

Injury Prevention Program (IP)

**Project Specifications
FFY 2017**

I. INTRODUCTION

In order to aid local communities in reducing the death and injury rates on Illinois roads and highways, the Illinois Department of Transportation's Division of Traffic Safety (DTS) established the Injury Prevention grant program. The program is designed primarily to enable local agencies to conduct public information and education campaigns focusing on traffic safety issues. Local agencies meeting various program requirements detailed in the following pages may apply for funding.

Grantees under this grant program have, in the past, dealt with a wide variety of highway safety issues, including but not limited to the following areas:

- Provide public information, educational materials and technical tools designed to foster community level approaches to highway safety issues specifically: occupant protection, impaired driving, motorcycle safety, older drivers and distracted driving;
- Provide data driven and evidence based programs aimed at increasing the safety of teenage drivers related to traffic safety;
- Provide "ThinkFirst" type programs to local communities in an effort to reduce brain trauma and fatalities due to traffic crashes;
- Establish and maintain community coalitions of law enforcement, public health and local organizations to reduce injury and fatality rates in DTS's 23-county breakdown.

Funding for these types of programs is **very limited**; current/past funding of a program does not guarantee funding in the future. Program applicants must provide clear data supporting the community need for the program and specific ways this program will utilize funding to improve problem areas. Program applicants must show how their request will help meet DTS's performance goals.

II. APPLICANT AGENCY REQUIREMENTS

A. Eligibility and general information

1. Who is eligible to apply?

Eligible local agencies include: local civic organizations, public and private schools, colleges and universities, hospitals, health departments, local governmental agencies, nonprofit groups and, under limited circumstances, private individuals and businesses.

The applicant agency agrees to the following:

- 1) To implement a data driven injury prevention program detailed in the grant application;
- 2) To evaluate the effectiveness of the injury prevention program;
- 3) To participate in media and promotional events at the request of DTS;
- 4) To participate in the annual Child Passenger Safety Week Campaign, the annual Memorial Day "Click It or Ticket" Campaign, Motorcycle Safety Awareness Month, Distracted Driving Awareness week and/or the annual Labor Day "Drive Sober or Get Pulled Over" Campaign;

2. Financial Conditions

Approved projects are funded on a reimbursement basis; that is, **eligible documented project expenditures will be reimbursed only after submission of acceptable documentation of approved expenditures.**

3. Grant Time Limitations

Under normal circumstances grants funded through this program are considered seed funding and the applicant should make efforts to secure local funding for the long-term sustainability of its program. Each year of funding is considered separately and funding in one year does not imply any commitment for future funding of the program.

B. How to Apply

Complete Application (TS 60) online at www.trafficsafetygrantsillinois.org.

- **Applicant Agency** - Enter the name and address of the agency requesting funding (i.e., civic organization, hospital, health department, farm bureau, home extension, local governmental agency, etc.). Enter your Federal Employer Identification Number (FEIN) on the appropriate space.
- **Project Title** – Injury Prevention
- **Project Description** – This description will be reviewed to determine the benefit to the applicant agency's traffic safety program and the Illinois Highway Safety Program. For this reason, it is important that the project description be clearly stated in sufficient detail so that all factors can be properly evaluated.
- **Problem Statement** - The applicant agency shall describe why it would be an ideal agency to conduct an Injury Prevention program. (Include crash data, previous experience with pilot projects/grants, etc.) This is the key portion of your application and sufficient detail should be provided to enable the grants selection committee to make an informed decision on whether to fund this grant application.
- **Background** - A description of the community, population and locations where the Injury Prevention project could be implemented for maximum effectiveness should be provided.
- **Program Goal** – State the primary goal of the project. The goal should be stated in measurable items directly related to the problem.
- **Program Objectives** - Indicate the project objectives which are designed to help accomplish the goal. Objectives should be measurable and realistic with a reasonable probability of achievement. The goals and objectives for this project must reflect DTS's performance measures as outlined in Addendum 1. When developing your project request, the scope of your request must meet one (or more) of the 13 performance measures; otherwise, it will not be considered for funding. The project request must show how the request will help DTS meet our performance goals.
- **Methods of Procedure** – List all tasks or activities necessary to reach the project objectives. Each major step must be described in detail with an estimate of how long it will take to complete. A chart or timetable showing order of the steps should be included.
- **Assessment and Evaluation.** The applicant agency shall acknowledge that the program will be evaluated administratively by IDOT/DTS. The evaluation will include:

- a) A timetable to indicate progress
 - b) Provide a before and after comparison of the problem
 - c) Measure project benefits in terms of the measurable goal
 - d) Identify who will accomplish the evaluation and when
 - e) Identify the information to be used in evaluation
- **5F. Project Description Summary.** Using the information from 5A-E, summarize in 100 words or less the proposed project plan.
 - **5G. Project Budget.** The following line items are eligible for reimbursement in an Injury Prevention Program:
 - Personal Services: List titles and salaries of persons hired exclusively for this project. Indicate whether full-time/part-time, number of hours assigned to the project, hourly rate, and individual responsibilities.
 - Contractual Services: Cost of work which will be performed by a consulting firm or person(s) on contract. Contractual Services category also may include expenditures for rental of equipment and postage.
 - Travel: Costs of travel related to the project including mileage, per diem, and lodging rate allowable by the state of Illinois travel regulations.
 - Commodities: Expenditures for the acquisition of property of a consumable nature, i.e. office supplies.
 - Printing: The charges for forms, reports, pamphlets, binding, lithographing, photoengraving and ruling.
 - Operation of Automotive Equipment: Expenses for operating automotive equipment such as oil changes for automobiles being utilized under the project. Mileage is not included under this line item.
 - **6A. Project Director** - The person who will have direct knowledge of the day-to-day operation of the project. Type name, title, mail and e-mail addresses and telephone number. The project director must sign the proposed agreement.
 - **6B. Authorizing Representative** - This person has the capability to obligate funds on behalf of the grantee. Type name, title, mail and e-mail addresses and telephone number. The authorizing representative must sign the proposed agreement.

