



**MEMORANDUM**

**Highway  
Department**

Jason Benson, P.E.  
County Engineer

Thomas B. Soucy, P.E.  
Deputy County Engineer

Blaine Laaveg  
Superintendent

TO: Cass County Commission

FROM: Jason Benson, Cass County Engineer *JMB*

DATE: September 12, 2022

SUBJECT: Consent Agenda Item for September 19, 2022 Commission Meeting: Contract with the North Dakota Association of Counties for Vision Zero Outreach Coordinator Position

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Attached is a contract Appendix A (Scope of Work) for October 2022 to September 2023. This agreement details scope of work and the budget for the position for the current budget period, which is based on the federal fiscal year. The salary and fringe reflect the what was approved by the Cass County Commission at the budget hearings.

As with our current contract, we will receive the reimbursement voucher to submit for monthly reimbursement of the expenses. This reimbursement will allow the Vision Zero Outreach Coordinator position to be fully funded at no cost to Cass County.

**SUGGESTED MOTION:** Authorize chairperson to sign the Scope of Work Appendix A with the North Dakota Association of Counties for Vision Zero Outreach Coordinator Position for the Federal fiscal year October 2022 to September 2023.

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**SCOPE OF WORK**  
**Effective October 1, 2022 – September 30, 2023**

The North Dakota Association of Counties (NDACo) and **Cass County**, (hereinafter referred to as County) have previously entered into a contractual relation for County to employ a Vision Zero Coordinator and NDACo to provide reimbursement to said County.

NDACo and County hereby propose to continue their contractual arrangement and hereby supplement the original "APPENDIX A" to the contract with this one effective for the period October 1, 2022 through September 30, 2023. All other terms of the original contract shall continue in full effect and force.

**BACKGROUND**

The North Dakota Department of Transportation's (NDDOT) Safety Division administers the North Dakota Vision Zero initiative to reduce motor vehicle crash fatalities and serious injuries to zero. The Safety Division receives and provides funding to local entities to assist the NDDOT to achieve the traffic safety goals identified in the Vision Zero Plan and the annual Highway Safety Plan (HSP).

**SCOPE OF WORK**

***Problem Identification***

The Safety Division uses various data sets for the identification of highway safety problems and program development and implementation. The analysis of these data sets has identified six Priority Safety Emphasis Areas (PEA) that are being addressed through the North Dakota Vision Zero initiative. These six PEAs are the motivation of the Vision Zero Outreach Program and the development of a grassroots approach to addressing these highway safety problems.

- Lane Departure
- Intersections
- Alcohol and/or Drug-Related
- Unbelted Vehicle Occupants
- Speeding/Aggressive Driving
- Young Drivers

***Project Description***

Funds will be provided to the County to administer the Vision Zero Community Outreach Program, which provides traffic safety outreach activities to assist the NDDOT to achieve the following performance goals associated with the NDDOT's goal of moving toward zero deaths.

***Project Goals***

Community outreach will be targeted through individual, group and community activity through counties, employers, etc. to advance Vision Zero activity at the local level. Funds allocated to CTSP outreach projects will address priority and other areas of emphasis in the SHSP/Vision Zero Plan.

This contract will assist in achieving the following plan goals to decrease the number of:

- People killed in motor vehicle crashes.
- Alcohol- and drug-related motor vehicle fatalities.
- Speed-related fatalities.
- Distracted driving-related fatalities.
- Unbelted fatalities through increased seat belt use by all North Dakota citizens and those who are traveling through North Dakota.

### ***Project Objectives and Activities***

#### Network/Partnership Engagement

**Objective 1:** Expand community engagement and the partnership network by participating in regional/local partnership meetings (e.g., AAA, Safe Kids, Health Departments). Encourage new partners to formalize the partnership through registration with the Vision Zero Partner Network.

- *Project Development and Implementation:* The Coordinator will identify potential partners within their region and will develop a working relationship and promote the Vision Zero Initiative and participation in the Vision Zero Partner Network. Establish and support formal, on-going communication with individuals and organizations within the region who have registered for the Vision Zero Partner Network.
- *Evaluation:* Maintain a list of individuals and organizations contacted and report on the success of engagement.

