

# **Regional Occupant Protection Resource Coordinator Program**

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**Project Specifications  
FFY 2011**

**(Revised 11/09)**

## **Regional Occupant Protection Resource Coordinator 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 Occupant Protection Resource Coordinator grant program. The program is designed primarily to enable these regional coordinators to conduct public information and education campaigns targeting traffic safety issues related to occupant protection, whether safety belt or child safety seats as well as teen and impaired driving issues. 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**

#### **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.

#### **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.

#### **The applicant agency agrees to the following:**

1. To implement the Regional Occupant Protection Resource Coordinator (ROPRC) program detailed in the grant application;
2. The ROPRC must be 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.
3. The ROPRC'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 "You Drink & Drive, You Lose" Campaign;
4. To assist IDOT with the safety belt and Child Safety Seat use surveys;
5. To actively participate in the IDOT/DTS Operation Teen Safe Driving Program;
6. 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;
7. To conduct a minimum of 12 educational presentations on occupant protection issues (CPS, Safety Belts, etc.) during the project year;
8. To evaluate the effectiveness of the Regional Occupant Protection Resource Coordinator program;
9. To participate in traffic safety related promotional events at the request of DTS.

## **B. How to Apply**

Applications for funding are to be submitted on a **Highway Safety Project Application form TS 61 by February 1, 2010**. Projects will **begin October 1, 2010** and **conclude September 30, 2011**. The Highway Safety Project Application form can be found as form TS-61 on IDOT's website at <http://www.dot.il.gov/trafficsafety/tsforms.html>.

The instructions for completing the request are detailed below. 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/FEIN) in the appropriate space.
2. **Project Title** enter the title of your project.

**Project Description** the initial request shall include the five parts described below. If the TS 61 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 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 a Regional Occupant Protection Resource Coordinator Program 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 shall be developed which details the overall purpose of the program and states the results you expect from this project. Goals shall reflect what you plan to achieve during this program. Objectives should provide a more detailed listing of what you plan to accomplish with this program.

Goals of the project must address the IDOT/DTS occupant protection goals listed below.

### **Occupant Protection Program Goals**

**Goal:** Increase the statewide safety belt usage rate by 17 percentage points from 83 percent in 2004 to 100 percent by December 31, 2013.

**Goal:** To reduce statewide traffic fatalities from the 2004 level of 1,355 to 735 by December 31, 2013.

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

**Goal:** Reduce the unbelted occupant fatalities from 468 in 2004 to 204 by December 31, 2013.

**5. D. Methods of Procedure** Provide details of how you will accomplish the program goals and objectives, i.e. what activities you will conduct 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. Some possible areas for measurement could include:
  - To conduct a minimum of 12 CPS inspections per year.
  - To conduct a minimum of 12 CPS educational presentations during the year.
  - To achieve a higher use of safety belts and child passenger safety seats in the region.

**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 budget shall cover the entire period of project operation. Costs are divided into nine categories. Not all categories will be required for the project.

**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 completed request along with a copy of these specifications is to be mailed to:**

Grants Process Coordinator  
IL 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 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

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.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.

Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

#### 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, problems or successes encountered and how the project activities affected occupant protection usage.

(3) The reports listed below may also be required if the ROPRC also serves as a child passenger safety seat program or has other income from this program.

- TS 203: Child Safety Seat Program Monthly Child Safety Income Report
- TS 204: Child Safety Seat Program Monthly Child Safety Distribution
- TS 206: Injury Prevention Program, Monthly Income and Expenditure Report

#### **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.

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**

No revisions and/or alterations to the approved Highway Safety Project are to be made in the Agreement without prior approval by IDOT/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 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 of Traffic Safety is received.