

Highway Safety Concept Paper Instructions



Florida Department of Transportation
Safety Office
Highway Safety Sub-Grant Program

Revised 12/2014

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Introduction

The Florida Department of Transportation Safety Office (FDOT) funds sub-grants that address traffic safety priority areas that include: Aging Road Users, Community Traffic Safety Outreach, Distracted Driving, Impaired Driving, Motorcycle Safety, Occupant Protection and Child Passenger Safety, Paid Media, Pedestrian and Bicycle Safety, Planning and Administration, Police Traffic Services, Public Traffic Safety Professionals Training, Speed/Aggressive Driving, Teen Driver Safety, Traffic Records, and Traffic Records Coordinating Committee. Sub-grants may be awarded for assisting in addressing traffic safety deficiencies, expansion of ongoing activities, or development of new programs.

Agencies Eligible to Receive FDOT Funding

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

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 sub-grant award.

Funding Restrictions

Replacement/supplanting of existing program expenditures and/or items are not allowable costs. Examples of unallowable costs include but are not limited to: replacement of vehicles purchased through previous sub-grants, program maintenance, rehabilitation, and construction. Other unallowable costs are dealt with on a project-by-project basis.

Project Funding Period

Sub-grants are administered and funded on a federal fiscal year basis (October 1 – September 30), however the start date is always contingent upon allocation schedules of the federal dollars. 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.)

Sub-grants are intended to provide seed money to start new programs. Projects should become self-sufficient when sub-grant funding terminates. To promote self-sufficiency, agencies are expected to provide a local match when funding for personnel is included in second and third year projects. The local match is normally 25% 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 FDOT 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? (Citation data and survey results can also be used to document the problem.)
- How does this request for funding tie into the Strategic Highway Safety Plan (goals and objectives)?
- If the agency was funded in the past, did it submit reports, invoices, and financial paperwork on a timely basis and implement the activities that were detailed in the sub-grant agreement?

Notification

The FDOT Safety Office will send notification of receipt to the head of the agency when a concept paper is received. All concept papers are reviewed and prioritized, and the head of each agency will be notified in August as to whether the concept paper was selected for inclusion in the annual Highway Safety Plan. Agencies that are selected to be included in the Highway Safety Plan will receive instructions on how to complete the Sub-grant Application for Highway Safety Funds.

FDOT Funded Traffic Safety Priority Areas

[Aging Road Users](#) – Includes traffic safety programs and skills designed to improve aging road user safety awareness, access to alternative transportation and education. Concept papers should address education, training, surveys, and public information efforts. Items eligible for funding under this category may include but are not limited to: educational materials and public awareness materials.

[Community Traffic Safety Outreach](#) – 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 but are not limited to: educational materials and public awareness materials.

[Distracted Driving](#) – Includes traffic safety programs to increase safety awareness, prevention, and education. Concept papers should address specialized enforcement, education, training, and/or public information efforts. Items eligible for funding under this category may include but are not limited to: overtime for education, equipment for training, educational materials, and public awareness materials.

[Impaired Driving](#) – Includes High Visibility Enforcement (HVE), youth alcohol programs, community prevention/intervention programs, and DUI courts. Concept papers should include one or more of the following activities: specialized enforcement, education, training, or public information efforts. Concepts including overtime enforcement efforts should utilize the [Countermeasures That Work](#) guide. Items eligible for funding under this category may include but are not limited to: overtime, alcohol testing equipment, in-car video systems, public awareness materials, and DUI checkpoint equipment (including trailers, light towers, traffic cones, arrow boards, and generators).

[Motorcycle Safety](#) – Includes programs to increase safety awareness and skills among motorcyclists. Concept papers should address specialized enforcement, education, training, and public information efforts. Items eligible for funding under this category may include but are not limited to: overtime, equipment for training, educational materials, and public awareness materials.

[Occupant Protection and Child Passenger Safety](#) – Includes safety belt use awareness, safety belt enforcement, teens, minority programs, expanding child passenger safety inspection stations, and other occupant protection educational programs. Concept papers should address education, training, enforcement, surveys, education, and public information efforts.

Paid Media (FDOT Only) – Includes funding for the distribution of television, radio, and signage advertisements which promote FDOT Traffic Safety Campaigns.

Pedestrian and Bicycle Safety – Includes programs to increase safety awareness and skills among pedestrians, bicyclists, and motorists sharing the road. Concept papers should address education, training, enforcement, surveys, and public information efforts. Items eligible for funding under this category may include but are not limited to: overtime, public awareness materials, bicycle skills courses, and training for professionals involved with all aspects of pedestrian and bicycle safety.

Planning and Administration (FDOT Only) – Includes funding for the salaries, benefits, and travel costs of full time FDOT employees responsible for overseeing the development of the Highway Safety Performance Plan and for administering the highway safety sub-grant funds that Florida receives.

Police Traffic Services – Includes programs related to traffic enforcement, crash investigation equipment, and general traffic safety equipment. It may also include comprehensive traffic programs (a combination of traffic safety priority areas in one sub-grant). Concept papers should address traffic safety needs.

Public Traffic Safety Professionals Training – Includes training for public safety traffic enforcement officers, and applicable support staff in the areas such as traffic homicide investigation, traffic crash reconstruction, and DUI enforcement detection. Training classes should be designed to improve the skills and abilities of Traffic Enforcement Professionals as well as Crash Investigation personnel, and acquaint them with the new technology, theories, and techniques in their areas of practice. Items eligible for funding under this category may include but are not limited to: overtime, registration fees and equipment for training. Travel expenses, meals, hotels, and per diem to attend training activities are not normally funded.

Speed/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 but are not limited to: overtime, speed measuring devices, radar display trailers, and public awareness materials.

Teen Driver Safety – Includes traffic safety programs to increase teen driver safety awareness, prevention, and education. Concept papers should address specialized enforcement, education, training, and/or public information efforts. Items eligible for funding under this category may include but are not limited to: overtime for education, equipment for training, educational materials, and public awareness materials.

Traffic Records – Includes the addition of crash, citation, roadway, and EMS data into electronic record management systems, the development of comprehensive highway safety information systems, and the automation of analytical processes. Items eligible for funding under this category may include but are not limited to: computer software (other than citation and crash form software) and hardware needed to implement TraCS or traffic records management systems. Support for proprietary crash and citation software activities are not funded because TraCS software that includes the uniform citation form, DUI citation form, DUIPak, long and short form crash reports, and the update/continuation form is available at no charge to all Florida law enforcement agencies.

Traffic Records Coordinating Committee – The National Highway Traffic Safety Association (NHTSA) awards additional funding that can only be used for Traffic Records with the conditions that the distribution of these funds must be made by a Traffic Records Coordinating Committee. The review and approval of these sub-grants goes through a separate process but everything else is similar to the above Traffic Records priority area.



Highway Safety Concept Paper Guidelines

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

The Highway Safety Concept Paper must be submitted on the most recent version of FDOT form [500-065-17](#).

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 or their authorized signatory must be attached to the concept paper. The cover letter must be typed on agency letterhead and state that the agency head fully supports the proposed project.

Examples of an agency head or their authorized signatory includes but is not limited to: Sheriff, Chief of Police, Fire Chief, University President, County Commission Chairperson, Mayor, City Manager, Chief of Staff, or Health Department Director.

Highway Safety Concept Paper Mailing Address

Mail the original concept paper and cover letter via traceable method to:

**Florida Department of Transportation
Attn: Traffic Safety Administrator
Safety Office, MS 53
605 Suwannee St.
Tallahassee, FL 32399-0450**

Highway Safety Concept Paper Submission Deadline

Concept papers are accepted from January 1 through the last day of February for the next funding cycle. Concept papers must be **postmarked no later than the last day of February** to be considered for funding.

The FDOT Safety Office will not accept Highway Safety Concept Papers that are postmarked after the last day of February. Concept papers that are received by fax or e-mail will not be accepted.

Highway Safety Concept Paper Format

The Highway Safety Concept Paper must contain the following elements: Applicant Information, Statement of the Problem, Supporting Data, Proposed Solution, Sustainability, Project Objectives, Evaluation, and Concept Paper Budget.

Applicant Information

Complete all of the following items on the Concept Paper Form: Applicant Agency (funded agency), Implementing Agency (executes sub-grant tasks), Concept Paper Title, Amount Requested, Priority Area for Concept Paper, Type of Project, Type of Request, Ranking, 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 address. Please identify the associated emphasis area or continued priority area of the Strategic Highway Safety Plan (SHSP) you wish to address, if applicable.

Supporting Data

Include at least three (3) years of crash, injury, fatality, and citation data, to show the extent of the problem. If outside the top 25% for your city or county, provide further details to support your identified need. 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 (3) years.
- Compare local safety belt use rates to statewide rates.
- Provide three (3) 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

Provide the specific countermeasure(s), chapter, and section you plan on implementing from the Countermeasures That Work guide. Explain how the countermeasure(s) that you plan to implement will address the problem and how the funding that you have requested will support those countermeasure(s). If no countermeasure(s) exist, explain the basis of your selected strategy and how it will be effective. 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. Your proposed budget and purchases must also directly relate to solving your problem and implementing your solution. The Countermeasures That Work guide can be found at: <http://www.ghsa.org/html/publications/countermeasures.html>.

Sustainability

If not a statewide project, provide details about how you plan to continue the safety efforts after the initial funding period has ended.

Project Objectives

List the short term objectives that you have for the project. All objectives must be quantifiable, such as, "To reduce the number of crashes by 5% compared to the 3 year average of the most recent data." Baseline data should be provided for all objectives.

Examples:

- To reduce the number of crashes by 5% compared to the 3 year average of the most recent data by conducting 12 sobriety checkpoints during the sub-grant period.
- Providing 12 public education outreach events in the community during the sub-grant period.
- To reduce the number of alcohol-related crashes by 5% in 2013 compared to 206 crashes recorded in 2012 through high visibility enforcement.
- To reduce speed-related crashes in the city by increasing the number of speeding citations issued by 5% in 2013 as compared to the 465 citations issued in 2012.
- To reduce bicycle and pedestrian injuries and fatalities in the city by 5% during 2013 as compared to the 128 injuries reported in 2012 by conducting public awareness programs at local high schools, colleges, and businesses.
- To increase safety belt usage in the county to 87% by September 30, 2013, compared to the 76% baseline established in 2012.
- To conduct at least 60 child passenger fitting station appointments by September 1, 2013.

Evaluation

Explain how you will determine each project objective has been met by using one or more of the following methods: Formative, Process/Administrative, Impact, and Outcome. Details about the four methods of evaluation can be found at <http://www.dot.state.fl.us/safety/3-Grants/ProgramEvaluation.pdf>.

Concept Paper Budget

When preparing the proposed budget, care should be taken in estimating costs. Be sure to include tax, delivery, shipping, and set-up costs. Attempt to anticipate increases in costs that may occur between the time the sub-grant is proposed and the sub-grant start date.

Sub-grant costs must be reasonable, proportional, and directly related to the stated problem and proposed solution.

Budget Categories

Personnel Services - Costs must include the position title, the monthly salary, and percentage applicable to the project. If benefits will be reimbursed, those should be listed.

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 a firm, agency, or individual's name. Use descriptive titles such as "Data Consulting" or "Evaluation Services."

Expenses - Costs may include direct expenditures, such as: bicycle helmets, child safety seats, promotional items, printing, educational materials, travel, and portable breath test devices. Enter only items that are less than \$1000 per item. However, software is always an expense item, even if it costs more than \$1,000.

Operating Capital Outlay - This section is for equipment costing more than \$1000 per item. Costs may include items such as: speed monitoring trailers, light towers, laser units, computers, and child passenger inspection station trailers. Include a quantity for each piece of equipment that exceeds \$5,000. Items that exceed \$5,000 are considered "nonexpendable property."

Indirect Costs - Costs that cannot be charged directly to a project. Indirect costs are an allowable cost and shall be limited to a maximum of 10% of the total cost. Indirect costs only apply to agencies with federally approved indirect cost plans.

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 at <http://www.dot.state.fl.us/safety/3-Grants/Grants-Home.shtm>.