Highway Safety Concept Paper Instructions

Fiscal Year (FY) 2023

Florida Department of Transportation
State Safety Office
Highway Safety Subgrant Program

Revised 09/2022

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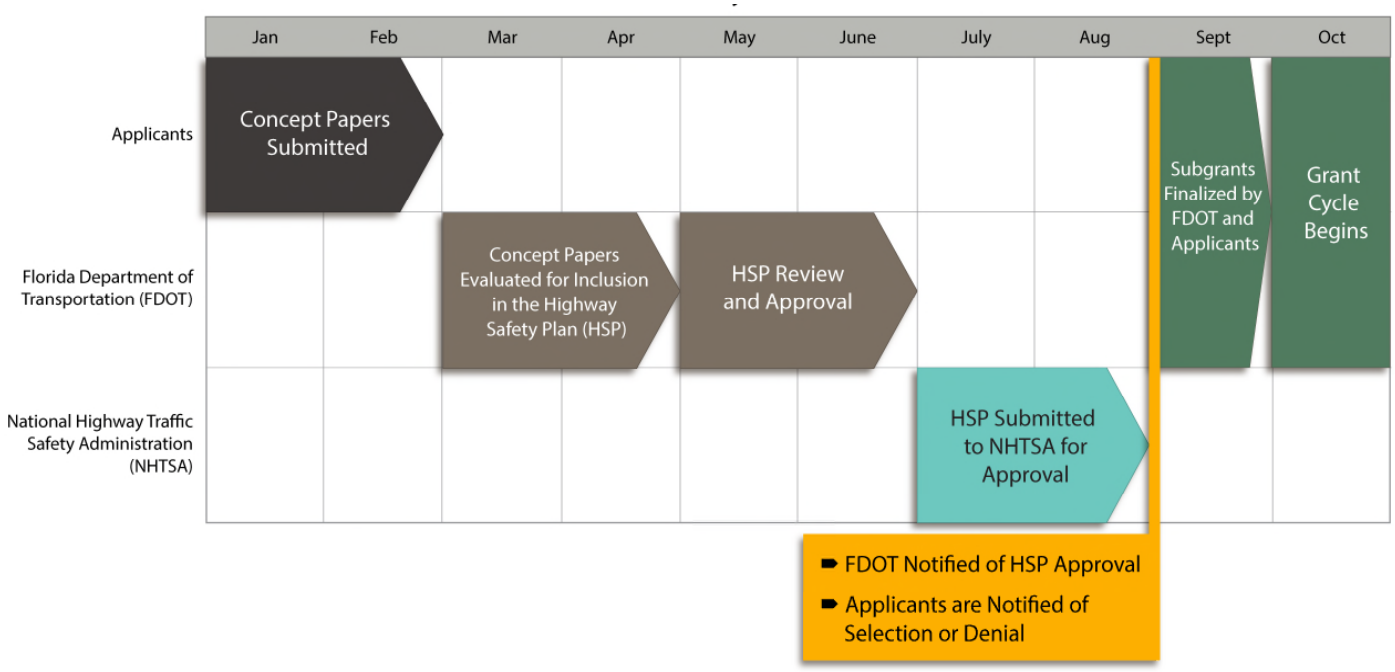
Subgrant Overview

The Florida Department of Transportation (FDOT) State Safety Office awards subgrants to traffic safety partners to undertake priority area programs and activities to improve traffic safety and reduce crashes, serious injuries, and fatalities. A list of traffic safety priority areas along with descriptions is provided on page 8 of this document. Subgrants may be awarded for assisting in addressing traffic safety deficiencies, expansion of an ongoing activity, or development of a new program.

Subgrant Timeline

Subgrants are awarded on a federal fiscal year (FY) basis (October 1–September 30). Below is a timeline of the subgrant process.



- **January 1 – Last day of February** — Entities interested in applying for funding submit concept papers describing their proposed efforts for the next award cycle beginning October 1.
- **Late August – Mid-September** — Entities are notified as to whether or not their concept paper has been selected and additional information on how to complete the Subgrant for Highway Safety Funds application is provided.
- **October 1** — Subgrant fiscal year begins
- **September 30** — Subgrant fiscal year ends

Funding

Agencies and Organizations Eligible to Receive Funding

Many types of organizations are eligible to receive traffic safety subgrant funding: government agencies, political subdivisions of state, local, city and county government agencies, law enforcement agencies, state colleges and state universities, school districts, fire departments, public emergency service providers, certain qualified non-profit organizations (e.g., MADD, SADD, foundations, etc.), and other traffic safety partners.

Qualified Non-Profit Organizations must 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 available funds equal to or greater than the amount of the subgrant award, at the time of 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 subgrants, program maintenance, rehabilitation, and construction. Other unallowable costs are dealt with on a project-by-project basis.

Funding Cycle

Subgrants 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.

Local subgrants are usually not funded for more than three consecutive years in a given priority area, however evaluation and selection is done on an annual basis, so there is no guarantee that a local subgrant will be funded consecutively or for more than one year. However, the FDOT State Safety Office encourages agencies to keep applying because subgrants cannot be awarded to agencies that have not applied.

Projects deemed as statewide activities or deemed necessary based on data available by the FDOT State Safety Office may be funded for a longer period of time if funds are available.

Subgrants are intended to provide "seed" money to start new local programs or to make enhancements to current programs. Projects should ultimately become self-sufficient when subgrant funding terminates.

Selection Criteria

The FDOT State Safety Office reviews all 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 satisfy a specific traffic safety need identified by the FDOT State Safety Office?
- Does the applicant agency serve a city/county ranked in the top 25% of its population group for the priority area in which funds are being requested according to the Florida Highway Safety Matrices?
- Does the crash and/or citation data supplied in the concept paper's "Statement of the Problem" document an existing traffic safety problem?
- Does the concept paper support 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 subgrant agreement?
- Does the indirect cost rate requested significantly affect the proposed project's ability to adequately address the traffic safety need?

The FDOT State Safety Office is required by the National Highway Traffic Safety Administration (NHTSA) to evaluate and document the risk for each entity applying for federal subgrant funds prior to making an award. Each applicant is assessed for risk of noncompliance with federal and state statutes, federal and state regulations, terms and conditions of the subgrant as well as the applicant's financial stability, quality of management systems, history of performance, single audit compliance, and prior audit findings, if applicable. This information is used to determine the appropriate level of monitoring if a subgrant is awarded. If the applicant does pose a risk, but the proposal has merit, the FDOT State Safety Office may, as a condition of awarding subgrant funds, impose specific terms or conditions.

Projects that are ultimately selected should provide the greatest impact to the high crash, high fatality, and/or high injury challenges that Florida faces. If concept papers are not received from those areas identified as high crash, high fatality, and/or high injury, the FDOT State Safety Office may directly solicit concepts from agencies within targeted high-risk areas.

Submission Deadline

Concept papers are accepted from January 1 through the last day of February for the next funding cycle. (E.g. Concept papers submitted January 1, 2022 will be for the October 2022 – September 2023 funding cycle.) Concept papers will only be accepted through the Florida Highway Traffic Safety Subgrant Management System.

Concept papers cannot be submitted in the system after the last day of February.

Notification

Notification as to whether a concept paper has been selected is sent to the head of each agency between late August and mid-September. A copy of the letter of selection/non-selection will also be populated in the system. The system will automatically notify users assigned the subrecipient administrator role and users assigned subrecipient editor roles via email when the determination has been made. Agencies that are selected will receive further instructions on how to complete the subgrant application for highway safety funds at that time.

Examples

Beginning with FY 2020, concept papers will no longer be submitted in paper form; however, example concept papers from previous years are available on the FDOT State Safety Office website. The format of the example concept papers mimics the online concept paper application.

Website: https://www.fdot.gov/Safety/grants/grants-conceptpapers.shtm

Traffic Safety Priority Areas

The following are the priority areas that are available for subgrant funding:

Aging Road Users – Includes traffic safety programs designed to improve aging road user safety awareness, access to alternative transportation, and education. Concept papers can address areas such as education, training, surveys, and public information efforts. Items eligible for funding under this category may include but are not limited to: overtime for education, equipment for training, and public information and education materials. Funding for equipment is contingent upon evidence of need clearly defined in the problem statement and a comprehensive plan that requires the use of the requested equipment. Subgrants for equipment only are not allowable.

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 can address areas such as education, surveys, or public information efforts. Items eligible for funding under this category may include but are not limited to: public information and education materials. Subgrants for equipment only are not allowable.

Distracted Driving – Includes high visibility enforcement (HVE) and traffic safety programs to increase safety awareness, prevention, and education. Concept papers can address areas such as specialized enforcement, education, training, or public information efforts. Items eligible for funding under this category may include but are not limited to: overtime for enforcement and/or education, equipment for training, message boards, and public information and education materials. Funding for equipment is contingent upon an evidence of need clearly defined within the problem statement and a comprehensive plan that requires the use of the requested equipment. Enforcement subgrants should focus on enforcement efforts and concepts with a majority of funding for equipment are discouraged. Subgrants for equipment only are not allowable.

Impaired Driving – Includes high visibility enforcement (HVE), youth alcohol education programs, community prevention/intervention programs and driving under the influence (DUI) courts. Concept papers can address areas such as specialized enforcement, education, or public information efforts. Items eligible for funding under this category may include but are not limited to: overtime, intoxilyzers, alcohol testing equipment, in-car video systems, public information and education materials, and DUI checkpoint equipment (including trailers, message boards, light towers, traffic cones, arrow boards, and generators). Funding for equipment is contingent upon an evidence of need clearly defined in the problem statement and a comprehensive plan that requires the use of the requested equipment. Enforcement subgrants should focus on enforcement efforts and concepts with a majority of funding for equipment are discouraged. Subgrants for equipment only or training are not allowable.

Tuition free impaired driving related training can be found at:
https://www.fdot.gov/Safety/programs/lawenforcementgrants.shtm

Motorcycle Safety – Includes programs to increase safety awareness and skills among motorcyclists. Concept papers can address areas such as 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, and public information and education materials. Funding for equipment is contingent upon evidence of need clearly defined in the problem statement and a comprehensive plan that requires the use of the requested equipment. Enforcement subgrants should focus on enforcement efforts and concepts with a majority of funding for equipment are discouraged. Subgrants for equipment only are not allowable.

Occupant Protection and Child Passenger Safety – Includes safety belt use awareness, safety belt and child restraint enforcement, expanding child passenger safety fitting stations, and other occupant protection educational programs. Concept papers can address areas such as training, enforcement, surveys, and public information and education materials. Items eligible for funding under this category may include but are not limited to: overtime for enforcement and/or education, public information and education materials and message boards. Funding for equipment is contingent upon evidence of need clearly defined in the problem statement and a comprehensive plan that requires the use of the requested equipment. Enforcement subgrants should focus on enforcement efforts and concepts with a majority of funding for equipment are discouraged. Subgrants for equipment only are not allowable.

Pedestrian and Bicycle Safety – Includes programs to increase safety awareness and skills among pedestrians, bicyclists, and motorists sharing the road. Concept papers can address areas such as education, training, enforcement, surveys, and public information efforts. Items eligible for funding under this category may include but are not limited to: overtime, public information and education materials, bicycle skills courses and training for professionals involved with all aspects of pedestrian and bicycle safety. Funding for equipment is contingent upon evidence of need clearly defined in the problem statement and a comprehensive plan that requires the use of the requested equipment. Enforcement subgrants should focus on enforcement efforts and concepts with a majority of funding for equipment are discouraged. Subgrants for equipment only are not allowable.

Law Enforcement Liaison Program– Includes programs related to the operation of the statewide Law Enforcement Liaison Program and Law Enforcement Liaison Challenge programs. This priority area is not open for selection by individual law enforcement agencies. Concepts from individual agencies seeking funding for HVE during the challenge enforcement waves should be submitted under the appropriate enforcement priority area (i.e.: Impaired Driving or Occupant Protection)

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. Subgrants for equipment only are not allowable. Due to specific federal funding restrictions, federal employees and state correctional officers cannot be covered under tuition waivers for Public Traffic Safety Professionals.

In most cases funding is provided to training institutions to cover all areas of the state. Tuition free training can be found at: https://www.fdot.gov/Safety/programs/lawenforcementgrants.shtm

Speed/Aggressive Driving – Includes speeding and/or actions that constitute aggressive driving, red light running, and other traffic enforcement activities. Concept papers can address areas such as 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 information and education materials. Funding for equipment is contingent upon evidence of need clearly defined within the problem statement and a comprehensive plan that requires the use of the requested equipment. Enforcement subgrants should focus on enforcement efforts and concepts with a majority of funding for equipment are discouraged. Subgrants for equipment only are not allowable.

Teen Driver Safety – Includes traffic safety programs to increase teen driver safety awareness, prevention, and education. Concept papers can address areas such as specialized enforcement, education, training or public information efforts. Items eligible for funding under this category may include but are not limited to: overtime for education, equipment for training and public information and education materials. Funding for equipment is contingent upon evidence of need clearly defined within the problem statement and a comprehensive plan that requires the use of the requested equipment. Subgrants for equipment only are not allowable.

Traffic Records – Includes the addition of crash, citation, roadway, and Emergency Medical Service (EMS) data into an electronic record management system, the development of a 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 another traffic records management system. Support for proprietary crash and citation software activities are not funded because the state provides a software solution that includes the Uniform Traffic Citation form, DUI citation form, long and short form crash reports and the updates to Appendix C available at no charge to all Florida law enforcement agencies. However, comprehensive data system updates can be considered.

Traffic Records Coordinating Committee (TRCC) – The National Highway Traffic Safety Administration (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 TRCC. The review and approval of these subgrants goes through a separate process but is otherwise similar to the above Traffic Records priority area.

The funding can be used for projects that improve the accuracy, completeness, timeliness, and uniformity of the state's six traffic records systems (citation/adjudication, crash, driver, EMS/injury surveillance system, roadway and vehicle) or that advance the goals and objectives of Florida's TRCC as documented in the Florida Traffic Safety Information System Strategic Plan 2017–2021. Subgrant funding can no longer be used to help purchase hardware/equipment/peripherals needed to use electronic reporting software. Clerk of Court Offices are allowed to use TRCC subgrant funding to purchase third party software to provide an interface with law enforcement agencies to submit electronic citation data. If the funding will be used to purchase a Records Management System, Case Management System, or other type of overall document management system, only the portion of the system related to traffic records (e-crash or e-citation data) can be funded.

Law enforcement agencies that applied and received subgrant funding through the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) Safety Data Improvement Project (SaDIP) Subgrant to purchase laptops and mounting hardware to support electronic reporting of commercial motor vehicle crashes to the State, are still eligible to apply for TRCC funding as the FLHSMV subgrant funding was specific to commercial motor vehicle crash data improvements.

Agencies are encouraged to apply for both the Traffic Records and TRCC priority areas. Please note: this requires the submission of two separate concept papers, which can be exactly the same

Work Zone Safety – Includes traffic safety programs to increase work zone awareness, enforcement, and education. Concept papers can address areas such as specialized enforcement, education, and/or public information efforts. Items eligible for funding under this category may include but are not limited to: overtime for enforcement and/or education, speed measurement devices, and public information and education materials. Subgrants for equipment only are not allowable.

Highway Traffic Safety Subgrant Management System

Getting Registered in the System

Applying for Federal Highway Safety funds begins with registration in the Highway Traffic Safety Subgrant Management System.

The system link is: https://fdot.intelligrants.com

There are two ways to register:

1) On the home page, click on the “New User” link located in the “Login” box on the right side of the page. This will direct users to the registration page.
2) Contact an agency System Administrator to request access.

   Each organization must assign, at least one, with a maximum of two, Subrecipient System Administrators to coordinate access to the system and submit documents to the FDOT State Safety Office, on behalf of the agency. Subrecipient System Administrators may add access for other agency individuals to edit or view and/or submit concept papers and subgrant documentation.

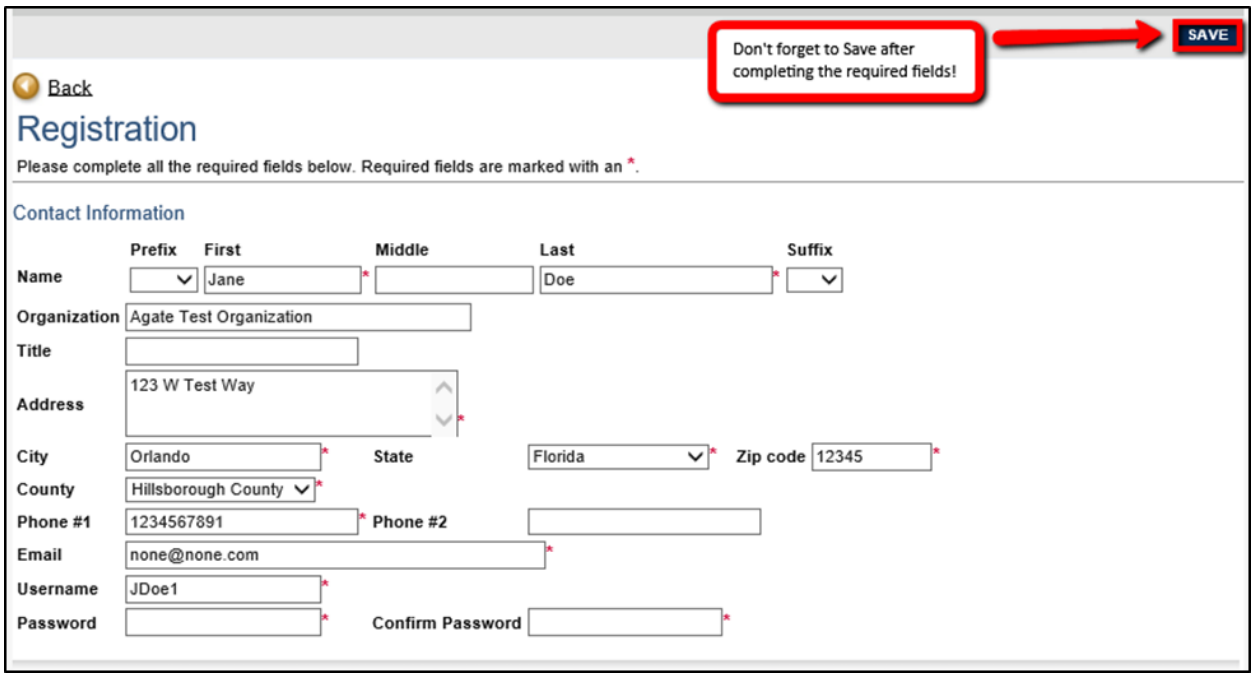
   If an agency does not have a System Administrator, Subrecipient Administrator Request Forms can be found on the FDOT Subgrant website, with instructions for submittal.

   Website: https://www.fdot.gov/safety/3-Grants/Grants-conceptpapers.shtm

Registration

Clicking “New User” directs users to the Registration page. Complete all required information fields and click on the “Save” button located at the top right side of the page.

Note: Please be sure to spell out the entire name of your organization!



Once the Registration form is saved, the FDOT State Safety Office will be notified of the request. Upon approval of the request, the user will receive an email message that user access has been approved. **Requests will only be processed during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.**

All registration requests will be added to the system as a “Subrecipient Viewer” and may access the system but may make no changes until a Subrecipient System Administrator is delegated by their organization.

System Roles

All user requests will be added to the system as a “Subrecipient Viewer” and may access the system but may make no changes until a Subrecipient System Administrator is delegated by their organization. Editor Roles are assigned by the System Administrator.

Subrecipient Viewer Role

Authority: “Viewer” has the authority to access the system and view all documents for the agency; however, this role cannot edit or upload anything within the system.

Subrecipient System Administrator Role

Authority: The “System Admin” Role has the authority to:

1) Access the system on behalf of the organization
2) Add and delete other user access and change roles for the organization
3) Edit documents within the system
4) Submit final documents to the FDOT State Safety Office via the Highway Traffic Safety Subgrant Management System, on behalf of the organization.

   The system allows a maximum of two “System Admin” roles to be assigned to each organization.

   System Administrator privilege is assigned by the FDOT State Safety Office upon email receipt of the Subrecipient System Administrator Request Form, signed by the Agency Head. System Administrator(s) will receive instructions on how to add and delete other users to the system and projects with edit capabilities.

   Note: If an agency is small and/or one person is handling all aspects of the FDOT State Safety Office subgrant programs, that person should be given the “System Admin” role, which will allow every function within the system.

