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| **COLORADO DEPARTMENT OF TRANSPORTATION (CDOT)** **Office of Transportation Safety (OTS)**  **Highway Safety Office (HSO)** **FY16 Request for Applications** **Application Due Date:**  Wednesday, April 1, 2015  3:00 p.m.  **Application Submittal:**  Submit application and budget electronically, in Word and Excel, via e-mail to  [**Elizabeth.Fulk@state.co.us**](mailto:Elizabeth.Fulk@state.co.us)  **AND** mail or deliver two signed hardcopies to  the address listed below. The hardcopy applications **MUST** contain a signature,  the electronic version does not require a signature.  CDOT  OTS – Elizabeth Fulk  4201 East Arkansas Avenue  Denver Colorado 80222  Please send all questions by email to the  address noted above. |

# BACKGROUND AND PURPOSE

**OVERVIEW OF MAP-21**

The funds for this program are being made available through the Moving Ahead for Progress in the 21st Century Act (MAP-21). The MAP-21 Act is the surface transportation bill that authorizes the federal surface transportation programs including highway safety programs. Applications must be able to identify a highway safety issue supported by data, establish baseline and evaluation measures and detail how the project will impact one or more of the core performance measures. Nearly half of the application scoring criteria will be based on problem identification and the ability to impact core performance measures.

**PURPOSE**

Funds are awarded to agencies, organizations, and tribal governments within the State of Colorado that provide programs, projects, services, and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Colorado roads.

The proposed projects must impact **at least one** of the following core performance measures:

* **C-1. Reduce the number of traffic fatalities**
* **C-2. Reduce the number of serious injuries in traffic crashes**
* **C-3. Reduce the fatalities per Vehicle Miles Traveled (VMT)**
* **C-4. Reduce the number of unrestrained passenger vehicle occupant fatalities, all seat positions**
* **C-5. Reduce the number of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 and above**
* **C-6. Reduce the number of speeding-related fatalities**
* **C-7. Reduce the number of motorcyclist fatalities**
* **C-8. Reduce the number of unhelmeted motorcyclist fatalities**
* **C-9. Reduce the number of drivers age 20 or younger involved in fatal crashes**
* **C-10. Reduce the number of pedestrian fatalities**
* **C-11. Reduce the number of bicyclist fatalities**
* **C-12. Reduce the number of distraction-affected fatal crashes**

In order to increase the likelihood that grantees will be able to make progress on these core performance measures, CDOT is extending the grant cycle from a one-year to a three-year funding cycle.

# SUMMARY

**Estimated Average Grant Amount:** $50,000-$75,000 per year\*

**Anticipated Funding Available:** $3.5 Million

**Estimated Number of Grants to be funded:** 50

**Matching Requirements:** Match (cash or in-kind) must equal 25% of the total project cost. See application for match requirement details.

**Grant Period:** **NEW:** This application is for a three-year grant period. The first year grant cycle will begin on or after October 1, 2015. Funding for the second and third years in the three-year funding cycle will be based on satisfactory performance, adherence to the program specifications, the availability of funding and the submission of required second and third year application and budget updates. CDOT reserves the right to increase or decrease the award levels and scope of individual contracts during the contract period, and/or reconfigure the program model at any time during the funding cycle based on the conditions noted above or a lack of adequate performance on the part of the grantee.

**Eligible Applicants:**

* Colorado state agencies
* Federally recognized tribal governments
* Cities, counties and their sub-agencies
* For Profit entities
* Non-profit entities with existing IRS 501 (c) (3) status

**Funding Type:** CDOT funds grants on a “cost reimbursement” basis only. CDOT will not make payments in advance or in anticipation of goods or services. These funds cannot be used to supplant (replace) dollars that would, in the absence of these federal funds, be made available for the proposed project; however, they may enhance or expand an existing program funded from other sources.

\* Mini-grant funding may be more appropriate than project funding if the requested amount is less than $5,000. Mini-grants are available throughout the year and are for special or one-time projects. They may not be used as an “on- going” funding source. DO NOT request mini-grants through this grant Application process. Information about mini-grants is available at:

[https://www.codot.gov/business/grants/safetygrants/mini-grants](http://www.coloradodot.info/business/grants/safetygrants/safety-minigrants).

# TIMELINE

February 9, 2015 Release date for RFA

February 11, 2015 at 10:00 a.m. CDOT/CDPHE FY16 Application and Problem ID Webinar

April 1, 2015 by 3:00 PM Applications Due

May 1, 2015 Final Application Selection

By May 8, 2015 Notification of Funding Decisions

May 20, 2015 Reconsideration Requests Due

May 22, 2015 Notification of Final Reconsideration Decisions

Project Start Date On or after October 1, 2015

# SUBMISSION INSTRUCTIONS

**Application Submittal**

CDOT must receive applications by 3:00 p.m. on Wednesday, April 1, 2015. Application and Detailed Budget must be submitted electronically, in separate Word and Excel format (two attachments) via e-mail to [Elizabeth.Fulk@state.co.us](mailto:Elizabeth.Fulk@state.co.us) **AND** two signed hardcopies must be mailed or delivered to:

CDOT

OTS – Elizabeth Fulk

4201 East Arkansas Avenue

Denver Colorado 80222

The hardcopy applications **MUST** contain a signature. The electronic version does not require signatures.

**Number of Copies**

* One Microsoft Word Version with separate Detailed Budget page in Excel (submit as two attachments)
* Two signed hardcopies, with Detailed Budget pages, and original signatures

**Page Formatting and Length Instructions**

Applications must follow all of the formatting requirements:

* **Application Font:** Times New Roman
* **Application Font Size:** 12 point
* **Application Spacing:** Single spaced, 1” margins on all sides
* **Page Numbering:** Bottom of the page
* **Page Limits:**
  + Narrative: No more than 10 pages, single-sided
  + Detailed Budget: No limit
  + References and endnotes do not count in the page limit, but should not be used to convey content, only citations.
* **Application Narrative Headings:** The original seven headings for each section of the application must be included in the following order:
  + Problem Identification
  + Project Rationale
  + Project Goals, Objectives and Activities
  + Project Evaluation
  + Agency Qualifications/Past Performance
  + Community Collaboration and Support
  + Long-Term Sustainability
* **Detailed Budget:** Applicants must provide a detailed budget for the first 12 months of the project, including narrative that provides a justification and explanation of the following budget items: personal services, operating expenses, contractual services, travel, capital equipment, and match using the provided template. This will be submitted as a separate attachment along with the electronic Word version of the application.
* **Signature Requirements:** Applicant agency/organization Authorizing Official must sign the signature form certifying that the statements made and contained under the title Certification and Assurances are true and complete and acknowledging the Reporting and Reimbursement requirements.

**Applications that fail to follow all of the formatting requirements listed above will be disqualified from the RFA process and will not be considered for funding. Hand-written applications will not be accepted.**

**Application and Detailed Budget Instructions and Templates are available at:**

<https://www.codot.gov/business/grants/safetygrants/ots-fy-2016-funding-opportunities>

# APPLICATION SELECTION AND SCORING PROCESS

**STEP ONE:**  All applications will undergo a technical review by CDOT Program staff. This screening assesses timeliness, completeness, eligibility, and verification that applications meet the requirements for funding. Applications will be reviewed against identified statewide problem areas as detailed in the Colorado Problem Identification FY15 Report and as supported by local, relevant data. The application must clearly define how the proposed project or activities will have an impact on at least one of the 12 Core Performance Measures listed above. **Applications that do not demonstrate a clear need for the proposed project based on information outlined in the Colorado Problem Identification FY15 Report or reputable local data sources will be screened out and will not be scored.** **Late or incomplete applications will not be reviewed.**

**STEP TWO:** Applications that pass the CDOT technical review will be sent to subject matter experts at the Colorado Department of Public Health and Environment (CDPHE). CDPHE staff will review each application and assess how well the proposed project aligns with known best practices for motor vehicle safety programming. CDPHE will send a short summary of its analysis to CDOT. This summary will be available for grant review committee members in Step Three.

