

State of Minnesota - Department of Public Safety

Request for Proposal - Federal Fiscal Year 2025

Toward Zero Deaths (TZD) Safe Roads Grant



- Responses must be received not later than 3:00 PM, on July 19th, 2024.
- Late responses will not be considered.

Overview

The Minnesota Department of Public Safety (DPS), Office of Traffic Safety (OTS) is seeking proposals from entities who are not individuals or unincorporated organizations to provide local education and outreach on traffic safety through a variety of community programs.

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 prevent 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 prevent injuries and deaths resulting from persons driving motor vehicles while impaired,
- to prevent crashes and reduce injuries and deaths resulting from crashes involving motor vehicles and motorcycles,
- to prevent injuries and deaths resulting from crashes involving school buses,
- to prevent 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.

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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 departments, law enforcement agencies, non-profits, public health, school districts, and other governmental and private agencies.

OTS does not accept applications from individuals or unincorporated organizations.

Available Funding

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 2024. 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

Funding provided by NHTSA includes the following:

Section 402 CP - State and Community Highway Safety (CFDA 20.600)

Amount of Grant Funds

\$600,000.00

Approximate number of grants intended

The number of grants will be dependent on applications submitted, budget requests, work plans, and problem identification.

General Funding Rules

Grant funds are to be used to implement specific traffic safety activities that enhance other local traffic safety initiatives and must be reasonable and necessary. The grant funds are available on a reimbursement basis. Specific funding rules can be found in the TZD Safe Roads Grant Program Guide, on the [MN-DPS-OTS TZD Safe Roads website](#) for all Safe Roads grantees.

Below are links to NHTSA basic considerations for allowable expenses. The OTS coordinator can provide further guidance.

[Factors Affecting Allowability of Costs](#)

[Use of NHTSA Highway Safety Grant Funds for Certain Purchases](#)

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. Agencies should report a minimum local match amount of 20% of the grant awarded funds. Agencies should claim matching funds such as:

- 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. 22-23, 2024, in St. Cloud, Minnesota. More information will be posted to the [TZD Conference](#) page as it becomes available.

Attendees are responsible for registering themselves for the conference. Further instructions on how to register for the conference will be available closer to the date.

Hotel reimbursement:

Hotel costs should be covered by the agency you work for; however, the DPS-OTS will offer scholarships for individuals whose agency is not able to cover hotel costs and work further than 65 miles from the River's Edge Convention Center in St. Cloud. The scholarship will cover up to two nights of lodging. Scholarship recipients must make their own hotel reservation at the hotel directed by TZD Conference staff.

Complete the TZD Hotel Scholarship form on the [TZD Conference](#) page. The scholarship will open Aug. 1, 2024 and close on Aug. 22, 2024. Applicants will be notified no later than Aug. 27, 2024, of their scholarship status. An executed grant agreement is not necessary to apply.

TZD Conference registration fee:

The TZD Conference registration fee is \$150.

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. Quarterly 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.

Collaboration also is encouraged with child passenger safety technicians, law enforcement liaisons, (LELs), TZD regional coordinators, occupant protection liaisons, schools, local fire departments, law enforcement agencies, and public health agencies for community engagement opportunities.

Problem Identification

The State submits an Annual Grant Application (AGA) to the National Highway Traffic Safety Administration (NHTSA). The document contains 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 AGA 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 \(2019-2023\)](#) see equity tab.

State and County Crash Data

Review [County Population, VMT Behavioral Measures \(2019-2023\)](#), [Crash Facts 2022](#) and [County-Specific Fact Sheets](#). This will help to determine your grant activities. Additional [Reports and Statistics](#) can help plan your grant activities. If your county’s data differs from statewide data, contact your grant coordinator to discuss changes to your work plan.

Occupant Protection

- In the past five years (2019-2023) 1,419 motor vehicle occupants died on Minnesota roads. Of those fatalities, 460 (32%) did not use their seat belt.
- Of occupants who were ejected from their vehicle and killed, 71% were unbelted
- Recent year-over-year unbelted trends are improving
 - 2023 was down 2.3% from 2022
 - 2022 was down 20.9% from 2021
- Unbelted fatalities occur almost equally between daytime/sunrise (51.6%) and sunset/nighttime (48.3%)
- Of MVO fatalities occurring at nighttime, 39% were unbelted
- Seatbelt usage is higher in daytime hours.

Killed MVOs by Belt Status and Light Condition

Belt Status	Daylight		Sunrise		Sunset		Dark		Other/Unk		Total (2019-2023)	
	N	%	N	%	N	%	N	%	N	%	N	%
Not Used	215	26.9%	19	61.3%	18	33.3%	20	38.7%	7	46.7%	460	32.4%
Unknown	115	14.4%	2	6.5%	7	13.0%	11	22.7%	6	40.0%	248	17.5%
Used	469	58.7%	10	32.3%	29	53.7%	20	38.7%	2	13.3%	711	50.1%
Total MVOs	799	100.0%	31	100.0%	54	100.0%	52	100.0%	15	100.0%	1,419	100.0%

Grant Monitoring

[Minn. Stat. §16B.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 2025 Work Plan can be found in eGrants and must be 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.

Subcontractors or Partner Agencies in a Grant

If a grantee has subcontractors or partner agencies, the following process must be completed in addition to the certifications and risk assessment forms located in the application in eGrants.

Certifications

Program guidelines, terms and conditions, and federal audit requirements must be distributed and acknowledged by all partner agencies (sub-contractors/sub grantees) receiving federal funds. The fiscal lead must send the Subcontractor/Partner Agency Certifications form to each subcontractor/partner agency prior to completing the eGrants portion of the application. The Partner Agency Certifications form includes the following documents:

- Program Guidelines
- Terms and Conditions
- Federal Audit Requirements

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

If a resolution is required, the 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
- Tribal Nations – Tribal Board Chair

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 innovative activities work plan (15/100)
- Performance measures outlined as optional innovative activities (15/100)
- Equity Score by County (10/100)
- Budget Plan (10/100)
- Local Entity (Political Subdivision) (5/100)
- 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 3:00 PM on July 19th, 2024.

Review Process and Timeline:

Once the applications are submitted via eGrants, the review committee has approximately three weeks to evaluate the grant applications and will respond via email to the applicant no later than August 16th, 2024.

Questions regarding the application and evaluation process must be directed to Duane Siedschlag and Nick White, by 3:00 PM on June 14th, 2024. 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.
- Failure to respond to communication from DPS-OTS grant coordinator.

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.

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 the following sections in the application:

Certifications - Complete the form in [eGrants](#)

By submitting the application, the authorized representative for the applicant organization acknowledges that the following documents have been read in their entirety and acknowledges that the documents will be incorporated in the grant agreement if funds are awarded to the organization:

- 2025 Safe Roads Request for Proposal
- Grant Program Guidelines (Attachment A)
- Terms and Conditions (Attachment B)
- Federal Audit Requirements (Attachment C)
- Approved Work Plan
- Approved Budget

Organization Background Experience

Provide a brief description of the organization's background, grant management and traffic safety experience.

Provide a brief description of the coordinator's experience with leadership, grant management, and traffic safety.

Coalition Coordinator's Background and Experience:

A brief resume 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.

Coalition Support:

Upload five letters of support or a Memorandum of Understanding (MOU) from core coalition member organizations are required.

Coalition Information

Include:

1. Current coalition mission statement and/or draft of proposed mission statement.
2. List of all Coalition members (if known) and their organization affiliation.
3. Coalition meeting schedule dates.

4. Coalition Goals and evaluation goals

Fatal and Serious Injury Review Committee members and their organization affiliation

Identify proposed FSIRC meeting dates at least quarterly to review every fatal crash in their area.

FSIRC should also upload a list of all committee members and their organization affiliation.

TZD Regional Commitments

Coalition coordinators and members of the coalition are strongly encouraged to attend TZD regional meetings including but not limited to steering committee and workshops. Identify attendance commitment.

Safe Roads Work Plan

Complete the excel workbook and upload it into [eGrants](#). (All blue tabs) Use the County Population, VMT Behavioral Measures (2019-2023) crash data to identify your problem identification.

Innovative Activities:

Innovative coalition activities must address identified problems in the area served, be measurable, and be evaluated to measure changes in the knowledge, perceptions, attitudes, and/ or behavioral impacts.

Innovative Activity 1

Safe Roads Coalition must identify at least one innovative activity based on overrepresented/underserved communities in crash data.

1. Select the problem id in the drop down
2. Identify planned activity
3. Identify measurable goal(s)
4. Identify how you will evaluate goal(s)

Innovative Activity 2

Safe Roads Coalition must identify at least one innovative activity based on problem identification with the greatest need.

1. Select the problem id
2. Identify planned activity
3. Identify measurable goal(s)
4. Identify how you will evaluate goal(s)

Innovative Activity 3-5 are optional. Should you decide to include more than two innovative activities, repeat the steps above.

Optional Coalition Strategies / Activities: (optional)

It is recommended that grant applications include additional optional activities that focus on leading problems in the area served.

1. Select the Optional Coalition Strategy / Activity worksheet(s) you wish to include in your work plan (Victim Impact, Med. Clinic Teen Driver Safety, Workplace Traffic Safety, Improve Server Training, Local Government Edu., Sober Cab. Alternative Trans., Motorcycle Safety & Training, Pedestrian Safety Crosswalk)

2. Identify planned activity
3. Identify measurable goal(s)
4. Identify how you will evaluate goal(s)

TZD Enforcement Mobilization:

Safe Road Coalitions are required to implement public and earned media campaigns for enhanced enforcement efforts. Describe the outreach activities planned for each enforcement mobilization.

Agency Information - Complete the form in [eGrants](#)

The fiscal lead of the grant is the agency that is applying to enter into the grant agreement with the DPS-OTS and is the legal applicant responsible for fiscal oversight of the project.

Partner agency/Subcontractors Information - Complete the form in [eGrants](#) (if applicable)

Each partner agency/subcontractor must acknowledge the certifications and have an individual risk assessment. The completed forms must be uploaded before the grant agreement may be executed.

1. Upload a completed acknowledgement of certifications form for each partner agency.
2. Upload a completed risk assessment form for each partner agency.

Organization Financial Information - Complete the form in [eGrants](#)

This detailed section should be completed with information provided by your finance staff.

Entity SAM Snapshot - Your DPS-OTS Coordinator will complete this section.

A System for Award Management (SAM) registration is required for businesses to do federal contracting and for nonprofits to receive grants. The fiscal lead agency must be registered in the sam.gov website.

Budget

These budget amounts from the [work plan](#) must be entered into the budget page in [eGrants](#). In [eGrants](#), there are two amounts to enter for each budget item. One is the budgeted amount and the other is the amount for match; funding provided by local agencies for costs not covered by the grant including mileage. Fill in a \$0.00 in the match line, but you will be able to report match during the quarterly invoicing process.

Select the appropriate budget category for each budget item, provide a short description, then a detailed description including hours for grant cycle.

For example:

Budget category = Salary and Fringe

Short Description = Coordinator Direct Labor

Provide a detailed description = John Doe, \$30 rate of pay, \$11 fringe rate, 300 hours.

If there is more than one salary, list the name, rate of pay, and fringe rate for each person in the detailed description.

There are two amounts to enter for each budget item. One is the state reimbursement budgeted amount and the other is the amount for match; funding provided by local agencies for costs not covered by the grant. Fill in a \$0.00 in the match line, but you will be able to report match during quarterly invoicing process.

Budget Summary

This page is populated from the information entered the budget in eGrants.

Signature Option

The DPS-OTS allows acceptance of grant agreements and amendments using several signature options. Indicate the type of signature you will use to sign the grant agreement if funds are awarded.