and retirement benefits are eligible for reimbursement. Vacation, sick, or personal time off are not eligible costs.

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. **The individual types and amounts of fringe benefits must be identified in the budget section of the grant application.** *Example; FICA, health insurance, retirement.*

OTS does not reimburse time for salaried staff with titles such as Director or Executive Director. Staff that are paid hourly may be reimbursed only for actual time spent on specific project tasks. OTS does not reimburse for general administration

such as supervision of employees or other oversight work.

Federal guidelines require all grantee staff paid by NHTSA funds to submit a monthly report of their hours per day using 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 full-time 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 federal 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 10 hours per week during the 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 the grant. 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 the contractor's rate and the hours that the contractor spends on the approved grant activities to the OTS 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. 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 Coordinator Services:

List the services in detail and when available, identify the service provider. (Example; TZD Safe Roads Coalition Coordinator @ \$25.00 per hour averaging 12 hours per week or 624 hours per year). The OTS will analyze each request for its necessity, appropriateness, potential benefit, and impact. The OTS must approve any contract before it is legally binding (signed).

Contractual Victim Impact Speakers:

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 presenters. Presenter time, fees, or stipends are not reimbursable costs.

Grantees must initiate a sub-contractor agreement that clearly identifies the agreed upon budget with the presenter before each event. Documentation must include mileage, meals, and lodging costs (if any), that will be reimbursed using Federal Grant Funds. Additionally, costs that will be paid using other funding sources must be clearly stated in the contract. All sub-contractor agreements must be approved by the OTS prior to execution.

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

- Personal vehicle mileage at the IRS approved rate of \$.54 per mile.
- 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 contracted presenter.

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

Non-reimbursable impact speaker costs:

- Presenter travel time
- 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.

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 \$0.54 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.; mileage for six coalition meetings @ \$5.00 each = \$30).

TZD Statewide Conference:

With the exception of time, coalition coordinators may be reimbursed for actual costs to attend the conference under the following guidelines:

- Per NHTSA's Highway Safety Grant Funding Guidance, Part IV; C, time to attend or travel to and from the TZD Statewide Conference is not an allowable grant expense. The only exception is time used to do a presentation at the conference.
- The conference registration fee will be waived.
- Mileage at the approved IRS rate of \$0.54 per mile.
- Meals within the Commissioner's Travel Plan. (page 15)
- Lodging rate of the official conference hotel for the nights of Tuesday, November 15 and Wednesday, November 16 only for coordinators whose home agency is more than 35 miles from the conference.
- For the purposes of this application, estimate hotel costs at \$150.00 per night.

The attendee is responsible for any costs in addition to the room charge. Hotel costs will be reimbursed in the first quarter invoice submitted by the grantee. A receipt is required.

Supplies and Materials:

Actual costs for supplies and materials that are reasonable and necessary for approved grant activities are allowed.

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 the approved project work.

Buy America Act:

The National Highway Traffic Safety Administration's Buy America Act public interest waiver became effective July 30, 2015. This waiver allows the purchase of manufactured products with a purchase price of \$5,000 or less, excluding a motor vehicle, when purchased using Federal grant funds. Any purchases with grant funding shall be used for approved grant-related purposes.

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**. Printed materials must include safety and/or enforcement related messages. Billboard rental costs are not allowed.

Postage and other communications expenses that are necessary for specific approved grant activities may be eligible for reimbursement. The OTS grant coordinator should be consulted prior to incurring any costs if there is any question regarding reimbursement eligibility.

Estimate print, copy, postage costs in detail in the grant application.

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

Phone:

Phone and internet costs are reimbursable based on the percentage of salaried hours reimbursed through the grant. For example; the coalition coordinator works on the grant 12 hours per week (.3 FTE). Up to 30% 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. Documentation of costs are required for reimbursement.

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

Local Costs:

Grantees are required to report local costs with each quarterly financial report.

Local costs are expenses or donations directly related to the project that are not reimbursed by any federally funded grant. Expenses paid using county, municipal, or private funding, or donations of time, materials, or services related to the project demonstrates the local commitment to the project objectives. OTS reports local match to the National Highway Traffic Administration.

The OTS is not asking for estimated local costs in the grant application. **\$0.00 must be entered in the Local Match column for each budget line of the grant application.**

Local costs that must be reported with each quarterly financial report - when applicable- are:

- Volunteer time to participate in a coalition meeting or approved grant activity at the volunteer rate of \$24.31 per hour.
- Coalition coordinator salary & fringe for actual time used for the project that are above the reimbursable amount of \$32.00 per hour.
- Coalition coordinator time to travel to, from, and attend the State TZD Conference.
- Refreshments for coalition events.
- Administrative costs for the project.
- Donated radio time.
- Advertising or other media costs.
- Time, equipment and services associated with a mock crash event.
- Other project related costs.

Documentation requirements for local costs are the same as reimbursable costs.

Non-Allowable Costs:

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

- Coalition coordinator or staff time while traveling to, from, or attending a training event or 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.
- Food or refreshments that are not part of a planned coalition meeting.
- Cash, prizes, gift certificates, tickets to any entertainment or sports venue, awards.
- No equipment may be purchased with this grant funding.
- Overtime hours.
- 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.
- Items not related to specific approved grant activities or the approved budget.
- Out-of-state or international travel.

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, ordinance, or law. Activities which are specifically prohibited include both direct and indirect lobbying activities.

Administrative and Financial Obligations

Administrative Obligations:

All grant recipients must meet a series of State and Federal 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
- 2017 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 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 Match:

Local match reported with quarterly financial reports must be documented. Documentation mirrors what must be submitted for reimbursed costs.

Program Income:

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

Program income can be used only for traffic safety purposes and expenses that are 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 Cancellation Criteria:

A TZD Safe Roads Grant may be cancelled 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 grantee is deemed unable to conduct the required coalition meetings, committee meetings, or other required grant activities.
- 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.
- Two Financial Status Reports were submitted that included ineligible costs.
- Monthly Progress Reports were submitted two or more weeks late at least two times, unless the grantee obtained prior approval from the OTS coordinator.
- The OTS did not receive a response to an e-mail or call within fourteen days of making the request to the grantee two times during a project year.
- 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 on or before 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 the 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.
- Quarterly 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 for each individual whose time is reimbursed through the grant.

Timesheets:

Monthly timesheets are required for each individual whose time is reimbursed through the grant. Timesheets must include a description of the grant related activities performed for time used. Forms will be provided by OTS. (Refer to Direct Labor section on page 13.)

Final Progress Report: Due on or before October 20, 2017.

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.

Final Progress Report Format:

- 1) TZD Safe Roads Coalition:
 - a. Number of coalition meetings held.
 - b. Growth or other changes with members that regularly attended meetings.
 - c. Coalition members who actively participated in specific project activities.
- 2) Fatal & Serious Injury Review Committee:
 - a. Number of committee meetings held.
 - b. Who attended the meetings, changes in participation and challenges.
 - c. Trends that were identified.
 - d. Specific actions taken to prevent similar incidents.
- 3) Work Plan:
 - a. State if each activity on your work plan was completed. If not completed, explain the issues that prevented completion of the activity.
 - b. Progress made towards reaching each of the coalition's measurable goals and objectives.
 - c. Evaluation results for each activity.
- 4) Lessons Learned:
 - a. 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 applicant agency (if applicable). The OTS will limit the number of grants awarded and 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, June 3, 2016. 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 problems identified.
- A reasonable and accurate work plan with measurable goals and evaluation criteria that fit identified problems 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.

Activities 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 in electronic format in case modifications are necessary.

Notification of tentative grant awards is expected to be given before July 2016. Negotiations will begin after tentative awards are made.

2013 – 2015 Average Yearly Fatal & Serious Injury Data

County	All	Speed-Related	Distracted-Related	Alcohol-Related	Unrestrained Motor Vehicle Occupant
Aitkin	26	9	2	4	6
Anoka	226	34	34	46	37
Becker	38	7	6	13	12
Beltrami	46	7	10	21	12
Benton	44	7	12	12	6
Big Stone	6	0	1	0	3
Blue Earth	54	8	10	17	12
Brown	29	18	7	7	10
Carlton	52	12	6	9	8
Carver	57	11	13	14	9
Cass	49	15	6	21	16
Chippewa	33	7	3	7	11
Chisago	56	4	16	10	13
Clay	51	14	8	13	12
Clearwater	10	4	3	4	2
Cook	4	1	1	2	2
Cottonwood	19	1	5	7	5
Crow Wing	75	12	19	19	15
Dakota	268	45	52	46	30
Dodge	14	5	2	4	6
Douglas	38	6	4	8	10
Faribault	23	7	5	6	11
Fillmore	25	0	4	10	4
Freeborn	28	4	2	12	6
Goodhue	74	15	12	16	16
Grant	9	1	2	3	1
Hennepin	742	121	134	141	68
Houston	17	6	3	2	3
Hubbard	29	6	5	9	7
Isanti	50	11	10	13	11
Itasca	62	10	15	14	11
Jackson	25	6	3	3	8
Kanabec	16	1	5	2	3
Kandiyohi	56	12	14	14	16
Kittson	9	2	4	4	3
Koochiching	11	3	2	1	3
Lac Qui Parle	7	1	2	4	1
Lake	16	6	4	7	3
Lake of Woods	2	1	0	0	0
Le Sueur	37	7	10	11	14
Lincoln	12	5	1	3	2
Lyon	36	7	5	7	10

Mahnomen	36	8	11	7	6
Marshall	10	2	0	3	5
Martin	7	1	2	2	2
McLeod	28	4	3	5	6
Meeker	31	7	3	10	12
Mille Lacs	46	11	8	10	13
Morrison	58	14	9	14	13
Mower	22	2	4	3	4
Murray	13	0	0	1	3
Nicollet	31	9	10	9	11
Nobles	27	5	3	4	8
Norman	9	2	2	2	2
Olmsted	120	23	15	18	28
Otter Tail	74	12	6	22	22
Pennington	19	5	0	8	7
Pine	43	9	8	12	11
Pipestone	10	3	0	2	2
Polk	37	3	8	6	11
Pope	12	2	2	4	2
Ramsey	282	52	44	55	28
Red Lake	5	0	0	0	0
Redwood	20	4	5	4	6
Renville	28	6	6	3	9
Rice	56	10	8	16	11
Rock	11	1	3	3	4
Roseau	15	0	5	2	7
Scott	167	34	31	37	39
Sherburne	91	16	12	20	11
Sibley	77	12	10	22	3
St. Louis	41	16	8	2	12
Stearns	128	29	34	36	28
Steele	37	9	5	6	7
Stevens	5	0	2	0	3
Swift	10	1	2	4	3
Todd	40	9	5	19	17
Traverse	3	0	0	1	1
Wabasha	28	9	7	3	5
Wadena	23	8	1	8	8
Waseca	12	1	7	3	3
Washington	115	26	29	32	16
Watonwan	17	3	6	1	3
Wilkin	10	5	3	4	5
Winona	61	19	6	17	16
Wright	134	21	22	25	24
Yellow Medicine	16	4	1	3	7
MN 3 yr Totals:	4,546	876	818	1,034	872
MN 3 yr Averages:	1,515	292	273	345	291
3 yr All County Averages:	17.4	3.4	3.1	4.0	3.3

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, 2016 and ending September 30, 2017.

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, 2016 and end September 30, 2017.

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.

Resolutions are submitted through the OTS E-grants system only after the applicants work plan and budget are approved.

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, 2016 through September 30, 2017.

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 to certify that a resolution has been adopted are permitted. In addition, you may provide a copy of the 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 2017 TZD Safe Roads Grant Applications

Summary of Review Criteria and Points:

- Problem ID: 30 points
- Applying Organization: 5 points
- Proposed Coalition Coordinator: 15 points
- Work Plan: 20 points
- Budget: 10 points
- Past experience with OTS: 20 points (*Agencies with no past OTS experience will be awarded 15 points.*)

Total Possible Points: 100

Reviewers may assign a whole number between the ranges for each category.

Applicant Agency: _____ Reviewer’s Initials: _____ Total Points: _____

Problem ID – Serious Injuries and Deaths at or above State Averages	Points Possible	POINTS AWARDED	Ranked Priorities
TOTAL NUMBER	10		
NUMBER of ALCOHOL RELATED	5		
NUMBER of UNBELTED	5		
NUMBER of SPEED RELATED	5		
NUMBER of DISTRACTION RELATED	5		
PROBLEM ID TOTAL POINTS	30		n/a

Comments:

Applying Organization – Points Possible 5

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

Comments:

Coalition Coordinator Experience– Points Possible 15

	Missing	Poor	Fair	Very Good
Coalition leadership	-5	0	3	5
Grant management	-5	0	3	5
Traffic safety/community organization	-5	0	3	5
Total Coordinator Points (-15 to 15):				

Comments:

Work Plan - Points Possible 20

	Missing	Poor	Fair	Very Good
Fit with Problem ID	-5	0	3	5
Activities/Strategies	-5	0	3	5
Measurable Goals for Activities	-5	0	3	5
Evaluation of Activities	-5	0	3	5
Total Work Plan Points (-20 to 20):				

Comments:

Budget - Points Possible 10

	Missing	Poor	Fair	Very Good
Expenses allowable	-5	0	3	5
Presented in sufficient detail	-5	0	3	5
Total Budget Points (-10 to 10):				

Comments:

Past OTS experience with applicant - Points Possible 20

	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	-5	3	5
Communication with OTS staff	n/a	-5	3	5
Past OTS experience: Not Applicable	n/a	n/a	10	n/a
Total Past OTS Points (-20 to 20):				

Comments: