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- All questions due by 4 p.m., June 25, 2020
- Responses posted by 4 p.m., June 29, 2020
- Applications are due 4 p.m., Aug 3, 2020

All questions for this grant application should be directed to the
 OTS Grants Coordinator:

Gordy.Pehrson@state.mn.us

651-201-7072

I. 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 shows 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").

TZD Safe Roads Grantees must work on the identified problems with the greatest need in the area served.

Grants will be written for a one year period, beginning Oct. 1, 2020 and ending Sept. 30, 2021.

TZD Safe Roads grant funds are used to implement specific traffic safety activities that enhance other local traffic safety initiatives. OTS provides grant funds from the National Highway Traffic Safety Administration (NHTSA), a division of the Federal Department of Transportation.

II. Principles of the TZD Safe Roads Program

A. 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 review the contributing factors related to local traffic death and serious injury crashes, identify possible solutions that could have prevented the crashes or outcomes and implement strategies to prevent similar crashes and outcomes.

The primary document used by OTS to define the allowable strategies is Countermeasures that Work the 9th Edition, 2017 which can be accessed at:

<https://dps.mn.gov/divisions/ots/tzd-safe-roads/Pages/default.aspx>

III. Submission Deadline

All TZD Safe Roads grant applications must be submitted via the Department of Public Safety's electronic grant system <https://app.dps.mn.gov/egrants> (E-grants) by no later than 4:00 PM, Monday, August 3, 2020. OTS will not consider late proposals and will not accept mailed, delivered, faxed or e- mailed proposals.

First time E-grant users must apply for a username and password by clicking the New User link <https://app.dps.mn.gov/EGrants/Registration2.aspx>

You will be given access by a DPS administrator within two business days.

Questions on the E-grants system should be submitted to Kristen Oster Kristen.Oster@state.mn.us

Questions on this RFP can be addressed by the OTS Grants Coordinator: Gordy Pehrson Gordy.Pehrson@state.mn.us or 651-201-7072

Questions must be submitted no later than 4:00 PM, Thursday, June 25, 2020.

Answers to questions asked and clarifications sought that are not specific to a single proposal will be posted on the OTS TZD Safe Roads Partners page <https://dps.mn.gov/divisions/ots/tzd-safe-roads/Pages/default.aspx> by June 29, 2020.

IV. Eligibility Instructions

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

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 have at least one local law enforcement agency (sheriff or police) participating in the 2021 TZD Enforcement Grant Program with OTS. If the applicant organization serves more than one county, at least one participating enforcement agency from each county served must be shown.

County Crash Data:

2014 to 2018 fatal and serious crash data (Appendix D) 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. For greater impact in reducing traffic related serious injuries and deaths, applications from counties with traffic deaths and serious injury yearly averages that are at or above state averages from 2014 – 2018 will be awarded additional points.

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

V. Completing Grant Application Forms

A. Risk Assessment:

The federal government requires a pre-award risk assessment for all grant applications. There is a section in E-grants for applicants to provide risk assessment information.

B. Authorized Representative:

The Authorized Representative is the individual authorized by the applicant organization's governing board to execute a legally binding contract or agreement. The Authorized Representative is identified by a governing board resolution.

C. Organization Background and Experience:

Provide a brief description of the organization. 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.

D. 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 if the application is awarded.

E. 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)

Letters of support or MOU's from the sheriff and/or police chief(s) must include a statement that they will assist in obtaining crash information for Fatal and Serious Injury Committee meetings. (Appendix C)

F. Signature Option:

On the Signature Option page in E-Grants, select the "Print, sign, scan, and upload into E-Grants" option for submitting the signed grant agreement. The signature process will occur after the grant work plan and budget have been approved.

G. Resolutions:

Before OTS can execute a grant agreement, the agency 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 at the same time the grant application is submitted. Resolutions are uploaded onto the E-grants system only after the grant work plan and budget are approved. (Appendix F)

VI. TZD Safe Roads Coalition Work Plan

Applicants are encouraged to be specific when describing proposed grant activities.

A. Required Grant Activities: (Appendix A)

Each TZD Safe Roads Coalition must:

1. Meet a minimum of six times during the grant year.
2. Establish a Fatality and Serious Injury Review Committee (FSIRC) that meets at least quarterly.
3. Implement public information and earned media campaigns for enhanced enforcement efforts.
4. Implement at least one activity to increase awareness of the dangers of driving distracted.

B. Optional Grant Activities:

It's highly recommended that grant applicants select the optional activities that focus on the leading problems of the area served. Applications may include one optional innovative activity to address driver behaviors. The activity must:

1. Address an identified problem in the area served.
2. Be measurable.
3. Be evaluated to measure outcomes. (Appendix B)

VII. Budget Instructions and Limitations

Applicants are encouraged to be specific when describing proposed budget items. Include the following elements in the grant application.

