SAFE STATES
Strengthening the practice of injury and violence prevention

Request for Proposals

Grant for Planning a Recreational Boating Injury Data or Prevention Initiative.

Three awards are available to conduct action planning for a recreational boating injury data collection and/or prevention initiative using previously created recommendations as a guide.

Deadline to respond: November 22, 2024

ABOUT THE SAFE STATES ALLIANCE

This opportunity is hosted by Safe States Alliance (Safe States) with support from the US Coast Guard (USCG). Safe States is a national non-profit 501(c)(3) organization and professional association whose mission is to strengthen the practice of injury and violence prevention (IVP). The Safe States Alliance is the only national association comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Safe States members primarily work in state and local health departments, hospitals, universities, and non-profit organizational settings.

Learn more about the Safe States Alliance at www.safestates.org.

OVERVIEW OF THE OPPORTUNITY

Safe States is pleased to support three awards to facilitate action planning to develop, plan, and refine a data collection project or prevention initiative. The goal of this project is to begin reviewing your state's recreational boating data using data from the Boating Accident Report Database (BARD) and other public health surveillance sources and create an action plan for a recreational boating data collection or prevention initiative project. Pilot project recipients will review data to establish a baseline understanding of current boating-related drowning injuries and fatalities while action planning to build child death review-like processes into their surveillance and/or prevention efforts. Child death review (CDR) is a multidisciplinary review process that helps communities understand why children die and prevent future fatalities. Child death review teams compile data that are used by professionals and the community to prevent future deaths. By taking a multidisciplinary approach to surveillance, boating professionals can get a clear picture of how and why boating injuries and fatalities occur. Examples of project activities include the creation of data use agreements, developing partnerships with state boating programs and/or public health professionals, reviewing recreational boating data using BARD and other public health surveillance sources, reviewing the US National Water Safety Action Plan, and building equity into action planning.

Pilot projects should use the enhanced data collection and public health surveillance practices identified in *The Recreational Boat Occupant Injury Surveillance Roundtable* recommendations as a guide. This will serve as a manual for state public health experts and boating law administrators (or their designee) to work in partnership and provide guidance to initiate boating and/or injury surveillance in their jurisdictions. Projects should work to engage the Recreational Boating Safety (RBS) community, the public health injury prevention community, and the CDR community to create an action plan.

This Opportunity

Safe States is pleased to offer three states a partnership for action planning to enhance recreational boating data collection and/or prevention initiatives. Safe States will work with the selected states to provide assistance with identifying partner data sources, technical assistance for data review, and action planning for data linkage or prevention initiative logistics.

Eligible applicants include state and territorial health departments or state boating programs.

Specifically, the pilot states will:

- Establish and maintain regular communication with state boating law administrators or public health partners to coordinate efforts connected to boating and water environments.
- Review recreational boating data from your jurisdiction and at least one public health dataset (examples in ***The Recreational Boat Occupant Injury Surveillance Roundtable).***
- Connect with state or local CDR representatives to learn about CDR processes in your state.
- Create an action plan report for data linkage or prevention initiatives.
- Participate in regular technical assistance and peer-to-peer learning calls.
- Participate in calls with project partners to share lessons learned, discuss findings, and share status of action planning.
- Actively Participate in the project through the duration of the project period (Jan. 2025 – Sept. 2025).

Safe States will:

- Provide overall project management, including budget/funds management.
- Provide technical assistance with action planning, including support in the creation of a prevention initiative or data linkage framework.
- Provide peer-to-peer learning opportunities.
- Coordinate calls with project partners.
- Provide technological platforms (e.g. Zoom, conference lines, etc.) for any program activities.
- Provide technical assistance.
- Review and provide feedback on quarterly reports.

APPLICATION DETAILS

Please note that the project's timeline is fixed due to grant funding periods and is not flexible.

To support this project, the applicant will:

- Participate in a kick-off call with the Safe States team, consultant, and USCG (completed no later than January 10, 2025).
- Finalize the scope of work and timeline by January 10, 2025.
- Participate in regular check-in calls with Safe States, consultant, and USCG throughout the project period.
- Submit quarterly reports of activities and invoices.