C. Application Submittal

Applying for a grant:

1. Print and sign page one.
2. Scan page one including signatures.
3. Attach copy of page 1 to an e-mail along with an *editable* Microsoft Word version of the entire application.
4. Send e-mail to: DOT.TSGrants@illinois.gov

5. *This e-mail will have 2 attachments within. (Copy of page 1 and editable Word version)

The Illinois Department of Transportation will reply with an electronic receipt of delivery once received (Please allow 2-3 business days for this email to arrive).

If both attachments are not within the e-mail, the applicant will be contacted immediately. It will not be considered a complete application until all required documents are confirmed as received.

*Applications will not be evaluated and considered for funding if received through U.S. Postal Service for FFY2017.

APPLICATION DUE DATE: MARCH 4, 2016

III. IDOT REQUIREMENTS

A. Project Approval

Each request for funding will be assigned to a Project Manager who will work directly with the applicant agency. Project approval depends on the availability of funds and project specification compliance. If the request is approved, a Highway Safety Project Agreement form will be sent to the local agency for signatures of the project director and the authorizing representative. The project director and the authorizing representative must be two (2) different individuals. When the agreement is returned, it is signed by the Governor's Highway Safety Representative. The executed agreement becomes a legally binding contract by which the project will be administered.

B. Reimbursement

Highway Safety Projects are funded on a reimbursement basis. The grantee pays the cost for program operation using its own funds. The grantee submits monthly a form TS 600, "Highway Safety Project Claim for Reimbursement LAP and Non Law Enforcement". This form is available on IDOT's website at <http://www.trafficsafetygrantsillinois.org>

Claims for Reimbursement will not be processed until required reports have been submitted. Failure to submit the final claim and reports by the **November 1st** due date significantly delays payment as it may need to be processed through the Illinois Court of Claims.

C. Reporting Requirements

DTS's overall assessment of the effectiveness of the program will be based on the successful completion of the scheduled tasks (administrative evaluation).

1. **Progress reports** must be submitted monthly throughout the project period. The report is due by the 10th of the following month. The report shall include the progress of the project in terms of the established timetable and any modifications that were necessary. This report shall provide the progress for **each objective**, according to the agreement. See report form TS 07 Performance Report for Non-Enforcement Grants, which is available on IDOT's website at <http://www.trafficsafetygrantsillinois.org> under Forms.
2. A **final report** must be submitted by **November 1**, following the expiration date of the project. It must include a summary of the activities conducted during the entire project

period, whether or not all the objectives were met, and problems or successes encountered.

D. Project Monitoring

DTS will conduct on-site visits to ensure that project activities are on schedule, to provide assistance as needed and to observe the conduct and adequacy of the project. Failure to maintain operation of the project at the level agreed upon in the approved highway safety agreement could result in the termination of funding. DTS will conduct planned and unannounced on-site visits during the project period.

E. Revisions

No revisions and/or alterations to the approved Highway Safety Project can be made in the Agreement or Enforcement Plan of Activity without prior approval by DTS. Any revision must be requested in writing as stated in the "Agreement Conditions and Certifications".

Typical reasons for a request for revision could be timetable, operational change or a budget revision. Justification must be furnished at the time of the request.

The Project Director cannot implement the alteration until an e-mail from the Division is received.

Addendum 1

DTS's Performance Measures

The FFY 2017 Injury Prevention project must meet one (or more) of our performance measures which are specific to the goal of reducing injuries and deaths on our roadways. These performance measures are:

1. To keep the statewide traffic fatalities under the projected figure of 850 by December 31, 2016.
2. To reduce the statewide severe injuries in traffic crashes from the 2009 level of 15,607 to 9,671 by December 31, 2016.
3. To keep the statewide traffic fatality rate per 100 million vehicle miles of travel (VMT) under the projected figure of 0.7 by December 31, 2016.
4. To keep the rural traffic fatality rate per 100 million vehicle miles of travel (VMT) under the projected figure of 1.3 by December 31, 2016.
5. To keep the urban traffic fatality rate per 100 million vehicle miles of travel (VMT) under 0.5 by December 31, 2016.
6. To keep the total severe injury rate per 100 million vehicles of travel (VMT) under the projected figure of 9.4 by December 31, 2016.
7. To reduce the total number of fatalities in crashes involving a driver or motorcycle operator with a BAC of 0.08 or higher from 402.4 in 2009 to 219.5 by December 31, 2016.
8. To keep the statewide motorcycle fatalities under the projected figure of 138.8 by December 31, 2016.
9. To keep the number of unhelmeted motorcycle fatalities under the projected figure of 106.8 by December 31, 2016.
10. To increase the statewide seat belt usage rate from the 2010 level of 90.58 percent to 95.8 percent by December 31, 2016.
11. To reduce the number of unrestrained passenger vehicle occupant fatalities from 380.4 in 2009 to 175.2 by December 31, 2016.
12. To keep the number of statewide pedestrian fatalities under the projected figure of 109.4 by December 31, 2016.
13. To keep the statewide number of pedalcycle fatalities under the projected figure of 29 by December 31, 2016.
14. To keep the statewide speed-related fatalities under the projected figure of 339.6 by December 31, 2016.
15. To reduce the total number of drivers 20 years old or younger from the 2009 level of 201.8 to 62.8 by December 31, 2016.