



Highway Safety Concept Paper Instructions for FY 2011

Florida Department of Transportation
State Safety Office
Highway Safety Grant Program
01/13/2010

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Introduction

The Florida Department of Transportation Safety Office (FDOT) funds subgrants that address traffic safety priority areas that include Impaired Driving, Police Traffic Services, Speed and Aggressive Driving, Roadway Safety, Occupant Protection/Child Passenger Safety, Pedestrian and Bicycle Safety, Motorcycle Safety, Traffic Records, and Community Traffic Safety. Subgrants may be awarded for assisting in addressing traffic safety deficiencies, expansion of an ongoing activity, or development of a new program.

Agencies Eligible to Receive FDOT Funding

Government agencies, political “subdivisions” of the state, local city and county government agencies, state colleges and state universities, school districts, fire departments, public emergency services providers, and certain qualified non-profit organizations are eligible to receive funding from FDOT.

Qualified Non-Profit Organizations

Chapter 14-98, Florida Administrative Code, requires non-profit organizations to provide their “**Certificate of Status**” from the **Florida Department of State, Division of Corporations**, verifying their not-for-profit status when submitting their concept paper. The “**Consumer’s Certificate of Exemption**” from the **Florida Department of Revenue** or a letter from the Department of the Treasury confirming Section 501(c)(3) status is not sufficient to meet this requirement.

If the non-profit organization’s project is selected for funding, it must provide a financial statement showing the establishment of a special account designated for project activities, which contains funds equal to or greater than the amount of the subgrant award.

Funding Restrictions

Replacement of existing program expenditures, program maintenance, research, rehabilitation, furniture, and construction are not allowable costs. Other unallowable costs are dealt with on a project-by-project basis.

Project Funding Period

Subgrants are administered on a Federal fiscal year basis (October 1 – September 30). Funding is approved on a yearly basis, and agencies can be funded for a maximum of three consecutive years in a given traffic safety priority area. (Projects that FDOT determines are statewide activities may be funded for a longer period of time).

Subgrants are intended to provide seed money to start new programs. Projects should become self-sufficient and continue when subgrant funding terminates. To promote self-sufficiency, agencies are expected to provide a local funding match when personnel costs are included in second and third year projects. The local match is normally 25% of eligible costs for second year projects and 50% for third year projects.

Selection Criteria

The FDOT Safety Office reviews all Highway Safety Concept Papers for compliance with state and federal regulations. Concept papers that comply with these regulations are prioritized using the following criteria:

- ◆ Does the concept paper request satisfy a specific traffic safety need identified by the data and the Safety Office?
- ◆ Does the agency making the funding request serve a city/county ranked in the top 25% of its population group for the program area in which funds are being requested?
- ◆ Does the crash data supplied in the concept paper's "Statement of the Problem" document an existing traffic safety problem? Three years of data must be provided. (Citation data and survey results can also be used to document the problem.)
- ◆ Are the goals and objectives of the concept paper consistent with the goals of the Safety Office and the Strategic Highway Safety Plan?
- ◆ How does the request for funding tie into the Strategic Highway Safety Plan?
- ◆ If the agency was funded in the past, did it submit activity and financial reports on a timely basis and implement the activities that were detailed in the subgrant agreement?

Notification

The FDOT Safety Office will send a letter of receipt to the head of the submitting agency when a concept paper is received. All concept papers are reviewed and prioritized between April and July, and the head of each agency will be notified in August as to whether the concept paper was selected for inclusion in the annual State of Florida Highway Safety Performance Plan. Agencies that are selected to be included in the annual Highway Safety Performance Plan will receive instructions on how to complete their Subgrant Application for Highway Safety Funds.

FDOT Funded Traffic Safety Priority Areas

Alcohol (Impaired Driving) - Includes impaired driving, youth alcohol programs, and community prevention/intervention programs. Concept papers should include one or more of the following activities: specialized enforcement, education, training, and public information efforts.

Items eligible for funding under this category may include: in-car video systems, public awareness materials, and DUI checkpoint equipment, including trailers, light towers, traffic cones, arrow boards, and generators.

FDOT Contact Person: Pete Cohen (850) 245-1560 or peter.cohen@dot.state.fl.us

Police Traffic Services – Includes training programs related to traffic enforcement, crash investigation, and general traffic safety. Concept papers should address traffic enforcement training needs.

Items eligible for funding under this category may include: registration fees and equipment for training. Travel expenses and per diem to attend training activities are not normally funded.

FDOT Contact Person: Jason Colson (850) 245-1540 or jason.colson@dot.state.fl.us

Speed Control (Aggressive Driving) – Includes speeding, aggressive driving, red light running, and other traffic enforcement activities. Concept papers should address specialized enforcement, education, and public information efforts.

Items eligible for funding under this category may include: speed measuring devices, radar display trailers, and public awareness materials.

FDOT Contact Person: Jason Colson (850) 245-1540 or jason.colson@dot.state.fl.us

Roadway Safety – Includes efforts to assist public works agencies (city and county) and engineering departments in providing a safe environment for growing traffic volumes. In addition, concept papers should correlate crashes with traffic volumes and recommend remedial action.

Items eligible for funding under this category may include: reflectometers, sign-making equipment, striping machines, and computers for maintaining roadway databases.

FDOT Contact Person: Roger Doherty (850) 245-1522 or roger.doherty@dot.state.fl.us

Occupant Protection/Child Passenger Safety – Includes safety belt use awareness, safety belt enforcement, special needs, teens, minority programs, and other education programs. This area also includes establishing or expanding child passenger safety inspection stations, child passenger safety awareness training, school bus safety, special needs training, and other child passenger safety programs. Concept papers should address education, training, enforcement, surveys, and public information efforts.

Items eligible for funding under this category may include: educational materials, survey materials, variable message boards, child safety seats, inspection station supplies, trailers for use as mobile inspection stations, and public awareness materials.

FDOT Contact person: Ralph Salvas (850) 245-1526 or ralph.salvas@dot.state.fl.us

Pedestrian and Bicycle Safety - Includes programs to increase safety awareness and skills among pedestrians, bicyclists, and motorists who share the road with pedestrians and bicyclists. Concept papers should address education, training, enforcement, surveys, and public information efforts.

Items eligible for funding under this category may include: public awareness materials, bicycle skills courses, and training for professionals involved with all aspects of pedestrian and bicycle safety.

FDOT Contact Person: *Ralph Salvas (850) 245-1526 or ralph.salvas@dot.state.fl.us*

Motorcycle Safety - Includes programs to increase safety awareness and skills among motorcyclists. Concept papers should address education, training, and public information efforts.

Items eligible for funding under this category may include: equipment for training, educational materials, and public awareness materials.

FDOT Contact Person: *Trenda McPherson (850) 245-1528 or trenda.mcpherson@dot.state.fl.us*

Traffic Records - Includes the addition of crash, citation, roadway, and EMS data to electronic record management systems, the development of comprehensive crash records information systems, and the automation of analytical processes. The Safety Office has funded the development of TraCS software applications at the FAMU/FSU College of Engineering. TraCS software includes the uniform citation form, DUI citation form, DUIPak, and the update/continuation form. This software is available at no charge to all Florida law enforcement agencies. As a result, the Safety Office does not provide funding support for proprietary crash and citation software. The Safety Office will continue to support the maintenance and upgrade of TraCS software and training activities for agencies that implement TraCS.

Items eligible for funding under this category may include: computer software (other than citation and crash form software) and hardware needed to implement TraCS or traffic records management systems.

FDOT Contact Person: *Roger Doherty (850) 245-1522 or roger.doherty@dot.state.fl.us*

Community Traffic Safety - Includes traffic safety programs identified by local communities that address crash problems, establish priorities, and develop appropriate intervention techniques. Concept papers should include education, surveys, or public information efforts.

