

# **Regional Traffic Safety Resource Center Program (RTSRC)**

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**Project Specifications  
FFY 2013**

# **REGIONAL TRAFFIC SAFETY RESOURCE CENTER 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 Regional Traffic Safety Resource Center grant program. The program is designed primarily to establish seven Traffic Safety Resource Centers across Illinois with each region having a Traffic Safety Liaison to conduct public information and education campaigns focusing on traffic safety issues related to occupant protection, including but not limited to safety belts or child safety seats, distracted driving and impaired driving issues. Programs will focus on age-appropriate target audiences. Local agencies willing to take on this initiative may apply for funding.

Parties interested in applying for this program should contact the State Occupant Protection Coordinator at [dot.buckleup@illinois.gov](mailto:dot.buckleup@illinois.gov).

## **II. APPLICANT AGENCY REQUIREMENTS**

### **A. Eligibility**

#### 1. Who is eligible to apply

Eligible local agencies would include local civic organizations, not for profit groups, public and private colleges and universities, hospitals, health departments and governmental agencies.

#### 2. Financial Conditions

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

#### 3. The applicant agency agrees to the following:

- a) To implement the Regional Traffic Safety Resource Center (RTSRC) program detailed in the grant application.
- b) The RTSRC must employ a CPS Technician who has successfully completed the National Standardized CPS Training program approved by NHTSA and has been certified as a CPS Technician for a minimum of two (2) years. National CPS Certified Instructor status is desirable but not mandatory.

- c) The RTSRC's are required to participate in the annual Child Passenger Safety Week Campaign, the annual Memorial Day "Click It or Ticket" Campaign and the annual Labor Day "Drive Sober or Get Pulled Over" Campaign.
- d) To assist IDOT with the safety belt and Child Safety Seat use surveys.
- e) To actively participate in the IDOT/DTS Operation Teen Safe Driving Program.
- f) To coordinate or conduct a minimum of two (2) Standardized CPS Training program's in their region for new CPS technicians during the project year.
- g) To conduct a minimum of 12 educational presentations on occupant protection issues (CPS, Safety Belts, etc.) during the project year.
- h) To evaluate the effectiveness of the Regional Traffic Safety Resource Center program.
- i) To assist with alcohol-related programs such as "Drive Sober or Get Pulled Over." Campaigns.
- j) To participate in traffic safety related promotional events at the request of DTS.

## **B. Application Submittal**

1. Complete Application (TS 61) online at [www.trafficsafetygrantsillinois.org](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 17, 2012**.
4. Projects will **begin October 1, 2012** and **conclude September 30, 2013**.

### **III. IDOT REQUIREMENTS**

#### **A. Project Approval**

Each request for funding will be assigned to a Grant Manager who will work directly with the applicant agency. Project approval depends on the availability of funds and project compliance with these specifications. 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. 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**

1. Highway Safety Projects are funded on a reimbursement basis. The grantee pays the cost for program operation using its own funds. The grantee then 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> under forms.
2. 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.
3. Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

#### **C. Reporting Requirements**

1. DTS's overall assessment of the effectiveness of the program will be based on the successful completion of the scheduled tasks (administrative evaluation).
2. 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.
3. 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, problems or successes encountered and how the project activities affected occupant protection usage.

4. The reports listed below may also be required if the RTSRC also serves as a child passenger safety seat program or has other income from this program.
  - a) TS 203: Child Safety Seat Program Monthly Child Safety Income Report
  - b) TS 204: Child Safety Seat Program Monthly Child Safety Distribution
  - c) TS 206: Injury Prevention Program, Monthly Income and Expenditure Report

#### **D. Project Monitoring**

1. 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.
2. In addition to the normal IDOT/DTS grant management activities this program will also be coordinated with the Statewide Occupant Protection Coordinator and the statewide occupant protection program.

#### **E. Revisions**

1. No revisions and/or alterations to the approved Highway Safety Project are to be made in the Agreement without prior approval by IDOT/DTS.
2. 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 timetable, operational change or a budget revision. Justification must be furnished at the time of the request.