Subrecipient Editor Role

Authority: The “Editor” Role has the authority to:

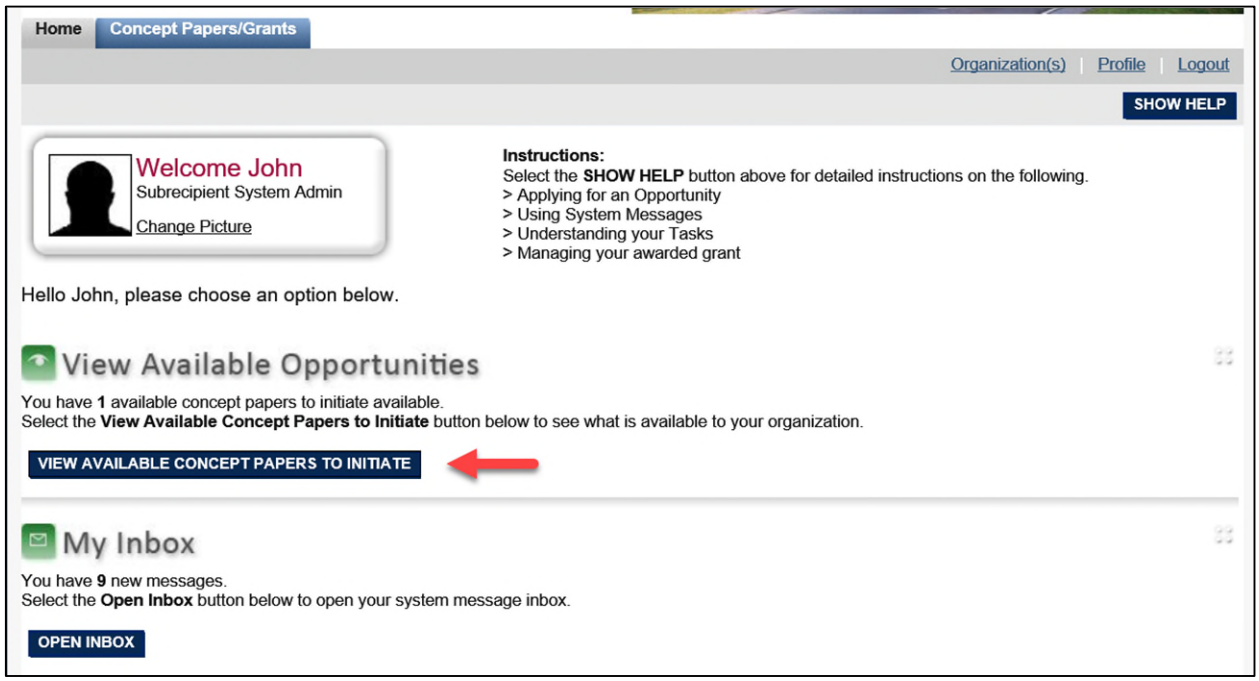
1) Access the system on behalf of the organization
2) Edit documents within the system
3) Submit final documents to the FDOT State Safety Office via the Highway Traffic Safety Subgrant Management System, on behalf of the organization.

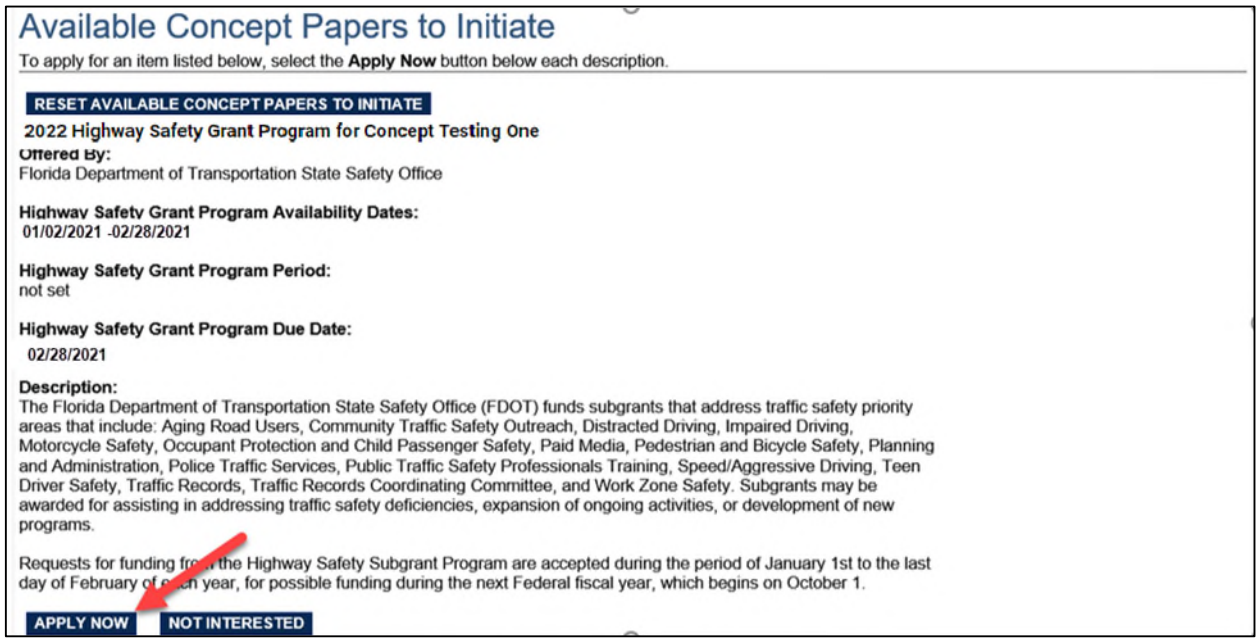
   The FDOT State Safety Office will **not** provide “Editor” access to the system through registration requests submitted in the system, this must be completed by a Subrecipient System Administrator

Getting Started

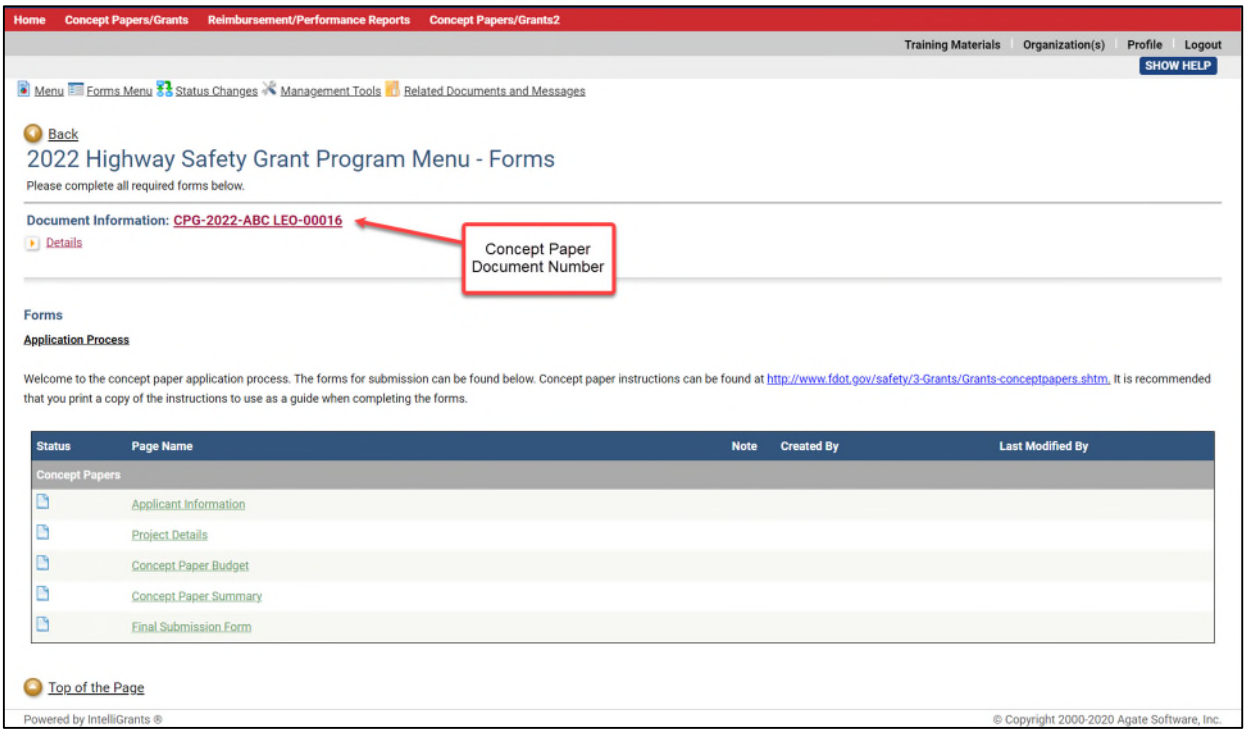
Creating a New Concept Paper

From the home screen, click the “View Available Concept Papers to Initiate” to create a new concept paper. Then select “Apply Now” from the next screen

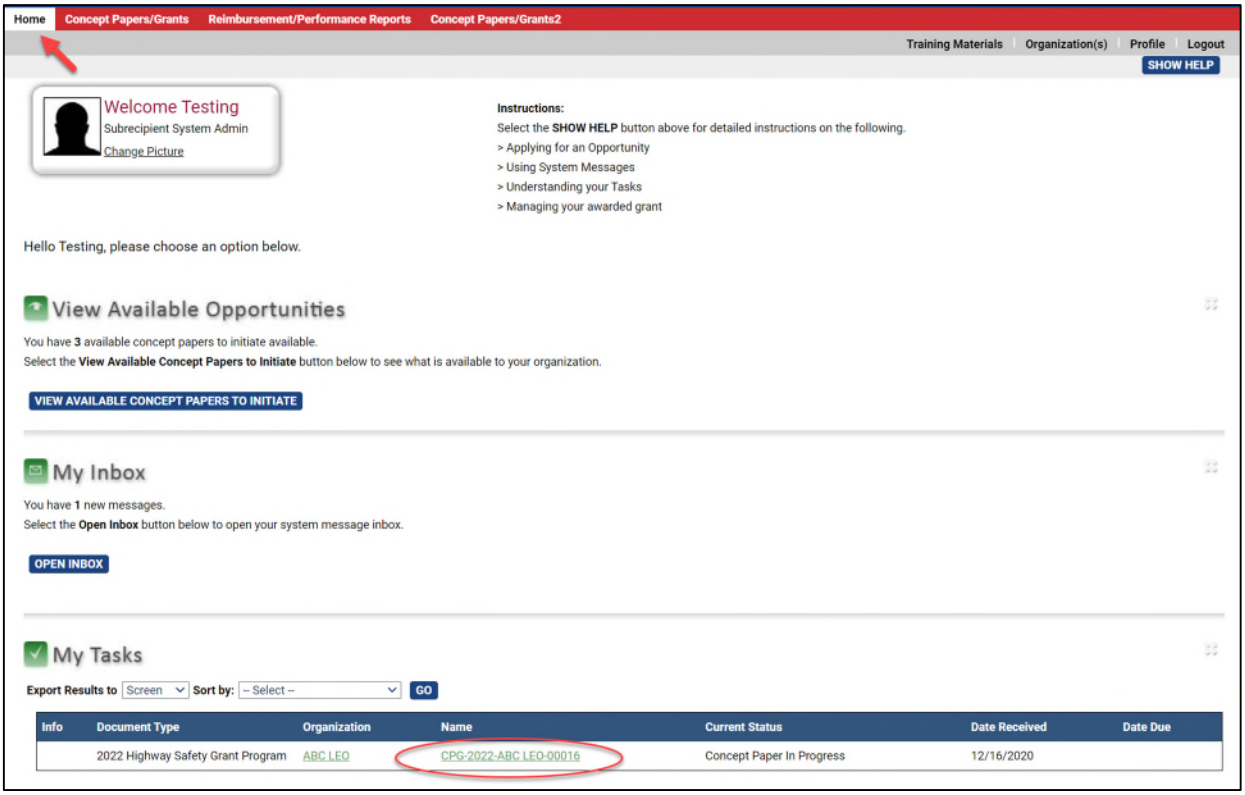




After clicking “Apply Now” users will be directed to the Forms Menu of a draft concept paper. The assigned document number for the concept paper can be located at the top of the page

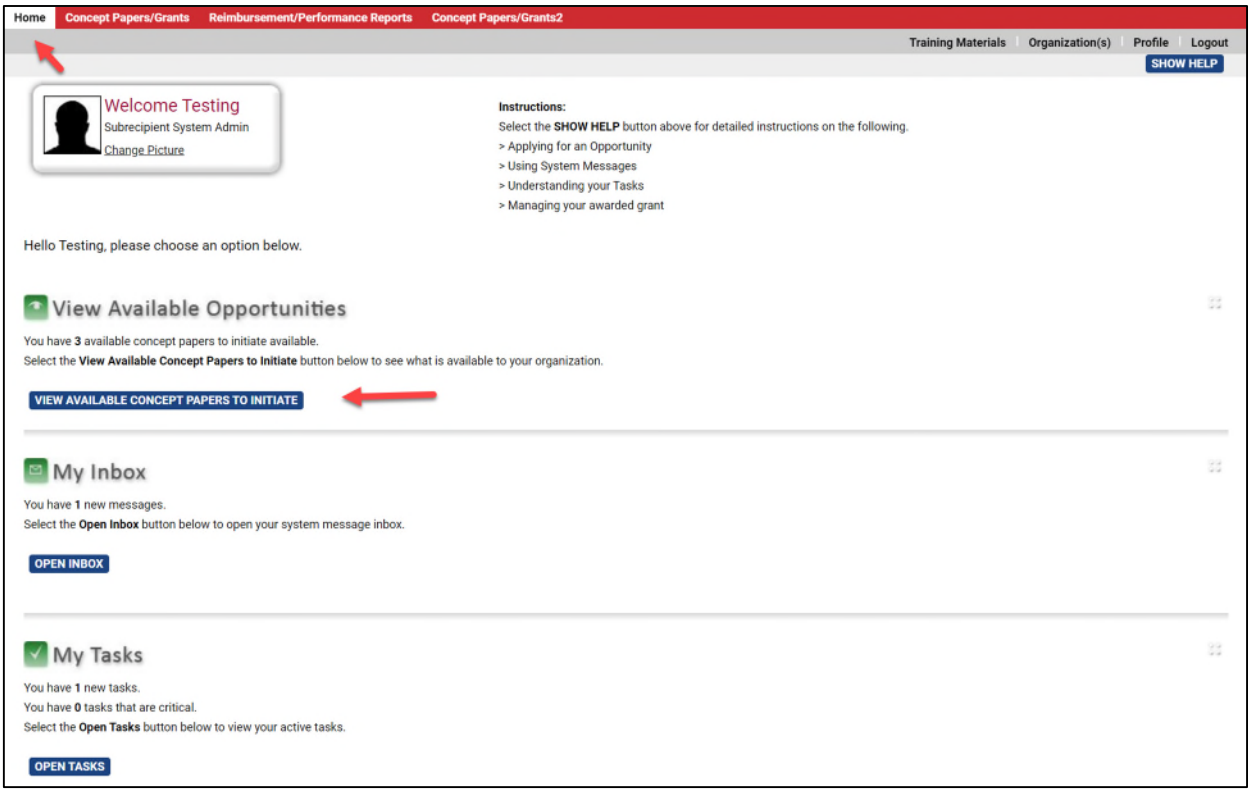


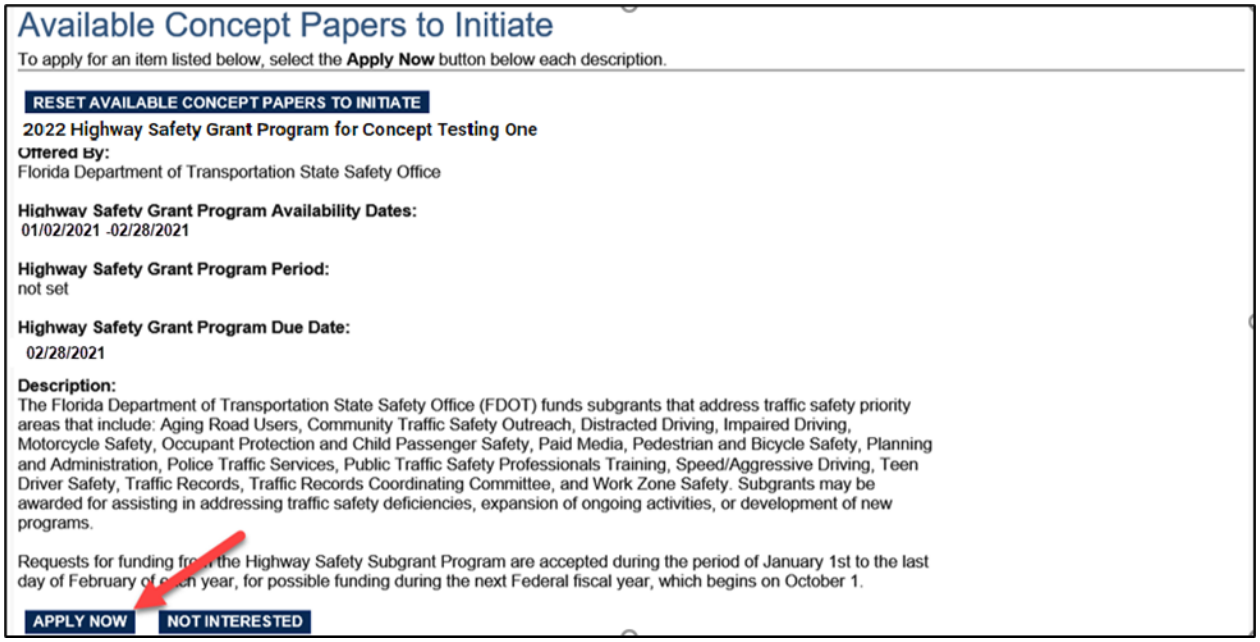
This document can also be accessed anytime from the MyTask section on the Home Screen.



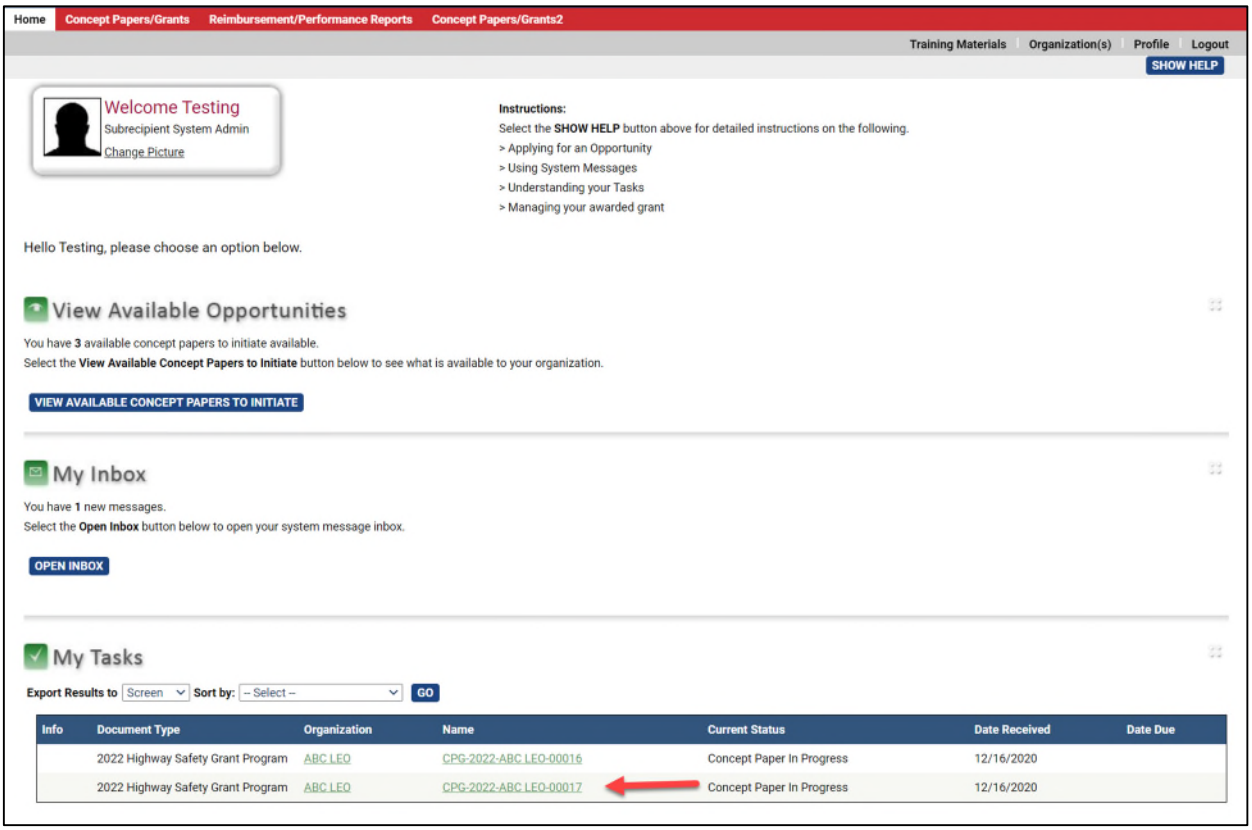
Create Additional Concept Papers

To create additional concept papers, return to the home screen by Clicking Home in the top left of the screen then, click the “View Available Concept Papers To Initiate” and “Apply Now” to create an additional document/ concept paper.





All concept paper documents will be listed and can be accessed in the MyTasks section. This process can be repeated until the desired number of concept papers have been created.



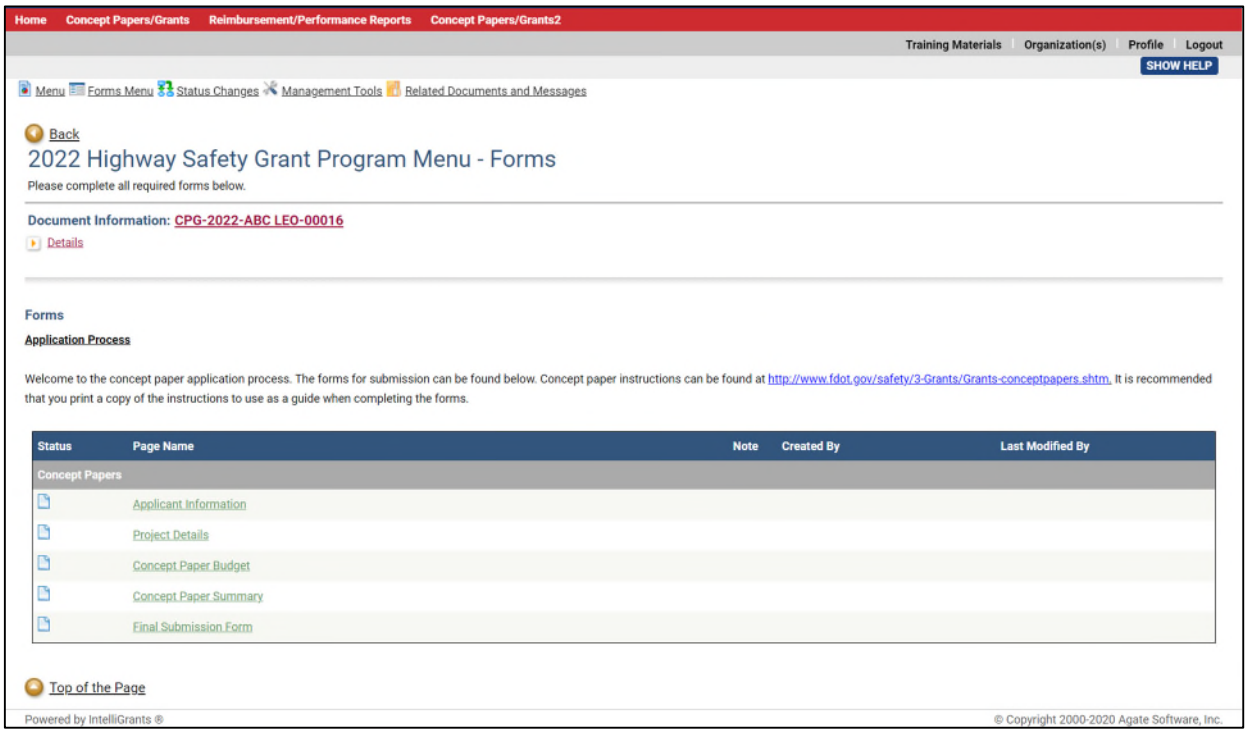
Please save your entries often, the system will timeout after a period with no action.