TERM OF CONTRACT, FEE SCHEDULE, & INVOICING

The term of the funding opportunity is for up to 9 months (January 1, 2025 - September 15, 2025). This funding opportunity is a cost-reimbursement, subrecipient grant made available through a cooperative agreement from the U.S. Coast Guard through the U.S. Department of Homeland Security (*Using Data for Action – Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention, Award # 70Z02324MO0004978, CFDA 97.012*). Proposals should be submitted with an itemized budget following the cost-categories found in the sample federal budget guidance here. Applicants should submit a budget proposal using Safe States' Excel budget table and narrative template. A copy of this Excel template can be downloaded here. An invoicing and payment schedule will be determined in collaboration with the selected grantees. Invoices must align with budget-approved categories, support agreed-upon deliverables and will be paid within 30 days of receipt.

AWARD AMOUNT

Three sites will be selected, with a total award available for this opportunity being $20,000 per site, inclusive of all expenses. Work completed after September 15, 2025, will not be reimbursable. Expenses cannot be prepaid for work performed outside of the period of performance. All expenditures under this award must be for allowable under the scope of this grant. They must comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirements at 2 CFR 200.

PROPOSAL ELEMENTS & SELECTION CRITERIA

Please submit a narrative that includes all four (4) sections outlined below. The **narrative must be double-spaced and include section titles, one-inch margins, and Arial 11-point font**. The entire narrative should **not exceed a total of five (5) pages, excluding budget.**

A proposal in response to this opportunity must include the following elements:

1. **Organizational Context (40 Points)**
    a. Provide a summary of your organization, including ways in which your organization partners with the state boating program and/or public health.
    b. Provide an overview of the data linkage or prevention initiative project you would like to plan. Provide a project overview, timeline, and performance measures. Examples of performance measures include the number of data variables assessed, the number of partners/connections made, etc.
2. **Organizational Readiness (30 Points)**
    a. Provide a brief description of your organization's ability to connect with the state boating program and/or public health. With whom are you already partnering? How will you leverage your existing

partnerships to ensure success?

b. What existing resources could your organization and any partnering organizations leverage as part of the effort (e.g., existing staff, funding, strategic plans, etc.)?

3. **Overall Benefit & Sustainability (20 Points)**
   a. Describe how the project will benefit the boating and/or public health community.
   b. How will you sustain this work after the funding project period?
4. **Budget (10 Points)**
   a. Clearly describe how funds will be used to address project needs and implementation activities. All work must be completed by September 15, 2025. Expenses cannot be prepaid for work to be completed outside of the period of performance.
   b. Complete the budget spreadsheet template[1] to include the following categories: direct labor, fringe rate, consultant/contractors, materials/supplies, travel, other expenses, and indirect rate (if applicable). Purchasing "giveaways," incentive items, branded supplies, food, and equipment are not approved expenses for the Seed Grant Program. Additionally, research cannot be conducted as a part of the Seed Grant Program. The budget should include a clear and detailed narrative justification for all expenses. The template can be accessed and downloaded here. Applicants should follow the sample federal budgeting guidelines found here.
   c. Budget revisions may be submitted during the awarded applicant's funding cycle if the reallocation of funds is consistent with the RFP, original proposal and award notice, and Safe States' requirements for how the funds may be used. Budget revisions must be submitted BEFORE funds are expended.
   d. The funds available to support the seed grants are made available through a cooperative agreement from the U.S. Coast Guard through the U.S. Department of Homeland Security (*Using Data for Action – Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention, Award # 70Z02324MO0004978, CFDA 97.012*).
5. The applicant organization must submit a letter of support (on agency letterhead) with the application. The letter should include confirmation that the direct supervisor or agency leadership agrees to and supports the applicant's participation in the *Leveraging Recreational Boating Data for Prevention project*. Letters must be formatted in PDF format.

Reviewers from Safe States and the USCG will evaluate and score proposals based on their quality and adherence to the proposal elements described above. All applicants will be notified of their proposal **status by or before December 15th, 2024**. The anticipated start date for the contractor is on or before **January 1, 2025**.

PROPOSAL SUBMISSION

Proposals will be accepted through November 22, 2024 at 11:59 PM EST. Submit your proposal here. Questions about this opportunity can be submitted to info@safestates.org or by calling (770) 690-9000.

[1] *Applicants must submit a budget file for submission using the required budget template. The budget template can be accessed here or by contacting info@SafeStates.org.*