

APPLICATION FOR PARTICIPATION IN THE NORTH DAKOTA HIGHWAY SAFETY PLAN

North Dakota Department of Transportation Highway Safety Division

The North Dakota Department of Transportation (NDDOT) Highway Safety Division administers the North Dakota Vision Zero initiative to reduce motor vehicle crash fatalities and serious injuries to zero. The Highway Safety Division receives state and federal funding to provide to partner agencies to develop, implement and evaluate projects to achieve the traffic safety goals identified in the Vision Zero Plan.

The Highway Safety Division is currently accepting applications from agencies interested in administering traffic safety projects that improve driver and occupant behavior.

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

Submission Deadline: Applications should be submitted by May 30 for consideration for funding in the following fiscal year (October 1-September 30). Applications can also be submitted during a fiscal year.

Applications must include appropriate signatures and can be submitted via email to dottrafficgrp@nd.gov.

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

- *Grant Guidelines for Traffic Safety Programs*, located at: [Grant Applications | NDDOT - Traffic Safety: Vision Zero](#)
- *The North Dakota Vision Zero Plan* located at: [Safety Plans | NDDOT - Traffic Safety: Vision Zero](#)
- *Countermeasures That Work*, located at: [Countermeasures That Work | NHTSA](#)

Applications should propose evidence-based or innovative solutions to improve driver and occupant behavior.

Applications that include projects that are duplicative of work already being completed through Vision Zero will not be funded. This includes projects such as media campaign development.

SECTION A: APPLICATION FORMAT

1. Cover Page

Agencies must complete the *Grant Application Cover Sheet* located at [Grant Applications | NDDOT - Traffic Safety: Vision Zero](#).

2. Program Area

Indicate the program area that your proposed project will impact. See the North Dakota Vision Zero Plan for priority and other areas of emphasis to reduce motor vehicle crash fatalities and serious injuries in North Dakota.

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 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 2021, 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	Amount Requested From NDDOT	Community In-Kind	Agency/ Applicant Funding or In-Kind	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. The project coordinator will travel quarterly to Bismarck at an estimated expense of \$300 per trip for a total of \$1,200.*
- 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 HIGHWAY SAFETY DIVISION

The Highway Safety Division 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 Highway Safety Division will award grants based on the evaluation criterion identified in Attachment 1 (Page 6), *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 Highway Safety Division reserves the right to:

- Accept and/or reject any and/or all proposals and to award a contract considered the most advantageous to the state and its citizens. Applicants that are eliminated from further competition will be notified by the Highway Safety Division 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 North Dakota Vision Zero Plan and <i>Countermeasures that Work</i> documents?	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	