

APPLICATION FOR PARTICIPATION IN THE NORTH DAKOTA HIGHWAY SAFETY PLAN

North Dakota Department of Transportation Traffic Safety Office

May 2009

The North Dakota Department of Transportation (NDDOT), through the Traffic Safety Office, is requesting proposals from applicants interested in administering traffic safety programs that address program areas within the North Dakota Highway Safety Plan.

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

SECTION A: APPLICATION FORMAT

Note: If your agency is applying for funds to administer a Safe Communities program, use the grant application guidelines specific to Safe Communities located at:

<http://www.dot.nd.gov/divisions/dlts/trafficsafety.htm> under “Applying for Funds.”

1. Cover Page

Agencies must complete the cover page located at:

<http://www.dot.nd.gov/divisions/dlts/trafficsafety.htm> under “Forms.”

2. Program Area

Indicate the program area that your proposed program will impact. (See pages 2-3 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 program.

Applicants must also identify the service area in which the proposed traffic safety program 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 program will address. For example:

Alcohol-related crashes are at a five-year high in this service area. There were five alcohol-

related fatalities in 1999, 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 Program

Provide information related to the proposed traffic safety program including:

1. **Program title.** Provide a name for the program, for example, *Seat Belt Worksite Incentive Program.*
2. **Project period.** Indicate the timeframe in which the program will be conducted. A full contract year begins on October 1 and ends on September 30. Programs may run for a full contract year or a portion of the contract year, depending on the program objectives.
3. **Program summary.** Provide a brief and specific program summary describing the proposed program (no more than 25 words).
4. **Program objectives.** List the program objectives. Assure the program objectives are specific, measurable, attainable, realistic and time-framed. For example:

By September 30, increase seat belt use among Company ABC's workforce by 10 percent from baseline.
5. **Program details and work plan.** Provide information related to program development, implementation and evaluation plans to achieve program objectives.

List the groups and agencies involved in the program. Explain how the agencies will work together. Include letters of support or commitment, if possible. For programs 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 program evaluation that clearly defines the process to be used to measure progress toward achieving each program 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-program seat belt observation surveys*

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

and (3) the program 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. Operational Costs					
D. Program Materials					
TOTAL					

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

Example

- A. **Salary and benefits.** This cost represents program 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 program staff’s in-state travel for project coordination.*
- C. **Operational costs.** The applicant requests total operational costs in the amount of \$4,900 for: (1) the purchase of a laptop for use by the program staff in the amount of \$2,500, (2) office rent at \$100/month for a total of \$1,200, and (3) office supplies estimated at \$100/month for a total of \$1,200.*
- D. **Program materials.** The applicant requests \$1,000 in funds for the purchase of program materials including participant incentives and promotional materials.*

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, *Grant Application 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 State reserves the right to:

- A. Accept and/or reject any and/or all proposals and to award a contract that the State considers the most advantageous to the State and its citizens. Applicants who are eliminated from further competition will be mailed notification by the State as soon as practical.
- B. Negotiate with the applicant regarding the proposed work plan, budget, etc.
- C. 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 for Participation in the North Dakota Highway Safety Plan
Evaluation Form

Agency: _____

Evaluator: _____

Agency Information	Total Points Available	Score
Does the agency appear able to administer the proposed program?	10 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 Program	Total Points Available	Score
Are the objectives for the program specific, measurable, attainable, realistic and time-framed?	10 points	
Does the program appear to be able to achieve program objectives?	10 points	
Does the evaluation plan adequately measure the program'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
75	