A. Direct Labor:

TZD Safe Roads Grantees are allowed a maximum average of 15 hours per week total staff time. OTS limits staff time to ensure coalition members are active. \$35 per hour is the maximum hourly rate including fringe benefits. 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 must be for the actual hours spent coordinating the approved grant activities for their coalition.

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 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. OTS does not reimburse for general administration such as supervision of employees or other oversight.

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. 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:

- 1) *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 dedicated to that position.*
- 2) *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.*
- 3) *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.*
- 4) *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 the contractor for work on approved grant activities. Agency D must report the contractor's rate and the actual hours 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.*
- 5) *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.*

B. Contractual Coordinator Services:

List the services in detail and when available, identify the service provider. (Example; TZD Safe Roads Coalition Coordinator @ \$35.00 per hour averaging 15 hours per week or 780 hours per year). The OTS will analyze each request for its necessity, appropriateness, potential benefit, and impact. The OTS must pre-approve any contract before it is legally binding (signed).

C. Contractual Victim Impact Speakers:

For Victim Impact Presentations, a maximum of \$500 in Federal Grant Funds per event for actual in-state travel costs may be used to reimburse presenters. Presenter time, fees, and 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. 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 according to the Commissioner’s Travel Plan, explained on Attachment E.

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

D. 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. (See Appendix E)

List multiple trips to like events on one line of the grant application; (e.g.; mileage for six coalition meetings @ \$5.00 each = \$30).

The TZD Statewide Conference will be held Oct. 20 - 21 in Duluth.

Mileage at the rate of \$0.580 per mile.

- Meals within the Commissioner’s Travel Plan, unless provided as part of the conference.

The OTS is not able to pay for the time of the coalition coordinator spent at the conference.

It is expected that the coordinators time will be submitted as a match cost to the grant.

E. 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.

Hotels that will offer a TZD Conference rate include:

- Holiday Inn & Suites
- Edgewater
- The Inn on Lake Superior
- Radisson Duluth Harborview
- Hampton Inn
- Comfort Suites
- Park Point Marina
- The Suites at Waterfront Plaza
- Days Inn Duluth Lake Walk
- Pier B

Hotel costs may be reimbursed for coordinator for two nights (up to \$140/ night, for the coalition coordinator) when the home agency is further than 60 miles from the conference.

When the home agency is between 35-60 miles from the conference, OTS will reimburse for one night, up to \$140/ night.

OTS will not pay for hotel costs for coordinators whose home agency is 35 miles or less from the conference

Attendees are responsible for registering themselves for the conference and reserving their own hotel room.

The OTS will pre-pay the registration fee for the coalition coordinator, however the coordinator must still register themselves for the conference.

F. 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 with prior approval from the OTS grant coordinator. Printed materials must include traffic 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

G. Business Technology:

This grant program does not allow the purchase of equipment, such as computers or cellular devices.

Phone service providers, internet service providers, software and other technology and providers which support the coalition's grant related efforts may be 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 percent 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.

Additional business technology cost examples are listed below and are subject to negotiation and prorated reimbursement:

Example: The coalition has a website and needs to pay for a server. If the website is 100% dedicated to their traffic safety coalitions grant related activities, this is an allowable expense. If the website provides content outside of traffic safety, the grantee must demonstrate how they will prorate the cost of their usage of only grant related traffic safety activities.

Example: The coalition would like to subscribe to technology which will allow for online meetings. If the subscription is used for 100% grant related activities, it is an allowable expense and may be reimbursed. If the coalition is using another agencies subscription, we cannot cover a usage fee.

Example: The coalition may use social media platforms to promote their coalition activities like a "SnapChat Filter" for a local prom with a traffic safety message.

Funds used to produce and promote local coalition activities, including the purchase of filters, boosting of social media posts and other programming specialties for specific messaging paid social media must be pre-approved by the TZD Safe Roads Coordinator and the OTS Media Liaison and require documented reporting analysis.

Examples of reporting analysis include: Number of: Likes, Clicks, Shares, Reactions, Comments, Posts, Engagements, Engagement Rates in addition to information which captures the outreach of paid reach and an unpaid reach.

The examples provided are not an exhaustive list of business technology nor social media platforms. Please consult with the OTS grants coordinator if you have any questions, prior to purchase.

H. Local Match Costs:

Grantees will be required to report local match with each quarterly financial report.

Local match 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 costs to the National Highway Traffic Administration.

Please do not include an estimate of local match costs in the grant application. \$0.00 must be entered in the Local Match columns for budget lines in the grant application.

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

K. Non-Allowable Costs:

The OTS will not reimburse TZD Safe Roads Grantees for any non-allowed expenses, such as:

- a) 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.
- b) Cash, prizes, gift certificates, tickets to any entertainment or sports venue.
- c) Give-away items such as key chains, pens, T-shirts, or candy.
- d) Items not related to specific approved grant activities or the approved budget.