**STEP THREE:** Grant review committee members will individually score applications that pass the technical review. Applications will be scored against the criteria on the Score Sheet that you may view on the website listed below and will take into consideration comments from the CDPHE review.

[https://www.codot.gov/business/grants/safetygrants/ots-fy-2016-funding-opportunities](http://www.coloradodot.info/business/grants/safetygrants/ots-fy-2015-funding-opportunities)

**STEP FOUR:** The grant review committee members will meet collectively to present individual scores and finalize funding recommendations. CDOT Program staff will make final funding decisions. The Colorado Department Transportation reserves the right to award funds based on funding availability and other variables at its discretion.

**RECONSIDERATION PROCESS:** A large number of applications are anticipated and scoring criteria will be strictly adhered to, all requests may not be funded. Specific reasons for denial of funding will be sent to applicants by May 8, 2015.If you wish to submit a request for reconsideration of a funding denial, you must do so in writing to the Office of Transportation Safety. Reconsideration requests must be received in the Office of Transportation Safety by May 20, 2015. Written requests must include the application number and a statement of the reasons for the protest. Send reconsideration requests to: Colorado Dept. of Transportation, Attn: Director, Office of Transportation Safety, 4201 E. Arkansas Ave., Third Floor, Denver, CO 80222; or fax to (303) 757-9465. Reconsideration decisions of the Director of the Office of Transportation Safety will be final and will be sent to those requesting reconsideration by May 22, 2015.

# TECHNICAL ASSISTANCE

Technical assistance opportunities will be available to applicants. Please see CDOT’s website for more information:

[https://www.codot.gov/business/grants/safetygrants/ots-fy-2016-funding-opportunities](http://www.coloradodot.info/business/grants/safetygrants/ots-fy-2015-funding-opportunities)

* **Grant Application and Problem ID Introductory Webinar**
  + February 11, 2015, 10:00-11:00
  + URL Path:  [https://cdphe.adobeconnect.com/cdot](https://cdphe.adobeconnect.com/cdot/)
  + The recorded webinar will be posted at the link above.
  + If your computer does not have speakers and a mic you will also need to call into:

Conference Line: 712-432-0220 Pin: 2589

* **Grant Writing Tips and Technical Assistance**
  + Nine Grant Writing Technical Assistance Modules are available at: [http://www.codot.gov/business/grants/safetygrants/ots-fy-2016-funding-opportunities](http://www.coloradodot.info/business/grants/safetygrants/ots-fy-2015-funding-opportunities)
  + These modules walk applicants through the seven sections of the application narrative, the budget and provide grant writing guidance.
  + Prior webinars and other information is also available

For general questions regarding the application process please email Elizabeth Fulk at Elizabeth.Fulk@state.co.us.

# TERMS AND CONDITIONS

**Proprietary information:** All applications and accompanying documentation become

the property of CDOT and will not be returned.

**Nondiscrimination:** All federal and state nondiscrimination laws, regulations, and

policies must be followed during the performance of the project agreement.

**Notice of debarment:** Those submitting grant applications must notify CDOT if they are

presently debarred, declared ineligible, or voluntarily excluded from participation in transactions

by any federal or state department or agency. Failure to notify CDOT of debarment, ineligibility or exclusion will result in immediate cancellation of the project agreement and any grant monies received must be returned to CDOT.

**Right of inspection:** Grantees shall provide right of access to its facilities to CDOT or to

any other authorized agent or official of the state of Colorado or the federal government at all

reasonable times in order to monitor and evaluate performance.

**Responsiveness:** All Applications will be reviewed by CDOT to determine compliance with administrative requirements. Failure to comply with the instructions in the grant Application could result in rejection of the Application. CDOT reserves the right, however, to waive minor administrative irregularities.

**Application costs:** CDOT is not liable for any costs incurred in preparing or submitting an Application in response to this grant notice. Further, costs associated with Application preparation and/or postage may not be considered as “matching funds” for the purposes of a grant Application.

**Insurance coverage (applicable to non-governmental entities only):** The

State of Colorado requires specific insurance coverage(s) for organizations contracting with the state. Please request a copy of those requirements, if applicable.