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2015 Toward Zero Deaths (TZD) Safe Roads Grant Request for Proposals Office of Traffic Safety, Minnesota Department of Public Safety

Introduction/Overview

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

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

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

Principles of the TZD Safe Roads Program

- The TZD Safe Roads program incorporates three basic elements:
 - 1) The development of local working coalitions; diverse community partnerships whose members focus on traffic safety and actively participate in coalition activities.
 - 2) The use of data-driven and proven practices/strategies to be carried out by the members of the coalition to decrease deaths and serious injuries.
 - 3) The development of fatal review committees whose members analyze the contributing factors related to local traffic death and serious injury crashes, identify trends and implement strategies to prevent similar crashes and outcomes.
 - TZD Safe Roads grants are data driven and focus on connecting statewide efforts with local collaborations and activities.
 - TZD Safe Roads use research proven activities that have the greatest impact on reducing traffic-related deaths and serious injuries that can be evaluated to define success.
 - The primary document used by OTS to define the allowable strategies is Countermeasures that Work 7th Edition, 2013 which can be accessed at: www.nhtsa.gov/staticfiles/nti/pdf/811727.pdf
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Important Changes for 2015 TZD Safe Roads Grant Applications

- Grants will be written for a one year period, beginning October 1, 2014 and ending September 30, 2015.
 - Applications may be submitted for county or multi-county coalitions.
 - Applications must show at least one local law enforcement agency (sheriff and/or police department) is a participating agency in an application for the 2015 TZD Enforcement
- 2015 TZD Safe Roads Request for Proposals 2

Grant Program with OTS. If the applicant organization serves more than one county, at least one participating law enforcement agency from each county served must be shown.

- Letters of support, or Memorandums of Understanding (MOU), from core coalition members must state that the entity they represent will actively participate in coalition activities and meetings. (See sample MOU near the end of this document)
- Applicant organizations should consider selecting optional grant activities that focus on the leading problems of the county or counties served, rather than trying to address multiple traffic safety issues.
- Only allowable supplies and materials that are made or assembled in the USA are eligible for reimbursement.

Grant Basics

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

TZD Safe Roads grants will be written for a one year period, beginning October 1, 2014 and ending September 30, 2015.

Applications for TZD Safe Roads grants must include a proposed Work Plan and Budget for the federal year - October 1, 2014 through September 30, 2015 only.

Submission Deadline

All TZD Safe Roads grant applications must be submitted online via the Department of Public Safety's electronic grant system (e-grants) no later than **4:00 PM, Friday, May 30, 2014**. OTS will not consider late proposals and will not accept mailed, delivered, faxed or e-mailed proposals.

Responses to the RFP, including supporting work plans, will be submitted through E-Grants: <https://app.dps.mn.gov/egrants>. Instructions on setting up your user account and password, and instructions on how to use E-Grants to submit the RFP response are located on the TZD Safe Roads Partners page of our website: ots.dps.mn.dps.

Questions on this RFP must be addressed to Gordy Pehrson at gordy.pehrson@state.mn.us. He is the only person authorized to answer questions; answers supplied by others may not be correct or complete. Questions must be submitted no later than **4:00 PM, Monday, May 19, 2014**. 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 our website: ots.dps.mn.dps within approximately three business days after May 19, 2014.

If you have never used E-Grants, you must apply for a username and password for the E-grants system by clicking the New User link at:

https://app.dps.mn.gov/EGrants/login2.aspx?APPTHEME=MNDPS_OT

Questions on the e-grants system should be submitted to Lori Bounds at Loretta.bounds@state.mn.us or 651-201-7077.

Eligibility Instructions

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

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

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

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 2015 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:

The 2010 to 2012 fatal and serious crash data will be used to identify areas with the greatest need for traffic safety resources provided through the TZD Safe Roads Grant Program. Data for the total number or rate of deaths and serious injuries by 100 million vehicle miles travelled (VMT), or total number or rate of deaths and serious injuries by VMT for primary contributing factors will be used. This data can be found on the OTS Web Site at; <https://dps.mn.gov/divisions/ots/tzd-safe-roads/Pages/default.aspx>. For maximum impact, applications from areas with 2010 – 2012 traffic deaths and serious injuries that are at or above state averages will be awarded additional points.