Please note: This is not a complete list. Contact your OTS grants coordinator prior to purchasing items you may question.

These items should be included with your match cost to the grant.

L. Lobbying:

No TZD Safe Roads funds can be used for any direct or indirect 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.

VIII. Administrative and Financial Obligations

A. Administrative Obligations:

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.

The documents include:

- 2021 Grant Program Guidelines
- 2021 Terms and Conditions
- 2021 Federal Audit Requirements
- 2021 TZD Safe Roads RFP

B. Financial Obligations:

After the grant application work plan and budget are approved, the authorizing official must certify that the applicant agency is entering into a legally binding contract with the Minnesota Department of Public Safety through signature on a resolution.

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. The grantee agency is responsible for

managing all TZD Safe Roads grant financial issues. This responsibility cannot be assumed by a sub-contractor.

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

The OTS must pre-approve all sub-contracts for TZD Safe Roads administration and activities before the sub-contract is signed by any party. 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.

Reimbursement:

Eligible costs will be reimbursed only after the grant recipient incurs the cost, appropriate documentation is provided, and the claim is approved by the OTS. Only actual costs incurred during the grant year (Oct. 1, 2020 to Sept. 30, 2021) will be reimbursed.

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.

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. 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.

IX. Grant Cancellation Criteria:

A TZD Safe Roads Grant may be cancelled by OTS if any of the following occur:

- A. The grantee failed to have any activity during a complete quarter.
- B. The grantee is deemed unable to conduct the required coalition meetings, committee meetings, or other required grant activities.
- C. 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.
- D. Quarterly Progress Reports were submitted two or more weeks late at least two times, unless the grantee obtained prior approval from the OTS coordinator.
- E. The OTS did not receive a response to an e-mail or call within fourteen calendar days of making the request to the grantee two times during a project year.
- F. Other breaches of laws, requirements, rules or procedures by the grantee.

A grantee is responsible for letting the OTS coordinator know if the coalition coordinator will be away from work for fourteen consecutive days or more and for providing the OTS 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 OTS coordinator's written approval of the plan.

X. 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.

A. Financial Reports/Invoices:

In the E-grants system, invoices are referred to as a Financial Service Report (FSR). FSRs must be submitted on a quarterly basis on or before the third Monday of the month following the end of each quarter. Quarterly reimbursements will not be processed until the progress report for the quarter is approved.

B. Progress Reports:

Quarterly progress reports on all grant activities are due on or before the third Monday of the following month of the end of each quarter. The OTS will provide standard reporting forms. At a minimum, quarterly progress reports must include information on:

- a) Coalition meetings held and meeting minutes.
- b) Quarterly Fatal and Serious Injury Review Committee meetings held and meeting minutes.
- c) Outreach and media activities to support high visibility enforcement efforts.
- d) Implementation and progress of all approved grant activities.
- e) Timesheets showing the actual hours and a description of the grant related activities performed for each individual whose time is reimbursed through the grant. Forms will be provided by OTS.

Federal Fiscal Year 2021 (FFY21)			Due Dates for eGrants Reporting		
Quarter	Begins	Ends	Progress Report	Financial Status Report	Final Progress Report
1 Oct Nov Dec	Thursday, October 1, 2020	Thursday, December 31, 2020	Monday, January 18, 2021	Monday, January 18, 2021	The final report summarizes all grant activities, progress made toward reaching each measurable goal, and evaluation results. Work done on the FFY21 Final report can only be claimed as time through Sept 30, 2021.
2 Jan Feb Mar	Friday, January 1, 2021	Wednesday, March 31, 2021	Monday, April 19, 2021	Monday, April 19, 2021	
3 Apr May Jun	Thursday, April 1, 2021	Wednesday, June 30, 2021	Monday, July 19, 2021	Monday, July 19, 2021	<u>Time Sensitive</u>
4 July Aug Sept	Thursday, July 1, 2021	Thursday, September 30, 2021	Monday, October 18, 2021	<u>Monday, October 18, 2021</u>	<u>Final Report due Friday, October 22, 2021</u>

C. Final Progress Report: Due on or before Oct. 18, 2021.

The final report summarizes all grant activities, progress made toward reaching each measurable goal, and evaluation results. Forms will be provided by OTS.

XI. Resolutions

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.

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.

The OTS strongly urges using the sample as the exact model for your resolution. Using the exact model 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 Oct. 1, 2020 and end Sept. 30, 2021.

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. (Appendix F)

XII. 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).

Evaluation of Proposals for TZD Safe Roads Grants (Appendix H):

Grant applications must be entered in the e-grants system by 4:00 PM, Monday, August 3, 2020. A committee of OTS staff members will review and evaluate all grant applications.

