



District Department of Transportation

FY 2017

Vision Zero Grant Proposal Information Packet

August, 2016



MURIEL BOWSER, MAYOR

**District Department of Transportation
Proposal for District of Columbia Government Fiscal Year 2017
Vision Zero Grant Funding**

The District Department of Transportation (DDOT) is the lead agency implementing Mayor Bowser's Vision Zero safety initiative. Vision Zero seeks to achieve zero traffic fatalities and serious injuries in the District by the year 2024 through better engineering of roadways, more effective education efforts, smarter use of data and safety analysis, and enforcing life-saving laws more effectively.

DDOT is requesting proposals from local non-profit organizations (a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code) and District Government agencies for projects that will use these funds to directly advance Vision Zero's mission and specific strategies as described below.

PROPOSAL DEADLINE: The deadline for submitting proposals for Fiscal Year 2017 ("FY 2017") projects is 5:30 p.m. EDT on September 19, 2016.

DURATION: The Vision Zero grants awarded by DDOT for FY 2017 projects must be expended from October, 1 2016 to September 30, 2017.

HOW TO APPLY: Applicants must complete the application below and submit to the District Department of Transportation:

District Department of Transportation
c/o Jonathan M. Rogers
55 M St. SE, 7th Floor
Washington, DC 20003

Proposals can also be submitted via e-mail to Jonathan M. Rogers at jonathan.rogers@dc.gov.

SELECTION/AWARD: The following criteria will be taken into consideration for the scoring and selection of proposals for Vision Zero grants:

- Is the problem adequately identified and supported by accurate and relevant data, evidence, and/or information?
- Is the proposal directly related to the District's Vision Zero mission? Specifically, which Vision Zero strategies does the project advance?
- Is the project directly related to the problem identified?
- Can the project be implemented within the Vision Zero framework using data, enforcement, education, or engineering?
- Does the project include clear deliverables with a realistic timeline for each deliverable?
- Has the applicant demonstrated capability for managing the proposed project?
- Are the proposed goals and objectives measurable in a sound and appropriate manner?

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- Is this project cost effective? (A detailed budget must be submitted)
- Will this project eliminate traffic related deaths and serious injuries in the District?
- DDOT reserves the right to give preference or priority to DC Government Agency proposals.

DDOT reserves the right to contact applicant organizations to request additional information and/ or clarification about submitted projects before the project will be considered for a Vision Zero grant.

DESCRIPTION OF VISION ZERO THEMES & STRATEGIES

Vision Zero focuses on the following themes:

- **Create Safe Streets:** Streets should be designed for all users and need to be built to account for inevitable human errors. Safe streets require short- and long-term engineering a capital improvements, as well as data-based analysis, education around safe behavior, and enforcement.
- **Protect Vulnerable Users:** Younger and older people, people biking, people walking, and people with disabilities are all more vulnerable to serious human traffic injuries and fatalities. Vision Zero strategies reflect different levels of reaction time and agility to allow all people to travel safely.
- **Prevent Dangerous Driving:** Speeding and other forms of aggressive, distracted, and impaired driving are significant components of the safety challenges in the District. Curtailing habitual offenders is essential in making everyone safer. The statistics speak loudly: Between 2009 and 2013, there were 70 aggressive driving-related traffic fatalities, 53 impairment-involved traffic fatalities, and 9 distracted-driving-related traffic fatalities.
- **Be Transparent and Responsive:** People of all ages and abilities will actively use and enjoy the District's transportation systems. The transportation system needs to be accessible and responsive to the needs of all users. Transparent and publicly available data on the transportation system supports and enhances decision-making by District agencies and as well as users of the District transportation system.

Each Vision Zero category contains its own set of specific strategies. Further, each strategy relies upon the use of data and evaluation, enforcement, education, or engineering to implement. More information on the Vision Zero categories and the corresponding strategy sets is available at: <http://www.dcvisionzero.com/action-plan.html>.



