

Mini-Grant: Safe Communities for Illinois (SCIL)

**Project Specifications
FFY 2013 (Pilot)**

Mini-Grant for Safe Communities

INTRODUCTION

The Illinois Department of Transportation's Division of Traffic Safety (IDOT/DTS) has established a mini-grant for Safe Communities for Illinois (SCIL) to aid local communities in developing creative and comprehensive public education programs in at-risk neighborhoods where seat belt usage rates are lower and motor vehicle-related fatalities and alcohol-related fatalities are higher than other communities. During IDOT's major seat belt and alcohol campaigns, citizens take ownership for educating at-risk populations with our Click It or Ticket (CIOT) and Drive Sober or Get Pulled Over (DSOGPO) messages in an effort to reduce motor vehicle injuries and fatalities within their own communities.

SCIL will use local coalitions to deliver traffic safety messages and programs during the two-week period throughout the three enforcement periods of Memorial Day, Fourth of July and Labor Day in 2013. SCIL grantees are expected to provide the community outreach portion of the campaign while law enforcement agencies conduct the enforcement portion and IDOT conducts the paid media portion. This three-pronged approach is recommended for success. Local agencies must meet the requirements outlined in the following pages.

Goals and Objectives:

- Reduce the number of vehicle injuries and fatalities among at-risk males ages 18-34 within the city of Chicago.
- Increase seat belt usage among males ages 18-34.
- Increase the awareness of IDOT/DTS' available materials and programs.
- Help local agencies and communities incorporate IDOT's traffic safety messages and programs into their current and future outreach activities.

Requirements:

- Conduct an initial public meeting to describe the purpose of the project to the community.
- Participate at IDOT's initial press kick-off event (TBD).
- Participate/conduct a media event or outreach activity during the three mandatory campaigns with the option for another community-based festival/celebration:

Memorial Day CIOT / May 17 – June 2 (**Mandatory**)

July 4th DSOGP / June 21 – July 7 (**Mandatory**)

Labor Day DSOGP / August 16 – September 2 (**Mandatory**)

Other

- Distribute and collect IDOT/DTS "Combined Belt/Alcohol Survey" and submit to the department.

Grantees under this program will address a wide variety of issues including, but not limited to, the following approaches under this program:

- Provide community outreach to focused groups of 18 to 34 year old males specific to:
Seat Belt Usage (CIOT)
Impaired Driving (DSOGPO)
- Work with existing community coalitions including: local law enforcement, schools, government officials, health and medical providers, county/community leaders and others to increase the seat belt usage rate and reduce injury and fatality rates within the defined communities. (The top 20 at-risk communities in the Chicago area are listed in the Attachment A).
- Provide public information, educational materials and technical tools designed to foster community level approaches to traffic safety.
- Develop relationships with local print, or on-air media organizations for assistance in non-paid, earned media recognition not limited to articles, radio announcements, letters to the editor and such for the sole purpose of promoting traffic safety.
- Reach out to local businesses for free use of marquees, articles in the company newsletters, internal events or partnerships in their community that will promote traffic safety to their employees and their community.

Funding

Funding for these types of programs is up to \$5,000.00 per selected grantee. 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.

APPLICANT AGENCY REQUIREMENTS

Eligibility and general information

- Who is eligible to apply?

Local agencies including: civic organizations, public and private schools, colleges and universities, hospitals, health departments, local governmental agencies, non-profit groups and, under limited circumstances, private individuals and businesses may apply.

- The applicant agency agrees to the following:
 1. To implement the Mini-Grant Safe Communities program detailed in the application;
 2. To participate in public hearings and promotional events at the request of IDOT/DTS;
 3. Participate in as many Child Passenger Safety campaigns, CIOT and DSOGPO campaigns as feasible; and
 4. To evaluate the effectiveness of the proposed plan on the seat belt use (conducting pre- and post-surveys).
- Financial Conditions

Approved projects are funded on a reimbursement basis. 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.

- How to Apply

Applications for funding are to be submitted on the Highway Safety Project Application form, "TS08 SC" which can be found on IDOT's website at <http://www.trafficsafetygrantsillinois.org> under "Forms".

The MSGC applications are due by February 15, 2013. Projects will begin ASAP and conclude September 30, 2013.