The 2010 to 2012 fatal and serious crash data that are above the state average include:

- More than 55 traffic-related deaths and serious injuries.
- A death and serious injury rate per 100 million vehicle miles travelled (VMT) at or above 2.8.
- More than 15 alcohol-related deaths and serious injuries.
- An alcohol-related death and serious injury rate per 100 million vehicle miles travelled (VMT) at or above 0.7.
- More than 12 non-use of seat belt related deaths and serious injuries.
- A non-use of seat belt related death and serious injury rate per 100 million vehicle miles travelled (VMT) at or above 0.6.
- More than 10 speed-related deaths and serious injuries.
- A speed-related death and serious injury rate per 100 million vehicle miles travelled (VMT) at or above 0.5.
- More than 10 distracted driving related deaths and serious injuries.
- A distracted driving related death and serious injury rate per 100 million vehicle miles travelled (VMT) at or above 0.5.

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

Completing Eligibility Forms

Organization Background and Experience

Applicant Organization Background and Experience:

A brief description of the organization, including its mission; the locations of its office or offices; its services; its length of experience with grant management, traffic safety, and the OTS; and any other qualifications for grant administration. Applicant organizations must have offices in the county or counties served. Private, non-profit, and other non-governmental organizations must provide an IRS Form 990 or the most recent certified financial audit to the TZD Safe Roads grant application.

Project Coordinator's Background and Experience:

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

Resolutions:

Before OTS can execute a grant agreement, the applicant agency that will receive federal funding must have provided 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 an application. Resolutions are submitted into the Department's e-grants system. (See sample resolution near the end of this document.)

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

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

Coalition Support:

Five letters of support or a Memorandum of Understanding (MOU) from each core coalition member's organization are required. A MOU may be useful in obtaining greater involvement in coalition activities and consistency in coalition meeting attendance. Each letter or MOU must state that the entity will actively participate in coalition activities and meetings. To meet this requirement, include a letter or MOU from core coalition members who represent;

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

* TZD Safe Roads grant applications must show that at least one local law enforcement agency (sheriff or police department) is a lead or partner agency in an application for the 2015 TZD Enforcement Grant Program. 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 MOU's from the sheriff and/or police chief(s) must confirm that their agency is included in an application for the 2015 TZD Enforcement Grant Program.

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

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 the members; the coalition coordinator is not responsible for doing all of the work of the coalition. Grant applicants must show evidence of an existing working coalition or demonstrate the viability of a newly formed working coalition by providing:

TZD Safe Roads Coalition Members:

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

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

TZD Safe Roads Coalition Meetings:

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

TZD Safe Roads Coalition Mission Statement:

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

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

Coalition Goals and Evaluation Measures:

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

For example: Reduce fatalities and serious injuries from an average of 12 per year in 2010 to 2012 to less than 6 from October 1, 2014 through September 30, 2015.

Reduce fatal and serious injury crashes from an average of 9 per year in 2010 to 2012 to less than 5 from October 1, 2014 through September 30, 2015.

Coalition evaluation measures address the coalition itself:

For Example:

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

Applications must include a list of coalition evaluation measures that will be implemented.

Fatal Review Committee:

Each Toward Zero Deaths (TZD) Safe Roads Coalition must establish a Fatality Review Committee (FRC) that meets at least quarterly to review every fatal crash in their area. In addition to reviewing fatal crashes, Fatality Review Committees may also elect to review serious injury crashes.

The purpose of the FRC is to identify:

- Any trends or patterns that contributed to the crash and the resulting fatality or serious injury.
- How this fatal or serious injury crash could have been avoided.
- What actions may be taken to prevent similar crashes.

