State of Minnesota - Department of Public Safety
Request for Proposal - Federal Fiscal Year 2023
Towards Zero Deaths (TZD) Safe Roads Grant

- Responses must be received not later than 4:30 p.m. on July 29, 2022.
- Late responses will not be considered.

The DPS-OTS has a mandate to promote the safety of those who use public roadways. The National Highway Traffic Safety Administration (NHTSA) provides federal funding to the DPS-OTS to design and implement Minnesota’s highway safety program to reduce traffic crashes and the deaths, injuries, and property damage resulting from those crashes to fulfill this mandate. The DPS-OTS and NHTSA seek to support a traffic safety program

- to reduce injuries and deaths resulting from motor vehicles being driven in excess of posted speed limits,
- to encourage the proper use of occupant protection devices (including the use of safety belts and child restraint systems) by occupants of motor vehicles,
- to reduce injuries and deaths resulting from persons driving motor vehicles while impaired by alcohol or a controlled substance,
- to prevent crashes and reduce injuries and deaths resulting from crashes involving motor vehicles and motorcycles,
- to reduce injuries and deaths resulting from crashes involving school buses,
- to reduce crashes resulting from unsafe driving behavior (including aggressive or fatigued driving and distracted driving arising from the use of electronic devices in vehicles),
- to improve law enforcement services in motor vehicle crash prevention, traffic supervision, and post-crash procedures,
- to increase driver awareness of commercial motor vehicles to prevent crashes and reduce injuries and fatalities,
- to improve driver performance through
  - driver education,
  - driver testing to determine proficiency to operate motor vehicles, and
  - driver examinations (physical, mental, and driver licensing),
- to improve pedestrian performance and bicycle safety, and
- to provide for
  - an effective record system of crashes (including resulting injuries and deaths),
  - crash investigations to determine the probable causes of crashes, injuries, and deaths,
  - vehicle registration, operation, and inspection, and
  - emergency services.

NHTSA requires the DPS-OTS to develop performance measure targets in key traffic safety behavior areas and report yearly on progress toward achieving our goals. These performance standards measure the level of Minnesota’s success in moving the bar Toward Zero Deaths.
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 coalition work through the Toward Zero Deaths (TZD) Safe Roads grant program.

There are few injuries or deaths more preventable than those caused by the decision to drive irresponsibly. Communities that are aware of the safety risks and costs that result from traffic crashes are more likely to devote their attention and resources to preventing more crashes, injuries and deaths on roadways. In addition, community members working together to solve their local traffic safety issues often increases the community’s cohesiveness and improves its quality of living. Community level support is necessary for Minnesota to reach its goal of zero traffic deaths. It takes everyone, and everyone sharing the same message.

It is important that all traffic safety education and outreach efforts, whether legislated or voluntary, provide current information that is accessible to all of Minnesota's diverse communities. Minnesota believes providing local education and outreach through a variety of community programs will provide the biggest impact to the Toward Zero Deaths goal set by Minnesota more than 20 years ago.

Safe Roads Coalitions shall:
1. Meet a minimum of four times, once during each quarter during the grant year.
2. Provide the name and organization of all coalition members.
3. Include current mission statement and/ or a draft of a proposed mission statement.
4. Develop measurable / attainable Coalition goals
6. Implement public information and earned media campaigns using the OTS or NHTSA provided template materials based on the OTS enforcement events calendar
7. Implement at least one innovative activity that is pre-approved by your DPS-OTS grant coordinator.
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Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in August 2022. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

Type of Federal/State Funds
State and Community Highway Safety CFDA 20.600

Amount of Grant Funds
$500,000.00 402 CP up to $50,000.00 per grant. This amount includes the $125 TZD conference registration fee for the coalition’s coordinator/and or designee (1).