**Objective 2:** Implement the strategies within the North Dakota Vision Zero Plan within their region. Identify and implement other strategies that will move the community to zero. Promote and advance Local Road Safety Plans for road safety projects within communities.

- *Project Development and Implementation:* The Coordinator will research various data resources for their region to identify priority safety emphasis areas that are leading factors in traffic fatalities and serious injuries. The data will be used to determine project, programs, and partners that can be developed to address those emphasis areas.
- *Evaluation:* Report on the type of projects implemented, the partners included and the results of the project.

**Objective 3:** Establish and expand relationships with tribal partners to support Vision Zero Plan implementation.

- *Project Development and Implementation:* Each Coordinator will identify the tribal nation(s) within their region and will establish a working relationship with tribal law enforcement or tribal leadership and promoting the Vision Zero Partner Network.
- *Evaluation:* Measure the effort of engagement of the working relationship and participation of tribal entities in traffic safety programs and projects.

Objective 4: Build partner support for selected Strategic Highway Safety Plan (SHSP) legislative and policy priority safety

- *Project Development and Implementation:* Participate in the Priority Emphasis Team meetings and actively support policy priority safety strategies through personal contacts, presentations, media events, social media, and other outreach. Coordinate with the VZ Program Manager on activities to conduct.
- *Evaluation:* Identify the number of PEA team meetings attended, the tasks conducted to support priority strategies, and the number of contacts made.

#### Outreach Initiatives

Objective 1: Conduct outreach events that align with the priority emphasis areas for each region.

- *Project Development and Implementation:* Each Coordinator will assess their region and identify the prior emphasis areas that are primary factors in traffic crash fatalities and serious injuries and conduct the following activities as they apply:
  - Employ a minimum of ten times per year resources such as rollover simulator, seat belt convincer, fatal vision goggles, Simulated Impaired Driving Experience (SIDNE), and seat belt hologram board at local events to bolster community engagement and awareness of Vision Zero safety priorities.
  - Designate at least one Vision Zero School and/or Vision Zero Community within the region annually and work with the school or community to meet the requirements of the Program and conduct one Vision Zero Community Forum or event annually.
  - Conduct a minimum of five innovative prevention program such as Impact Teen Drivers, Buckel Up with Bucky, or other youth-based, or Vision Zero PowerPoint presentations annually in the region
  - Facilitate a minimum of one training program annually focusing on motor vehicle crash prevention strategies, to include Vision Zero PowerPoint presentations.
  - Work with state and regional partners to hold two local media events annually,
  - Develop and staff public Vision Zero displays for regional events and/or meetings.
  - Conduct training as necessary to build partner capacity to implement the planned activity.
  - Promote the Vision Zero Awards programs to coalition and partner network members and annually submits a minimum of one nomination from the region.
  - Attend a minimum of one county or city commission meeting annually.
  - Assist the state in soliciting sponsorship funds to acquire incentive items and other resources in support of state and regional Vision Zero activities.
- *Evaluation:* The Coordinator shall provide a monthly written report to the VZ Program Manager detailing the outreach activities conducted and ensure that minimum requirements are being met.

#### Data Acquisition and Utilization

Objective 1: Use crash and ancillary data sources to understand severe crash trends, disparities, locations, and causal factors within the region to identify priority counties and engage communities in Vision Zero.

- *Project Development and Implementation:*
  - Conduct crash data and other relevant data analysis to identify who is crashing, where they are crashing, and use this information to develop and implement a regional action plan to supplement the SHSP.
  - Update crash data analysis on an on-going basis to monitor change and progress in achieving regional action plan goals.

- Incorporate local crash data into presentations, media events, and partner meetings and/or discussions.
- *Evaluation:* Identify the data sources used when conducting an analysis and show the linkage between data analysis and strategies, projects or programs being implemented.