OTS staff members will award points based on:

2. The severity of the problems identified. (Appendix D)
3. A reasonable and accurate work plan with:
 - a) *Measurable goals*
 - b) *Evaluation criteria to fit identified problems for all activities.*
4. OTS' past experience with applicant agency, if any.
5. Coalition coordinator experience and qualifications.
6. A reasonable and accurate budget plan.
7. Applicant organization traffic safety and/or grant experience.

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. (Appendix D)

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 on or before August 18, 2020.

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. **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.

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. 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 (2014 to 2018) to less than 6 from October 1, 2020 through September 30, 2021.

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 (2019 grant year) to 14, and the amount of volunteer hours spent on coalition activities from 100 (2019 grant year) to 130.*
- *Conduct a survey of coalition members to find their level of satisfaction with the group and what they 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, committees should review as many serious injury crashes as possible to identify recent crash and injury factors.

The purpose of the FSIRC is to identify:

- Factors 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.

TZD Safe Roads grant applications must include the proposed dates that the FSIRC 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/Documents/mn-frc-guide.pdf>

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. (See Appendix G.)

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

- Distribution of information.
Examples: Letters to the editor, bar-coasters, lawn signs, posters, changeable message

signs, social media postings. Resources can be viewed and materials can be ordered at: ots.dps.mn.gov

- Work with enforcement agencies to develop and conduct media outreach, 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 and not drive distracted or impaired. 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>
- Distracted Driving Awareness:

All TZD Safe Roads Coalitions are required to implement at least one activity to increase awareness of the dangers of driving distracted.

Activities may include the use of a Table-Top Probability Wheel, Distract-A- Match® 2 or similar activity at community events, high schools, and post-secondary educational institutions.

The Probability Wheel is a tool to help educate the public on the increased likelihood of being in a distracted driving related crash in an engaging and interactive way. Cost is \$380, which is an eligible grant expense.

Distract-A-Match®2 is a simple game that demonstrates the impact of cognitive, visual, and manual distractions. Cost is \$150, which is an eligible grant expense. See <https://fatalvision.com/distract-a-match.html>

Similar materials may be eligible. If applicable, specify other item in proposed work plan and budget.

The measurable goals for this required activity must include:

- Number of distracted driving activities that will be completed.
- Number of individuals that will be reached.

Optional TZD Safe Roads Coalition Activities

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 highly 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 impaired driving activities, keep in mind that impaired driving is a more significant problem for those 21 and over than those under 21.

Applications may include one optional innovative activity to address driver behaviors. The proposed activity must address an identified problem, be measurable, and include an evaluation plan to measure its effectiveness. Each activity will be considered on a case-by-case basis. Innovative activities are those not listed in Countermeasures That Work.

Setting Measurable Goals:

TZD Safe Roads Grant Applicants must set measurable goals for each activity selected. Measuring the impact of the grant activities allows 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: A coalition activity goal could be to increase the number of medical and chiropractic clinics that facilitate teen driver safety discussions with teens/parents through the use of hand-held probability wheels and provide materials to families from 12 in 2020 to 20 during the 2021 grant period.

Evaluating Grant Activities:

Applications must specify what observable measures or indicators will be used to identify that the key outcomes of each activity are being achieved.

TZD Statewide Conference:

TZD Safe Roads coalition coordinator attendance at the 2020 TZD Statewide Conference on October 20 and 21 at Duluth Entertainment Convention Center is highly recommended, but not required. The conference registration fee will be waived.

TZD Safe Roads grant applications must state if the coalition coordinator will or will not attend the 2020 TZD State Conference.

Regional TZD Meetings:

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

- Time and mileage to attend TZD Regional Steering Committee meetings.
- 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.

Please note; conducting a specific traffic safety activity at a county fair, such as a pedal cart / drunk goggle demonstration, will be considered on a case-by-case basis. Costs, including coordinator time, will be limited only to the essential costs for conducting the traffic safety activity. Handing out brochures and talking to people at a community event on its own is not an approved grant activity.

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Appendix B

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. An agreement between the grantee and speaker is required, and must be pre-approved by OTS.	General population.	Participant surveys. Number of participants. Earned media.
Medical Clinic Teen Driver Safety Awareness	Discuss with and assist medical and chiropractic clinics to facilitate teen driver safety discussions with teens/parents through the use of hand-held probability wheels and provide materials to families.	Teen drivers and their parents.	Number of participating clinics, feedback.
Workplace Traffic Safety Training and Policies	Discuss with and assist 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.
Improve Serving Practices at Liquor Establishments	Discuss responsible server practices with managers/owners of liquor establishments to increase their support and encourage participation in server training classes taught by accredited Regional Alcohol Awareness Trainers. This does not include providing server training itself. See: https://dps.mn.gov/divisions/age/alcohol/Pages/default.aspx	Impaired drivers, with a focus on males under age 35.	Number of establishments reached that support responsible serving practices. Number of establishments that participate in server training classes.
Local Government Education	Conduct 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.