PROPOSAL CRITERIA

Proposals must analyze all of the elements listed below and thoroughly describe the problem, the specific measures proposed to address the problem and specific criteria for measuring the project's effectiveness at correcting or mitigating the problem.

Grantee Applicant Information:

Applications should identify the project lead and/or team and include the pertinent contact information including address, phone and email address.

Problem Statement/Identification:

Applications should include a brief narrative about the Vision Zero theme(s) and specific strategy(ies) which the proposal will address. The project must identify a problem directly related traffic safety and explain how the proposal will support one or more specific Vision Zero strategies to resolve or mitigate the problem. Proposals must identify a traffic safety problem or trend which can be supported by relevant data, evidence, and other information.

Available Data Sources

- Crash Data from the DDOT Highway Safety Office under *Traffic Safety Statistics*:
http://www.ddot-hso.com/Publications_Reports.aspx
- District of Columbia Open Data:
<http://opendata.dc.gov/>
- Fatality Analysis Reporting System (FARS):
<http://www.nhtsa.gov/FARS>
- Metropolitan Police Department data:
<http://mpdc.dc.gov/page/traffic-fatalities>

Problem Solution:

What the applicant proposes to do to solve or reduce the problem (i.e. conduct traffic enforcement, sponsor training conduct a public media event or campaign, develop a community program, purchase equipment, etc.). Applicants should identify the targeted recipients and who will benefit from the proposed solution and provide a justification of the need for grant funds.

Project Objectives & Goals:

Identify the goals the applicant hopes to accomplish by implementing the proposed Vision Zero project. Goals should be directly related to Vision Zero's mission of eliminating all traffic related deaths and serious injuries and Vision Zero's specific strategies. Objectives are more specific short term goals that must happen to achieve the overall project goal. Objectives should produce measurable deliverables at different points throughout the project's lifespan. Therefore, it is advantageous to have a baseline or a starting reference for comparison purposes. Further, objectives should explain what is going to be accomplished and when it is expected to be accomplished. They should follow the SMART principle – S-Specific, M-Measurable, A-Action-oriented, R-Realistic, and T-Time-framed.

Project Activities/Action Plan:



Describe how the applicant proposes to solve and or mitigate the traffic safety problem. Describe in detail the activities that will be undertaken and the steps proposed that will achieve the objectives. Include sufficient detail on the steps that the evaluator clearly understands what will be done and when. Applicants should focus on the four main activity-areas employed by Vision Zero strategies including data, enforcement, education, and engineering.

Activities generally begin with words such as: conduct, provide, create, establish, train, and purchase. The proposed activity must either be a best practice or proven strategy supported by research or demonstration project. Activity must also have a clear defined timeline.

Applicant Qualifications:

The applicant should be able to demonstrate the expertise necessary to execute the project's goals, objectives, and action plan. This may include a satisfactory record of performing similar activities as detailed in the proposal or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant.

The applicant should also demonstrate it has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all applicable commercial and governmental business requirements.

Performance Measures and Evaluation:

In order to evaluate a proposal's effectiveness, each application must include a formal evaluation plan for each specific service provided. Formal evaluation plans must detail how a proposal will be measured and monitored to determine whether it is effective in resolving or mitigating the problem identified and include criteria designed to measure the proposals success.

Example of a Performance Measure: To conduct a "Dangers in drinking and driving" educational class that depicts the consequences of impaired driving to ten (10) high schools within the District per school year.

The application should focus primarily on measuring outcomes, not outputs. Strong applications will include outcomes that are data-driven and include references to measurable data or information. Examples of measurable data or information that may be included are: crash data, citation data, course evaluations, number or people trained or certified, enforcement event results, newspaper coverage, and membership rosters. National data can be useful when evaluating and comparing data, but by itself, it does not substantiate a fundable problem. Applicants may need to gather data in the field if there are no resources.