Approximate number of grants intended
25

General Funding Rules
Below are links to NHTSA basic considerations for allowable expenses. The OTS coordinator can provide further guidance.
  https://www.ecfr.gov/current/title-2/section-200.403

1. Allowable Costs:
   a. Direct Labor:
      • TZD Safe Roads Grantees are allowed staff hours while providing grant related activities, including but not limited to coalition coordinator time as an employee or sub-contractor.
      • 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.
      • OTS does not reimburse time for staff with titles such as Executive Director. OTS does not reimburse for general administration such as supervision of employees or other oversight.
   b. Contractual Coordinator Services:
• OTS must approve all contracts, including but not limited to the grant coordinator and victim impact speakers.

c. Travel Expenses:
  • Travel expenses will be reimbursed at the current IRS mileage reimbursement rate/commissioner plan.
  • The rate can be found at by searching:
    ▪ irs.gov standard mileage rate
    ▪ state of Minnesota commissioner travel plan

d. Supplies and Materials:
  • Costs for supplies and materials that are reasonable and necessary for approved grant activities.
  • Costs to purchase large equipment/crash car trailers to conduct public outreach and education with a grantee match of 50 percent required.

e. Print, Copy, Postage:
  • Brochures and other materials provided at no cost by DPS must be used when possible.
  • Printed materials must include an educational component and be traffic safety related.
  • Estimate print, copy, postage costs in detail in the application.

2. Reimbursement:
   The State has an obligation to determine if costs to be reimbursed by this grant contract are reasonable. If requested, the grantee must furnish an explanation.

   Eligible costs are determined by problem identification, and if the costs reasonable and necessary. OTS-DPS must follow NHTSA guidance in all decisions on the eligibility of all requests. Grantees will be reimbursed only after the grant recipient incurs the cost, appropriate documentation is provided, and for actual costs incurred during the grant year (Oct. 1, 2022 to Sept. 30, 2023).

3. Program Income:
   Program income is defined as money that results directly from a grant-supported activity or that is earned. 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 DPS-OTS grant coordinator before spending program income or if you are in doubt about the status of a source of funding as program income.

4. Non Allowable Costs:
   a. Lobbying:
      Grant funds cannot 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.

Agency Match
Expenses that are paid for with state, county, municipal and/or private funding demonstrate a vested interest and commitment to the program and should be reported. These expenses shall be reported as match costs with each quarterly financial report. Documentation requirements for local match costs are the same as reimbursable costs.
Examples of Match include but not limited to:
- Hourly cost of volunteers based on https://independentsector.org
- Administrative time for scheduling, and paperwork for reporting and invoicing
- Time to do public information and outreach
- Time spent at grantee meetings with DPS-OTS
- 50% of equipment costs identified in the grant agreement

TZD Conference
The TZD Conference is a forum for sharing information on best practices in engineering, enforcement, education and emergency medical/health services and for identifying new approaches to reducing the number of traffic fatalities and life-changing injuries on Minnesota’s roads. The conference will be held Oct. 12-13, 2022, in St. Cloud, Minnesota. More information will be posted to the TZD Statewide Conference page as it becomes available.

Several DPS-OTS grants include reimbursement of individual wages, which continues to increase. When funding becomes limited, these programs along with hotel costs are not sustainable. To continue working toward the goal of zero deaths, the DPS-OTS will fund traffic safety activities instead of hotel costs.

If your agency will not be able to attend the conference because your agency cannot incur hotel costs, a scholarship program is available. Complete the TZD Hotel Scholarship form can be found
The scholarship is open to all interested individuals. The application will be available June 13- July 15, and an executed grant agreement is not necessary to apply.

TZD Conference registration fee:
The Office of Traffic Safety will continue to pay the $125 TZD Conference registration fee for the coalition's coordinator/ and or designee (1). DPS-OTS grant coordinators will provide further instructions on how to register after grants are awarded.

Eligibility
TZD Safe Roads grants provide funding for city/cities, county, multi-county coalitions, and tribal nations to address and prevent traffic deaths and serious injuries in the area served. Applicants must provide grant services to the area they have defined for their coalition.

OTS will accept applications from but not limited to emergency medical service providers, fire, law enforcement, non-profits, public health, school districts, and other governmental and private agencies, but does not accept applications from individuals or unincorporated organizations.