- Once the application is completed, the following must be done:

An electronic copy (in Microsoft Word) of the application e-mailed to: DOT.trafficsafetyreports@illinois.gov

Grant Applications must be received at the Division of Traffic Safety by **February 15, 2013.**

IDOT REQUIREMENTS

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 and the executed agreement becomes a legally binding contract by which the project will be administered.

Reimbursement

Highway Safety Projects are funded on a reimbursement basis. The grantee pays the cost for program operation using its own funds.

Monthly the grantee submits 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> .

Claims for Reimbursement will not be processed until required reports have been submitted.

Reporting Requirements

IDOT/DTS' overall assessment of the effectiveness of the program will be based on the successful completion of the scheduled tasks (administrative evaluation).

- Reports must be submitted monthly (**no later than the 10th of the following month**) throughout the project period.
- The report must include the project's on-going progress in terms of the established timetable and any modifications that were necessary.
- This report must provide the advancement of 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.
- A final report must be submitted by **November 1**, following the expiration date of the project. It must 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.

Project Monitoring

IDOT/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. IDOT/DTS will conduct planned and unannounced on-site visits during the project period.

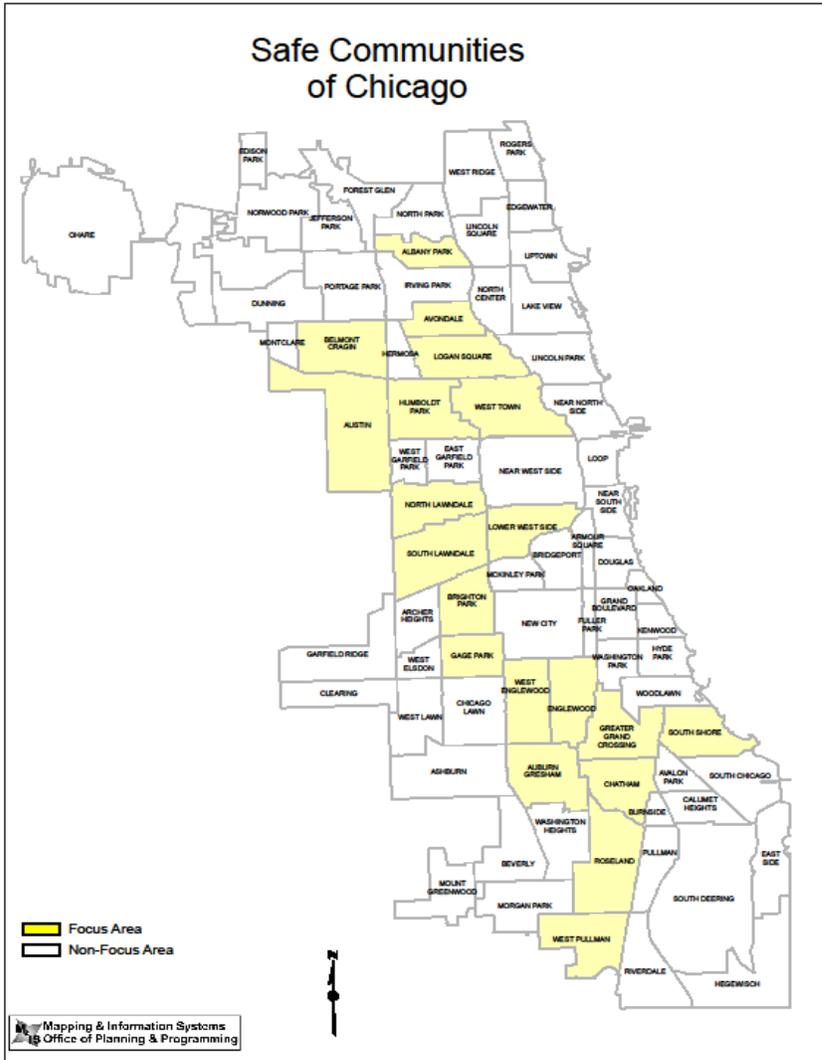
Revisions

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."

Justification must be furnished at the time of the request. The Project Director should not implement the alteration until a response from IDOT/DTS is received.

Attachment A



- Austin
- Auburn Gresham
- Chatham
- Englewood
- Greater Grand Crossing
- Roseland
- South Shore
- North Lawndale
- West Englewood
- West Palm
- Albany Park
- Avondale
- Belmont Cragin
- Brighton Park
- Gage Park
- Humboldt Park
- Logan Square
- Lower West Side
- South Lawndale
- West Town