### Professionalism and Development

Objective 1: Create Vision Zero brand awareness and the Vision Zero Coordinator position

- *Project Development and Implementation:*
  - Provide professional and timely response to stakeholder requests for information via email, telephone, videoconference, and/or face-to-face interaction.
  - Deliver high-quality presentations, community forums, media events, and other traffic safety activities.
  - Express ideas and information in written and oral form that is complete, clear, concise, organized, and audience appropriate.
  - Continually evaluate ways to improve program and work practices, including minimizing the complexity of processes whenever possible.
  - Proactively share his/her knowledge, skills, and expertise with other Vision Zero Outreach Coordinators and partners.
- *Evaluation:* VZ Program manager will assess these items and identify success or improvement in the annual performance review.

Objective 2: Continued training and education

- *Project Development and Implementation:*
  - Attend the annual North Dakota Vision Zero Partner Summit to bolster his/her knowledge of current traffic safety best practices and the status of Vision Zero Plan implementation.
  - Expand knowledge and understanding of traffic safety by annually participating in a minimum of one training program provided by a national traffic safety organization and/or through attendance at a national conference or workshop.
  - Work toward obtaining professional certification in traffic safety (optional).
  - Regularly monitor the Governors Highway Safety Association and other professional traffic safety organization websites for new traffic safety reports and leverage at least one report annually to implement new strategies and initiatives in the region.
  - Keep the supervisor informed about sensitive or controversial issues and/or problems and offer well-developed recommendations and/or solutions.
- *Evaluation:* Report the number of trainings attended in the monthly activity report.

### REPORTING REQUIREMENTS

***Monthly Voucher and Progress Reports.*** A detailed monthly voucher will be submitted to the NDACo within **15** days after the end of the month in which expenses occurred. ***However, at the close of the state fiscal year, June 30, reports and vouchers must be submitted no later than July 10th for any services or purchases that took place on or before June 30. Vouchers received after July 10 may not be reimbursed.*** Written progress reports must be provided monthly within 30 days of the previous month and should summarize activities of the billing period. The NDACo will provide a voucher format for reimbursement of expenses.

The progress reports should summarize the activities of the billing period and must be received before reimbursement can be made. An itemized list of expenditures, summarized to reflect line-item costs listed on the reimbursement, will be attached.

Submission of a reimbursement voucher and monthly progress report after the deadline may result in a 10 percent reduction of the requested reimbursement.

### **Audit Reporting**

A non-federal entity that expends \$750,000 or more during the non-federal entity's fiscal year in federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200, Subpart F. A financial audit is sufficient if the non-federal entity expends less than \$750,000.

### **Other Requirements**

The County will:

- Provide adequate office space within a county building.
- Employ a Vision Zero Coordinator that meets the qualifications specified in the approved job description.
- Incur all expenses in advance of requesting reimbursement;
- Maintain financial records and retain supporting documentation according to audit guidelines.
- Provide record-keeping as required by state and federal guidelines.
- Track and report monthly in-kind match for Vision Zero Coordinator program activity.
- Participate in additional program activities based on direction from NDDOT and NDACo.

### **GRANTOR RESPONSIBILITIES**

This scope of work will be monitored by a program manager with NDACo. Oversight will include, but will not be limited to, desktop and on-site monitoring of program operations and finances. This will include written notification of issues and/or concerns if identified and appropriate corrective action(s).

### **REIMBURSEMENT**

This contract will reimburse allowable expenses up to the project's total budget for costs incurred through completion of the scope of work and/or through the direction of the program manager. **All expenses will be reimbursed at cost.**

NDACo reserves the right to deny payment for unallowable expenses identified in the applicable cost principles.

The County must stay within budget amounts provided below. However, if moving funds within the budget is necessary, the County may submit a written request to the program manager. The request must justify how the revised budget is needed to complete the scope of work **before any work is done exceeding the allocated amounts**. The program manager will review the request promptly and will approve or deny the request.

**BUDGET**

**DIRECT COSTS**

Salary	\$ 66,101
Benefits	\$ 21,210
Travel & Training	\$ 8,000
Supplies	\$ 2,500
Cell Phone	\$ 1,000
Miscellaneous	<u>\$ 1,000</u>

**PROJECT TOTAL** \$ 99,811

County:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Rick Steen, Chair

NDACo

By: \_\_\_\_\_

Date: \_\_\_\_\_

Aaron Birst, Executive Director