Members of the FRC may be able to act on a specific action item, such as submitting a newspaper article on seat belt use, or make a recommendation to law enforcement, engineering, or emergency medical services.

The FRC must meet at least quarterly and communicate their findings to the TZD Safe Roads coalition members.

TZD Safe Roads grant applications must include the proposed dates that the Fatal Review Committee plans to meet (i.e. the second Tuesday of December, March, June & September), and a list of Fatal Review Committee members. At a minimum, the committee must include representatives from law enforcement; county, municipal, or state traffic engineers; health and education organizations; and the TZD Safe Roads project coordinator.

A FRC 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 work on public information and earned media campaigns for enhanced enforcement efforts.

The 2015 TZD Enforcement mobilization calendar includes:

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

Safe Roads Coalition community outreach supporting TZD enforcement activities include:

- Distribution of information prior to enhanced enforcement mobilizations.
Examples: Letters to the editor, lawn signs, posters, changeable message signs, media interviews. Resources can be viewed and materials can be ordered at: ots.dps.mn.gov
- Work with enforcement agencies to develop and conduct media efforts, such as news conferences, radio interviews, and other events prior to enhanced enforcement periods.
- An optional strategy for this grant activity is to coordinate Mock Crash events for youth that take place before the May or October seat belt enforcement periods to encourage seat belt use.

For community outreach supporting TZD enforcement, grantees will be responsible for submitting a detailed report of coalition activities for each enforcement period.

Examples:

- *Media event, date, location, number of attending enforcement agencies, list of media that attended, etc.*
- *Number of on-sale liquor establishments that impaired driving coasters were distributed to.*
- *Names of newspapers that articles were submitted to.*
- *Number of businesses and schools asked to post messages on marquis.*

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 law enforcement. The perception of a high likelihood of receiving a citation or a financial or licensing consequence for not obeying a traffic law has a strong impact on changing behavior. 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 county or counties served by selecting strategies found on the following pages of this document. It's recommended that applicant organizations consider selecting the optional grant activities that focus on the leading problems of the county or counties served, rather than trying to address multiple traffic safety issues.

Setting Goals and Evaluating Grant Activities:

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

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

For example: If your community is over-represented in alcohol related deaths and serious injuries, a coalition goal would be to decrease the number of alcohol-related fatal and serious injury crashes from an average of 8 per year in 2010 to 2012 to fewer than 4 during the grant period.

One strategy chosen to obtain the goal could be starting and implementing a Sober Cab or alternative transportation program. The goal of the program could be to get the Sober Cab or alternative transportation program available on weekend nights, and to increase use of the program to an average of five uses a night before the end of the first grant year.

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

For example: Implement a Sober Tow program that provides safe rides home for on-sale liquor establishment patrons and their vehicles.

When selecting optional strategies, TZD Safe Road Coalitions must focus on the first activity listed for that strategy. Other activities listed are secondary for that strategy.

When considering optional strategies and activities, keep in mind that the target market is most often males under the age of 35. When considering optional activities that address impaired driving, keep in mind that impaired driving is a much more significant problem for those aged 21 and over than for those under 21. Therefore, the target market for impaired driving activities must be those age 21 and older.

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 the TZD Statewide Conference and TZD Regional Meetings.

TZD Statewide Conference:

TZD Safe Roads program coordinator attendance at the TZD Statewide Conference on November 13 and 14, 2014 at the Duluth Entertainment Convention Center is highly

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

- The conference registration fee will be waived.
- Mileage at the 2014 IRS rate of \$0.56 per mile.
- The lodging rate of the official hotel with the following provisions:
 - a. Night of Wednesday, November 12 if grantee works more than 65 miles from the event venue.
 - b. Night of Thursday, November 13 if grantee works more than 30 miles from the event venue.
- For the purposes of this application, estimate hotel costs at \$150.00 per night.
- Per NHTSA’s Highway Safety Grant Funding Guidance, Part IV, C, time to attend the TZD Statewide Conference (with the exception of time spent presenting) is not an allowable grant expense.

TZD Safe Roads grant applications must indicate if the coalition coordinator will, or will not, attend the Statewide Conference.

Regional TZD Meetings:

TZD Safe Roads Coalition coordinators may be reimbursed for regional activities under the following guidelines:

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

TZD Safe Roads grant applications must identify which regional activities the coalition coordinator will participate in.

STRATEGY	ACTIVITIES	TARGET MARKET	EVALUATION MEASURES
Parental Involvement with Teen Drivers	1. Work with driver educators who don’t have a parental awareness class to conduct a “Point of Impact” Teen Driver Safety Parent Awareness Class. Program materials are available from OTS. For more information, see: https://dps.mn.gov/divisions/ots/teen-driving/Pages/default.aspx 2. Partner with law enforcement and schools to mail information to parents about teen driving risks, teen driving laws, the important role that parents play and resources for parents, during prom and graduation time.	Teen drivers via the parents of soon-to-be licensed teens. Teen drivers via their parents.	Reduction in teen driver involved crashes, injuries, deaths. Number of new classes held. Number of parents reached. Number of households reached.

<p>Collaborate with employers to conduct workplace traffic safety training events with a focus on workplace policies</p> <p>Collaborate with employers to develop new workplace policies or enhance existing policies</p>	<ol style="list-style-type: none"> 1. Collaborate with local employers to develop and 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. <i>This does not include participating in events such as health fairs. (Also, see Motorcycle Safety & Training strategy below.)</i> 2. Work with employers to develop or enhance their traffic safety policies using the Minnesota Safety Council's Network for Employers for Traffic Safety (NETS) resources. <p>See: http://www.mnsafetycouncil.org/nets/</p>	<p>General population.</p>	<p>Reduction in work-related crashes, injuries and deaths.</p> <p>Number of workplace training events held.</p> <p>Number of employees trained.</p> <p>Number of employers that developed new, or enhance existing, workplace policies.</p>
<p>Collaborations to improve serving practices at liquor establishments</p>	<ol style="list-style-type: none"> 1. 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> 2. Collaborate with law enforcement and on-sale establishments with high levels of customer drinking and driving incidents to develop and implement preventative action plans. <p>See: https://dps.mn.gov/divisions/age/alcohol/Pages/default.aspx</p>	<p>Impaired drivers, with a focus on males under age 35.</p>	<p>Reduction in impaired driving crashes, injuries, and deaths.</p> <p>Number of establishments that support responsible serving practices.</p> <p>Number of establishments that participate in server training classes.</p> <p>Number of establishments participating in prevention initiatives.</p>

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.	Reduction in impaired driving crashes, injuries, and deaths. Number of new sober cab/alternative transportation projects. Number of people using sober cabs/alternative transportation services.
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	<p>Increase awareness of/belief in the dangers of driving distracted through the use of Distract-A-Match® 2 or similar activity at community events, high schools, and post-secondary educational institutions.</p> <p>Distract-A-Match®2 is a simple shape and color matching game that helps demonstrate the impact of cognitive, visual, and manual distractions on our reaction time and judgment. Cost from Innocorp Ltd is \$99.00 which is an eligible, made in the U.S.A., grant expense. See https://fatalvision.com/distract-a-match.html.</p> <p>Other similar materials costs may be eligible if specified in work plan budget.</p> <p>(Also, see Motorcycle Safety & Training strategy below.)</p>	General population.	Reduction in distracted driving related crashes, injuries, and deaths. Number of distracted driving activities completed. Number of individuals reached through activities.
Motorcycle Safety & Training	<ol style="list-style-type: none"> 1. 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 2. 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>Training: Males up to age 55</p> <p>General population</p>	Reduction in motorcycle crashes, injuries, and deaths. Number and means of outreach and materials distributed.

Budget Instructions and Limitations

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

Direct Labor

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

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

As part of the grant application, identify the staff member (if known), position title, number of hours that will be dedicated to TZD Safe Roads, and the hourly rate for each position that will be funded through the grant. Include separate, detailed information on fringe benefits and indirect costs, if any, as an attachment.

Funding for TZD Safe Roads grants is provided by OTS with money from the National Highway Traffic Safety Administration (NHTSA). Federal guidelines require all grantee staff paid by NHTSA funds to submit a monthly report of their hours per day for the NHTSA funds and for all other sources of funding at the same employer.

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

Supplanting

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

Staff time and fringe benefits that are reimbursed through the TZD Safe Roads Grant Program must be for the actual hours spent managing the approved grant activities. Keep in mind that only the employer's portion of fringe benefits are eligible for reimbursement. The OTS requires an explanation of the information used to calculate fringe benefits as an attached application document.

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

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

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

Costs

In the budget for the grant application, itemize the following costs. Please also refer to the post-grant requirements for submitting reimbursement claims (invoices).

- 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 grant activities 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 current Internal Revenue Service (IRS) rate. The 2014 IRS rate is \$0.56 per mile.

Commissioner's Travel Plan Summary:

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

- Personal Vehicle: Reimbursement for use of a personal automobile at the 2014 IRS rate of \$0.56 per mile.
- Parking fees with receipts.
- Hotel accommodations at actual costs with receipts.
- Meals provided as part of a conference fee are not reimbursable. You may be reimbursed for meals 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 (e.g.; six coalition meetings @ \$5.00 each for mileage). No out-of-state or international travel is fundable under this grant.

For the TZD Statewide Conference, the lodging rate of the official hotel is the maximum reimbursable. For the purposes of this application, estimate hotel costs at \$150.00 per night.

Safe Roads Coalition Coordinators are eligible for hotel room reimbursement with the following provisions:

- Wednesday, November 12 if grantee works more than 65 miles from the event venue.
- Thursday, November 13 if grantee works more than 30 miles from the event venue.
- Supplies and Materials: Include costs for the supplies and materials that are necessary for and specific to grant activities. NOTE: Only supplies and materials that are made or assembled in the USA are eligible for reimbursement. Costs for operational items and services that are provided to an agency on a centralized basis are not allowable unless the portion specific to the grant can be separated and documented. To be eligible for a reimbursement, a cost must be documented with an actual transfer of funds specifically related to approved project work.
- Print, Copy, Postage: Brochures and other materials provided at no cost by DPS must be used when possible. Costs for layout, design, and printing of other printed pieces may be eligible for reimbursement if approved by the OTS grant coordinator. Postage and other communications expenses are eligible for reimbursement as long as they are specific to the approved grant work. The OTS grant coordinator should be consulted prior to incurring any costs if there is any question regarding eligibility for reimbursement.
- Phone: Phone and internet costs are reimbursable base on the percentage of salaried hours reimbursed through the grant. For example; A Safe Roads coordinator works on the grant 13 hours per week (.325 FTE). Up to .325% of the monthly telephone and internet costs may be reimbursed, with a maximum of \$200 for telephone and \$200 for internet costs during the grant period.
- Other Direct Costs: Light refreshments for TZD Safe Roads meetings, up to a maximum of \$25 per occurrence, are eligible for reimbursement. No other food items are allowable.

Be sure to estimate other direct costs in detail.

For example;

- *50 workplace policy surveys mailed at \$.55 per survey = \$27.50*
- *Light refreshments for six coalition meetings at \$25.00 each = \$150.00*
- Indirect Costs: No indirect costs can be charged to the project unless the rate has been approved by the grantee's federal government cognizant agency. The cognizant agency is the federal agency that provides a higher amount of federal funds to the grantee than any other federal agency. TZD Safe Roads Grantees that will charge indirect costs to the project must upload the approval letter from the federal cognizant agency into the E-Grants System.
- Non-Allowable Costs:

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

- Time for staff while in training or at a conference (exception of time spent presenting).
- Paid media, such as advertising in a newspaper or airtime. However, funding may be used to develop messages that are tied to specific program activities.
- Alcoholic beverages.
- Food or refreshments that are not part of a planned coalition meeting.
- Cash awards or awards that could be sold for cash, such as a television.
- Equipment.
- Overtime hours for law enforcement.
- Gift certificates or tickets to any entertainment venue, such as sporting or musical events.
- Give-away items such as key chains, pens, T-shirts, or candy.
- Office furnishings or fixtures.

- Travel costs over those allowed by the Commissioner's Travel Plan.
- Other items not related to specific approved grant activities or the approved budget.

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

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

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

- **Local Costs:** An explanation of local costs is provided for informational purposes only. **Applicants should enter \$0 for Local Costs in each budget category of the application.**

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

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

For example;

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

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

For example;

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

The volunteer rate is presently \$22.14 per hour.

Grantees should report local costs to OTS. Local costs must be documented. Documentation should be similar to what is submitted for the costs OTS does reimburse through the grant, such as time, mileage reports, and/or copies of invoices.

Administrative and Financial Obligations

All TZD Safe Roads grantees must meet a series of State and Federal requirements. Please review the requirements and understand that they apply to all grant recipients. By submitting the grant application, the grantee's authorized representative acknowledges that the following documents attached to 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 the following:

- Grant Program Guidelines
- Terms and Conditions
- Federal Audit Requirements
- 2015 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 project coordinator prepares the claim, another person within the grantee agency must review and approve the claim prior to submission to OTS.

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

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

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

Reimbursement:

All grant costs will be reimbursed only after the grant recipient incurs the eligible cost, provides documentation for the eligible cost, submits a claim with the 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.

Grantees are responsible for reviewing and approving all claims for reimbursement. If the project coordinator prepares the claim, another person within the grantee agency must review and approve the claim prior to submission to OTS.

Program Income:

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

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

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

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

Grant Renewal and Cancellation Criteria:

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

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

A grantee is responsible for letting the OTS coordinator know whenever the project 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 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.

Reporting Obligations

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

Financial Reports/Invoices:

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

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

Progress Reports:

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

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

- Coalition meetings held and meeting minutes.
- Fatal Review Committee meetings held and meeting minutes.
- Outreach and media activities to support high visibility enforcement efforts.
- Implementation and progress of approved grant activities.
- Progress towards measurement and evaluation of grant initiatives.

Monthly Timesheets:

Monthly timesheets are required for individuals whose time is reimbursed through the grant. Forms will be provided by OTS.

Final Progress Report:

A final progress report on all grant activities is required. The final report summarizes all grant activities, progress made toward reaching each measurable goal, and evaluation results. The final progress report is due October 23, 2015.

Final Report Format:

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

Grant Award Selection Criteria

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

Evaluation of Proposals for TZD Safe Roads Grants:

Grant applications must be entered in the e-grants system by 4:00 PM, Friday, May 30, 2014. A committee of OTS staff members will review and evaluate all grant applications.

OTS staff members will award points based on:

- The severity of the problem(s) identified.
- A reasonable and accurate budget plan.
- Applicant organization experience.
- Proposed project coordinator experience and qualifications.
- Coalition membership.
- A reasonable and accurate work plan. The fit of selected options and activities with problem identification and likelihood of success in reaching goals.
- OTS' past experience with applicant agency, if any.

The OTS will likely require a conference call or meeting to clarify or revise the grant proposal and/or budget after tentative awards have been announced. If necessary, the applicant will

need to revise their application in the e-grants system after the call or meeting. Save your application content in electronic format in case modifications are necessary.

Notification of tentative grant awards is expected to be given before July 2014. Negotiations will begin after tentative awards are made.

SAMPLE

Memorandum of Understanding

The purpose of this understanding is to clarify the expectations and level of support that the

_____ will provide on behalf of the

(Agency or Entity)

_____ TZD Safe Roads Coalition during the period beginning

(Grantee Agency or Entity)

October 1, 2014 and ending September 30, 2016.