Items eligible for funding under this category may include: educational materials and public awareness materials.

FDOT Contact Person: *Trenda McPherson (850) 245-1528 or trenda.mcpherson@dot.state.fl.us*

Highway Safety Concept Paper Guidelines

Applying for Federal Highway Safety funds begins with submission of a Highway Safety Concept Paper under the following guidelines:

Agencies must submit their funding requests on the official Highway Safety Concept Paper form (DOT form number 500-065-17) with the revision date of 12/08 (on the top right corner of the form). The Highway Safety Concept Paper submitted must be no longer than seven pages, including a cover letter from the Head of the Agency requesting funding. All sections of the form should be completed except for the box marked "FDOT Use Only."

Additional pages, documentation, or letters of support will **not be considered**. However, not-for-profit agencies must include their "Certificate of Status" from the Florida Department of State with their Highway Safety Concept Paper.

A cover letter signed by the head of the agency must be attached to the concept paper. The cover letter must be typed on agency letterhead and must be signed by the head of the agency, stating that the agency head fully supports the proposed project.

Examples of an agency head: Sheriff, Chief of Police, Fire Chief, University President, County Commission Chairperson, Mayor, Public Works Director, or Health Department Director.

Highway Safety Concept Paper Mailing Address

Mail the original concept paper and cover letter to:

Regular Mail

**Randall G. Smith
Traffic Safety Administrator
Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450**

Overnight – Fed Ex, UPS, Other

**Randall G. Smith
Traffic Safety Administrator
State Safety Office
1211 Governors Square Boulevard, Suite 300
Tallahassee, FL 32301**

Highway Safety Concept Paper Submission Deadline

Concept papers are accepted from January 1 through March 31 for the next funding cycle. Concept papers must be **postmarked no later than Wednesday, March 31, 2010** to be considered for funding.

The FDOT Safety Office will not accept Highway Safety Concept Papers that are postmarked after March 31, 2010. Concept papers that are received by fax or e-mail will not be accepted.

Highway Safety Concept Paper Format

The Highway Safety Concept Paper form contains the following elements: Informational Form (Page 1), Statement of the Problem, Proposed Solution, Project Objectives, Evaluation, and Budget.

Informational Form

Complete all of the following items on the Informational Form: Agency, Concept Paper Title, Amount Requested, Priority Area for Concept Paper, Type of Request, Type of Project, Head of Agency, and Project Contact.

Statement of the Problem

Identify the traffic safety-related problem or deficiency that the proposed project is intended to correct. Is the problem identified in the Strategic Highway Safety Plan (SHSP)? (If yes, which emphasis area or priority area does it fall under?) Include crash data and a brief analysis of the data. The three most recent years of data should be provided and analyzed. When identifying the problem, take into consideration changes or projected changes in population, traffic patterns, and other demographic dynamics that may affect traffic safety. Citation and survey data can also be included in this section.

Examples:

Provide city or county alcohol-related crash statistics – crashes, injuries, and deaths – for the past three years.

Compare local safety belt use rates to statewide rates.

Conduct and report the findings from a local bicycle helmet use survey. Discuss any comparison between your jurisdiction and similar jurisdictions.

Provide three years of enforcement data that reflect the problem. (For example, show the number of citations, arrests, and special operations for your jurisdiction that reflect the problem.)

Proposed Solution

Explain what strategies/actions you are proposing to solve the traffic safety problem(s) that you have identified. If your problem is identified in the SHSP, how does your proposed solution relate to the SHSP? Your solution must show a logical relationship to your identified problem. Items in your budget must correlate to your statement of the problem and the proposed solution.

Objectives

State the objective(s) of the project. At least some of the objectives must have measurable outcomes, and baseline data should be provided.

Examples:

- To reduce the number of alcohol-related crashes by 5% in 2011 compared to 206 crashes recorded in 2009 through the high visibility enforcement operations.

- To reduce speed-related crashes in the city by increasing the number of speeding citations issued by 5% in 2011 as compared to the 465 citations issued in 2009.
- To reduce bicycle injuries in the city by 5% during 2011 as compared to the 128 injuries reported in 2009 by conducting public awareness programs at local schools, colleges, and businesses.
- To increase safety belt usage at the county's five high schools to 87% by June 1, 2011, compared to the 76% usage rate determined through observational surveys conducted at the schools between May 1-15, 2009.
- To conduct at least 60 child safety seat fitting station appointments by September 1, 2011.

Evaluation

Provide the evaluation component(s) that you will use to examine the achievement of the program objectives. This in-depth examination of program performance and context allows for an overall assessment of how the program is working and identifies adjustments that may improve results in the future.

Example:

The department will compare the number of speed-related crashes for the 12 months prior to the start of the project to the number of speed-related crashes for the first 12 months following the start of the project to determine the effectiveness of the program. Each countermeasure used during the project will be reviewed to determine which interventions were most effective in reducing crashes.

Budget

When preparing the proposed budget, care should be taken in estimating costs. Line items should be included for each position, contractual service, piece (or type) of equipment needed. Be sure to include tax, delivery, shipping, and set-up costs. Attempt to anticipate increases in costs that may occur between the time the subgrant is proposed and the subgrant start date. **Subgrant costs must be reasonable and proportional and directly related to the stated problem and proposed solution.**

Budget Categories

Personnel Services - Costs must include the position, the subgrant portion of the salary, and any required salary match. Benefits must be listed as a separate line item.

Contractual Services - Costs may include work that will be performed by each consultant firm or person secured on contract to work on the project. Do not list firm, agency, or individual's names. Use descriptive titles such as "Data Consulting" or "Evaluation Services."

Expenses - Costs may include direct expenditures, such as bicycle helmets, child safety seats, inspection station supplies, printing, educational materials, travel, and portable breath test devices. Software is always an expense item, even if it costs more than \$1,000. Do not use brand names. Enter only items that are less than the amount established as the limit for Operating Capital Outlay items in accordance with your agency requirements.

Operating Capital Outlay - Enter the estimated dollar amount for equipment that costs more than the agency's established limit for Operating Capital Outlay items. Costs may include speed monitoring trailers, light towers, arrow boards, laser units, computers, and child passenger inspection station trailers. Do not use brand names. Include a separate line item for each piece of equipment that exceeds \$5,000. The items that exceed \$5,000 are considered "nonexpendable property."

Indirect Costs - Costs that cannot be charged directly to a project. At this time, indirect costs are an allowable and are limited to 10% of total cost. All indirect cost proposals must be submitted on the Highway Safety Concept Paper form. An agency that requests indirect costs must have adopted an indirect cost policy that conforms to either OMB Circular A-87 or A-122 and must provide a copy of the policy to the Safety Office.

Forms Available on Internet

The Highway Safety Concept Paper form, the Highway Concept Paper Instructions, and Sample Highway Safety Concept Papers are available on the FDOT Safety Office website:

<http://www.dot.state.fl.us/safety/HighwaySafetyGrantProgram/hsgp/HSGPsample.htm>

Suggested Resources

Traffic Crash Facts/Uniform Traffic Citation Report: Florida Department of Highway Safety and Motor Vehicles (DHSMV). Crash data from 1994-2008 and citation data from 2003-2008 is available at: <http://www.flhsmv.gov/html/safety.html>.

Highway Safety Matrix: Florida Department of Transportation. The matrix is available at: <http://www.dot.state.fl.us/safety/HighwaySafetyGrantProgram/hsgp/HSGPsample.htm> or call (850) 245-1500.

Fatal Accident Reporting System: USDOT, National Highway Traffic Safety Administration. Reports are available at: <http://www-nrd.nhtsa.dot.gov/departments/nrd-30/ncsa/>