

# **Injury Prevention Program (IP)**

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**Project Specifications  
FFY 2013**

# INJURY PREVENTION PROGRAM

## **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, established the Injury Prevention grant program. The program is designed primarily to enable local agencies to conduct public information and education campaigns targeting 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 issues, including but not limited to the following areas:

- Provide public information, educational materials and technical tools designed to foster community level approaches to traffic safety;
- Increase employer participation in traffic safety issues and implementation of employer-based strategies;
- Provide targeted programs aimed at increasing the safety of teenage drivers;
- Provide "ThinkFirst" type programs that reduce brain trauma, fatalities and traffic crashes to local communities;
- Provide community outreach to targeted markets focused on highest risk groups for traffic crashes such as 18 to 34 year old males, older drivers, teen drivers, distracted drivers, cell phone use, etc.;
- Establish and maintain community coalitions of law enforcement, public health and grassroots organizations to reduce injury and fatality rates in specific areas.

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.

## 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:

- a) To implement the injury prevention program detailed in the grant application;
- b) To evaluate the effectiveness of the injury prevention program;
- c) To participate in Public Hearings and promotional events at the request of DTS;
- d) If the project is related: participate in the annual Child Passenger Safety Week Campaign and/or the annual Memorial Day “Click It or Ticket” Campaign and/or the annual Labor Day “Drive Sober or Get Pulled Over” Campaign;
- e) If the project is related: to participate in the IDOT/DTS Operation Teen Safe Driving Program.

#### 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

1. Applications for funding are to be submitted on a **Highway Safety Project Application form TS 60 by February 17, 2012.** Projects will typically **begin October 1, 2012** and **conclude September 30, 2013.**

The Highway Safety Project Application form can be found as form TS-60 on IDOT's website at <http://www.trafficsafetygrantsillinois.org>.

**Once the application is completed, the following must be done:**

a). A completed (original) application is to be mailed to:

Grants Process Coordinator  
Illinois Department of Transportation  
Division of Traffic Safety  
1340 North 9<sup>th</sup> Street  
Springfield, IL 62702

b). An electronic copy (in Microsoft Word) of the application emailed to:

[DOT.trafficsafetyreports@illinois.gov](mailto:DOT.trafficsafetyreports@illinois.gov)

2. Applications will not be evaluated and considered for funding without the above steps a & b completed.
3. Grant Applications must be received at the Division of Traffic Safety by **February 10, 2012**.

### **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 TLEP, 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 will significantly delay 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 shall 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 may 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 are to 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 a revised patrol schedule, timetable, operational change or a budget revision. 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 is received.