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

Agreement:

The _____ hereby agrees to:

(Agency or Entity)

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

The _____ hereby agrees to:

(Grantee Agency or Entity)

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

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

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

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

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

Signed,

Name: _____

Name: _____

Organization: _____

Organization: _____

Title: _____

Title: _____

Date: _____

Date: _____

Resolution Instructions:

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

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

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

Never deviate from the grant dates on the sample resolution. All TZD Safe Roads Grants must start October 1, 2014 and end September 30, 2015.

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

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

Sample Resolution:

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that _____ enter into a grant agreement with the
(Name of Agency)
Minnesota Department of Public Safety, for traffic safety projects during the period from
October 1, 2014 through September 30, 2015.

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

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

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

SIGNED:

WITNESSETH:

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)

Evaluation Form- Evaluation of Proposals for 2015 TZD Safe Roads Grants

Summary of Review Criteria and Points Possible:

- Problem ID: 26 points
- Work Plan - 27 points
- Budget – 23 points
- Coalition and Fatal Review- 21 points
- Applying Organization -10 points
- Proposed Project Director- 18 points
- Past experience with OTS – 15 points

Total Possible Points: 140

Reviewers Instructions: *Write the applicant's name and your initials in the blanks below. Rate each proposal by circling the appropriate number on each line. Comments are welcome on the other side of this sheet or on attached paper.*

Applicant Agency: _____ Reviewer's Initials: _____

Problem ID – Serious Injuries and Deaths at or above State Averages	Points Possible	POINTS AWARDED
TOTAL NUMBER	5	
RATE per 100m vehicle miles travelled (VMT)	5	
NUMBER of ALCOHOL RELATED	2	
ALCOHOL RELATED RATE per VMT	2	
NUMBER of UNBELTED	2	
UNBELTED RATE per VMT	2	
NUMBER of SPEED RELATED	2	
SPEED RATE per VMT	2	
NUMBER of DISTRACTION RELATED	2	
DISTRACTION RELATED RATE per VMT	2	
PROBLEM ID TOTAL POINTS	26	

Work Plan - Points Possible 27

	Missing	Poor	Fair	Great
Fit with Problem ID	0	5	10	15
Activities/Strategies	0	2	4	6
Goals and Evaluation	0	2	4	6
Total Work Plan Points Awarded:				

Work Plan Comments:

Budget - Points Possible 23

	Missing	Poor	Fair	Great
Covers all likely expenses	0	1	2	3
Expenses allowable	0	2	4	6
Presented in sufficient detail	0	2	4	6
Based on reasonable costs	0	3	5	8
Total Budget Points Awarded:				

Budget Comments:

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Coalition and Fatal Review – Points Possible 21

	Missing	Poor	Fair	Great
Mission Statement	0	1	2	3
Membership (letters of support and variety)	0	2	4	6
Completeness of Meeting Schedules	0	2	4	6
Number of active versus supporting coalition members	0	2	4	6
Total Coalition & Fatal Review Points Awarded:				

Coalition and Fatal Review Comments:

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Applying Organization – Points Possible 10

	Missing	Poor	Fair	Great
Traffic safety and/or grant experience	0	1	3	5
Experience with federal/state work	0	1	3	5
Total Organization Points Awarded:				

Applying Organization Comments:

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Project Coordinator – Points Possible 18

	Missing	Poor	Fair	Great
Coalition leadership experience	0	2	4	6
Grant management experience	0	2	4	6
Traffic safety/community organization experience	0	2	4	6
Total Coordinator Points Awarded:				

Project Coordinator Comments:

Past OTS experience with applicant - Points Possible 15

	Missing	Poor	Fair	Great
Adherence to grant work plan and budget	n/a	-5	0	5
Timeliness and completeness of progress reports and invoices	n/a	-5	0	5
Communication with OTS staff	n/a	-5	0	5
Total Past OTS Points Awarded:				

Past OTS Experience with Applicant Comments:

TOTAL POINTS EARNED =

Comments: