

**APPLICATION FOR PARTICIPATION IN THE
NORTH DAKOTA HIGHWAY SAFETY PLAN
FOR FEDERAL FISCAL YEAR 2015
(OCTOBER 1, 2014 – SEPTEMBER 30, 2015)**

**North Dakota Department of Transportation
Traffic Safety Office**

March 19, 2014

The North Dakota Department of Transportation (NDDOT) Safety Division, through its Traffic Safety Office, is accepting applications from agencies interested in administering traffic safety projects that address program areas within the North Dakota Highway Safety Plan to decrease motor vehicle fatalities and injuries in the state.

The most recent North Dakota Highway Safety Plan can be located at <http://www.dot.nd.gov/divisions/safety/trafficsafety.htm> (under *Highway Safety Plans and Evaluations*).

Eligible Applicants. Grants are awarded to governmental agencies (city, county, state), tribal governments, and for-profit and non-profit organizations.

Submission Deadline: Applications are due to the Traffic Safety Office **on or before Friday, May 2, 2014 at 5 PM Central Time.**

Applications must include appropriate signatures and can be submitted via email to kamongeon@nd.gov or mail to:

North Dakota Department of Transportation
Safety Division
Traffic Safety Office
608 East Boulevard Avenue
Bismarck, ND 58505-0700

Application Preparation. In preparation for applying for funds, applicants are encouraged to review the following documents:

- *Grant Guidelines for Traffic Safety Programs*, located at <http://www.dot.nd.gov/divisions/safety/trafficsafety.htm> (under *Applying for Funds*)

Note: This document is being updated to reflect the most recent federal regulations consistent with the current transportation bill, MAP-21. Please check this link in advance of application submission to review the revised document which is anticipated to be posted at this link in advance of May 2, 2014.

- *Countermeasures That Work*, located at: www.nhtsa.gov/staticfiles/nti/pdf/811727.pdf

SECTION A: APPLICATION FORMAT

1. Cover Page

Agencies must complete the *Grant Application Cover Sheet* located at <http://www.dot.nd.gov/divisions/safety/trafficsafety.htm> (under *Applying for Funds*).

2. Program Area

Indicate the program area that your proposed project will impact. (See pages 3-4 of the *Grant Guidelines for Traffic Safety Programs* for program areas to be addressed through the North Dakota Highway Safety Plan.)

3. Agency Information and Service Area

Applicants must provide information about their agency that demonstrates the agency's ability to administer the proposed project.

Applicants must also identify the service area in which the proposed traffic safety project will operate.

(Limit this information to a full page.)

4. Problem Identification

Provide a paragraph of relevant data related to the traffic safety problem the proposed project will address. For example:

Alcohol-related crashes are at a five-year high in this service area. There were five alcohol-related fatalities in 2010, compared to three or less each year over the past five years. Four of the five fatalities were people under the age of 25. In a survey taken at a local school, 67 percent of high school youth report riding with a drunk driver at least once in the past year, and 60 percent of the youth consume alcohol on a regular basis. There is a direct correlation to youth alcohol consumption and alcohol-related fatalities among young people.

5. Description of the Proposed Traffic Safety Project

Provide information related to the proposed traffic safety project including:

- a. ***Project title.*** Provide a name for the project, for example, *Seat Belt Worksite Incentive Project.*
- b. ***Project period.*** Indicate the timeframe in which the project will be conducted. A full contract year begins on October 1 and ends on September 30. Projects may run for a full contract year or a portion of the contract year, depending on the

project objectives.

- c. **Project summary.** Provide a brief and specific project summary describing the proposed project (no more than 25 words).
- d. **Project objectives.** List the project objectives. Assure the project objectives are specific, measurable, attainable, realistic and time-framed (i.e., SMART). For example:

By September 30, increase seat belt use among Company ABC's workforce by 10 percent from baseline.

- e. **Project details and work plan.** Provide information related to project development, implementation, and evaluation plans to achieve project objectives.

List the groups and agencies involved in the project. Explain how the agencies will work together. Include letters of support or commitment, if possible. For projects not requiring involvement from other agencies, include a statement justifying the ability of the applicant to carry out the project independently.

Provide a plan for project evaluation that clearly defines the process to be used to measure progress toward achieving each project objective. For example:

Objective #1: *By September 30, increase seat belt use among Company ABC's workforce by 10 percent from baseline.*

Evaluation Plan: *Conduct pre- and post-project seat belt observation surveys.*

Include a work plan that provides the following information for each phase (project development, implementation, and evaluation) of the project: (1) the activities or tasks to be completed, (2) a timeline for each activity or task, and (3) the project staff responsible for each.

6. Budget and Budget Justification

All budget applications must use the following format. Other formats will not be accepted.

Expense	NDDOT Amount Requested	Community In-Kind	Agency Funding	Other Funding	Total Expense
A. Salary and Benefits					
B. Travel					
C. Contractual Services					
D. Equipment					
E. Other Direct Costs					
F. Indirect Costs*					
TOTAL					

**Indirect costs can only be claimed by entities with a certified indirect cost rate.*

Provide justification for the NDDOT amount requested for each line-item.

Example:

- a. **Salary and benefits.** *This cost represents project staff's salaries/benefits in the amount of \$25,000/year. Salary accounts for \$20,000 and benefits \$5,000 of the total.*
- b. **Travel.** *This amount reflects expenses associated with the project staff's in-state travel for project coordination.*
- c. **Contractual services.** *This amount reflects expenses for a subcontract for the professional services related to the project. Note: Applicants must provide specific detail related to the professional services that are to be purchased.*
- d. **Equipment.** *Funds are requested for the purchase of a laptop in the amount of \$2,500 for use by project staff.*
- e. **Other Direct Costs.** *The applicant requests total operational costs in the amount of \$2,400 for: (1) office rent at \$100/month for a total of \$1,200; and (2) office supplies estimated at \$100/month for a total of \$1,200.*
- f. **Indirect Costs.** *The applicant has a certified indirect cost rate of 10 percent. Note: Applicants must include a copy of the certified indirect cost rate in the application packet.*

SECTION B: BASIS FOR GRANT AWARDS BY THE TRAFFIC SAFETY OFFICE

The Traffic Safety Office will use the following criteria to determine each grant application's eligibility for funding. The applicant:

- Met the submission deadline.
- Correctly followed the application preparation and submission instructions.

The Traffic Safety Office will award grants based on the evaluation criterion identified in Attachment 1 (Page 6), *Evaluation Form*.

The evaluation process is designed to award the contract not to the proposal of least cost, but to the applicant with the best combination of attributes based upon the evaluation criteria.

The NDDOT reserves the right to:

- Accept and/or reject any and/or all proposals and to award a contract that the NDDOT considers the most advantageous to the state and its citizens. Applicants that are eliminated from further competition will be notified by the NDDOT as soon as practical.
- Negotiate with the applicant regarding the proposed work plan, budget, etc.
- Limit the number of grants awarded and the awarded amounts at any time based on performance, available funding, and ability to impact statewide goals.

All costs associated with the preparation and delivery of the grant application is the sole responsibility of the applicant.

Grant Application Evaluation Form

Agency: _____

Evaluator: _____

Agency Information	Total Points Available	Score
Does the agency appear able to administer the proposed project? Is there a level of confidence in the grantee and project personnel?	15 points	

Notes:

Problem Identification	Total Points Available	Score
Does the application adequately describe the traffic safety problem within the proposed service area?	10 points	

Notes:

Proposed Project	Total Points Available	Score
Is the proposed project based on effective strategies as identified in the <i>Countermeasures that Work</i> document?	15 points	
Does the project appear to be able to achieve project objectives?	15 points	
Are the objectives for the project specific, measurable, attainable, realistic, and time-framed (i.e., SMART)?	10 points	
Does the evaluation plan adequately measure the project's ability to meet its objectives?	10 points	

Notes:

Project Cost/Budget/Justification	Total Points Available	Score
Does the application include adequate budget detail?	10 points	
Is the proposed budget realistic for the scope of work?	10 points	
Does the budget include adequate in-kind or other available matching funds?	5 points	

Notes:

Past Performance of Agency, If Applicable	Total Points Available	Score
Score only with a previous negative experience	-5 points	

Notes:

Total Points Available	Total Score
100	