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STRATEGY	ACTIVITIES	TARGET MARKET	EVALUATION MEASURES
Sober Cab and Alternative Transportation	Implement, maintain, or improve sober cab and/or alternative transportation options.	Impaired drivers, with a focus on males under age 35.	<p>Number of new sober cab/alternative transportation projects.</p> <p>Number of people using sober cabs/alternative transportation services.</p>
Motorcycle Safety and 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>	Number and means of outreach and materials distributed.
Pedestrian Safety Crosswalk Event	<p>Promote Pedestrian Safety from the perspective of the pedestrian and the motorist.</p> <p>Must include:</p> <ol style="list-style-type: none"> 1) Aggressive messaging prior to crosswalk event to educate the public when and where this is happening. 2) The crosswalk event should have high visibility in the community. 3) Enhanced enforcement and education with Law Enforcement making contact with Pedestrians and Motorists during the event. 	Pedestrians and motorists	<p>Media contacts & publications made prior to event.</p> <p>Number of events.</p> <p>Number attended event.</p> <p>Number of LE contacts.</p>

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STRATEGY	ACTIVITIES	TARGET MARKET	EVALUATION MEASURES
Point of Impact Evaluation	<p>Evaluate <i>Point of Impact</i> (POI) Teen Driver Safety Parent Awareness Classes offered by driver education providers in your area. Use evaluations to work with driver educators to enhance the quality and effectiveness of their POI programs.</p> <p>Complete 4 hour OTS training on evaluation components and procedures.</p>	New Drivers and their Parents	<p>Number of POI classes evaluated.</p> <p>Number of observed program enhancements implemented by driver education providers.</p>
You tell OTS	<p>Provide the OTS with an idea you have to be innovative and creative in your area.</p> <p>The possibilities are limitless.</p> <p>One example is the high school seat belt challenge.</p>	You tell OTS	You tell OTS how you will evaluate and measure the success of your events.

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, 20120 and ending September 30, 2021.

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.
5. Assist in obtaining crash information for Fatal and Serious Injury Committee meetings.
(Enforcement agencies only.) [delete this statement for non-enforcement partners]

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 and Serious Injury 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: _____

