

ADVISORY COUNCIL ON TRAFFIC SAFETY PROJECT SOLICITATION APPLICATION

Updated: May 20, 2024

The Advisory Council on Traffic Safety (ACTS) was established in 2023 to improve traffic safety for all users on Minnesota roads. Under Minnesota Statutes, section 4.076, funding is available to support stakeholders throughout the state in their efforts to reduce serious and fatal injury crashes in Minnesota. This document contains eligibility information and application instructions for these pilot funds.

ELIGIBILITY

- ACTS member organizations, traffic safety coalitions, and Toward Zero Deaths (TZD) affiliated staff (regional coordinators, Law Enforcement Liaisons, Child Passenger Safety liaisons, etc.) are eligible to apply for funding.
- Partnerships are encouraged but not required.
- Projects can focus on local, regional, and/or state issues.
- Work must be done within the state of Minnesota and can focus on any traffic safety topic(s).
- Projects may not exceed \$250,000 and must be completed in two years or less.
- Matching funds and/or in-kind contributions are encouraged but not required.

TIMELINE

- Applications are due by 8:00 a.m. on Monday, June 17, 2024. Late application forms will not be accepted.
- Decisions will be communicated approximately July 1, 2024.
- All project funds must be spent by June 30, 2025.

SELECTION CRITERIA

- Applications will be scored using the criteria below.
- Up to \$1.2M is available for projects.
- Projects should focus on one (or more) of the top four contributing factors to fatal and serious injury crashes in Minnesota: distraction, impairment, speed, and lack of seatbelt use.
- Consideration will be given to unique and innovative projects and align with themes in the [2020-2024 Minnesota Strategic Highway Safety Plan](#) (SHSP) and the [Minnesota Triennial Highway Safety Plan FFY24-FFY26](#) (HSP), including the [FFY24 Annual Grant Application](#) which describes approved programming and funding levels for the Office of Traffic Safety in Federal Fiscal Year 2024.
- The State of Minnesota values diversity and inclusion. Consideration will be given to projects that address traffic safety issues within underrepresented populations in the state.

Maximum points	Scoring Criteria Description
25	Description of project and importance of problem it addresses
25	Goals/outcomes address the problem
20	Connection to contributing factors, SHSP, and HSP/Annual Grant Application
10	Integration of diversity, equity, and inclusion
10	Experience and qualification of project team, including connections with new traffic safety partners
10	Benefit/cost, including any match contributions
100	Total Points

REVIEW AND SELCTION PROCESS

A subcommittee of ACTS members will review proposals. The subcommittee will submit a ranked list of proposals to the ACTS Executive Committee, which will make all final decisions. Final decisions will be shared with the Advisory Council.

If application scores are similar, funding decisions may be made to distribute projects between the metro area and greater Minnesota in alignment with the geographic distribution of fatal and serious injury crashes in the state.

APPLICATION INSTRUCTIONS

Applications must be emailed to Stephanie Malinoff at malinoff@umn.edu by 8:00 a.m. Central Time on Monday, June 17, 2024. Late application forms will not be accepted.

Proposers must submit one PDF containing the following, in order, for the application to be considered complete:

- Contact Information for Lead and Partner Organizations
- Application
- Budget Summary
- Letter(s) of Support, if applicable

No additional attachments or materials will be accepted.

Contact Information

Include the name of the lead organization, as well as any partnering organizations. For each organization, include the name and contact information (email address and phone number) for all team members.

Application

Answer each of the following questions.

- Describe the requested project or activity, including goals, outcomes, and the traffic safety problem the project will address.
- Describe the local, regional, and/or statewide impacts of this work.
- Describe how this project will address traffic safety concerns, including any connection to the top four contributing factors in Minnesota crashes (seatbelt use, distraction, impairment, speed) and connections between this work and the Minnesota Strategic Highway Safety Plan and/or Highway Safety Plan/Annual Grant Application.

- Provide a brief description of the experience and qualifications of the project team. Please include relevant traffic safety experience, and note if any team members are new to traffic safety.
- Describe how equity has been considered in the project, and if/how the proposed project addresses traffic safety issues within underrepresented populations in Minnesota. Note the review committee may use the [SPACE tool](#) and Attachment A: Equity Scores by County as resources when scoring applications.

This section of the application is limited to four pages, single sided, with font size no smaller than 11.

Budget

Attachment B: Budget Template is provided as an Excel Workbook that should be used to complete a budget summary for the project. Please describe any matching funds in the budget.

The budget should not be submitted as an Excel file; it must be included in the single PDF file for the application.

Letters of Support

A letter of support is required from any organization providing match funds or resources.

PROJECT REPORTING

If selected, teams will be required to provide monthly progress reports and invoices throughout the life of the project. Reports should not exceed one page and should highlight successes, challenges, and any changes to the project scope or timeline. Upon completion of the project, teams will be asked to attend one Advisory Council on Traffic Safety meeting, either in-person or virtually, to provide a short presentation on their project. The Council meets every other month in the Twin Cities metro area.

QUESTIONS

Questions regarding the application and evaluation process must be directed to Stephanie Malinoff (malinoff@umn.edu) by 8:00 a.m. Tuesday, June 11, 2024. Answers to questions that are not specific to a proposal will be posted to the Advisory Council on Traffic Safety website within approximately three business days.