

# **Injury Prevention Program**

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**Project Specifications  
FFY 2011**

**(Revised 12/09)**

# **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

#### 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 the injury prevention program detailed in the grant application;
2. To evaluate the effectiveness of the injury prevention program;
3. To participate in Public Hearings and promotional events at the request of DTS;
4. 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 "You Drink & Drive, You Lose" Campaign;
5. If the project is related: to participate in the IDOT/DTS Operation Teen Safe Driving Program.

#### 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.**

#### 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

Applications for funding are to be submitted on a **Highway Safety Project Application form TS 60 by February 1, 2010**. Projects will typically **begin October 1, 2010** and **conclude September 30, 2011**.

The Highway Safety Project Application form can be found as form TS-60 on IDOT's website at <http://www.dot.il.gov/trafficsafety/tsforms.html> .

The instructions for completing the request are detailed in the following pages and on the TS 60 application form. Division of Traffic Safety (hereafter, DTS) personnel are available to help in the preparation of your request.

1. **Applicant Agency** - enter the name and address of the agency requesting funding. Enter your Taxpayers Identification Number (TIN) in the appropriate space.
2. **Project Title** – enter the title of your project.
3. **Project Description** - the initial request shall include the five parts described below. If the TS 60 form does not provide adequate space a separate attachment may be utilized. This is the key portion of your application and sufficient detail should be provided to enable the highway safety grants selection committee to make an informed decision on whether to fund this grant application.
  5. A. **Problem Statement** - the applicant agency shall describe why an Injury Prevention project is being requested. (Include crash data and other information that would support the approval of this grant program)
  5. B. **Background** - a description of the community, population and pertinent highway safety issues that need to be addressed.
  5. C. **Program Goals and Objectives** - a long-range goal(s) shall be developed which details the overall purpose of the program and states the expected results from this project. The goal(s) shall reflect what is to be achieved during this program. Objectives then shall provide a more detailed listing of what the program plans to accomplish. One major goal should be to achieve long-term self sufficiency of the program, or perusal of additional funding sources, as DTS funding will not continue indefinitely.

**Goals developed under this grant program must align with the IDOT/DTS goals listed below.**

**Goal:** To reduce the statewide traffic fatalities from the 2004 level of 1355 to 735 by December 31, 2013.

**Goal:** To reduce the statewide severe injuries in traffic crashes from the 2004 level of 18,798 to 7,771 by December 31, 2013.

**Goal:** To reduce the statewide traffic fatality rate per 100 million miles of vehicle travel (VMT) from the 2004 level of 1.24 to 0.74 by December 31, 2013.

**Goal:** To reduce the number of unrestrained passenger vehicle occupant fatalities from 468 in 2004 to 204 by December 31, 2013.

Additional details and more specific goals for underlying programs and problems can be found in the Highway Safety Plan available on IDOT's website at <http://www.dot.il.gov/safety.html>.

**5. D. Methods of Procedure** - provide details of how the agency will accomplish the program goals and objectives, i.e. what activities will be conducted during the project period. A timetable shall depict the time allotted to complete each task within the project.

**5. E. Assessment and Evaluation** - the applicant agency shall acknowledge that the program will be evaluated administratively by IDOT/ DTS. The evaluation will include:

1. Timely completion of activities scheduled in the timeline.
2. The development and implementation of the public information and education campaigns for the program.
3. An evaluation of the effectiveness of the program.

**5. F. Project Description Summary** - using the information from 5A-E, summarize in 100 words or less the proposed project plan.

**5. G. Budget FFY 2011** - the local agency will pay all of the costs of operating the project using its own funds. The reimbursement process takes time and the grantee should be prepared for possible delays in payment. The budget shall cover the entire period of project operation. Costs are divided into nine categories. Not all categories will be required for the project. Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

**7. A. Project Director** - The person who will have direct knowledge of the day-to-day operation of the project. Type name, title, mail and email addresses, telephone and fax numbers. The project director must sign the proposed agreement.

**7. B. Authorizing Representative** - The person who will have the capability to obligate funds on behalf of the grantee. Type name, title, address, telephone and fax numbers. The authorizing representative must sign the proposed agreement.

**The original completed request and one (1) copy, along with a copy of these specifications is to be mailed to:**

Grants Process Coordinator  
Division of Traffic Safety  
PO Box 19245  
Springfield, Illinois 62794-9245

### 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.dot.il.gov/trafficsafety/tsforms.html> .

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.dot.il.gov/trafficsafety/tsforms.html> .

(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.