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2014-2018 County Baseline Performance Measures										
Data highlighted are at or above State averages										
87 Counties	All Fatalities and Serious Injuries		Speeding Related Fatalities and Serious Injuries		Distraction Related Fatalities and Serious Injuries		Alcohol Related Fatalities and Serious Injuries		Unbelted Fatalities and Serious Injuries	
County	Total	Avg. per Year	Total	Avg. per Year	Total	Avg. per Year	Total	Avg. per Year	Total	Avg. per Year
Aitkin	59	11.8	22	4.4	12	2.4	15	3.0	12	2.4
Anoka	574	114.8	89	17.8	72	14.4	123	24.6	50	10.0
Becker	110	22.0	29	5.8	24	4.8	39	7.8	29	5.8
Beltrami	97	19.4	16	3.2	13	2.6	32	6.4	20	4.0
Benton	80	16.0	11	2.2	12	2.4	19	3.8	13	2.6
Big Stone	13	2.6	3	0.6	1	0.2	9	1.8	7	1.4
Blue Earth	135	27.0	18	3.6	23	4.6	29	5.8	21	4.2
Brown	45	9.0	17	3.4	8	1.6	11	2.2	8	1.6
Carlton	81	16.2	21	4.2	7	1.4	13	2.6	15	3.0
Carver	135	27.0	30	6.0	20	4.0	29	5.8	20	4.0
Cass	110	22.0	29	5.8	16	3.2	40	8.0	25	5.0
Chippewa	30	6.0	9	1.8	6	1.2	11	2.2	10	2.0
Chisago	111	22.2	31	6.2	15	3.0	33	6.6	22	4.4
Clay	71	14.2	16	3.2	8	1.6	16	3.2	13	2.6
Clearwater	20	4.0	4	0.8	6	1.2	5	1.0	6	1.2
Cook	18	3.6	7	1.4	3	0.6	7	1.4	4	0.8
Cottonwood	31	6.2	2	0.4	5	1.0	10	2.0	11	2.2
Crow Wing	153	30.6	33	6.6	24	4.8	36	7.2	21	4.2
Dakota	532	106.4	107	21.4	64	12.8	90	18.0	52	10.4
Dodge	33	6.6	13	2.6	6	1.2	8	1.6	8	1.6
Douglas	94	18.8	19	3.8	11	2.2	18	3.6	24	4.8
Faribault	39	7.8	17	3.4	7	1.4	10	2.0	18	3.6
Fillmore	50	10.0	6	1.2	8	1.6	23	4.6	7	1.4
Freeborn	76	15.2	24	4.8	4	0.8	16	3.2	14	2.8
Goodhue	134	26.8	24	4.8	19	3.8	25	5.0	23	4.6
Grant	15	3.0	3	0.6	2	0.4	2	0.4	6	1.2
Hennepin	1,783	356.6	348	69.6	194	38.8	362	72.4	153	30.6
Houston	31	6.2	3	0.6	3	0.6	4	0.8	5	1.0
Hubbard	63	12.6	23	4.6	10	2.0	16	3.2	12	2.4
Isanti	107	21.4	18	3.6	16	3.2	23	4.6	22	4.4
Itasca	108	21.6	32	6.4	23	4.6	26	5.2	24	4.8
Jackson	33	6.6	8	1.6	3	0.6	5	1.0	7	1.4
Kanabec	43	8.6	5	1.0	12	2.4	9	1.8	14	2.8
Kandiyohi	114	22.8	22	4.4	24	4.8	23	4.6	23	4.6
Kittson	10	2.0	3	0.6	4	0.8	4	0.8	4	0.8
Koochiching	19	3.8	7	1.4	2	0.4	5	1.0	4	0.8
Lac Qui Parle	12	2.4	2	0.4	3	0.6	3	0.6	1	0.2
Lake	47	9.4	14	2.8	9	1.8	9	1.8	6	1.2
Lake of Woods	7	1.4	1	0.2	2	0.4	3	0.6	1	0.2
Le Sueur	54	10.8	12	2.4	11	2.2	14	2.8	9	1.8
Lincoln	13	2.6	5	1.0	3	0.6	3	0.6	1	0.2
Lyon	66	13.2	11	2.2	6	1.2	20	4.0	13	2.6
Mcleod	82	16.4	11	2.2	20	4.0	18	3.6	19	3.8
Mahnomen	20	4.0	3	0.6	2	0.4	10	2.0	8	1.6
