**Impaired Driving Traffic Safety Project Proposal Overview and Instructions for 2015-2017 Biennium**

**What is Target Zero?**

Washington is building traffic safety partnerships throughout the state to align priorities and leverage resources to improve traffic safety. The Target Zero Plan is the result of this work and represents Washington’s strategic roadmap for eliminating traffic fatalities and serious injuries by the year 2030. The Target Zero Plan provides a comprehensive framework with specific priorities, goals, objectives, and strategies. Successful grant proposals are aligned with the Target Zero priorities and utilize its proven strategies or consist of innovative strategies with an accompanying evaluation plan. The 2013 Target Zero Plan is available at <http://targetzero.com/>.

**What is Washington’s Impaired Driving Advisory Council?**

In alignment with the Target Zero Plan, Washington’s Impaired Driving Advisory Council (WIDAC) provides a comprehensive strategy for preventing and reducing impaired driving behaviors. WIDAC’s coordinating agency is the Washington Traffic Safety Commission (WTSC) and WIDAC is chaired by the WTSC Director.

WIDAC was formed by a Memorandum of Understanding in June 2009. The WIDAC is composed of 14 signing agency representatives, an expanding group of advisory members, and staff. WIDAC membership includes all appropriate stakeholders and meets the membership requirements of MAP-21. Stakeholders include representatives from the highway safety office, law enforcement, prosecution, adjudication and probation, treatment/rehabilitation, driver licensing, ignition interlock programs, data and traffic records, public health, and communication. They provide input about:

• Adjudication

• Administrative sanctions and driver licensing programs

• Alcohol and other drug misuse

• Criminal justice system (law and policies, DUI enforcement and DUI training, prosecutor training)

• Impaired driving program management

• Prevention

• Program evaluation and data

• Other topics as they emerge

**What is Washington’s Impaired Driving Strategic Plan?**

Washington’s [Impaired Driving Strategic Plan](http://wtsc.wa.gov/programs-priorities/impaired-driving/) uses data and strategies from the 2013 Target Zero Plan’s Impaired Driving Section. WIDAC members implement projects that address the highest priority recommendations. Research and professional evaluation studies have validated the effectiveness of certain strategies in this plan for reducing impaired driving. Project proposals should reference the data and strategies in the Impaired Driving Strategic Plan.

In addition to reviewing the traffic safety strategies contained in the Impaired Driving Strategic Plan, you may find it helpful to explore strategies contained in the following documents:

* *Countermeasures that Work*, a joint publication by the National Highway Traffic Safety Administration (NHTSA) and the Governor’s Highway Safety Association (GHSA) - <http://www.nhtsa.dot.gov/people/injury/airbags/Countermeasures/index.htm>
* *American Association of State Highway & Transportation Officials (AASHTO) Strategic Highway Safety Plan* <http://safety.transportation.org/guides.aspx>

**What is the Process WIDAC Uses to Award Grants?**

Once the deadline for submission of proposals has closed, WIDAC members will begin evaluating and scoring the proposals. Scoring is based on the answers provided to the six questions posed in the section entitled *Project Proposal*, and how well the problem identification and the project align with Washington’s Impaired Driving Strategic Plan. WIDAC members will develop an investment plan to propose to the WTSC. This investment plan will be finalized at the January 2016 WIDAC meeting.

The WIDAC Grants Coordinator will notify applicants of the status of their proposal following the January meeting. The Grants Coordinator will then work with award recipients to execute an Interagency Agreement for the project period of performance – on or around February 15, 2016, through June 30, 2017.