Media and Sponsorship – If an applicant plans to utilize any grant funding to pay for any media or sponsorships, the proposal will need to include the methods of evaluating the effectiveness of this activity. This may involve telephone surveys, online surveys, etc. Please plan to conduct an initial baseline survey before the media or sponsorship is started.



If it is difficult to provide evidence that an objective or activity has been completed, revisit those sections of the proposal. This is a symptom that the objectives and activities in the proposal are not specific, measurable, or clearly defined.

Budget Narrative:

A budget narrative must be developed for each proposal. The proposal budget will include all allowable expenses needed to effectively implement the project. It must include specific information that indicates the type, and quantities of equipment to be purchased, as well as types of travel expected, and supplies needed. The budget detail must show personnel costs, travel expenses, contract service expenses, equipment, other direct costs, and any program income the project may receive. Applicants will be scored on the adequacy and reasonableness of proposed estimates.

Program Income: It is strongly encouraged to indicate here that any income received from the grant program will be directly reinvested back into the project (will stay with the program to help achieve future sustainability). Examples of program income might include fees for service, a grant project fund raiser, or donations made specifically to the grant project or program.

Matching Costs: The proposal budget may also indicate any matching funds anticipated to contribute to this project. Qualifying “soft” match might include non-reimbursed personnel expenses, volunteers, vehicle wear and tear, or agency equipment use; “hard” match might include payments made for office supply purchases, car seats, or radar guns (specifically used for the grant project), printing, postage, travel, etc.

FISCAL MANAGEMENT AND AUDIT SECTION

Funding: Funds are to be expended only for the purposes and activities approved in a selected grant application. DDOT reserves the right to disburse grant funding in installments to ensure performance and expenditure of funds is meeting program expectations. Regular reporting to DDOT will be required on a monthly basis to document use of grant funds.

Purchases: Property, supplies, or services must be purchased in compliance with District or local regulations.

Income: Any income received by the grantee with respect to the conduct of this project (sale of publications, registration fees, sale or lease of materials, service charges, etc.) shall be accounted for and this income shall be applied to project purposes or to the reduction of project costs.

Audits: All entities that receive a grant should expect to be audited in connection with the close-out of that grant.



GRANTEE BEHAVIOR & POLICIES

Nondiscrimination: No person shall be excluded from participation or benefit or this grant on the basis of race, color, sex, age, disability, religion, or national origin.

Drug Free Work Place: Grantees must comply with provisions of the Drug-Free Workplace Act of 1988, as amended.

Liability: The grantee must agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

Political Activity: No funds, materials, property, or services provided as a result of this agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

Lobbying: No funds under this grant may be used to pay a lobbyist, donate to a political candidate, oppose a political candidate, or produce materials aimed solely at influencing legislation. A direct request from a legislator or local official for factual information may be answered.

REPORTING AND PROJECT RECORDS SECTIONS

Reports:

DDOT will require quarterly progress reports during the lifetime of a grant and a final report at the conclusion of a grant (this report shall include any consultant reports, if applicable).

- **Quarterly Reports** – These reports are to be submitted quarterly and are due to DDOT by the 15th of the month following the end of each quarter. A report must be filed every quarter regardless of whether or not activity has taken place or no grant-related expenditures were incurred. DDOT will provide each grantee a customized template listing your activities outlined in your application. These quarterly reports are MANDATORY and are necessary for the continuation of funding. See reporting schedule below:

Reporting Month	Fiscal Quarter	Report Due
October November December	First Quarter	January 15
January February March	Second Quarter	April 15
April May June	Third Quarter	July 15
July August September	FINAL REPORT	November 1

The quarterly report must indicate whether or not progress has been made on the project. Incorporate any original or innovative ideas or methods employed in the project into the reports.

- Final Progress Report/Performance Report** – Final reports from grantees are due to DDOT no later than **November 1** for activities funded in the previous fiscal year. The reports must be detailed and must describe whether the grant objectives were accomplished, if technical and/or fiscal problems were encountered during project implementation, and what improvements directly related to Vision Zero and its strategies have resulted or probably will result. Final reports must include copies of publications, training reports, and any statistical data generated during grant execution. Final reports should address the following:
 - Accomplishments compared to the original grant objectives.
 - Were all grant activities completed as scheduled? Include dates and milestones when activities and studies were completed.
 - Identify equipment purchased.
 - Describe any unanticipated issues or problems which affected the grant implementation.
 - Grant completion costs as compared to the proposal estimates.
 - Third-party performance, if applicable. Include a copy of any consultant reports with the final report.
 - A complete accounting of the grant proceeds, expenditures and identifying any remaining grant balance.



Monitoring:

DDOT will monitor all grantees. Monitoring may involve observation, interviews, collecting and reviewing reports, documents, and data, etc. Monitoring efforts are intended to determine generally the grantee's level of compliance with District requirements and specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with District requirements.

Project Records:

A complete record of this project must be retained by the grantee for three (3) full years after the end of the project period. If any audit is in progress at the three (3) year mark, the record shall be retained until completion of the audit. This record must include accounting records of all costs incurred on this project, including supplies, services, travel, personnel, and capital equipment (defined as costing more than \$5,000 and a life or more than 1 year), time reports for personnel working on this project, copies of reports submitted to DDOT, and all project applications and adjustments.

REPORTING AND PROJECT RECORDS SECTIONS

Grant Award Schedule

- Grant Application Open: Friday, August 19, 2016.
- Proposals Due: Monday, September 19, 2016, no later than 5:30 PM EDT.
- Notification of Grant Awards: On or before September 30, 2016.
- Selected grantees will be required to enter into a grant agreement with DDOT.

GRANT APPLICATION FORM

All applications are required to submit a Grant Application with all the requirements and signatures included in Sections 1, 2, and 3. Failure to comply will result in your application being disregarded. Applications are due on Monday, September 19, 2016 to DDOT either by mail or e-mail to Jonathan M. Rogers at jonathan.rogers@dc.gov. To mail an application, please use the following address:

District Department of Transportation
c/o Jonathan M. Rogers
55 M St. SE, 7th Floor
Washington, DC 20003

Vision Zero FY2017 Grant Application

District Department of Transportation
Office of Policy & Governmental Affairs, Office of the Director
55 M St, SE, 7th Floor, Washington, DC 20003
PHONE 202.741.5960

SECTION 1—APPLICATION FORM

APPLICANT INFORMATION:			
Name of Agency or Organization:			Date Submitted:
Mailing Address:	City	State	ZIP Code
Project Title:	Primary Vision Zero Theme(s):		
Vision Zero Strategy(ies) Employed:			
Brief Project Description:			Total Estimated Budget:

APPLICANT OR AUTHORIZED OFFICER OF THE APPLICANT ORGANIZATION:		
NAME/TITLE:		SIGNATURE
TELEPHONE:	EMAIL:	DATE:

DESIGNATED PROJECT DIRECTOR (may be the same as the applicant or authorized officer):		
NAME/TITLE:		SIGNATURE
TELEPHONE:	EMAIL:	DATE:

Do Not Complete – For DDOT Use Only

DDOT OFFICE APPROVAL		
DDOT Vision Zero Grant Application Received by:		Date Received:
Applicant Selected as Grant Recipient? (Y/N)	Total Amount Requested:	Award Date:
Vision Zero Grant Coordinator: Jonathan M. Rogers	Tel: (202) 741-5960	Signature:

SECTION 2—KEY ELEMENTS

The following seven (7) key elements must be included in the application. Applicants should refer to the proposal criteria discussed earlier in the application packet for guidance. Adherence to criteria will improve the likelihood of an applicant's success. Applicants are free to present the key elements in any way they choose.