Marshall	18	3.6	4	0.8	3	0.6	3	0.6	3	0.6
Martin	59	11.8	14	2.8	8	1.6	20	4.0	13	2.6
Meeker	55	11.0	13	2.6	4	0.8	21	4.2	11	2.2
Mille Lacs	74	14.8	16	3.2	9	1.8	21	4.2	16	3.2
Morrison	105	21.0	16	3.2	7	1.4	35	7.0	25	5.0

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2014-2018 County Baseline Performance Measures Data highlighted are at or above State averages										
87 Counties	All Fatalities and Serious Injuries		Speeding Related Fatalities and Serious Injuries		Distraction Related Fatalities and Serious Injuries		Alcohol Related Fatalities and Serious Injuries		Unbelted Fatalities and Serious Injuries	
County	Total	Avg. per Year	Total	Avg. per Year	Total	Avg. per Year	Total	Avg. per Year	Total	Avg. per Year
Mower	46	9.2	8	1.6	10	2.0	6	1.2	6	1.2
Murray	23	4.6	2	0.4	0	0.0	4	0.8	7	1.4
Nicollet	62	12.4	14	2.8	16	3.2	13	2.6	10	2.0
Nobles	31	6.2	6	1.2	3	0.6	8	1.6	9	1.8
Norman	18	3.6	2	0.4	2	0.4	5	1.0	1	0.2
Olmsted	255	51.0	39	7.8	28	5.6	50	10.0	42	8.4
Otter Tail	137	27.4	24	4.8	15	3.0	39	7.8	29	5.8
Pennington	32	6.4	9	1.8	1	0.2	7	1.4	8	1.6
Pine	112	22.4	33	6.6	10	2.0	35	7.0	20	4.0
Pipestone	22	4.4	5	1.0	0	0.0	8	1.6	5	1.0
Polk	71	14.2	9	1.8	15	3.0	15	3.0	21	4.2
Pope	23	4.6	6	1.2	4	0.8	10	2.0	7	1.4
Ramsey	641	128.2	166	33.2	62	12.4	153	30.6	55	11.0
Red Lake	9	1.8	3	0.6	0	0.0	4	0.8	0	0.0
Redwood	47	9.4	11	2.2	10	2.0	8	1.6	14	2.8
Renville	43	8.6	15	3.0	8	1.6	14	2.8	17	3.4
Rice	127	25.4	17	3.4	15	3.0	40	8.0	17	3.4
Rock	27	5.4	6	1.2	3	0.6	5	1.0	6	1.2
Roseau	34	6.8	8	1.6	10	2.0	5	1.0	12	2.4
St. Louis	345	69.0	91	18.2	48	9.6	96	19.2	68	13.6
Scott	210	42.0	45	9.0	22	4.4	39	7.8	26	5.2
Sherburne	192	38.4	39	7.8	30	6.0	54	10.8	16	3.2
Sibley	58	11.6	10	2.0	13	2.6	11	2.2	11	2.2
Stearns	254	50.8	58	11.6	36	7.2	60	12.0	33	6.6
Steele	78	15.6	14	2.8	10	2.0	15	3.0	16	3.2
Stevens	19	3.8	4	0.8	1	0.2	7	1.4	5	1.0
Swift	35	7.0	8	1.6	3	0.6	17	3.4	13	2.6
Todd	62	12.4	13	2.6	13	2.6	22	4.4	13	2.6
Traverse	4	0.8	1	0.2	0	0.0	1	0.2	0	0.0
Wabasha	51	10.2	10	2.0	9	1.8	10	2.0	6	1.2
Wadena	42	8.4	9	1.8	5	1.0	14	2.8	12	2.4
Waseca	40	8.0	11	2.2	7	1.4	10	2.0	11	2.2
Washington	252	50.4	52	10.4	41	8.2	64	12.8	28	5.6
Watonwan	30	6.0	4	0.8	7	1.4	5	1.0	7	1.4
Wilkin	19	3.8	10	2.0	3	0.6	10	2.0	8	1.6
Winona	109	21.8	35	7.0	12	2.4	25	5.0	20	4.0
Wright	220	44.0	34	6.8	24	4.8	42	8.4	28	5.6
Yellow Medicine	26	5.2	3	0.6	4	0.8	5	1.0	10	2.0
State Avg	9,575	22.0	2,025	4.7	1,274	2.9	2,262	5.2	1,470	3.4