**What is the Schedule for the Grant Process?**

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| **Event** | **Date** |
| Notification of available grants is published | August 20, 2015 |
| Applicant question/proposal preparation period | August 20, 2015 – October 30, 2015 |
| Proposals due | October 30, 2015 |
| WIDAC evaluates proposals | November 2 – December 31, 2015 |
| Funding decisions | January 2016 |
| Notify applicants of funding decisions | January 2016 |
| Negotiate and finalize Interagency Agreements | January – February 2016 |
| Project start date | Approximately February 15, 2016 |
| Project end date | June 30, 2017 |

**Who is Eligible to Receive WIDAC Grants?**

* Washington State agencies
* Federally recognized tribal governments
* Cities, counties, and their sub-agencies
* Non-profit organizations with existing IRS 501(c)(3) status
* Public schools (and private schools with non-profit status)

**What are the Minimum Qualifications to Receive a Grant?**

Eligible agencies or organizations must be able to:

* Manage public funds efficiently and ethically.
* Collaborate with other public, private, and non-profit organizations.
* Effectively monitor and evaluate the outcomes of a project.
* Adhere to the *State Terms & Conditions* of the grant including creating and submitting quarterly project reports to the WIDAC contact.

**How are Funds Distributed?**

As WIDAC’s coordinating agency, WTSC distributes funds on a “cost reimbursement” basis only. WTSC does not make payments in advance or in anticipation of goods or services.

**How Much Funding Can I Request?**

While there is no minimum or maximum amount that can be requested, typically grants range in amounts from $5,000 to $50,000.

**Can Funds for Engineering Projects be Requested?**

No. These funds are intended to address impaired driving traffic safety issues, not engineering solutions. For information on engineering grants, please contact the Washington State Department of Transportation at <http://www.wsdot.wa.gov/>.

**Who Can I Contact for More Information?**

You may contact the WIDAC Grants Coordinator by telephone or email. The Grants Coordinator for this project is**:**

Mark Medalen

Washington Traffic Safety Commission

Telephone: 360-725-9878

E-mail: mmedalen@wtsc.wa.gov

**What is the Deadline for Submissions?**

Your electronic (emailed) proposal must be received by WTSC no later than 5 p.m. PDT, October 30, 2015. Late proposals will not be accepted.

**How Will I know if WTSC has Received my Submission?**

The WIDAC Grants Coordinator will send each applicant an email acknowledging receipt of the proposal. If you do not receive this notice, please contact Mark Medalen at 360-725-9878 to confirm that your proposal was received.

**How Do I Submit My Proposal?**

You must submit an electronic copy of your proposal to WTSC.

* **Email:** Send your emailed submission to Mark Medalen at mmedalen@wtsc.wa.gov.

**Should I Submit Any Documents in Addition to My Project Proposal?**

While WIDAC members may request additional information during the proposal review period, in most cases you will not need to submit additional documents with your initial proposal. Organizations claiming non-profit or Not-for-Profit status must submit with their proposal a letter documenting current 501(c)(3) designation.

**Will My Proposal be Kept Confidential?**

All proposals received by WIDAC are subject to the “Public Records Act,” RCW 42.56. Any information in your proposal claimed as proprietary and exempt from disclosure must be clearly designated. The specific exemption must be clearly identified by the word “CONFIDENTIAL” printed below the paragraph. The entire proposal may not be marked as exempt from disclosure.

**How Will I Know if I am Awarded a Grant?**

The WIDAC Grants Coordinator will contact you by February 15, 2016, to inform you of the outcome of the review and scoring process.

**What is the Process if I am Awarded a Grant?**

Once you have been notified of an impending grant award, the Interagency Agreement negotiation period begins. The Grants Coordinator will provide you with a draft Interagency Agreement incorporating many of the elements of your original proposal. Once agreement is reached on the specific terms of the Interagency Agreement including the statement of work, budget line items, and other negotiable terms, your authorizing official will sign two originals of the Interagency Agreement. Once these signed originals are received by the WTSC, the agency Director or Deputy Director will sign both originals and return one of the originals for your records.

**What is the Period of Performance?**

The period of performance is on or around February 15, 2016, through June 30, 2017. Award recipients may only incur expenditures after the start date and once an Interagency Agreement has been signed by your organization and the WTSC. Extensions of the period of performance are not permitted. WTSC will not reimburse any costs incurred on a project agreement prior to or after the period of performance.

**Can I Receive This Document in an Alternative Format?**

WIDAC will make this document available in an alternate format upon request.