1 .Project Time Period: _____

2. Problem Statement/Identification

3. Project Objectives & Goals

4. Project Activities/Action Plan

Please explain in detail the anticipated project activities/action plans. Show logical sequence of events that will take place to achieve the goals; include anticipated dates of completion.

Project Action Plan (Sample)

Objectives:

Activities	Project Schedule Start/End											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												



5. Applicant Qualifications

6. Performance Measurements & Evaluation

7. Budget Narrative

Summarize your project's budget (sample below).

BUDGET SUMMARY	TOTAL PROJECT COST
SALARIES AND WAGES	\$
SALARIES AND FRINGE BENEFITS	\$
TRAVEL AND SUBSISTENCE	\$
CONTRACTUAL SERVICES	\$
EQUIPMENT	\$
OTHER DIRECT COSTS	\$
TOTAL	\$

SECTION 3—REQUIRED ATTACHMENTS

GRANT APPLICANT TERMS AND CONDITIONS (See Attachment A)

Grantee applicants are required to become familiar with the contents of the Terms and Conditions; because failure to do so will not excuse nonperformance or noncompliance once a grant has been awarded. A signed Applicant Terms & Conditions agreement must be submitted as a part of the application.

STATEMENT OF CERTIFICATION (See Attachment B)

Grantee applicants are required to become familiar with the contents of the Grant Application Statement of Certification; because failure to do so will not excuse nonperformance or noncompliance once a grant has been awarded. A signed Statement of Certification agreement is required as a part of the application.

Copy of 501(c)(3) IRS Determination or Affirmation Letter

Grantee applicants are required to prove their status as a non-profit organization (a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code). Information on obtaining an IRS affirmation letter is available here: <https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters>



Clean Hands Certification

Grantee applicants are required to provide a “Clean Hands” certification from the District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue. District of Columbia Law (D. C. Code § 47-2862) stipulates that individuals and businesses are to be denied city goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. A clean hands certificate can be obtained online at: <https://ocfocleanhands.dc.gov/CCH/> or by contacting the Office of Tax and Revenue at (202) 727-4829. The Office of Tax and Revenue is located at 1101 4th Street, SW, Suite 270 West, Washington, DC 20024.

Project Title: _____

ATTACHMENT A

Applicant: _____

**Vision Zero Grant Program
APPLICANT TERMS AND CONDITIONS**

- Funding for this award is contingent on continued funding from the grantor. The Request for Applications (RFA) does not commit District Department of Transportation (DDOT) to make an award.
- The District Department of Transportation (DDOT) reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. DDOT shall notify the applicant if it rejects that applicant's proposal. DDOT may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
- DDOT reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DDOT shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- DDOT may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DDOT may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DDOT shall provide the citations to the statute and implementing regulations that authorize the grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by DDOT; and compliance conditions that must be met by the grantee.



- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

I agree and understand these Terms and Conditions as a grantee applicant or an authorized officer of the applicant organization, and I understand that the District Department of Transportation will rely on these representations in awarding grant funds.

Signature of Grant Applicant or Authorized Officer of
the Applicant Organization

Printed Name

Date

Project Title: _____

ATTACHMENT B

Applicant: _____

**Vision Zero Grant Program
STATEMENT OF CERTIFICATION**

- The individuals, by name, title, address, and phone number who are authorized to negotiate with the District Department of Transportation (DDOT) on behalf of the organization;
- That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
- That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- That, if required by DDOT, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant, or the ability to obtain them;



- That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments
- That the applicant has satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
- That the applicant has a satisfactory record of integrity and business ethics;
- That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- That the applicant complies with provisions of the Drug-Free Workplace Act; and
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

I sign these Certifications based on personal knowledge, after appropriate inquiry, and I understand that the District Department of Transportation will rely on these representations in awarding grant funds.

Signature of Grant Applicant or Authorized Officer of
the Applicant Organization

Printed Name

Date