Commissioner's Travel Plan Summary:

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

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

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Appendix F

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, 2020 through September 30, 2021.

The _____ is hereby authorized to execute such
(Title of Agency Authorized Official)
agreements and amendments as necessary to implement the project on behalf of the

(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)

(Signature)

(Title)

(Title)

(Date)

(Date)

OTS Enforcement Calendar

Federal Fiscal Year 2021



Enforcement Dates

- DWI (optional): Nov. 5-7; 2020 - deer hunting opener
- Seat belts and child restraints: Nov. 16-29, 2020
- DWI: Nov. 25, 27-28; Dec. 3-5; 10-12; 17-19; 24-26; 31, 2020
- Distracted: April 5-30, 2021
- DWI (optional): May 6 - 8, 2021 - fishing opener
- Seat belts and child restraints: May 24 - June 6, 2021
- Speed: July 1 - 31, 2021
- DWI: Aug. 20 - Sept. 6, 2021
- Move Over (optional): Aug. 31, 2021
- Seat belts and child restraints: Sept. 19-30, 2021

Top 15 Counties: Oct. 31; March 13 or 17; July 3

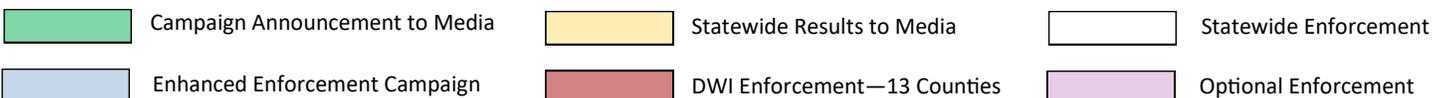
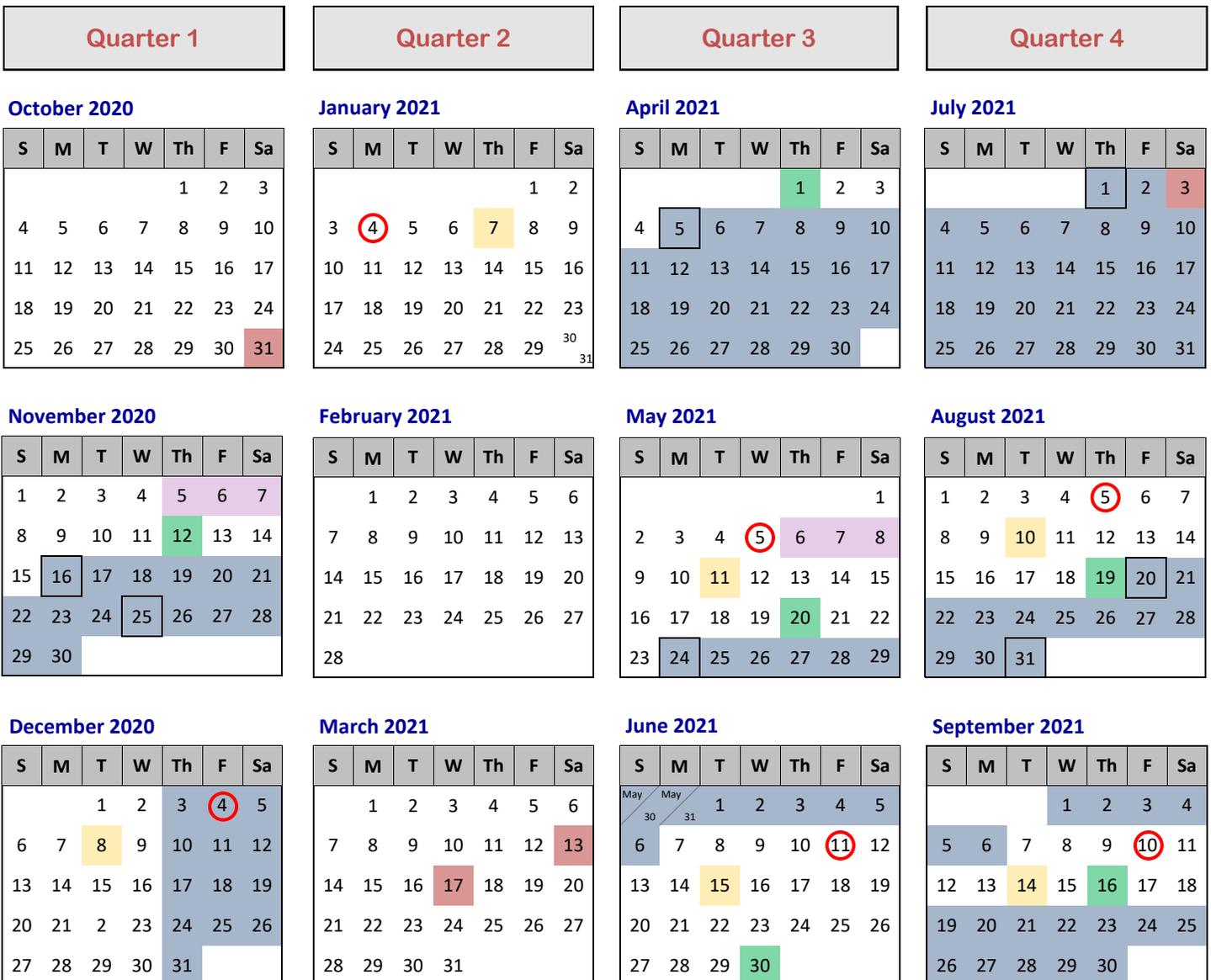
Short Report Due Dates (All agencies required to submit)

- Dec. 4, 2020: Belt/child restraints from Nov. 16-29, 2020
- Jan. 4: DWI arrests, highest B.A.C., from Nov. 25 - Dec. 31, 2020
- May 5: Hands-Free citations, from April 5-30, 2021
- June 11: Belt/child restraint citations from May 24- June 6, 2021
- Aug. 5: Speed citations from July 1-31, 2021
- Sept. 10: DWI arrests, highest B.A.C., from Aug. 20 - Sept. 6, 2021
- Oct. 7: Seat belt/child restraint citations from Sept. 19-30, 2021

○ Indicates date short reports are due in calendar below

TZD Conference: Oct. 19-21, 2020

Duluth Entertainment Convention Center



**DPS/OTS Evaluation of 2021
TZD Safe Roads Grant Applications
Federal Fiscal Year (FFY) FFY21**

Summary of Review Criteria and Points:

- 1) Problem ID: 30 points Assigned by Coordinator
- 2) Applying Organization: 5 points
- 3) Proposed Coalition Coordinator: 10 points
- 4) Work Plan: 20 points
- 5) Budget: 15 points
- 6) Past experience with OTS: *Due to the constraints of the COVID19 response the OTS recognizes that applicants in FY20's TZD Safe Road's Program may not be able to adhere to their FY20 grant work plan. In an effort to provide the most transparent and fair scoring mechanism possible, the OTS has decided that for FFY21 TZD Safe Road Application will not include a section to score adherence to grant work plan and budget. The points typically awarded in this section will be removed for FY21 applications.*

Total Possible Points: 80

Pre-award risk assessment results will also be considered when evaluating grant applications.

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 Pre-Determined crash	Points Possible	POINTS AWARDED	Ranked Priorities
TOTAL NUMBER	10	Based on crash data	Ranked prior to scoring
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: *This section will be completed by the TZD Safe Roads Program Coordinator prior to sending applications to be scored.*

Applying Organization – Points Possible 5

	Very Poor	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 10

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

Comments:

Work Plan - Points Possible 20

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

Comments:

Budget - Points Possible 15

	Very Poor	Poor	Fair	Very Good
Expenses allowable &/or detailed	-5	0	3	5
Expenses reasonable &/or justifiable	-10	0	5	10
Total Budget Points (-15 to 15):				

Comments:

Pre-Award Risk Assessment Results:

LOW	MEDIUM	HIGH
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Comments: