

Local Alcohol Program (LAP)

**Project Specifications
FFY 2017**

LOCAL ALCOHOL PROGRAM

I. INTRODUCTION

The Illinois Department of Transportation's, Division of Traffic Safety's Local Alcohol Program (LAP) is preventive in nature, focusing on solutions designed to create awareness and to reduce the incidence of drunk and drugged-driving and, therefore, impaired driving motor vehicle crashes and associated injuries and deaths.

The LAP program contains primary program emphasis areas that are designed to address the complexity of Illinois' alcohol and other drug-impaired traffic safety problems. These emphasis areas are public information and education/community outreach/prevention and prosecution/adjudication.

Applications for local projects may focus on one or more of the program emphasis areas.

LAP projects operate during a federal fiscal year and on a reimbursement basis. The grantee initially pays the cost for project operation. Approved costs are reimbursed only after expenditures are incurred. Costs eligible for reimbursement are identified at the end of each emphasis area description found in Section III - Program Emphasis Area Descriptions.

II. APPLICANT AGENCY REQUIREMENTS

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
***This e-mail will have 2 attachments within. (Copy of page 1 and the editable Word version)**
5. The Illinois Department of Transportation will reply with an electronic receipt of delivery once received (Please allow 2-3 business days for this e-mail 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 for FFY2017 will not be evaluated and considered for funding if received through U.S. Postal Service.**

APPLICATION DUE DATE: MARCH 4, 2016

III. PROGRAM EMPHASIS AREA DESCRIPTIONS

PUBLIC INFORMATION AND EDUCATION/COMMUNITY OUTREACH/PREVENTION

The goals of this emphasis area are to increase public awareness and knowledge about alcohol and drug-impaired driving, promote safe and healthy driving behavior and increase the perception of risk of arrest for impaired driving. Public information and education (PI&E) programs should consist of comprehensive, coordinated efforts that are designed to present a clear message. This message should foster the attitude that driving after consuming alcoholic beverages or other illicit drugs is unacceptable behavior. Such efforts should be sustained over a period of time. PI&E efforts must always take place during DTS enforcement mobilizations.

PI&E programs must contain the realistic view of the swift and certain punishment that impaired drivers can expect. Arrest, loss of driver's license, fines and insurance rate increases can be effective deterrents. Education regarding alcohol and its effects on driving skills as well as ways to prevent other people from driving after consuming alcoholic beverages can also be incorporated into PI&E programs.

PI&E conveys its messages through media such as radio, newspapers, billboards, posters, brochures and roadway signs. The primary strategy utilized by DTS for public information on DUI and impaired driving is the conduct of and participation in enforcement mobilizations. Each enforcement period is preceded by highly visible public information including a media event. Agencies that pursue public information and education must participate and support these mobilizations, occurring two to eight times annually. While they are enforcement focused, these events offer an opportunity to raise public awareness and knowledge of the DUI and impaired driving problem. Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

The current campaign slogan is "**Drive Sober or Get Pulled Over**" and that message is utilized for all public information efforts, including the aforementioned mobilizations.

PI&E campaigns and materials may be developed either by adapting materials from federal or state governments or by creating new ones. HOWEVER, THE CURRENT CAMPAIGN SLOGAN DEVELOPED BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S, DIVISION OF TRAFFIC SAFETY, MUST BE INCORPORATED INTO ALL CAMPAIGNS. In addition to the slogan, all materials must include the proper tag line.

Community outreach/prevention activities include employer programs, responsible alcohol service, transportation alternatives, educational programs, and school-based activities.

In recent years, those involved in highway safety have looked increasingly to employers and other private sector groups, not only to reach employees and their families, but also to help reach the general public. By conducting health risk appraisals, educational programs and implementing safety policies, companies increase the effectiveness and efficiency of the overall community-wide outreach effort.

Employer programs include:

- Model policies regarding impaired driving, seat belt use and other traffic safety issues.
- Employee awareness activities.
- Management training to recognize and deal with alcohol and drug impairment/abuse.
- Education and treatment programs for employees.

Communities should promote responsible alcohol service policies and practices in the retail alcohol service industry through laws, regulations, and policies, with appropriate publicity and enforcement.

Responsible alcohol services include:

- The promotion of alcohol server training programs.
- Programs to prevent the sale of alcoholic beverages to those under 21 years of age.
- Adequate staffing to enforce existing alcoholic beverage control and regulations.
- Awareness of dram shop provisions as they relate to individuals, as well as to providers.