Reporting and Invoicing
Invoices and Progress Reports are required to be submitted via eGrants to the OTS on the following schedule:

- Jan. 23, 2023: All project activity between Oct. 1 and Dec. 31, 2022
- April 17, 2023: All project activity between Jan. 1 and March 31, 2023
- July 16, 2023: All project activity between April 1 and June 30, 2023
- Oct. 22, 2023: All project activity between July 1 and Sept. 30, 2023

Final Report Requirement
A final report provides a summary of grant activity during the federal fiscal year. The final report is due Oct. 22, 2023, and should include the following:

- Review of activity
- Review of goals and objectives
- Review of the budget
- Review of the performance measures
- Describe successes and challenges

Collaboration
Grantees are required to meet (either in-person or virtually) with their DPS-OTS grant coordinator at the beginning of the grant year to plan grant activities. Additionally, DPS/OTS grant coordinator is committed to regular communication and a quarterly informational virtual meeting will be scheduled.
Successes and challenges will be discussed and as well as a review of progress made toward meeting agency goals. Quarterly Safe Road meetings will be optional but encouraged. Meetings will have a set agenda but also have time for networking with other traffic safety professionals.

OTS-DPS understands the importance of collaborative efforts and focus on planning process inputs – i.e. safety, analysis, data-driven strategies, and equity considerations. Quarterly Coalition meetings, at a minimum, provide an opportunity to review grant activity, discuss ways of improving the program and plan activity. It encourages partners to take ownership of the program and may stimulate new ideas for saving lives on Minnesota’s roadways.

Problem Identification
The State submits a Highway Safety Plan (HSP) to the National Highway Traffic Safety Administration (NHTSA). The HSP documents the State’s highway safety program that is data-driven in establishing performance targets and selecting the countermeasure strategies, planned activities and projects to meet performance targets. The HSP includes a description of the data sources and processes used by the State to identify its highway safety problems. The OTS uses several crash data sources to determine a county’s problem identification.

Minnesota’s Commitment to Diversity and Inclusion
The State of Minnesota DPS/OTS values diversity and inclusion and will take that into consideration. County Population, VMT Behavioral Measures (2017-2021) see equity tab.

State and County Crash Data
Review Crash Facts 2020 and County-Specific Fact Sheets. This will help to determine what driver behaviors to address in your area. Additional Reports and Statistics can help plan your grant activities.

Additional Crash Data Resources
- County Population, VMT Behavioral Measures (2017-2021)
- Worst Alcohol Counties (2017-2021)

Occupant Protection
- In the past five years (2017-2021) 1,345 motor vehicle occupants died on Minnesota roads of those fatalities, 463 (34%) did not use their seat belt
- Of occupants who were ejected from their vehicle and killed, 67% were unbelted
- Recent year-over-year unbelted trends are alarming
  - 2020 was up 44% from 2019
  - 2021 was up 8% from 2020
- Unbelted fatalities occur almost equally between daytime/sunrise (50.2%) and sunset/nighttime (48.7%)
• Of MVO fatalities occurring at nighttime, 41% were unbelted
• Seatbelt usage is higher in daytime hours.

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Grant Monitoring

Minn. Stat. §168.97 and Policy 08-10 Grant Monitoring require the following:
• One monitoring visit during the grant period on all state grants of $50,000 and higher
• Annual monitoring visits during the grant period on all grants of $250,000 and higher
• Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants of $50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

Application Process

The application and 2023 Work Plan can be found in eGrants, and completed in its entirety.

If the application is accepted, the fiscal agent will be responsible for compiling information and submitting plans, reports, and invoices to the DPS-OTS.

Certifications

Program guidelines, terms and conditions, and federal audit requirements must be distributed and acknowledged by all partner agencies receiving federal funds as part of the Enforcement grant. The fiscal lead must send the Subcontractor/Partner Agency Certifications form to each partner agency prior to completing the eGrants portion of the application. The Partner Agency Certifications form includes the following documents:
• Program Guidelines (Attachment A)
• Terms and Conditions (Attachment B)
• Federal Audit Requirements (Attachment C)
The grant application can be submitted prior to the Subcontractor/Partner Agency Certifications forms being uploaded into eGrants, however, the grant agreement cannot be executed until all forms have been completed and uploaded.

Risk Assessment
Each agency receiving federal funds must complete a risk assessment for the purpose of documenting potential negative events and assessing the likelihood of occurrence and severity so that DPS-OTS can decide whether or not to establish internal controls to mitigate the risk.
The fiscal lead must complete the Subcontractor/Partner Agency Risk Assessment form for each agency and upload them into eGrants.

The grant application can be submitted prior to the Subcontractor/Partner Agency Risk Assessment forms being uploaded into eGrants, however, the grant agreement cannot be executed until all forms have been completed and uploaded.

Resolution Process
Before a grant may be executed, the lead agency mentioned in the application must provide the DPS-OTS with a resolution from the appropriate city council or county board authorizing its participation in the program. This agency must obtain a resolution from their city council or county board authorizing them to participate in the grant and indicate who is authorized to sign the grant agreement unless the officials below are signing the grant agreement:
- Statutory Cities - Mayor and City Clerk
- Counties - Board Chair and Clerk of the Board

The sample resolution will ensure acceptability by DPS-OTS and quicker processing of awarded grants. Including a grant dollar amount in the resolution will cause problems if the amount awarded is different than the amount requested. If your council or board requires a specific amount, include “or a lesser amount as awarded by the Department of Public Safety” added after the amount is specified. Including the proper name of an authorized official, rather than just a title, will cause problems if the person in that position or office changes. If your council or board requires a specific name as well as title, include “or (his or her) successor (on staff or in office)” added after the name is specified.

Selection Criteria and Weight
Each application will be reviewed by a team at the DPS-OTS. The review committee will review each applicant on a 100-point scale. Items that will be evaluated in the review process include:
- Problem Identification (40/100)
- Performance measures outlined in the work plan (15/100)
  - Measurable goals
Evaluation criteria fit identified problems for all activities

- Coalition coordinator Experience and Qualifications (15/100)
- Budget Plan (15/100)
- Equity Score by County (10/100)
- Previous grant performance if/when applicable (5/100)

Negotiations on applications may occur; clarification may be needed, hours, plans, or budgets may be modified. Applications must be submitted to the DPS-OTS via eGrants by 4:30 p.m. on Thursday, July 28, 2022.

**Review Process and Timeline:**
Once the applications are submitted via eGrants, the review committee has approximately 4 weeks to evaluate the grant applications, and will respond via email to the applicant no later than Thursday, August 25, 2022.

**Questions** regarding the application and evaluation process must be directed to Kat Vue, by 8:00 a.m., Thursday, July 7, 2022. Answers to questions that are not specific to a proposal will be posted to the DPS-OTS Website within approximately three business days.

**Termination of a Grant**
A grant may be cancelled by the DPS-OTS if any of the following occur:

- The grantee failed to have activity during a complete quarter unless approved in advance by the DPS-OTS grant coordinator
- The Financial Status Reports (invoices) were submitted one month late at least two times during the grant year unless the grantee was given prior approval from the DPS-OTS coordinator
- Two Financial Status Reports were submitted that included ineligible costs.
- Other breaches of laws, requirements, rules or procedures by the grantee.

A grantee is responsible for letting the DPS-OTS coordinator know whenever the project director will be away from work for fourteen consecutive days or more and for providing the coordinator with contact information on an interim project director 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 project director quit or otherwise leave is not a natural disaster. If a critical person leaves, the grantee is responsible for notifying their DPS-OTS coordinator and working out a timeline by which duties, reports, and invoices will be resumed with him or her and obtaining that coordinator’s written approval of the plan.
Grant Application Instructions
Responses to the RFP will be submitted as an application through eGrants. If you are new to the system click on the New User link, on the eGrants log in page, fill out the form and save. Your request will be reviewed by DPS within a day or two. Instructions on how to use eGrants are located on the eGrants home page under Training Materials.

Complete each section of eGrants in the application section.

Problem ID
As you are completing each TZD Safe Roads Grantees must work on the identified problems with the greatest need in the area served. Review data links above and / or use Minnesota public portal https://mncrash.state.mn.us/

Performance measures
Applicants must set measurable and attainable goals based on problem ID, following the OTS enforcement events calendar. These goals and activities shall be evaluated, please provide clear specific information on the evaluation that will be used for each goal/ activity.

Regional TZD Meetings:
Coalition coordinators and members of the coalition are strongly encouraged to attend TZD regional meeting including but not limited steering committee and workshops.