Communities should promote alternative transportation programs that enable impaired drinkers to reach their destinations without driving and risking harm to themselves and others. Two principal types of alternative transportation programs are Designated Driver Programs and Safe Rides.

In a Designated Driver Program, the designated driver for a group agrees not to drink alcoholic beverages so that all participants can arrive at their destination and return home safely. Alcohol servers and social hosts who support and sponsor Designated Driver Programs usually provide non-alcoholic beverages free to the designated driver. Safe Rides Programs provide free or reduced-price rides to drinkers using taxis, buses or private automobiles.

A comprehensive alternative transportation program uses a community-wide approach addressing all types of drinking situations (in commercial establishments and private homes) with one or more transportation alternatives.

Costs eligible for reimbursement include personal services, fringe benefits and social security for a part-time coordinator. In addition travel, contractual services, printing, commodities, equipment and operation of automotive equipment may be reimbursed.

Educational programs and activities through schools, community groups and/or religious organizations may include parent education, formalized curricula and peer education programs.

Recent years have seen a substantial increase in student involvement in traffic safety issues and in student traffic safety organizations. These organizations are run by students, emphasize a peer-to-peer approach, and have been credited with contributing to decreases in alcohol-related traffic crashes and fatalities involving youth. Student efforts should be supported and expanded through statewide networks to share program ideas, coordinate initiatives and provide youth leadership training.

Funding will be considered for projects that:

- Establish and support student safety clubs and activities.
- Encourage policies to reduce alcohol, other drug and traffic safety problems on campuses.
- Institute working relationships with school health and guidance personnel as a means of providing information to students about a variety of traffic safety and health behaviors.
- Develop and conduct alcohol issues training sessions for a variety of professional disciplines.
- Make effective use of criminal justice, medical or other professionals through presentations in the classroom or the design of and delivery of training courses and materials.

Costs eligible for reimbursement include personal services, fringe benefits, travel, contractual services, printing, commodities (films, video tapes) and operation of automotive equipment.

The applicant agency must be prepared to participate in media and promotional events at the request of DTS.

Background information is located in **Appendix A**.

IV. PROSECUTION/ADJUDICATION

The purpose of this program emphasis area is to increase DUI conviction rates through both improved judicial accountability and expedient and proper case management.

Communities should implement a comprehensive program for visible and aggressive prosecution of impaired driving cases. Highly-visible and effective prosecution of DUI charges increases the public's perception of the risk of detection and punishment. Furthermore, the effectiveness of prosecution efforts will be lost without support and strength in adjudication.

Funding will be considered for projects that:

- Give prosecutors the skills and resources to obtain convictions and seek appropriate and effective sanctions for offenders.
- Facilitate uniformity and consistency in prosecution and adjudication of impaired driving cases.
- Give judges the skills and resources necessary to appropriately adjudicate impaired driving cases.
- Ensure that judges are well versed in DUI issues and prepared to adjudicate youthful offenders.
- Coordinate schedules of DUI court cases to ensure arresting officer participation.
- Assist with the development, implementation or expansion of "No-refusal" programs.
- Establish DUI Court
- Foster "No-refusal" policies and execution

If necessary to ensure effective prosecution/adjudication and reduce recidivism, consideration will also be given to salaries for support staff.

Costs eligible for reimbursement include personal services, fringe benefits, social security, travel, contractual services, printing, commodities, equipment and operation of automotive equipment.

For a list of resources regarding Prosecution/Adjudication, see **Appendix A**.

V. PROGRAM ADMINISTRATION

Reimbursement

Highway Safety Projects are funded on a reimbursement basis. The law enforcement agency grantee pays the cost for program operation using local funds. The agency then 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.dot.il.gov/trafficsafety/tsforms.html> . Procedures for completing the claim for reimbursement are attached to the form.

Claims for Reimbursement will not be processed until required reports have been submitted. The final claim and reports are due by **November 1st**. Failure to submit these documents by the required due date will significantly delay payment as it may need to be processed through the Illinois Court of Claims. Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

Evaluation

The Division of Traffic Safety's overall assessment of the effectiveness of the project will be based upon the successful completion of the required activities and the changes in crashes over a specified period. This data is to be submitted in progress reports and the final report. Based upon these data, the DTS will analyze the effectiveness of the project.

Reporting Requirements

Progress Reports are to be submitted for each month commencing with the beginning of the project. These reports are due by the tenth of the following month and are sent to the designated DTS liaison. The reports shall include a narrative addressing the activity of the project. The TS 7 form is available on IDOT's Website at <http://www.dot.il.gov/trafficsafety/tsforms.html>), Distribution of Materials Report Form (TS-28 PI-1) and Presentation Report Form (TS-29 PI-2) also both available on IDOT's Website at <http://www.dot.il.gov/trafficsafety/tsforms.html> .

Final Report

The final report shall be submitted by **November 1**. The report shall include a narrative analyzing the project's accomplishments over the year, whether or not the objectives were met, problems or successes encountered and how grant activities affected crashes.

Project Monitoring

A designated DTS project manager will conduct on-site visits to ensure that project activities are on schedule, to provide assistance as needed, and monitor enforcement activities. Failure to maintain operation of the project at the level agreed upon in the approved Highway Safety Agreement will result in the termination of funding.

Revisions

No revisions and/or alterations to the approved Highway Safety Project are to be made in the Agreement or Enforcement Plan of Activity without prior approval by the Division of Traffic Safety.

Any revision must be requested in writing as stated in the "Agreement Conditions". Justification must be furnished at the time of the request.

The Project Director should not implement the alteration until a written response from the Division of Traffic Safety is received.

Project Continuation

If the agency so desires, it may request continued funding of the Local Alcohol Project. Project continuation shall be considered contingent upon established need, proper administration and demonstrated impact of the previous year's project, as well as the availability of federal funds.

RESOURCES

Countermeasures That Work: A Highway Safety Countermeasure Guide, Seventh Edition,
January 2013, National Highway Traffic Safety Administration

Evaluation of the Checkpoint Strikeforce Program, DOT HS 811 056, November 2008,
National Highway Traffic Safety Administration

Alternative Transportation Programs: A Countermeasure for Reducing Impaired Driving,
DOT HS 811 188, National Highway Traffic Safety Administration

Refusal of Intoxication Testing: A Report to Congress, DOT HS 811 098, September 2008,
National Highway Traffic Safety Administration

Statistical Analysis of Alcohol-Related Driving Trends, DOT HS 810 942, May 2008,
National Highway Traffic Safety Administration

Copies of the above publications and numerous others can be found at the following:

<http://www-nrd.nhtsa.dot.gov/cats/index.aspx>

or by contacting IDOT's Division of Traffic Safety at 217/557-6670.

WEBSITES

www.trafficsafetymarketing.gov

the National Highway Traffic Safety Administration's communications resources

www.nhtsa.gov

National Highway Traffic Safety Administration's main page

<http://www.idot.illinois.gov/transportation-system/safety/roadway/index>

IDOT, Division of Traffic Safety's main page

FFY 2017 Enforcement Campaign Dates

Campaign	Paid Advertising Campaign	Potential Kickoff Press Release Dates	Enforcement	Post Enforcement Media Release	Grant Data Collection Form Due	Equipment Incentive Program Form Due
2016						
Halloween	No	October 24-28, 2016	October 28-November 2 (6 a.m.), 2016	November 2-5, 2016	November 16, 2016	No Incentive Program
Thanksgiving	Yes	November 14-21 2016	November 14-28 (6 a.m.), 2016	November 29-December 2, 2016	December 12, 2016	December 5, 2016
Christmas & New Year's	Yes	December 12-21, 2016	December 16, 2016-January 2 (6 a.m.), 2017	January 2-6, 2017	January 17, 2017	January 9, 2017
2017						
Super Bowl	No	February 1-3, 2017	February 3-6 (6 a.m.), 2017	February 6-8, 2017	February 20, 2017	No Incentive Program
St. Patrick's Day	No	March 13-16, 2017	March 17-20 (6 a.m.), 2017	March 20-24, 2017	April 3, 2017	No Incentive Program
Memorial Day	Yes	May 15-25, 2017	May 15-30 (6 a.m.), 2017	May 30-June 2, 2017	June 5, 2017	June 5, 2017
Independence Day	Yes	June 20-30, 2017	June 26-July 9, 2017	July 10-14, 2017	July 24, 2017	July 17, 2017
Labor Day Holiday	Yes	August 21-30, 2017	August 21 – September 5 (6 a.m.), 2017	September 5-8, 2017	September 18, 2017	September 12, 2017
Additional Impaired Driving and/or Occupant Protection Patrols (Optional)	No	Submit to LEL in advance for approval	Submit to LEL in advance for approval	Submit to LEL in advance for approval	Within 14 days of completion of enforcement	No Incentive Program