Tip: You can reduce the risk of losing your work by typing in Word and pasting into the system.

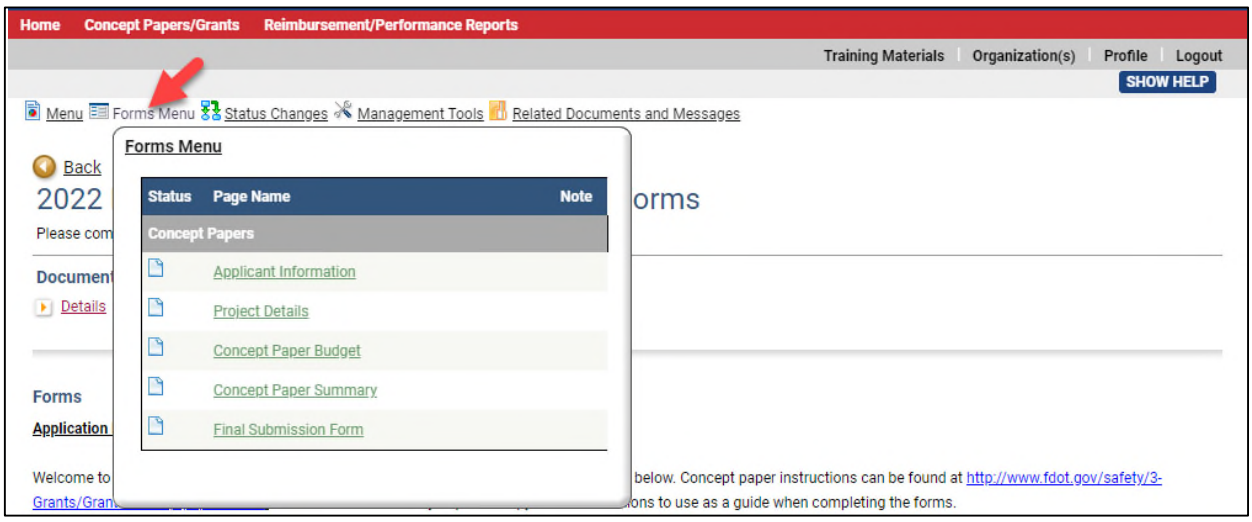
Concept Paper Forms

The first page users are directed to is the Forms Menu. Forms are the pages of the concept paper that users are required to complete. Forms can be accessed by clicking the Forms Menu link or hovering over the Forms menu link:

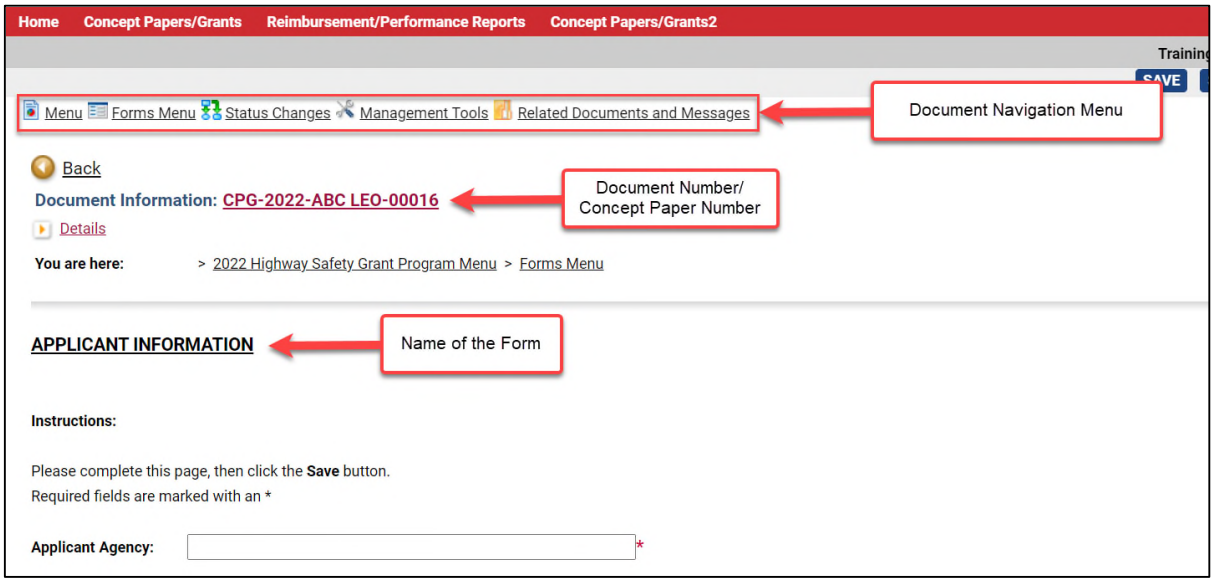
1) Clicking on the “Forms Menu” link from the Document Navigation Menu, at the top of the screen. will direct users to a full-page view of the forms menu.



2) Hovering over “Forms Menu” link from the Document Navigation Menu, at the top of the screen will present a pop-up version of the forms menu which can be accessed from any form.

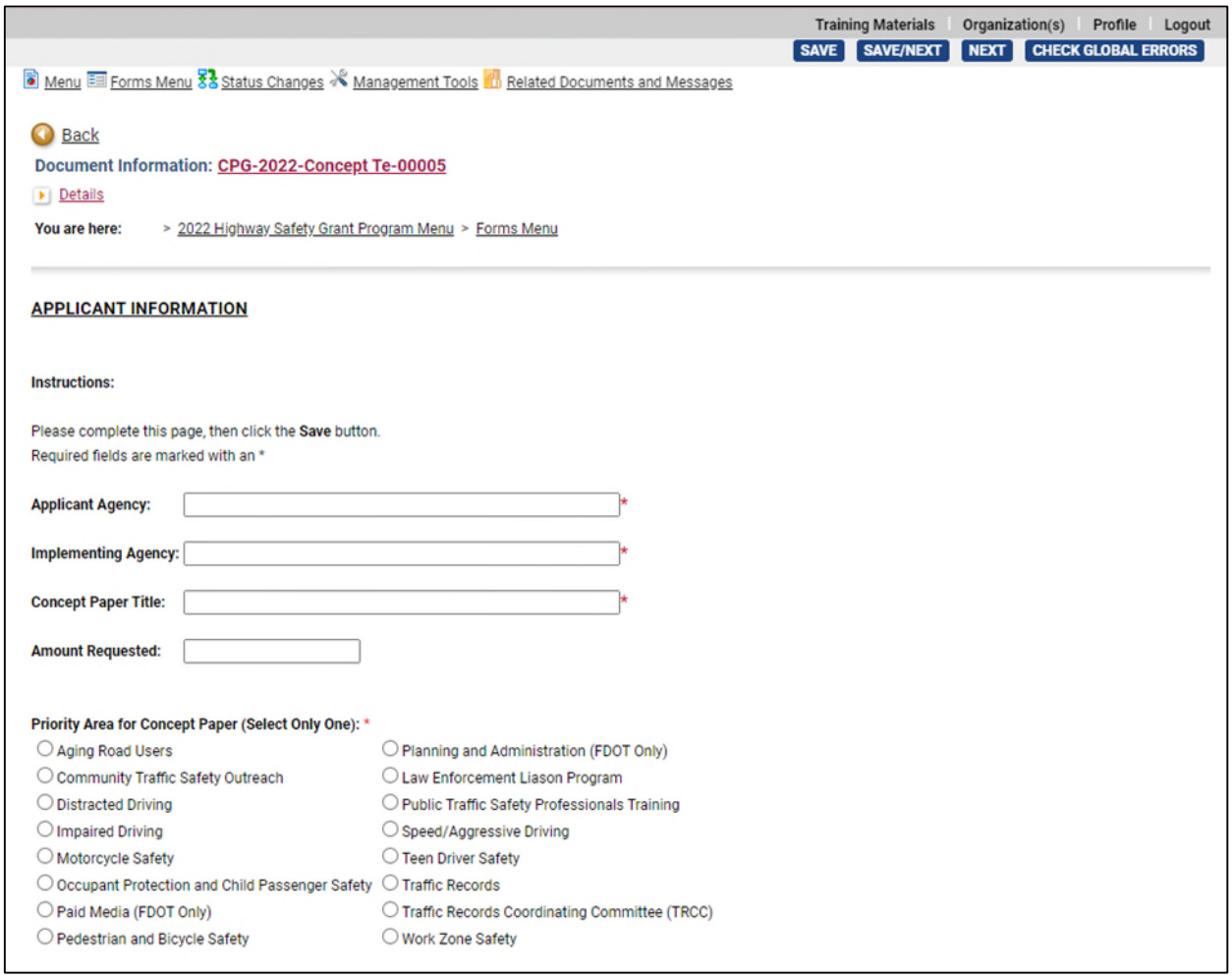


The Document Navigation Menu and Document Information is static information that displays at the top of every form in the system. The name of the form that is currently open is provided just below this information.



Applicant Information

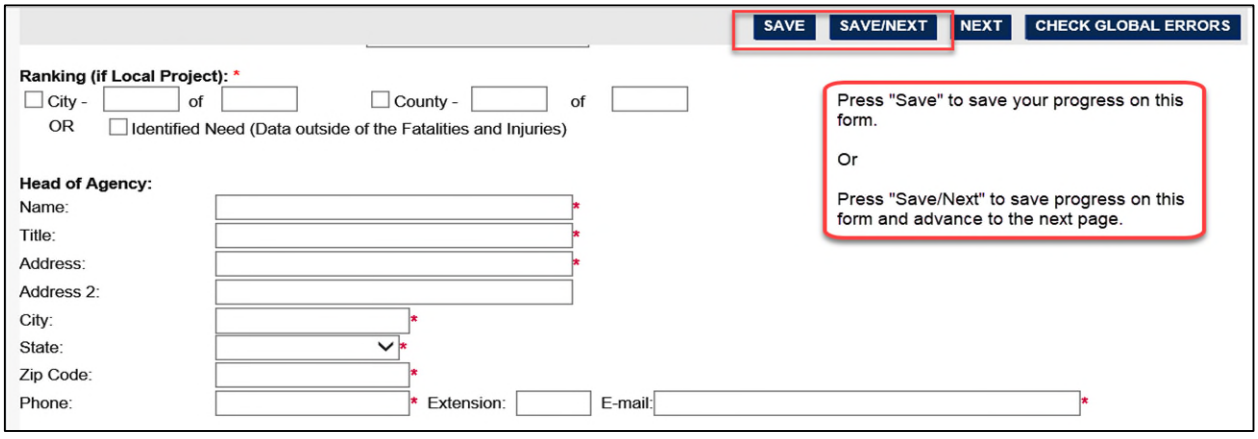
The first concept paper form is the “Applicant Information” form. The following explains what users should enter into each field of this form.



Applicant Agency	The agency that will receive the subgrant funds. (E.g. City of Tallahassee)
Implementing Agency	The agency that will execute the subgrant tasks and objectives. (E.g. Tallahassee Police Department)
Concept Paper Title	The title for the project. Please spell out any acronyms.
Amount Requested	Total funding amount requested for the proposed project.
Priority Area for Concept Paper	Users may only select one priority area per concept paper. Agencies applying for multiple subgrants must submit a concept paper for each priority area. An overview of each priority area is provided on page 8 of this document.

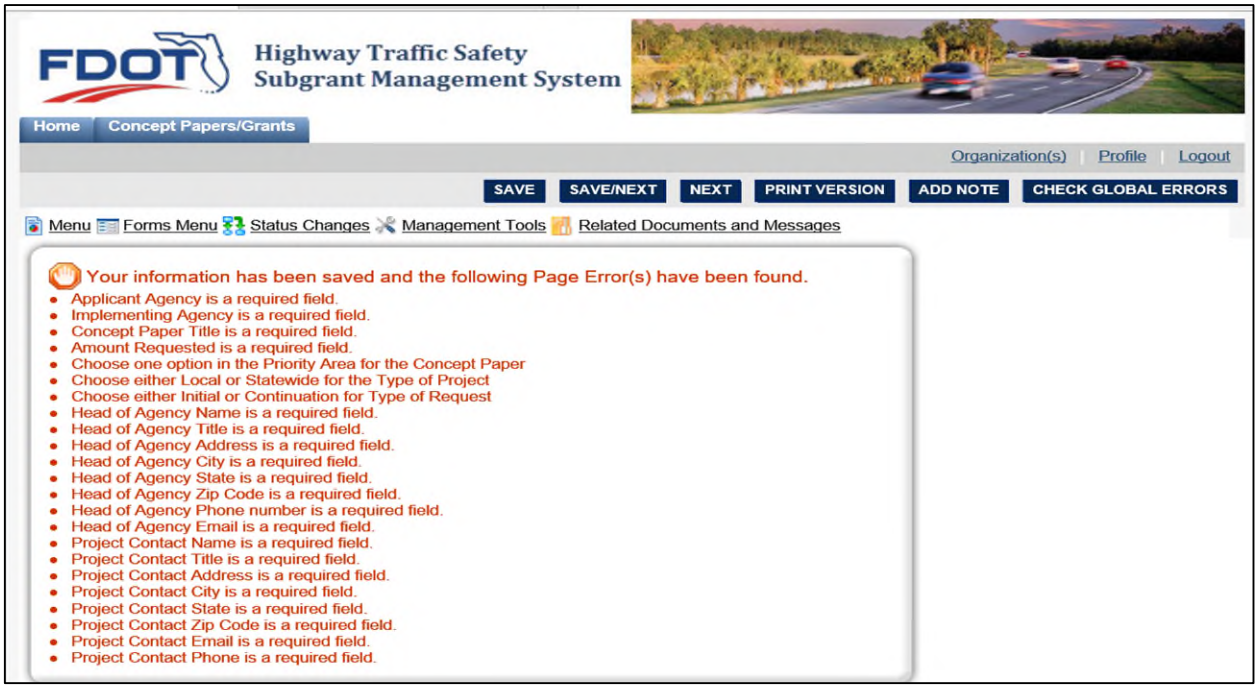
Type of Project	Identify if the proposed project is local or statewide.
Type of Request	Identify if the proposed project is new (initial) or if it has been funded in previous years (continuation). For continuation requests, please include the year that the project is in (e.g. Year 1, Year 2 or Year 3) and the previous year's project number. For example, if this is the third year to request funding for this program area users would input "Year 3".
Matrix Ranking	Local projects must provide their city or county ranking according to the Highway Safety Data Matrices or identify if the proposed project is to address an otherwise identified, data-driven need (must provide detailed data to support the need in the "Supporting Data" section of the "Project Details" form).
Head of Agency	Contact information for the head of the applicant agency. Must include a valid email address to receive electronic submission and selection decision notifications.
Project Contact	Contact information for the primary project contact. Must include a valid email address to receive electronic submission and selection decision notifications.

Once all the fields in the "Applicant Information" form have been completed, click the "Save/Next" button to move onto the next concept paper form. Selecting "Save" will save progress within the form without advancing to the next form.

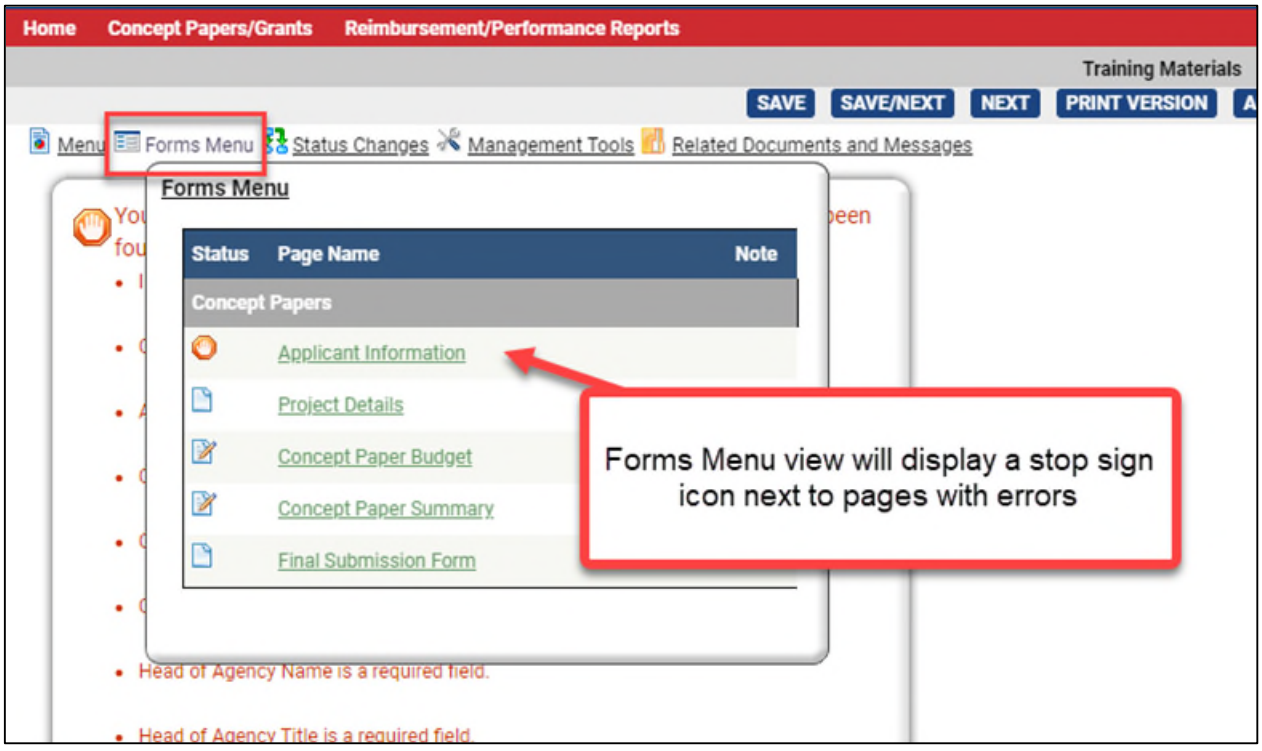


Every time a form is saved, the system will check for errors. If errors are found, the system will list the errors at the top of the form (example 1) and an orange stop icon will appear next to the form name in the Forms Menu (example 2).

Example 1:

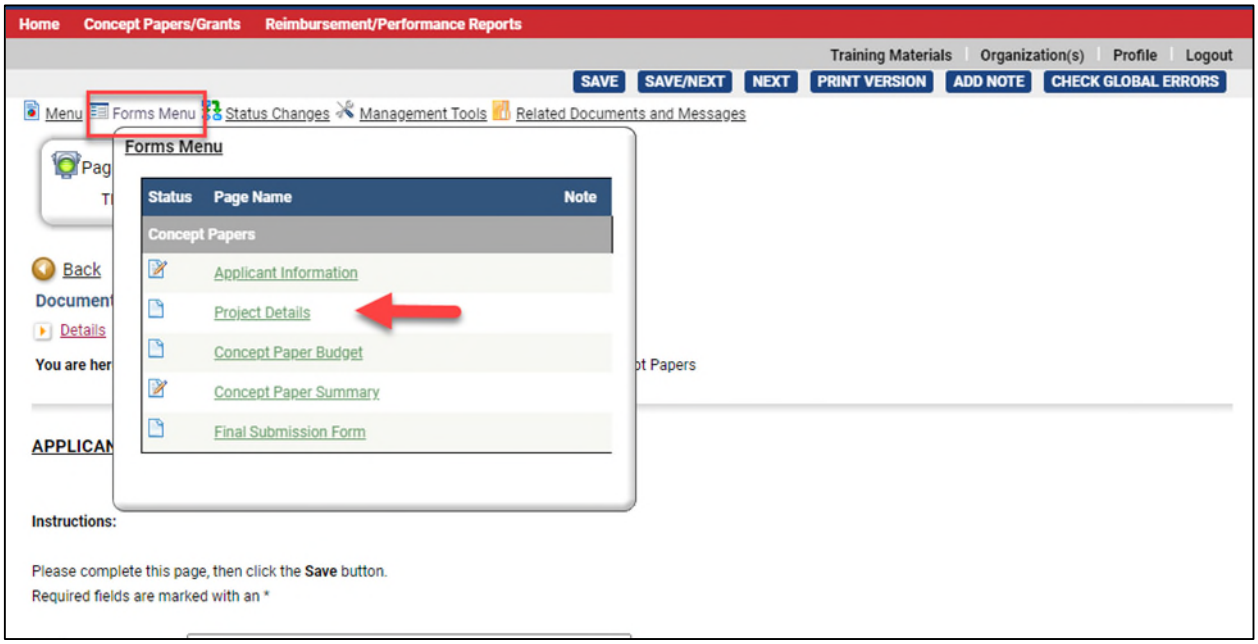


Example 2:

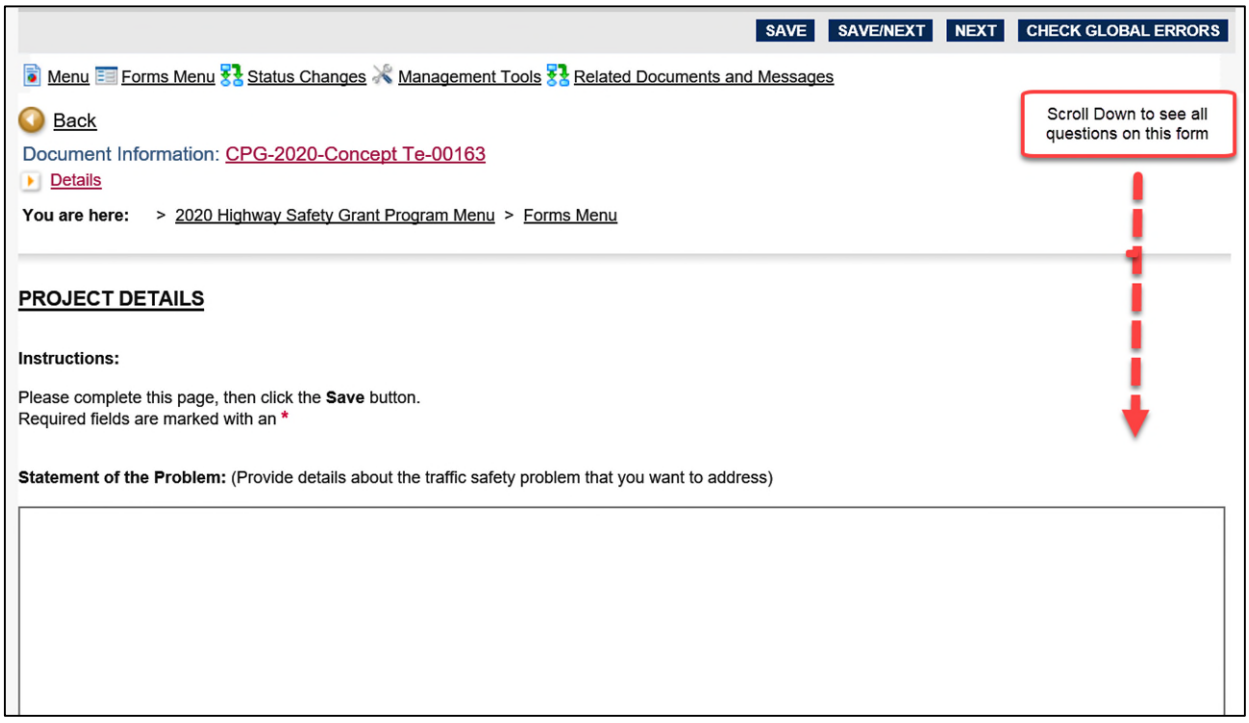


Project Details

The second form in the Forms Menu is “Project Details”.



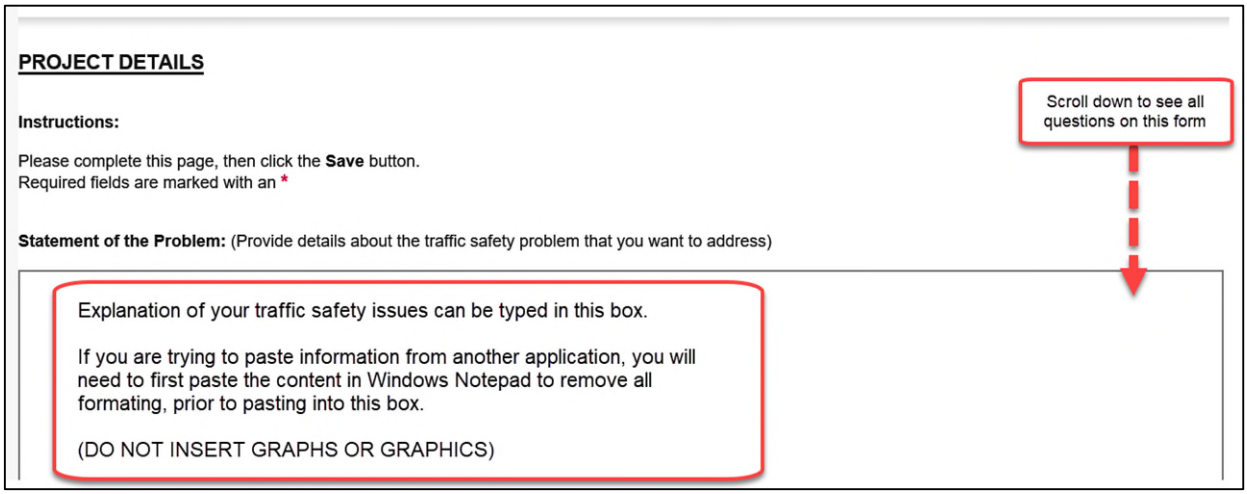
This form has several large fields to complete. Users will need to scroll down to see all fields on this form. The following describes what information should be included in each field of this form.



Statement of the Problem

The Statement of the Problem should identify the specific traffic safety-related problem or deficiency that the proposed project is intended to address and the associated emphasis area of the Strategic Highway Safety Plan (SHSP) that it falls into based on data.

Note: The system does not accept formatted tables in this section. These may be notated as attachments in the Supporting Data section uploads.



Supporting Data

Your concept paper is required to include data that supports the problem identified in the "Statement of the Problem". Supporting data should include at least three (3) years of local crash, injury, fatality, and citation data, to show the extent of the problem the proposed project will address. If the city or county is ranked lower than the top 25% in the most recent Highway Safety Data Matrices, provide further details to document the otherwise identified data-driven need. Take into consideration changes or projected changes in population, traffic patterns and other demographic dynamics that may affect traffic safety. Survey data can also be included in this section.

Available Data Resources

There are multiple options to retrieve historical traffic data:

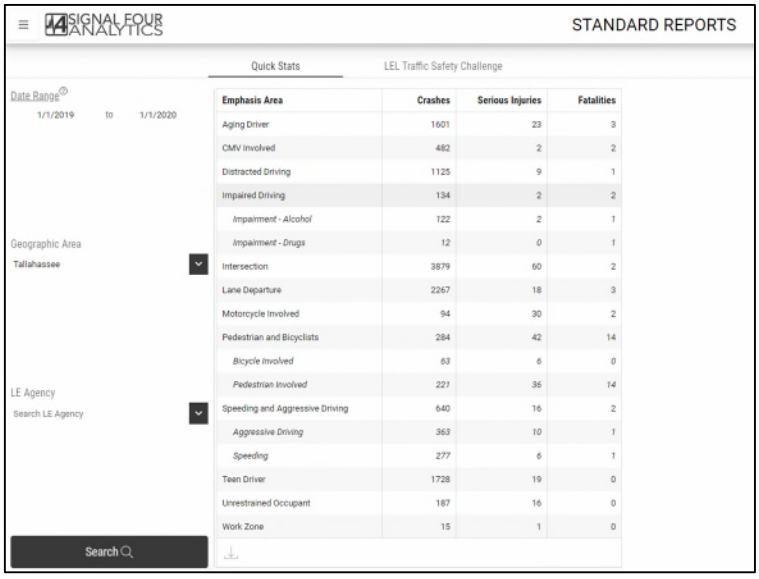
- Agency Data

There are two options for statewide crash data and statistics: Florida Highway Safety and Motor Vehicles Crash Facts and Signal Four Analytics.

- Florida Highway Safety and Motor Vehicles Crash Facts: https://www.flhsmv.gov/resources/crash-citation-reports/
- Signal Four Analytics System: www.signal4analytics.com to retrieve crash, fatality, and serious injury statistics.

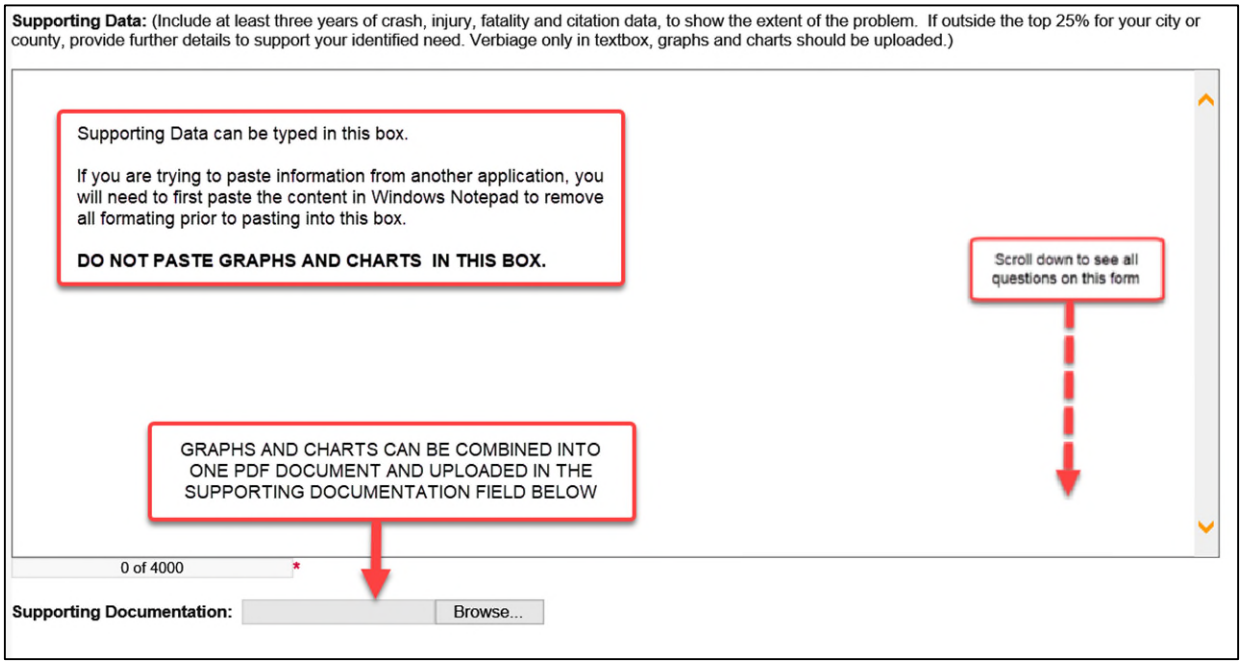
  Once at the website, users can access the system by clicking on the person icon on the top right-hand side of the Signal Four Traffic Safety Dashboard screen. After logging in, the user will be taken to the Standard Reports Quick Stats default screen.

  The Quick Stats Report allows users to filter by date range, geographic area, and/or by law enforcement agency. After filters have been applied, a report will be generated with counts on total crashes, serious injuries and fatalities for all Highway Safety Plan Emphasis Areas.



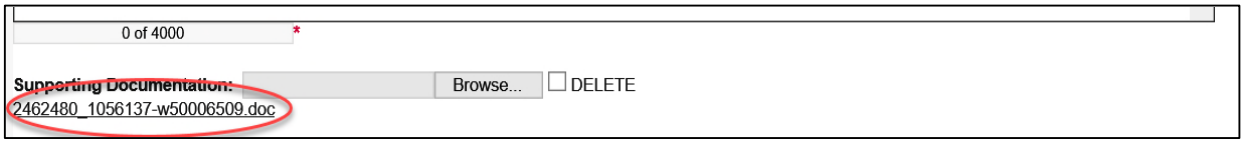
Examples:

- Provide city or county alcohol-related crash statistics (crashes, injuries, and fatalities) 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. (E.g. show the number of citations, arrests, and special operations for your jurisdiction that reflect the problem.)



Once a file for supporting documentation is selected, click “SAVE” to upload to the system.

A successful upload will appear as a link below the upload tool, as seen below.



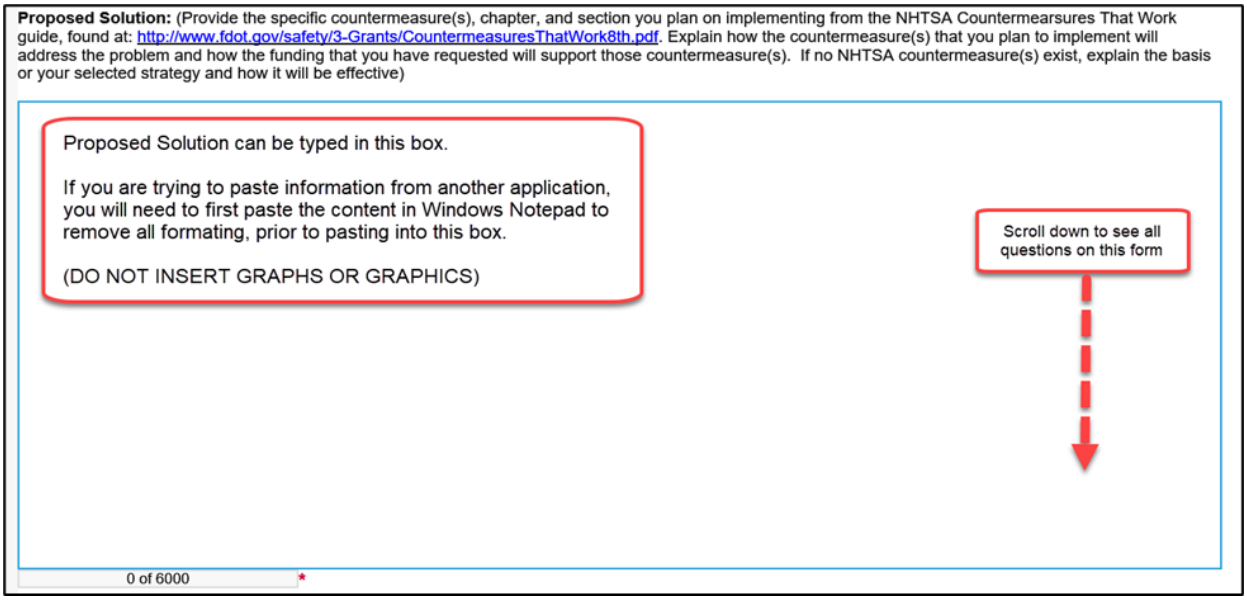
Proposed Solution

The proposed solution should explain the actions and equipment, if applicable, that are proposed to solve the identified problem, and should include the details of who, what, when, why, and how the subgrant funding received would be used. All budgeted items being requested must be specified and include a brief explanation of their use.

Proposed solutions must also show a logical relationship to the identified problem. For instance, if the problem is males ages 21-55 drinking downtown at night and crashing at three specific intersections, it would not be logical that the proposed solution is to increase overtime enforcement efforts during the day near the school zones.

Actions, also known as countermeasures, should align with the most current NHTSA's Countermeasures That Work guide. Provide the specific countermeasure(s), chapter, and section from the Countermeasures That Work guide that the proposed project will implement. Explain how each countermeasure will address the problem and how the requested funding will be used to support those countermeasure(s). If no countermeasure(s) exist, explain the basis of the proposed program strategy and how it will be effective. A hyperlink to the most current NHTSA Countermeasures That Work guide is provided within the form for your convenience.

Countermeasures that work: https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/safety/3-grants/countermeasures-that-work-10th-edition.pdf?sfvrsn=1bbb1cf3_2



Examples: Budgeted Items

Items listed in the concept paper budget must also correlate to the Statement of the Problem and the Proposed Solution.

If the concept paper budget includes Personnel Services, the Proposed Solution language should include statements like:

> ***"Officers will receive overtime to…"***
>
> ***"The Principle Investigator will …"***
>
> ***"Two Developers are necessary to…."***
>
> ***"Other Personnel Services will be hired to process…"***

If the concept paper budget includes Contractual Services, the Proposed Solution language should include statements like:

> ***"A contract will be executed for [****type of service****] to …"***

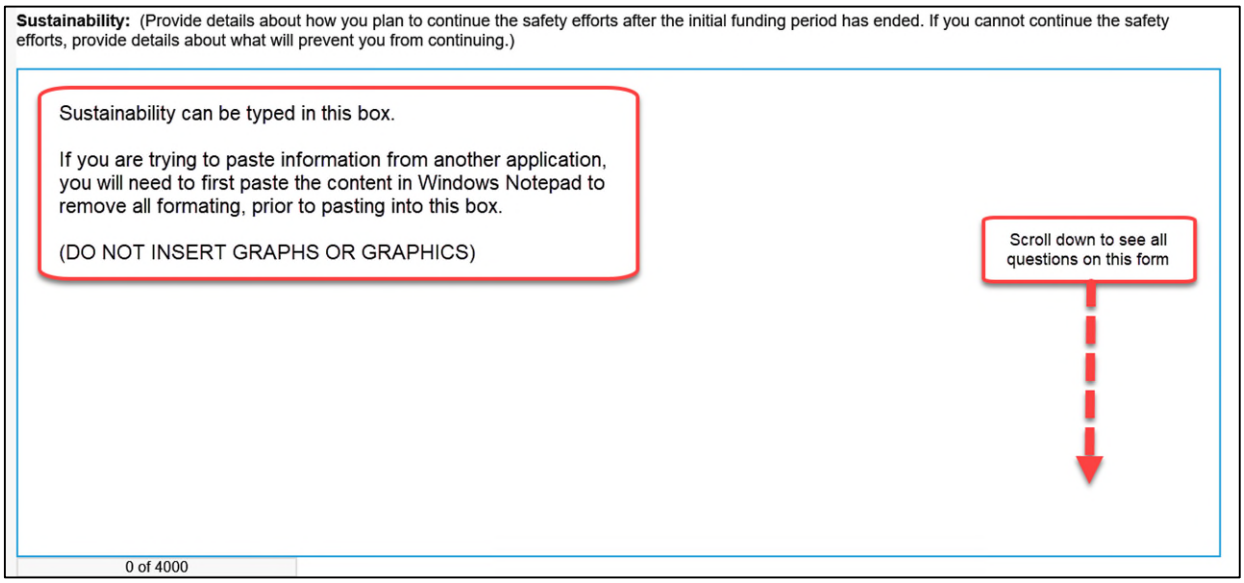
If the concept paper budget includes Expenses and/or Equipment Costing $5,000 or more, and/or special equipment in the Expenses category (i.e.: speed measurement devices or other specialized equipment) the Proposed Solution language should include statements like:

> ***"[****Type of equipment****] will be purchased to [****explanation of how equipment will be used to implement solution****]"***

The equipment being requested should also correlate to the program area selected. For example, an occupant protection priority area concept paper should not include a request for speeding related equipment.

Sustainability

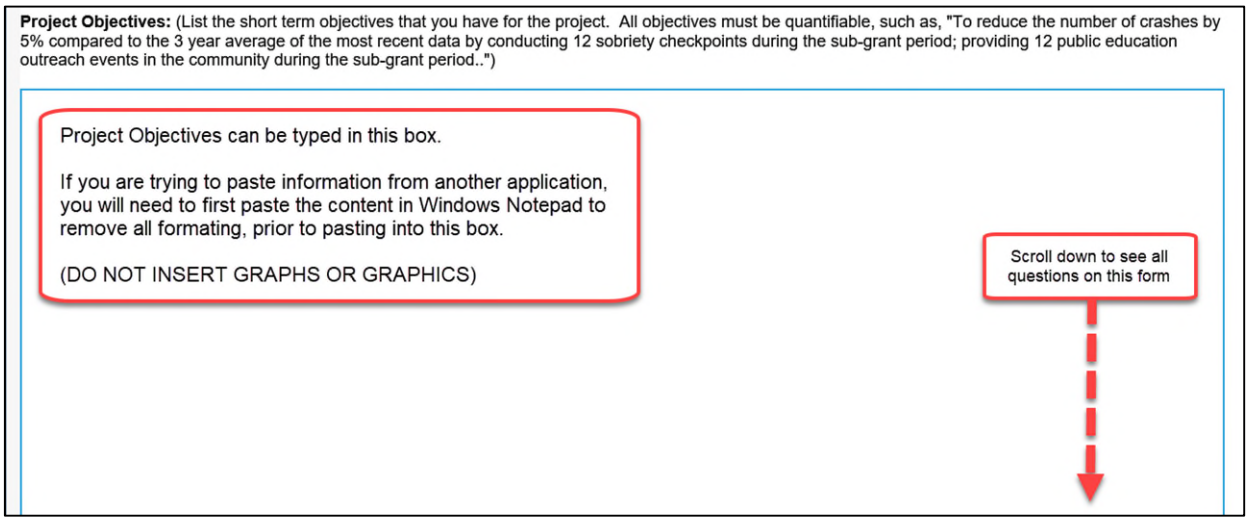
The FDOT State Safety Office is required to explain to NHTSA and Florida's Governor's Highway Safety Representative the impact of funding or not funding concept papers and is required for both Statewide and Local Projects. The Sustainability section is required to describe how the applicant will continue or not continue the funded traffic safety efforts after the funding period has ended. If an agency will not/cannot continue the safety efforts after the subgrant year, provide details about what will prevent continuation and impacts if funding was not awarded.



Project Objectives

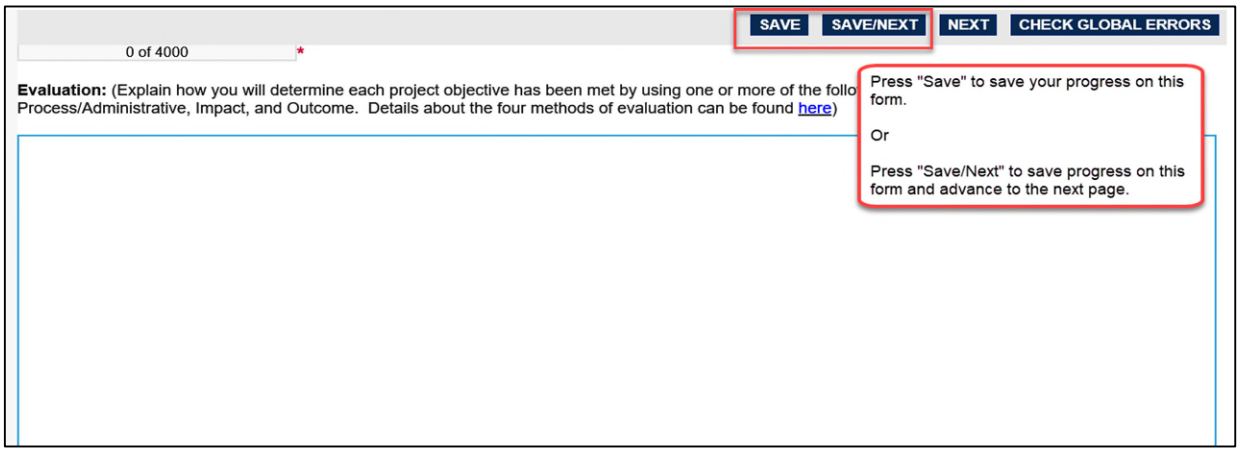
Provided below are standard objectives and evaluations for specific program areas. These objectives are standard minimums. Applicants may choose to add additional objectives but must include the minimum standards provided. Any additional objectives must be quantifiable and correlate to the Statement of the Problem and the Proposed Solution. Baseline data should be provided for all objectives.

A list of standard language objectives by priority area has been provided on pages 32–34.



Evaluation

For each objective listed above, provide an explanation describing the method that will be used to determine if/how the objective was met at the end of the subgrant period. (A list of standard language evaluations by priority area has been provided on pages 32–34 next to the correlated objective. Fill in all missing information)



Distracted Driving-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Strive to decrease distracted driving-related crashes and fatalities [county/city]wide by __% when compared to the previous three year average.	Distracted driving-related crashes and fatalities are reduced by __% [county/city]wide, compared to the previous three year average.
Conduct at least # distracted driving high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of distracted driving high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Conduct and/or participate in # educational/community outreach activities to increase distracted driving awareness [during the project period/per month/per quarter].	The number of educational/community outreach activities conducted and/or participated in to increase distracted driving awareness [during the project period/per month/per quarter].
Provide distracted driving information and education to the public through the use of message boards, local media outlets, social media and/or press releases at least # times [during the project period/per month/per quarter].	The number of instances that distracted driving information and education is provided to the public through the use of message boards, local media outlets, social media and/or press releases [during the project period/each month/each quarter].

Impaired Driving-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Strive to decrease impaired driving-related crashes and fatalities [county/city]wide by ___% when compared to the previous three year average.	Impaired driving-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the previous three year average.
Conduct at least # impaired driving high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of impaired driving high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Participate in the National Drive Sober or Get Pulled Over campaign through impaired driving overtime enforcement operations and educational/community activities.	The number of impaired driving overtime enforcement operations conducted, and education/community activities conducted/participated in during the Drive Sober or Get Pulled Over campaign.
Conduct and/or participate in # educational/community outreach activities to increase impaired driving awareness [during the project period/per month/per quarter].	The number of educational/community outreach activities conducted and/or participated in to increase impaired driving awareness [during the project period/per month/per quarter].
Provide impaired driving information and education to the public through the use of message boards, local media outlets, social media and/or press releases at least # times [during the project period/per month/per quarter].	The number of instances that impaired driving information and education is provided to the public through the use of message boards, local media outlets, social media and/or press releases [during the project period/each month/each quarter].

Motorcycle-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Strive to decrease motorcycle crashes and fatalities [county/city]wide by __% when compared to the previous three year average.	Motorcycle crashes and fatalities are reduced by __% [county/city]wide, compared to the previous three year average.
Conduct at least # motorcycle high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of motorcycle high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Participate in the National Motorcycle Safety campaign through motorcycle driving overtime enforcement operations and educational/community activities.	The number of motorcycle overtime enforcement operations conducted, and education/community activities conducted/participated in during the Motorcycle Safety campaign.
Conduct and/or participate in # educational/community outreach activities to increase motorcycle safety awareness [during the project period/per month/per quarter].	The number of educational/community outreach activities conducted and/or participated in to increase motorcycle safety awareness [during the project period/per month/per quarter].
Provide motorcycle safety information and education to the public through the use of message boards, local media outlets, social media and/or press releases at least # times [during the project period/per month/per quarter].	The number of instances that motorcycle safety information and education is provided to the public through the use of message boards, local media outlets, social media and/or press releases [during the project period/each month/each quarter].

Occupant Protection-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Strive to decrease occupant protection-related crashes and fatalities [county/city]wide by __% when compared to the previous three year average.	Occupant protection-related crashes and fatalities are reduced by __% [county/city]wide, compared to the previous three year average.
Increase the safety belt usage rate in [county/city] by __% during the project period.	The safety belt usage rate in [county/city] is increased by at least __% during the project period.
Conduct at least # occupant protection high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of occupant protection high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Conduct # nighttime (between the hours of 9:00 pm and 6:00 am) occupant protection high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].	The number of nighttime (between the hours of 9:00 pm and 6:00 am) occupant protection high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Participate in the National Click It or Ticket campaign through occupant protection overtime enforcement operations and educational/community activities.	The number of occupant protection overtime enforcement operations conducted, and education/community activities conducted/participated in during the Click It or Ticket campaign.
Conduct and/or participate in # educational/community outreach activities to increase occupant protection awareness [during the project period/per month/per quarter].	The number of educational/community outreach activities conducted and/or participated in to increase occupant protection awareness [during the project period/per month/per quarter].
Provide occupant protection information and education to the public through the use of message boards, local media outlets, social media and/or press releases at least # times [during the project period/per month/per quarter].	The number of instances that occupant protection information and education is provided to the public through the use of message boards, local media outlets, social media and/or press releases [during the project period/each month/each quarter].
Conduct # child safety seat checks or child passenger safety classes [during the project period/per month/per quarter].	The number of child safety seat checks or child passenger safety classes conducted [during the project period/per month/per quarter].

Speeding and/or Aggressive Driving-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Strive to decrease speeding and/or aggressive driving-related crashes and fatalities [county/city]wide by __% when compared to the previous three year average.	Speeding and/or aggressive driving-related crashes and fatalities are reduced by __% [county/city]wide, compared to the previous three year average.
Conduct at least # speeding and/or aggressive driving high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of speeding and/or aggressive driving high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Participate in the Operations Southern Shield campaign through speeding and/or aggressive driving overtime enforcement operations and educational/community activities.	The number of speeding and/or aggressive driving overtime enforcement operations conducted, and education/community activities conducted/participated in during the Southern Shield campaign.
Conduct and/or participate in # educational/community outreach activities to increase speeding and/or aggressive driving awareness [during the project period/per month/per quarter].	The number of educational/community outreach activities conducted and/or participated in to increase speeding and/or aggressive driving awareness [during the project period/per month/per quarter].
Provide speeding and/or aggressive driving information and education to the public through the use of message boards, local media outlets, social media, and/or press releases at least # times [during the project period/per month/per quarter].	The number of instances that speeding and/or aggressive driving information and education is provided to the public through the use of message boards, local media outlets, social media, and/or press releases [during the project period/each month/each quarter].

Teen Driver-Specific HVE Standard Objectives/Evaluation Measures

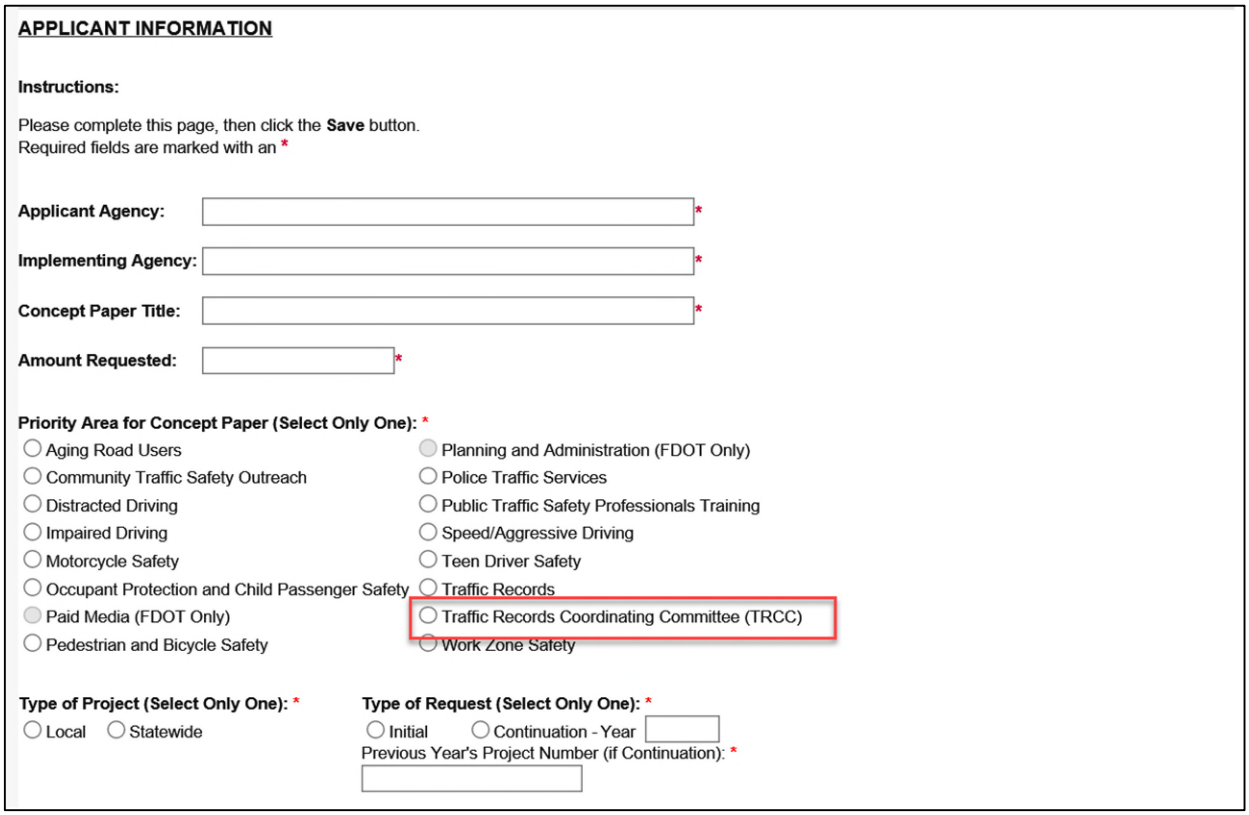
OBJECTIVE	EVALUATION MEASURE
Strive to decrease teen driver-related crashes and fatalities [county/city]wide by ___% when compared to the previous three year average.	Teen driver-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the previous three year average.
Conduct at least # teen driver high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of teen driver high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Conduct and/or participate in # educational/community outreach activities to increase teen driver awareness [during the project period/per month/per quarter].	The number of educational/community outreach activities conducted and/or participated in to increase teen driver awareness [during the project period/per month/per quarter].
Provide teen driver information and education to the public through the use of message boards, local media outlets, social media, and/or press releases at least # times [during the project period/per month/per quarter].	The number of instances that teen driver information and education is provided to the public through the use of message boards, local media outlets, social media, and/or press releases [during the project period/each month/each quarter].

Work Zone-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Strive to decrease work zone crashes and fatalities [county/city]wide by ___% when compared to the previous three year average.	Work zone crashes and fatalities are reduced by ___% [county/city]wide, compared to the previous three year average.
Conduct at least # work zone high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of work zone high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Participate in the National Work Zone Safety campaign through work zone overtime enforcement operations and educational/community activities.	The number of work zone overtime enforcement operations conducted, and education/community activities conducted/participated in during the National Work Zone Safety campaign.
Conduct and/or participate in # educational/community outreach activities to increase work zone awareness [during the project period/per month/per quarter].	The number of educational/community outreach activities conducted and/or participated in to increase work zone awareness [during the project period/per month/per quarter].
Provide work zone information and education to the public through the use of message boards, local media outlets, social media and/or press releases at least # times [during the project period/per month/per quarter].	The number of instances that work zone information and education is provided to the public through the use of message boards, local media outlets, social media and/or press releases [during the project period/each month/each quarter].

Additional Questions for Traffic Records Coordinating Committee (TRCC) Priority Area

This section is only required to be completed if requesting funding from the TRCC by selecting "Traffic Records Coordinating Committee" in the "Applicant Information" section of the concept paper.



APPLICANT INFORMATION

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *

Applicant Agency: *

Implementing Agency: *

Concept Paper Title: *

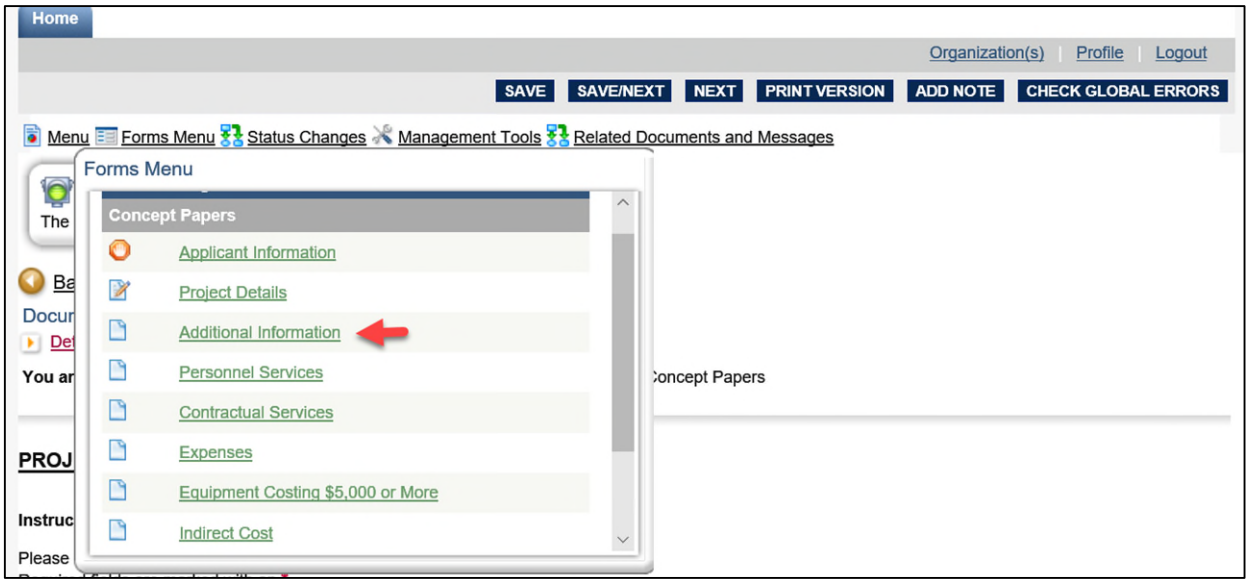
Amount Requested: *

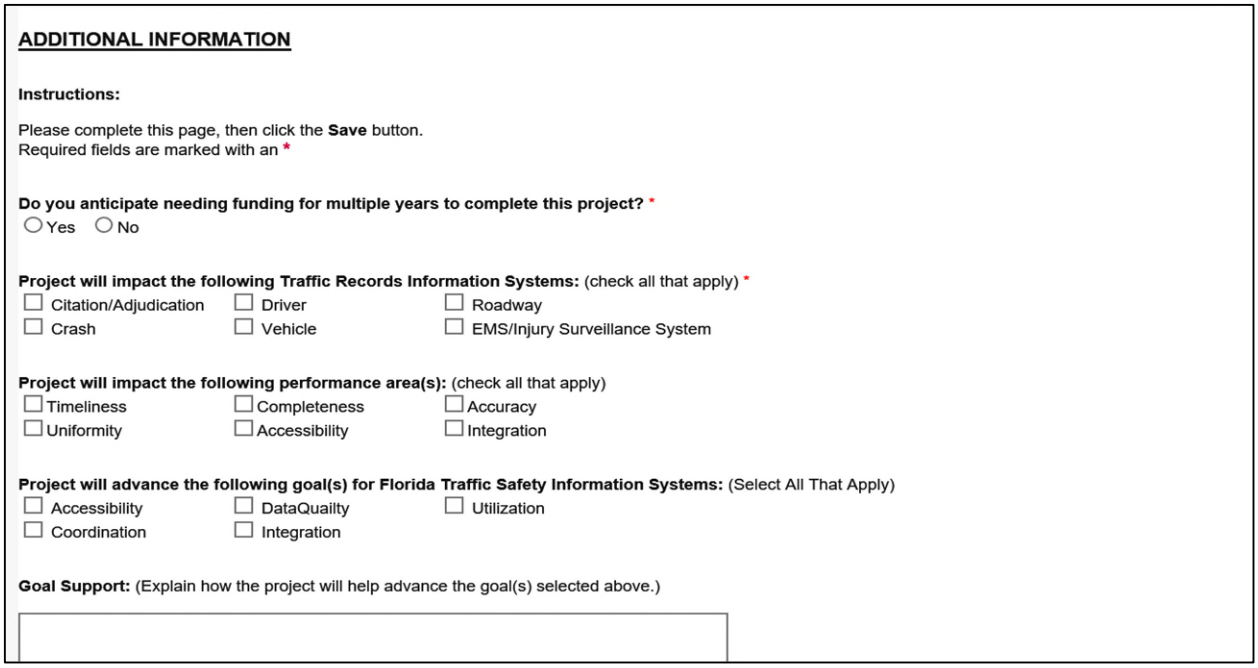
Priority Area for Concept Paper (Select Only One): *

- Aging Road Users
- Community Traffic Safety Outreach
- Distracted Driving
- Impaired Driving
- Motorcycle Safety
- Occupant Protection and Child Passenger Safety
- Paid Media (FDOT Only)
- Pedestrian and Bicycle Safety
- Planning and Administration (FDOT Only)
- Police Traffic Services
- Public Traffic Safety Professionals Training
- Speed/Aggressive Driving
- Teen Driver Safety
- Traffic Records
- Traffic Records Coordinating Committee (TRCC)
- Work Zone Safety

Type of Project (Select Only One): *
Local Statewide

Type of Request (Select Only One): *
Initial Continuation - Year
Previous Year's Project Number (if Continuation): *





ADDITIONAL INFORMATION

Instructions:

Please complete this page, then click the **Save** button.
Required fields are marked with an *

Do you anticipate needing funding for multiple years to complete this project? *
○ Yes ○ No

Project will impact the following Traffic Records Information Systems: (check all that apply) *
☐ Citation/Adjudication ☐ Driver ☐ Roadway
☐ Crash ☐ Vehicle ☐ EMS/Injury Surveillance System

Project will impact the following performance area(s): (check all that apply)
☐ Timeliness ☐ Completeness ☐ Accuracy
☐ Uniformity ☐ Accessibility ☐ Integration

Project will advance the following goal(s) for Florida Traffic Safety Information Systems: (Select All That Apply)
☐ Accessibility ☐ DataQuailty ☐ Utilization
☐ Coordination ☐ Integration

Goal Support: (Explain how the project will help advance the goal(s) selected above.)

The following explains what should be entered in each field of this form:

Do you anticipate needing funding for multiple years to complete this project? – Select "Yes" if you anticipate needing funding for multiple years to complete the project. Please provide a projection of how much is expected to be spent in current and each future year(s) to allow a full understanding of the funding needs required.

Project will impact the following Traffic Records Information System(s) – Select which of the state's six traffic records systems (citation/adjudication, crash, driver, EMS/injury surveillance system, roadway, and vehicle) the project will impact.

Project will impact the following performance area(s) – Select which of the six performance areas the project will impact.

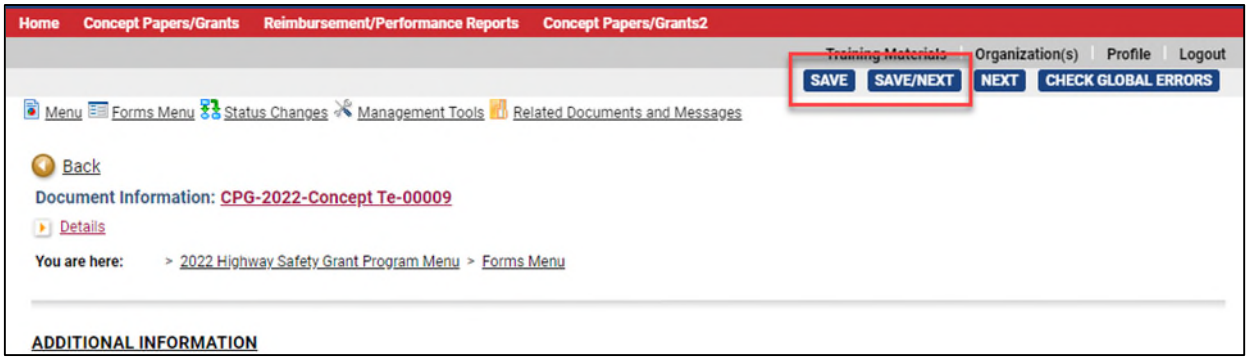
Project will advance the following goal(s) for Florida's Traffic Safety Information Systems – Select which of the state's five goals of Florida's TRCC as documented in the Florida Traffic Safety Information System Strategic Plan 2017–2021 the project will impact. The goals are:

> **Goal 1: Coordination** - Provide ongoing coordination in support of multi-agency initiatives and projects which improve traffic records information systems.
>
> **Goal 2: Data Quality** - Develop and maintain complete, accurate, uniform, and timely traffic records data.
>
> **Goal 3: Integration** - Provide the ability to link traffic records data.
>
> **Goal 4: Accessibility** - Facilitate access to traffic records data.

Goal 5: Utilization - Promote the use of traffic records data.

Goal Support – Explain how the project will help advance the goal(s) selected above

Once all questions are complete, click “Save” to preserve the entered information. Click “Save/Next” to advance to the next form.



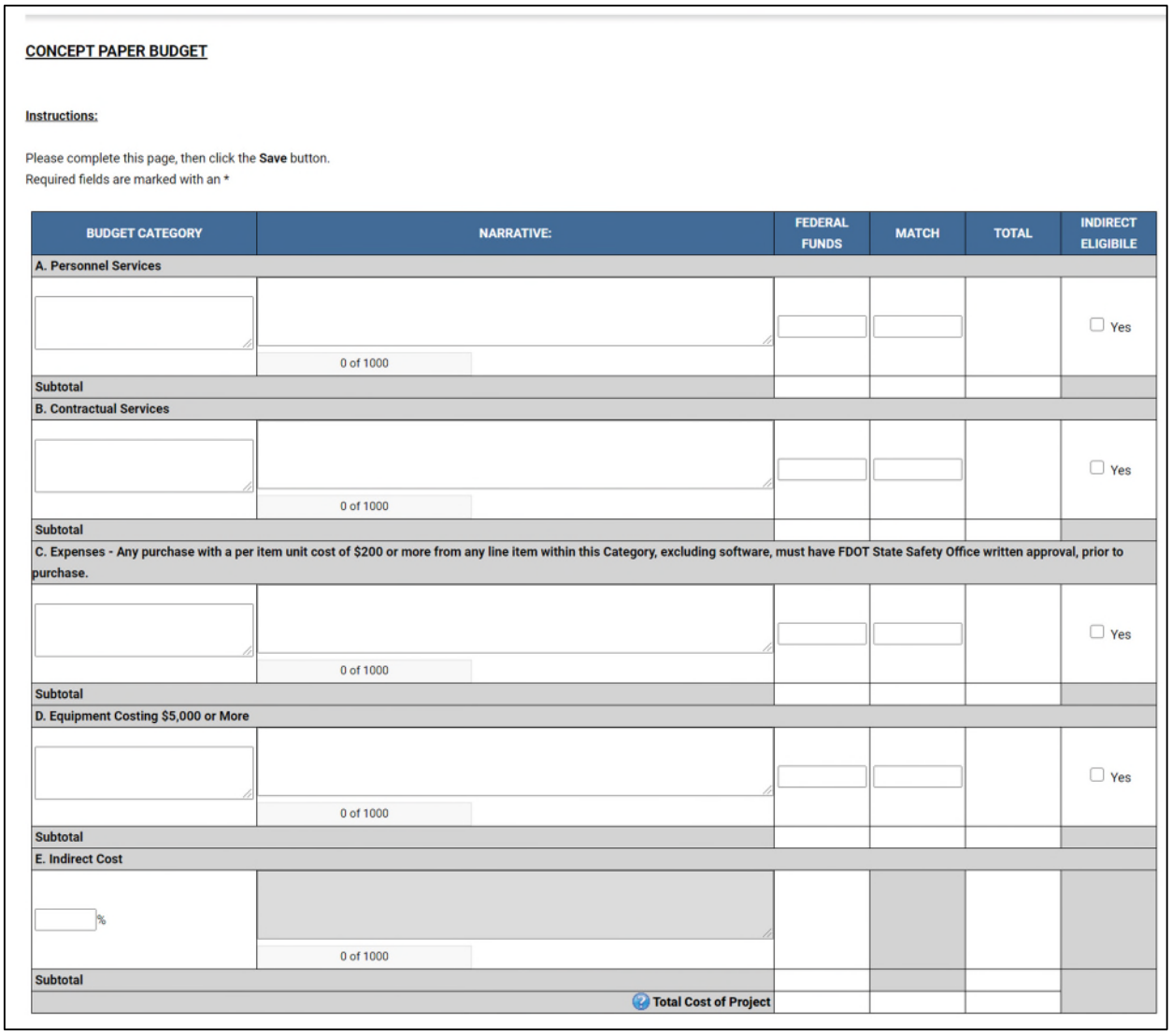
Concept Paper Budget

Concept paper budget costs must be reasonable, allowable, and necessary and be directly related to the stated problem and proposed solution. Budgeted items should be clearly defined in the proposed solution and describe a clear need for the budget item and how it will be used in the project.

Standard language for this form is provided below. Please copy and paste into the system or manually enter the information exactly as provided. One additional line is provided below the last completed line each time users save the form.

Specific guidance has been provided for Enforcement Concept Papers and Statewide Concept Papers.

***To add additional lines within Budget Categories, complete the entries with the lines provided, then click save at the top right of the form. One additional line will populate for you to continue adding items. Repeat, as needed ***



CONCEPT PAPER BUDGET

Instructions:

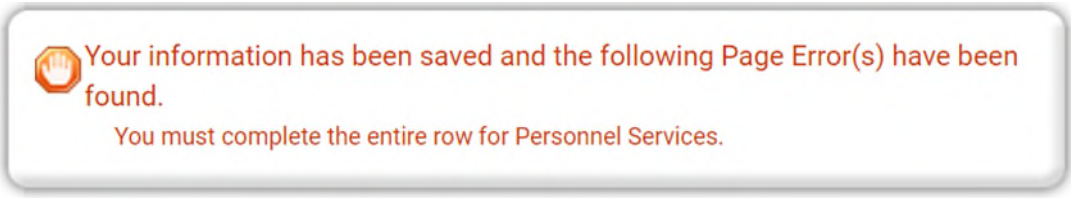
Please complete this page, then click the **Save** button.
Required fields are marked with an *

BUDGET CATEGORY	NARRATIVE:	FEDERAL FUNDS	MATCH	TOTAL	INDIRECT ELIGIBILE
A. Personnel Services					
	0 of 1000				☐ Yes
Subtotal					
B. Contractual Services					
	0 of 1000				☐ Yes
Subtotal					
C. Expenses - Any purchase with a per item unit cost of $200 or more from any line item within this Category, excluding software, must have FDOT State Safety Office written approval, prior to purchase.					
	0 of 1000				☐ Yes
Subtotal					
D. Equipment Costing $5,000 or More					
	0 of 1000				☐ Yes
Subtotal					
E. Indirect Cost					
%	0 of 1000				
Subtotal					
	Total Cost of Project				

Troubleshooting Form Errors

CONCEPT PAPER BUDGET FORM

“You must complete the entire row….”



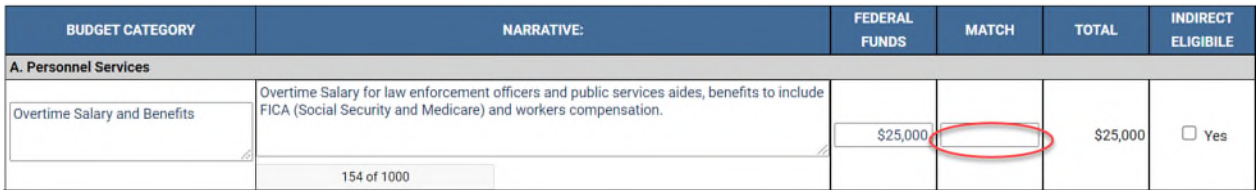
This error indicates that a line in the Concept Paper Budget Form has characters in one column, but not all columns. The system will indicate which category the error is occurring (i.e.: Personnel Services, Contractual Services, Expenses, or Equipment Costing 5,000 or More).

This error can be a result of a few different things.

1. **A blank match column field.**

   A blank match column field is the most common cause of this error. Unless the FDOT State Safety Office has expressly advised you to enter required a match amount, this field requires a zero (0).

   Enter a zero in the match column and save the form to resolve this error.

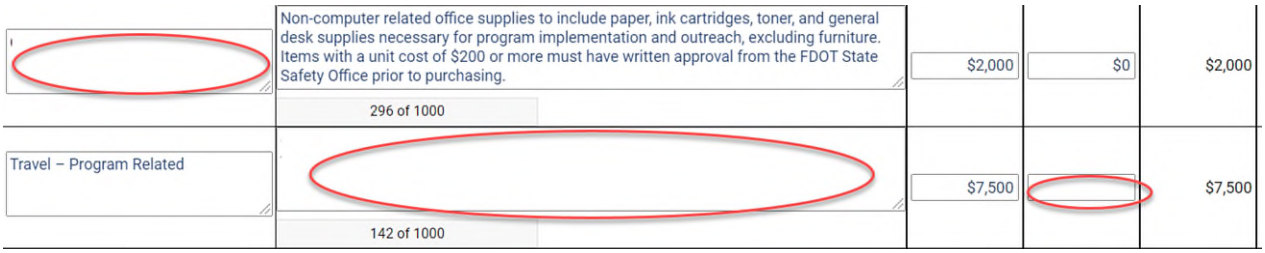


BUDGET CATEGORY	NARRATIVE:	FEDERAL FUNDS	MATCH	TOTAL	INDIRECT ELIGIBILE
A. Personnel Services					
Overtime Salary and Benefits	Overtime Salary for law enforcement officers and public services aides, benefits to include FICA (Social Security and Medicare) and workers compensation. 154 of 1000	$25,000		$25,000	Yes

2. **Any blank column fields.**

   Confirm that the budget category, narrative, federal funds, and match fields for all line items in the budget category are not blank.

   Complete any missing information and save the form to resolve this error.

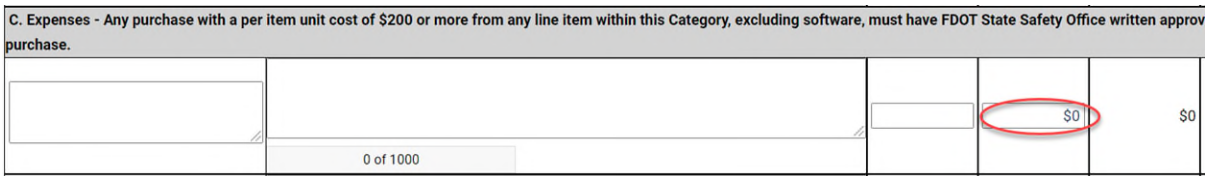


	Non-computer related office supplies to include paper, ink cartridges, toner, and general desk supplies necessary for program implementation and outreach, excluding furniture. Items with a unit cost of $200 or more must have written approval from the FDOT State Safety Office prior to purchasing. 296 of 1000	$2,000	$0	$2,000
Travel – Program Related	142 of 1000	$7,500		$7,500

3. **Previously entered information wasn't completely removed.**

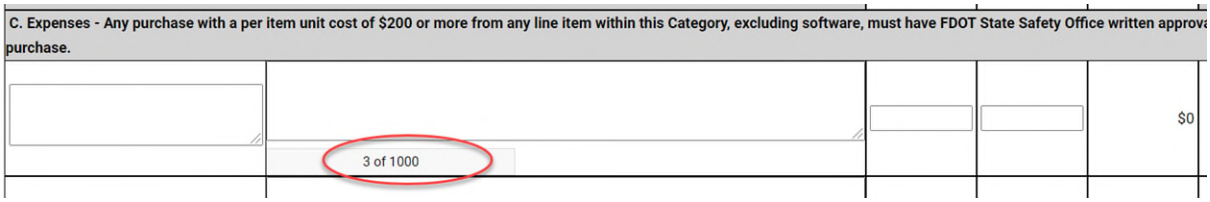
   a. **The zero for the match amount is remaining.**

      Delete the zero and save the form to resolve this error.

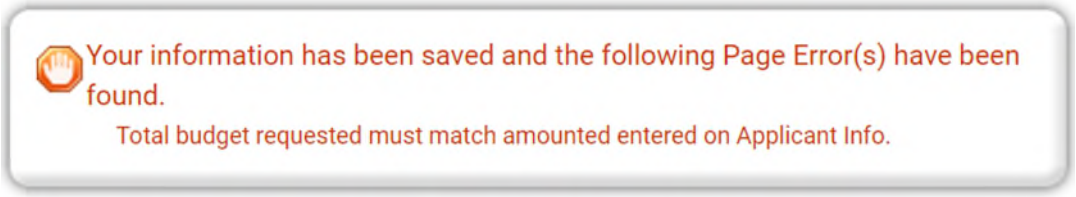


   b. **The narrative column has remaining spaces that are seen in the character count.**

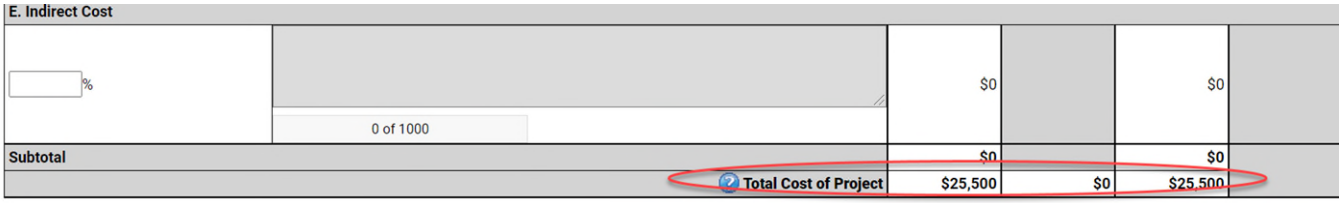
      Click in the narrative column and press delete until the character count is "0 of 1000" and save the form to resolve this error.



Total budget requested must match amount entered on Applicant Info.



This error indicates that the calculated “Total Cost of the Project” at the bottom of the budget table does not match the “Amount Requested” field on the Applicant Information Form.



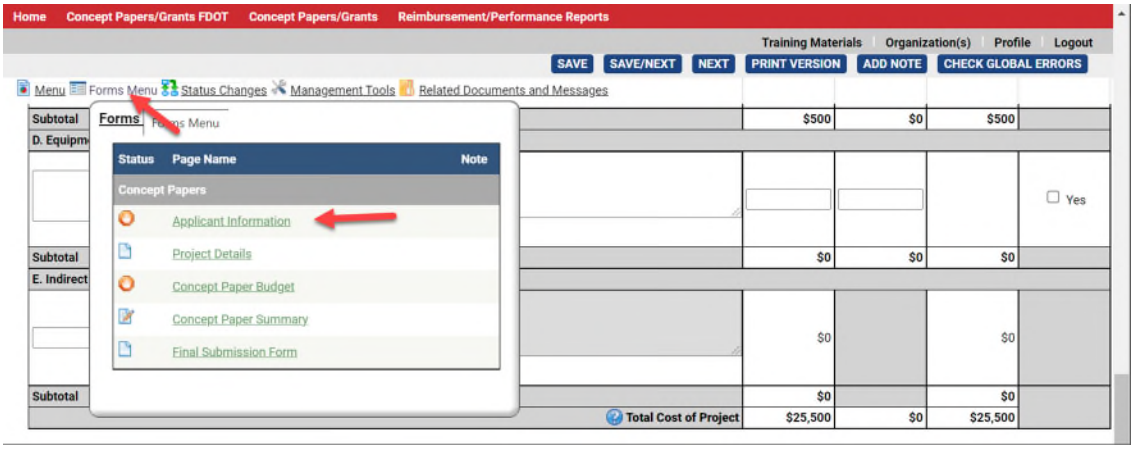
This error is resolved in one of two ways:

1. **Adjusting federal funds on each line item to increase/decrease the total to match the original amount requested.**

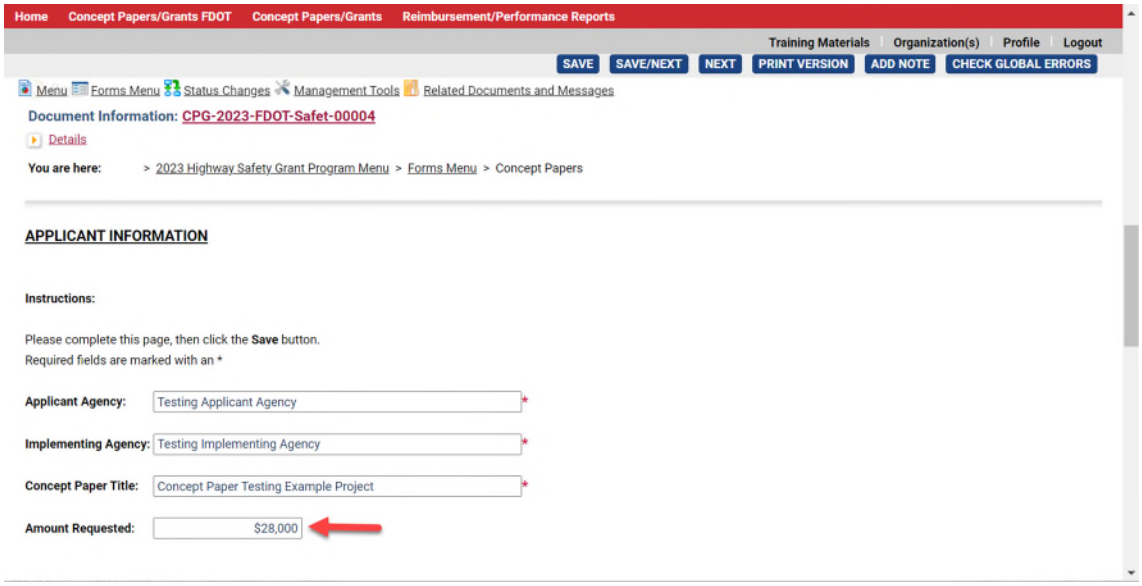
   Increase or decrease line items on the budget table until the appropriate total is calcualated and save the form to resolve this error

2. **Adjusting of the amount requested to match the calculated total of items entered on the budget table.**

   a. Open the Applicant Information Form from the Forms menu.



b. Update the Amount Requested to match the budget table total and save the form to resolve this error.



Budget Guidance for Enforcement Concept Papers

Personnel Services (For Enforcement Concept Papers)

The Personnel Services category is to identify overtime salary and benefits costs that are being requested for reimbursement in the concept paper. The Budget Category and Budget Narrative language will be different for agencies requesting benefits from those agencies who are not requesting benefits. Please choose the appropriate language based on your specific situation.

Note: Anything in [brackets] requires **REPLACEMENT** of that information based on an agency's specific situation, using the example options provided. (see the examples for what the system entry should look like when complete)

Enter "0" in the match column for line completion.

1) Concept Papers requesting Overtime and Benefits:

Budget Category: Overtime Salary and Benefits

Budget Narrative: Overtime Salary for [insert applicable positions], benefits to include [insert benefits].

- Include all positions that will be reimbursed for overtime for subgrant activities. Examples of positions are listed below, include all that apply.
- List the benefits that will be requested for reimbursement. Only those benefits directly impacted by overtime hours are eligible for reimbursement. (i.e.: If the benefit amount does not increase or decrease based on the total hours worked).

Positions options: (Include all applicable)
- law enforcement officers
- administrative staff
- dispatchers
- public health service aides
- [the title of special positions within your agency]

Benefits options: (Include all applicable)
- FICA (Medicare only)
- FICA (Social Security and Medicare)
- retirement
- workers compensation
- fringe rate
- health insurance
- life insurance
- [The title of agency specific benefit].

Overtime with Benefits Example: *ABC Police Department wants reimbursement of overtime for officers and public health services aides and applicable benefits associated with those overtime salaries are Medicare, retirement and workers compensation.*

BUDGET CATEGORY	NARRATIVE:
A. Personnel Services	
Overtime Salary and Benefits	Overtime Salary and Benefits for law enforcement officers and public health service aides, benefits to include FICA (Medicare Only), Retirement, and Workers Compensation.
	170 of 1000

2) Concept Papers requesting <u>Overtime Only</u>:

Budget Category: Overtime Salary

Budget Narrative: Overtime Salary for **[insert applicable positions]**.

Example positions:
- law enforcement officers
- administrative staff
- dispatchers
- public health service aides
- Any special positions

Overtime Only Example:

XYZ Police Department is a small agency wants reimbursement of overtime for officers and dispatchers and is not seeking reimbursement for any associated benefits costs.

BUDGET CATEGORY	NARRATIVE:
A. Personnel Services	
Overtime Salary	Overtime Salary for law enforcement officers and dispatchers.
	61 of 1000
Subtotal	

Contractual Services (For Enforcement Concept Papers)

The Contractual Services category is used to identify costs associated with services that require a written agreement that are being requested for reimbursement in the concept paper.

Standard language for the most common Contractual Services are provided below. Please copy and paste or manually type the standard language provided for each type of Contractual Service. If the item(s) you are trying to include is not provided in the standard list below, please use the budget category to concisely identify the Contractual Service and the budget narrative to further explain what it is.

***To add more than one contractual services item, complete the entry for the first item then click save at the top right of the form. One additional line will populate for you to continue adding items. Repeat, as needed ***

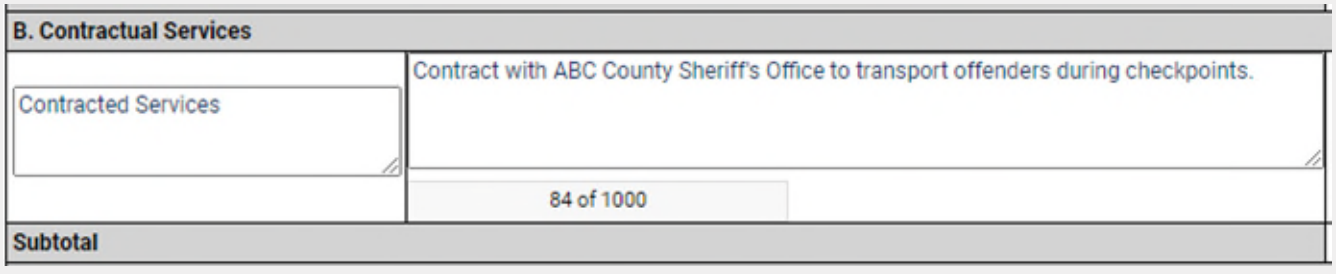
Enter “0” in the match column for line completion.

Budget Category: Contracted Services

Budget Narrative: Contract with [Vendor Name] to [program area activity].

Contractual Services Example:

ABC Police Department is going to conduct a series of DUI Checkpoints. They will be contracting with the Sheriff’s Department to transport offenders from the checkpoint to the jail for processing, so that their staff hours will be concentrated on enforcement of the Checkpoints.



Expenses (For Enforcement Concept Papers)

CONCEPTS FOR EQUIPMENT WITHOUT OVERTIME ENFORCEMENT ARE NOT ALLOWABLE WITH NTHSA FUNDING AND WILL NOT BE CONSIDERED.

The Expenses category is used to identify direct expenditures being requested such as: public information and education materials, speed measurement devices, or any other necessary items with a unit cost of less than $5,000. Guidance for Equipment costing $5,000 or more is provided in the next section. Items included should be logically associated with the program area selected and the statement of the problem provided in the project details section of the concept paper.

Standard language for the most common enforcement related expenses are provide below. Please copy and paste or manually type the standard language provided for each type of expense. If the item(s) you are trying to include is not provided in the standard list below, please use the budget category to concisely identify the expense and the budget narrative to further explain what it is.

***To add more than one expense item, complete the entry for the first item then click save at the top right of the form. One additional line will populate for you to continue adding items. Repeat, as needed ***

Enter “0” in the match column for line completion.

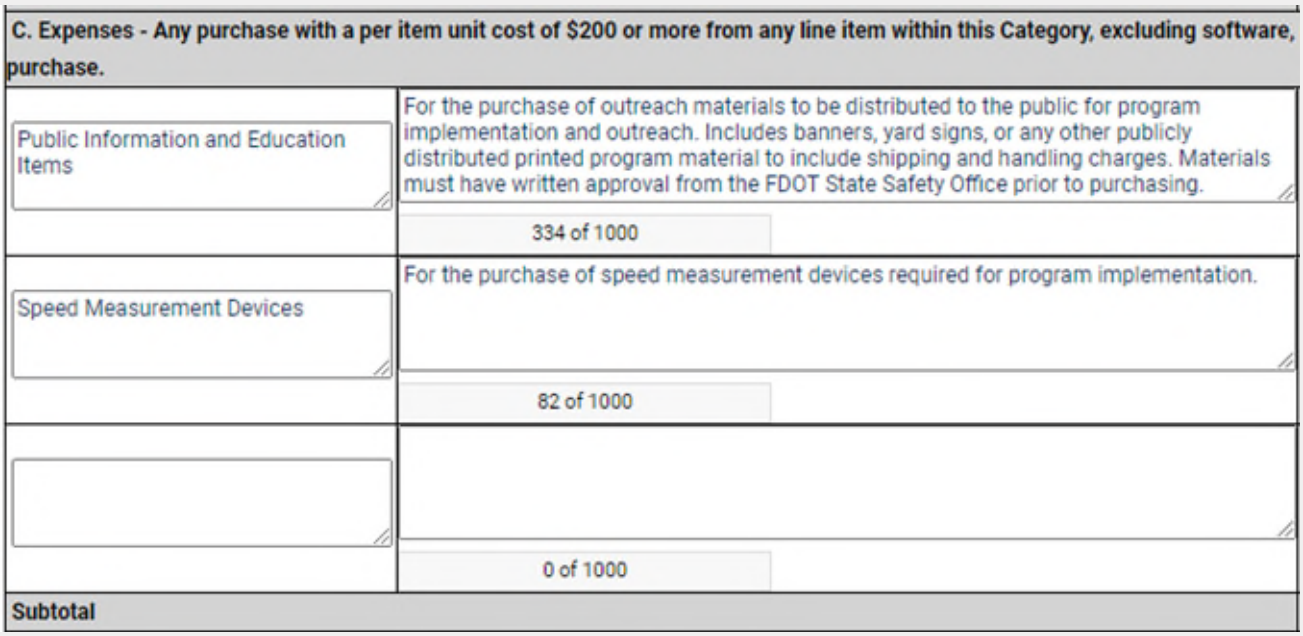
Budget Category	Budget Narrative
Public Information and Education Items	For the purchase of outreach materials to be distributed to the public for program implementation and outreach. Includes banners, yard signs, or any other publicly distributed printed program material to include shipping and handling charges. Materials must have written approval from the FDOT State Safety Office prior to purchasing.
Speed Measurement Devices	For the purchase of speed measurement devices required for program implementation.
Traffic Cones	For the purchase of traffic cones required for program implementation.
Portable Breath Test (PBT) Devices and Tubes.	For the purchase of portable breath test devices and single use tubes.
Portable Breath Test (PBT) Tubes	For the purchase of single use breathing tubes for portable breath test devices.

Tool Kits	For the purchase of items to include in tool kits that are not distributed to the public for program implementation and outreach. Materials must have written approval from the FDOT State Safety Office prior to purchasing. (Individual toll kits cannot have a per kit cost of $5,000 or more.)
Training Materials*	Training materials for SMART courses, to include cones and paint necessary for program implementation.

*Only applicable to Motorcycle Safety SMART course concept papers.

Expenses Example:

XYZ County Sheriff's Office is submitting a Speed/Aggressive Driving concept to conduct saturation patrols in areas with high fatalities and injuries from speeding. They are requesting funds to print informational brochures about the costs and risks associated with speeding along with some local statistics. They also are requesting to purchase one speed measurement device for each traffic unit officer, as the agency only has one currently.



***To add more than one expense item, complete the entry for the first item then click save at the top right of the form. One additional line will populate for you to continue adding items. Repeat, as needed ***

Equipment Costing $5,000 or More (For Enforcement Concept Papers)

CONCEPTS FOR EQUIPMENT WITHOUT OVERTIME ENFORCEMENT ARE NOT ALLOWABLE WITH PER NHTSA GUIDELINES AND WILL NOT BE CONSIDERED.

The Equipment Costing $5,000 or more category is used to identify requests for equipment with a per unit costs of $5,000 or more and should include a quantity for each piece of equipment.

Standard language for the most common enforcement related equipment costing $5,000 or more are provide below. Please copy and paste or manually type the standard language provided for each type of expense. Items not included in the list below are less likely to funded.

Note: Items in this category are considered "Equipment" from the federal standpoint and will be subject to NHTSA approval and bi-annual monitoring of use and condition until disposal. Anything funded in this category must be solely used for the purpose intended at purchase until disposed of. (Example: a message board purchased for a speed and aggressive driving subgrant must be used to promote speed and aggressive driving messages until disposed of.)

Budget Category	Budget Narrative
Distracted Driving Simulator	For the purchase of [quantity] distracted driving simulator for program implementation.
Fatal Vision Community Event Pack	For the purchase of [quantity] Fatal Vision community event pack(s) for program implementation.
Fatal Vision Marijuana Campaign Kit	For the purchase of [quantity] Fatal Vision Marijuana Campaign Kit(s) for program implementation.
In-Car Video System	For the purchase of [quantity] In-Car Video System(s) for program implementation.
Intoxilyzer	For the purchase of [quantity] Intoxilyzer(s) for program implementation.
Intoxilyzer and Printer	For the purchase of [quantity] Intoxilyzer(s) and Printer(s) for program implementation.
Light Tower	For the purchase of [quantity] light tower for program implementation.
Message Board	For the purchase of [quantity]message board for program implementation.
Speed Reporting Trailer	For the purchase of [quantity] speed reporting trailer for program implementation.
Speed Measurement/Message Board Combo	For the purchase of [quantity] speed reporting and message board combo trailer for program implementation.

Equipment Costing $5,000 or More Example

ABC Police Department is experiencing an increasing amount of fatalities and serious injuries related to speeding in school zones. They are requesting to purchase one speed reporting and message board combo trailer to provide a visual cue regarding a driver speed, while also providing recent speeding related fatality statistics and safety messages to support the High Visibility Enforcement (HVE) operations being conducted in school zones.

D. Equipment Costing $5,000 or More	
Speed Message Board	For the purchase of one speed reporting and message board combo trailer for program implementation.
	99 of 1000
	0 of 1000
Subtotal	

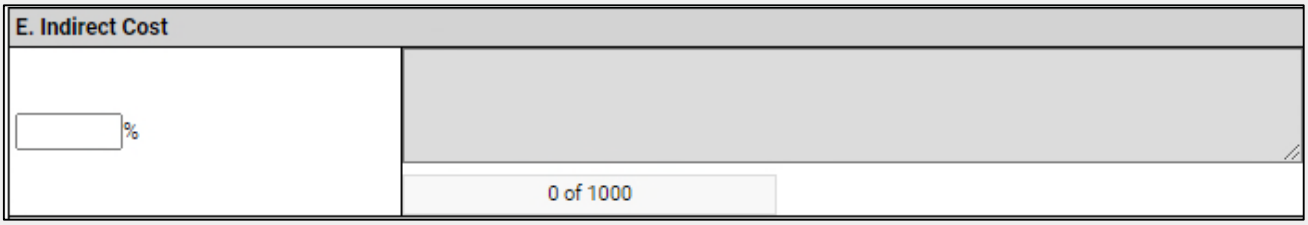
Indirect Costs

Indirect costs are costs that cannot be charged directly to a project. If a subrecipient has a federally negotiated indirect cost rate, it may be applied to the subgrant. If a subrecipient does not have a federally negotiated indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. A subrecipient may opt to request a lower or no indirect costs rate, even if it has a federally negotiated indirect cost rate. Concept papers requesting indirect costs will be awarded based on cost benefit, available funding, and if the indirect cost rate requested significantly affects the proposed project's ability to adequately address the traffic safety need.

See page 65 for directions on requesting indirect costs.

Indirect Costs Example

ABC Police Department is not seeking indirect cost; therefore, no entry is required for the indirect cost category.



Once all budget line items have been completed:

1) Save the Concept Budget Form one last time

2) Advance to page 66 of these instructions for guidance for final review and submission of your enforcement concept paper.

Budget Guidance for Statewide Concept Papers

Personnel Services (For Statewide Concept Papers)

The Personnel Services category is to identify any full-time salary and/or Other Personnel Services (OPS) salary and benefits costs that are being requested for reimbursement in the concept paper. Each proposed personnel service position should be listed as an individual line item, except for OPS positions (see instructions below). Standard language has been provided below, please choose the appropriate language based on your specific situation.

Note: Anything in [brackets] requires **REPLACEMENT** of that information based on your specific situation, using the example options provided. (see the examples for what the system entry should look like when complete)

Note: Agency bonuses are not considered personnel services costs or benefits and are not allowable. Personnel costs and benefits are eligible for indirect costs per 2 CFR 200.68. (excluding tuition waivers)

To add more than one personnel line item, complete the entry for the first item then save the form. One additional line is provided each time users complete a line and save the form

Enter "0" in the match column for line completion.

1) Personnel Positions (not OPS):

Budget Category: [Position Title]

Position title examples:
- Law Enforcement Liaison – District 1, Law Enforcement Liaison Coordinator
- Information Technology Specialist, Systems Administrator, Management Analyst II
- Project Medical Director (PMD), Project Support Coordinator (PSC)

Budget Narrative: Salary and Benefits to include **[list of benefits to be reimbursed along with any necessary agency language required for salaried positions]**

Benefit examples:
- FICA (Medicare only)
- FICA (Social Security and Medicare)
- Retirement
- Workers Compensation
- Fringe Rate
- Other items that may be applicable such as health and life insurance, drop policies, leave payouts, etc.
- Terminal Leave [if applicable]

Personnel Position Example:

LMNOP Agency is going to hire a Program Coordinator to administer a statewide teen traffic safety outreach and education program. A Planner IV is required to handle the administrative workload of statewide planning and dissemination. The agency is requesting health insurance, life insurance, retirement, social security, and Medicare benefits associated with the salaries.

BUDGET CATEGORY	NARRATIVE:
A. Personnel Services	
Program Coordinator	Salary and benefits to include: health insurance, life insurance, retirement, FICA (Social Security and Medicare) 97 of 1000
Planner IV	Salary and benefits to include: health insurance, life insurance, retirement, FICA (Social Security and Medicare) 113 of 1000
	0 of 1000
Subtotal	

2) Other Personnel Services (OPS)

If an agency has titled positions that are classified as OPS, users may list the position name with "(OPS)"

If an agency has no title designations for OPS positions, users may enter "Other Personnel Services (OPS)" in the Budget Category

Budget Category: [Position title] (OPS)
or Other Personnel Services (OPS)

Budget Narrative: Salary and benefits to include [list of benefits to be reimbursed along with any necessary agency language required for OPS positions]

Benefit examples:
- FICA (Medicare only)
- FICA (Social Security and Medicare)
- Retirement
- Workers Compensation
- Fringe Rate
- Other items that may be applicable such as health and life insurance, drop policies, leave payouts, etc.
- Terminal Leave [if applicable]

Other Personnel Services (OPS) Without Titles Example:

Agency LMNOP is requesting funding for a full-time salary program coordinator and multiple OPS positions for a Statewide Find a Ride system call center for aging road users. Benefits for salary positions include health, life, retirement, Social Security and Medicare. OPS benefits are Social Security, Medicare and workers compensation. Agency LMNOP also requires a stipulation to be included that all OPS positions are not eligible for leave payout upon separation.

BUDGET CATEGORY	NARRATIVE:
A. Personnel Services	
Program Coordinator	Salary and benefits to include: health insurance, life insurance, retirement, FICA (Social Security and Medicare) 113 of 1000
Other Personnel Service (OPS)	Salary and benefits to include: FICA (Social Security and Medicare) and workers compensation. OPS positions are not eligible for leave payout upon separation. 159 of 1000

Other Personnel Services (OPS) Position Example:

Agency LMNOP is requesting funding for a full-time salary program coordinator and an OPS Administrative Assistant and multiple OPS Instructors for a Statewide Impaired Driving Program. Benefits for salary positions include health, life, retirement Social Security and Medicare. OPS benefits are Social Security, Medicare and workers compensation.

BUDGET CATEGORY	NARRATIVE:
A. Personnel Services	
Program Coordinator	Salary and benefits to include: health insurance, life insurance, retirement, FICA (Social Security and Medicare) 113 of 1000
Administrative Assistant (OPS)	Salary and benefits to include: FICA (Social Security and Medicare) and workers compensation. 93 of 1000
Instructor(s) (OPS)	Salary and benefits to include: FICA (Social Security and Medicare) and workers compensation. 93 of 1000

3) Tuition Waivers

If a University is seeking reimbursement of tuition waivers for eligible employees, tuition waivers must be listed as a separate line in the Personnel Service Category.

Note: Tuition waivers are not eligible to receive indirect costs per 2 CFR 200.68.

Budget Category: Tuition Waiver(s)

Budget Narrative: Tuition waivers for applicable employees.

Tuition Waiver Example:

Tuition Waiver(s)	Tuition waivers for applicable employees. 41 of 1000

Contractual Services (For Statewide Concept Papers)

The Contractual Services category is used to identify costs associated with services that require a written agreement that are being requested in the concept paper.

Standard language for the most common Contractual Services are provided below. Please copy and paste or manually type the standard language provided for each type of Contractual Service. If the item(s) you are trying to include is not provided in the standard list below, please use the budget category to concisely identify the Contractual Service and the budget narrative to further explain what it is.

Indirect Costs (IDC) Eligibility is determined by 2 CFR 200.68 and may differ depending on your approved indirect cost rate plan.

To add more than one contractual services item, complete the entry for the first item then save the form. One additional line is provided each time users complete a line and save the form

Enter “0” in the match column for line completion.

Budget Category	Budget Narrative	IDC Eligible
Contracted Services	Contract with [consultant / vendor] to [program area activities].	YES
Data and Network Hosting (Under $5,000)	Hosting of Data and Network for [program area activities]. (Individual contractual service agreements cannot have a per agreement cost of $5,000 or more.) (Cannot combine multiple data contracts into one line item that equals $5,000 or more.)	YES
Data and Network Hosting (Over $5,000)	Hosting of Data and Network for [program area activities]	NO
Data, Network and/or Website Hosting (Under $5,000)	Hosting of the [program area activities] Website. (Individual contractual service agreements cannot have a per agreement cost of $5,000 or more.) (Cannot combine multiple data contracts into one line item that equals $5,000 or more.)	YES
Data, Network and/or Website Hosting (Over $5,000)	Hosting of the [program area activities] Website.	NO
Evaluation Contracts	Contractual agreements to conduct [program area] surveys.	YES
Paid Media Subcontract Agreements	Paid Media purchases and paid media development(s) to include agency fees.	YES

Speakers and Presenters (honorariums)	Speaking fees for [program area activities]	YES
Strategic Planning Services	Contract with [consultant / vendor] to coordinate coalition efforts to develop and implement the statewide strategic plan.	YES
Web Services (Under $5,000)	Web services to include domain and hosting support for website. (Individual contractual service agreements cannot have a per agreement cost of $5,000 or more.) (Cannot combine multiple data contracts into one line item that equals $5,000 or more.)	YES
Web Services (Over $5,000)	Web services to include domain and hosting support for website.	NO

Expenses (For Statewide Concept Papers)

The Expenses category is used to identify direct expenditures with a unit costs of less than $5,000 that are being requested. Guidance for Equipment costing $5,000 or more is provided in the next section.

Expenses should be logically associated with the program area selected and the Statement of the Problem provided in the project details section of the concept paper.

Standard language for the most common expenses are provided below. Please copy and paste or manually type the standard language provided for each type of expense. Please take a moment to READ the narrative provided for the budget category line items to ensure that you have chosen the correct title for your circumstances.

If the Expense item(s) you are trying to include is/are not provided in the standard list below, please use the budget category to concisely identify the Expense and the budget narrative to further explain what it is.

Indirect Costs (IDC) Eligibility is determined by 2 CFR 200.68 and may differ depending on your approved indirect cost rate plan.

To add more than one expense item, complete the entry for the first item then save the form. One additional line is provided each time users complete a line and save the form

Enter “0” in the match column for line completion.

Budget Category	Budget Narrative	IDC Eligible
Communication Equipment and Services	Equipment and services to include cellular phones, air cards/hotspot, monthly service plans, and any necessary cables and accessories for program implementation. (Individual equipment purchases cannot have a per unit cost of $5,000 or	YES
Computers and Computer Supplies	Computer and computer supplies to include computers, monitors, printers, server and data storage supplies, hard drives, universal serial bus (USB), networking, hardware, batteries, and any necessary cables and accessories, excluding computer software and licenses. (Individual equipment purchases cannot have a per unit cost of $5,000 or more.)	YES
Computer Software and Licenses (Under $5,000)	Computer software and/or licenses purchase for program implementation. (Individual software and/or licenses cannot have a per unit/per vendor cost of $5,000 or more)	YES
Computer Software and Licenses (Over $5,000)	Computer software and/or licenses purchase for program implementation that expires after a 365-day service period.	YES

Computer Software and Licenses (Over $5,000)	Computer software and/or licenses purchase for program implementation.	NO
Office Supplies	Non-computer related office supplies to include paper, ink cartridges, toner, and general desk supplies necessary for program implementation and outreach, excluding furniture.	YES
Display Materials	For the purchase of display materials that are not distributed to the general public for program implementation and outreach. Materials must have written approval from the FDOT State Safety Office prior to purchasing.	YES
Membership Fees	Necessary membership fees for program implementation. Memberships must have written approval from the FDOT State Safety Office prior to purchasing.	YES
Publications	Purchase of and/or subscription to subgrant related publications/legal research services. Publication purchase and/or subscription must have written approval from the FDOT State Safety Office prior to purchasing and/or subscription.	YES
Postage and Shipping	Outgoing shipping, freight, and/or postage for program implementation and outreach.	YES
Public Information and Education Items	For the purchase of outreach materials to be distributed to the public for program implementation and outreach. Includes banners, yard signs, or any other publicly distributed printed program material to include shipping and handling charges. Materials must have written approval from the FDOT State Safety Office prior to purchasing.	YES
Printing	Printing and duplication costs of program-related materials to include applicable shipping and handling charges and other related charges. Does not include the printing of Public Information and Education Items.	YES
Personal Protective Equipment and Supplies	For the purchase of disposable gloves, disinfecting wipes, disinfecting spray, face masks, face shields, and hand sanitizer to be used when working with [insert reason] by program staff and volunteers to maintain compliance with state and federal guidelines. Items are not allowed to be distributed to the general public.	YES
Testing Supplies	Necessary testing supplies for program implementation and outreach items such as [portable breath test (PBT) devices mouthpieces, PBT calibration materials].	YES
Testing Supplies **when line item total is $5,000 or more	Necessary testing supplies for program implementation and outreach items such as [portable breath test (PBT) devices mouthpieces, PBT calibration materials].	NO

Tool Kits	For the purchase of items to include in tool kits that are not distributed to the general public for program implementation and outreach. Materials must have written approval from the FDOT State Safety Office prior to purchasing. (Individual toll kits cannot have a per kit cost of $5,000 or more.)	YES
Translation Services	Translation services for program implementation.	YES
Student Tuition **(For TCC/FPSI Training Subgrants)	Tuition to be reimbursed for Florida law enforcement officers who attend the training course. Any other personnel will be considered on case-by-case basis and must have prior written approval from the FDOT State Safety Office for tuition-free training. $XX = On-Site at FPSI (Tuition, Lodging and Meals) $XX Off-Site or * On-Site (Tuition Only)	NO
Student Tuition **(For IPTM Training Subgrants)	Tuition to be reimbursed for Florida law enforcement officers who attend the training course. Any other personnel will be considered on case-by-case basis and must have prior written approval from the FDOT State Safety Office for tuition-free training. ($XX per student)	NO
Travel – Program Related	Costs for program implementation and outreach by employees whose salaries are paid on this subgrant (see Part V for pre-requisite approvals).	YES
Travel – Coalition Related	Costs for coalition related activities (see Part V for pre-requisite approvals).	NO
Vehicle Fuel, Maintenance, and Repairs	Vehicle Fuel, maintenance, and repairs for program implementation and outreach.	YES
Facility/Warehouse Rental	Rental costs of [“facility type” or “warehouse”] for [program area activities].	NO
Web Services (Under $5,000)	Web services to include domain and hosting support for website. (Individual services cannot have a per vendor cost of $5,000 or more.) (Cannot combine multiple web services into one line item that equals $5,000 or more.)	YES
Web Services (Over $5,000)	Web services to include domain and hosting support for website.	NO
Staff Training *(If personnel costs are included on subgrant)	Training registration costs for program employees whose salaries are paid on this subgrant. Training costs must have prior written approval from the FDOT State Safety Office.	YES
Staff Training *(If personnel are NOT included on subgrant)	Training registration costs for program employees. Training costs must have prior written approval from the FDOT State Safety Office.	NO

Equipment Costing $5,000 or More (For Statewide Concept Papers)

CONCEPTS FOR EQUIPMENT WITHOUT PERSONNEL COSTS ARE NOT ALLOWABLE PER NHTSA GUIDELINES AND WILL NOT BE CONSIDERED.

The Equipment Costing $5,000 or more is used to identify requests for equipment with a per unit costs of $5,000 or more and should include a quantity for each piece of equipment.

Standard language for the most common non-enforcement related equipment costing $5,000 or more are provide below. Please copy and paste or manually type the standard language provided for each type of Equipment.

Note: Items in this category are considered "Equipment" from and federal standpoint and will be subject to NHTSA approval and bi-annual monitoring of use and condition until disposal. Anything funded in this category must be solely used for the purpose intended at purchase until disposed of.

Indirect Costs (IDC) are not eligible for this budget category per 2 CFR 200.68.

To add more than one expense item, complete the entry for the first item then save the form. One additional line is provided each time users complete a line and save the form

Enter "0" in the match column for line completion.

Budget Category	Budget Narrative
Distracted Driving Simulator	For the purchase of [quantity] distracted driving simulator for program implementation.
Fatal Vision Community Event Pack	For the purchase of [quantity] Fatal Vision community event pack(s) for program implementation.
Fatal Vision Marijuana Campaign Kit	For the purchase of [quantity] Fatal Vision Marijuana Campaign Kit(s) for program implementation.

Indirect Costs (For Statewide Concept Papers)

Indirect costs are costs that cannot be charged directly to a project. If a subrecipient has a federally negotiated indirect cost rate, it may be applied to the subgrant using the modified total direct costs method. If a subrecipient does not have a federally negotiated indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. A subrecipient may opt to request a lower or no indirect costs rate, even if it has a federally negotiated indirect cost rate.

Concept papers requesting indirect costs will be awarded based on cost benefit, available funding, and if the indirect cost rate requested significantly affects the proposed project's ability to adequately address the traffic safety need. Once an agency submits a concept paper, it will be awarded or non-awarded based on the rate provided. In accordance with Federal guidelines, there will be no negotiation on any indirect rates after a concept paper is submitted.

This process is separate from any indirect rates negotiated with Colleges and Universities in the Master University Agreements with the Florida Department of Transportation. Task work orders issued under those agreements are funded differently and go through a different process.

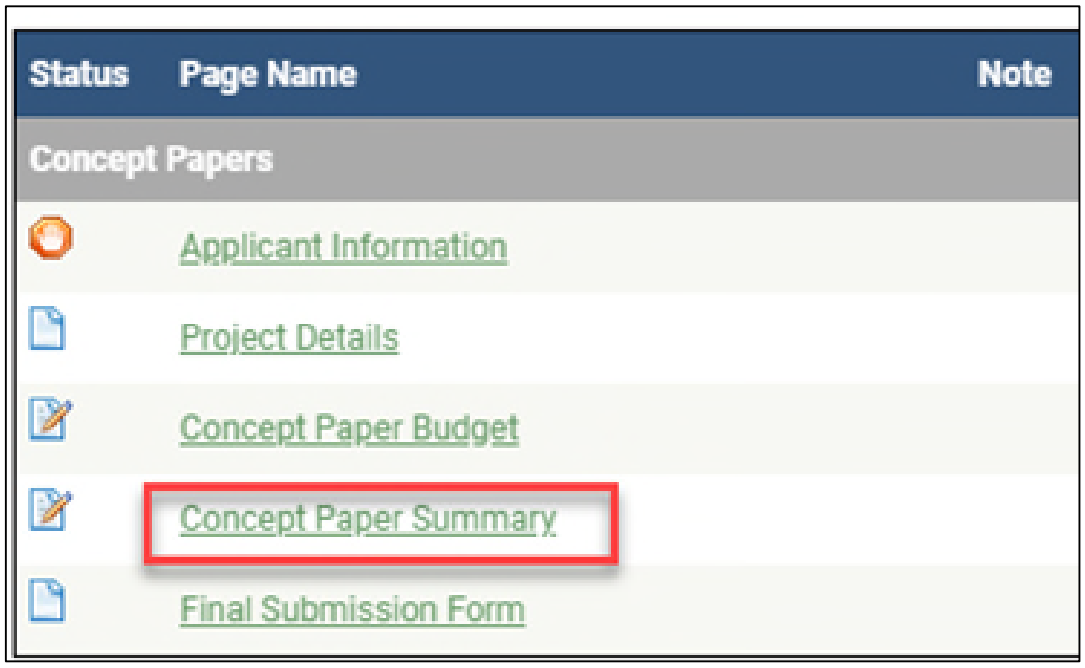
The FDOT State Safety Office has historically not awarded indirect costs for local projects, law enforcement agencies for enforcement activities, or rates over 10%.

Concept Paper Summary Page

The “Concept Paper Summary” Form is a system generated combination of the information provided in the Applicant Information and Project Details Forms.

This form is generated to allow a review for accuracy of all the information in one page. No changes can be made to this form. Corrections must be made to the Applicant Information Form or Project Details Form to be updated in this summary.

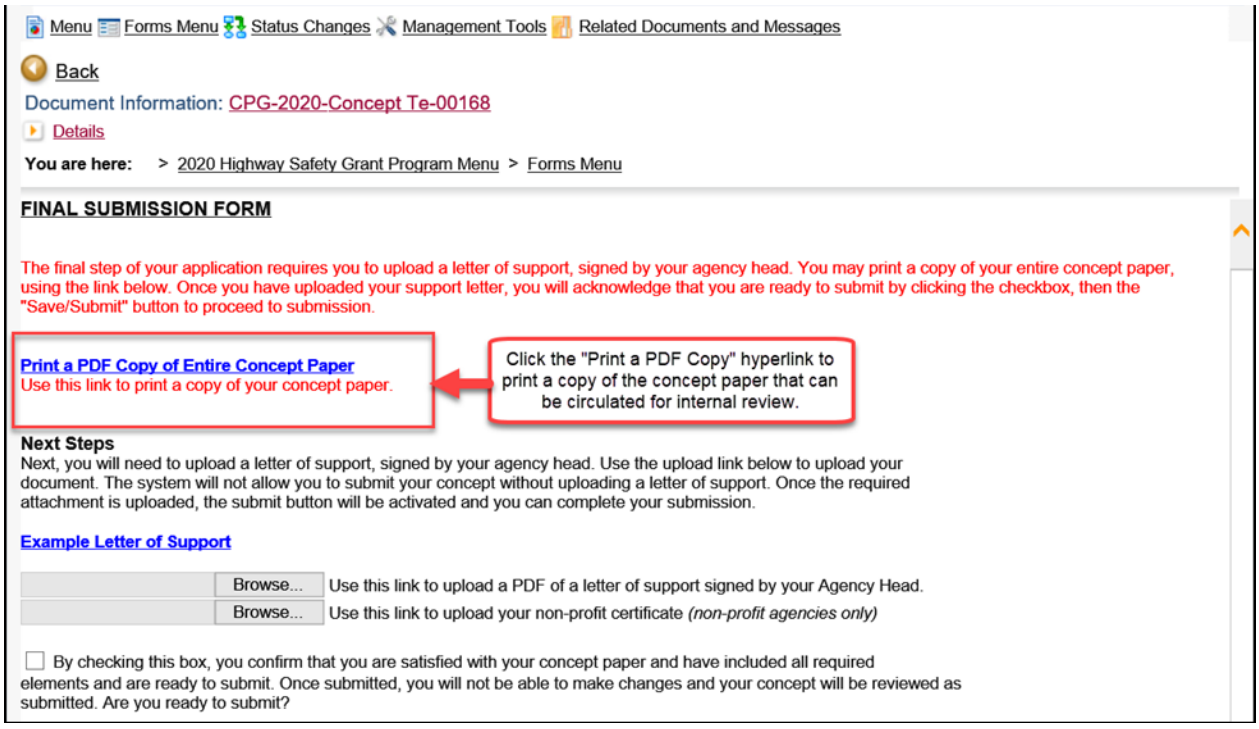
Once users have completed your review of this information, advance to the next form by clicking the “Next” button, or selecting the “Final Submission” form from the Forms Menu pop-up.



Final Submission

Printing a Copy of the Concept Paper

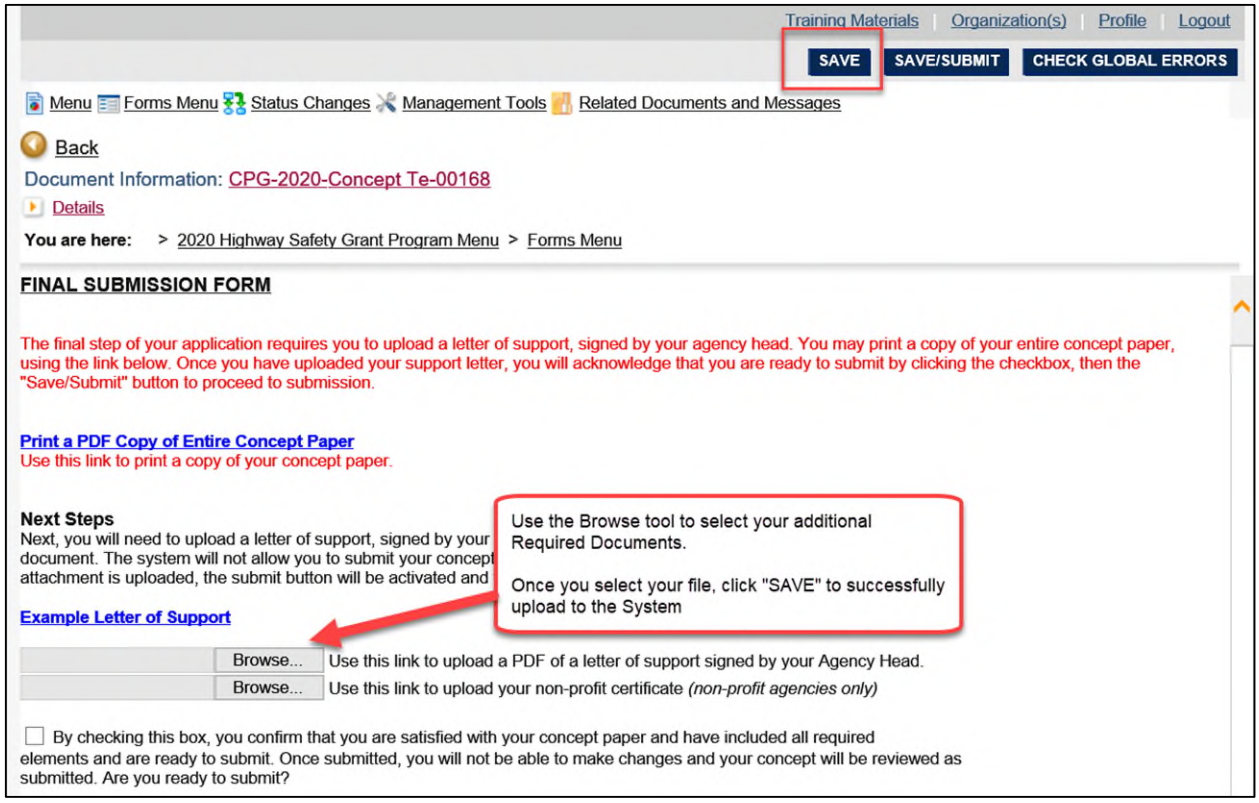
A final combined PDF version of the concept paper can be created by clicking the “Print a PDF Copy of Entire Concept Paper” hyperlink. It is recommended that users print a copy for record keeping purposes. The PDF can be used to circulate for internal agency approvals prior to submission.



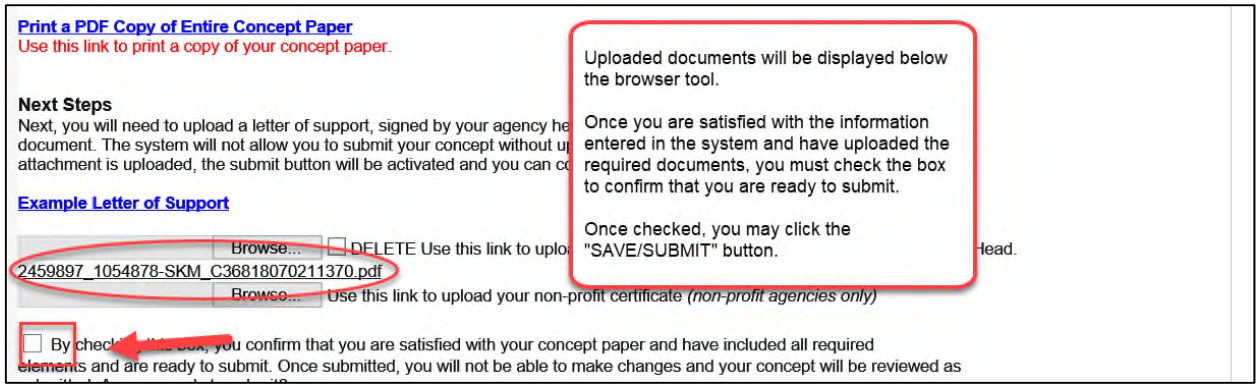
Additional Required Documents

1. A cover letter signed by the head of the agency or their authorized signatory **is required**. 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.

2. Not-for-profit agencies must include their “Certificate of Status” from the Florida Department of State with their Highway Safety Concept Paper.

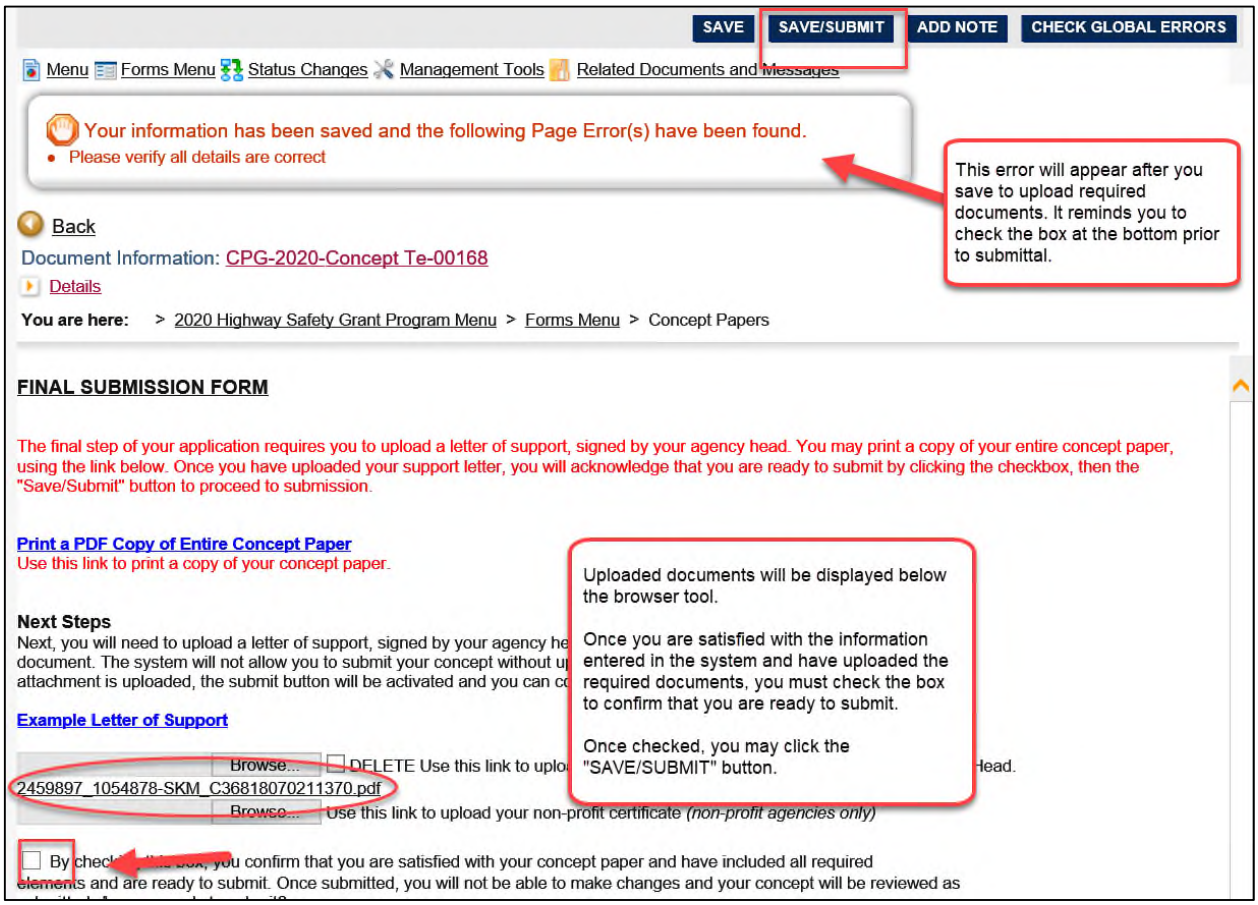


To upload additional required documents, use the Browse link to select and upload the documents. Once a file is selected, click the “Save” button at the top of the form page. Uploaded files will appear below the upload tool.



Submitting the Concept Paper

Once the form is saved, to upload the additional required documents, users will get an error that advises them to verify all details prior to submittal.



Take one last opportunity to ensure that all information has been entered correctly in all previous forms and additional required documents have been uploaded.

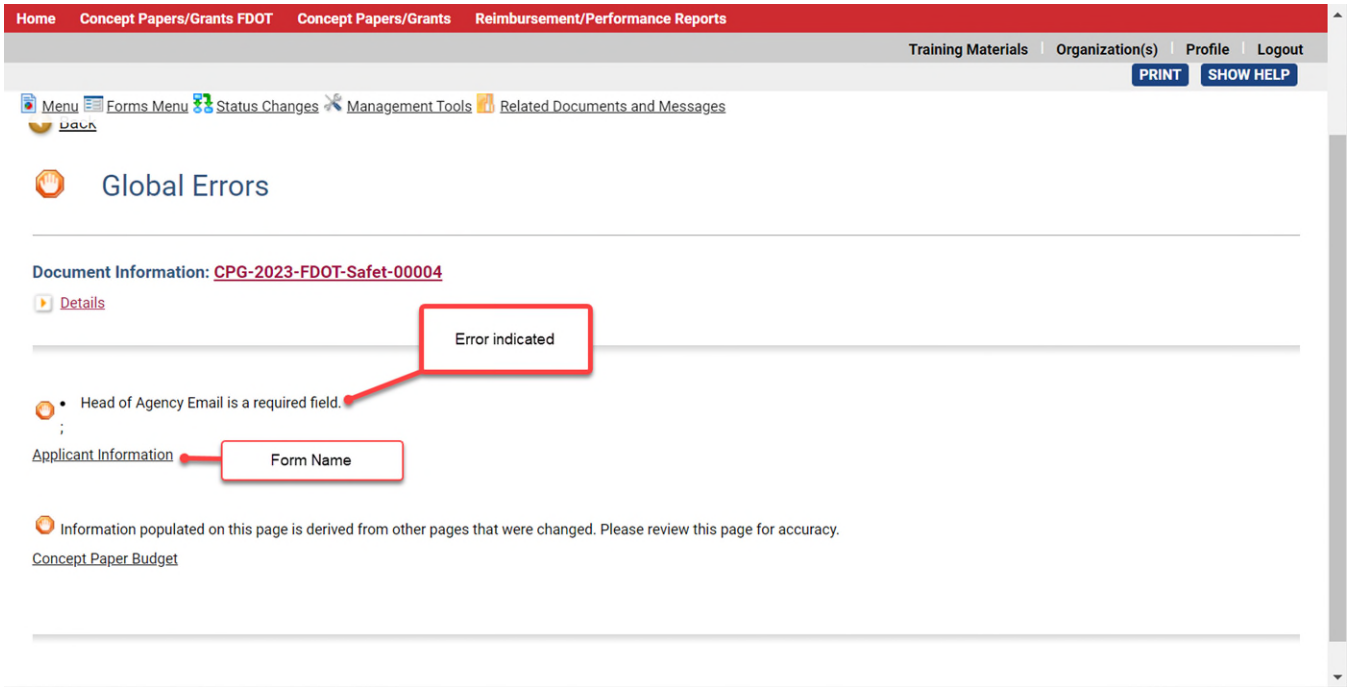
Once you have confirmed all information is complete, click “SAVE/SUBMIT” button in the upper right. A second box will populate reconfirming submission. Select “OK” to confirm and submit.

System Administrators and Subrecipient Editors who are assigned to the concept paper will receive a system message and email that your concept has been submitted to the FDOT State Safety Office for review.

GLOBAL ERRORS PREVENTING SUBMITION

If you do not get a confirm submission pop-up when selecting the “SAVE/SUBMIT” button, it means there are errors in your form that need to be resolved. The system will immediately take you to the Global Errors Menu.

This menu will indicate the error above the name of the form that still needs to be resolved. The error will be bulleted and the form name will be underlined below the error.



A form name listed without a specific error could indicate the form needs to be re-saved.

Select the indicated form from the Forms Menu. Check for errors at the top of the form. Resolve any error and save the form. If no errors are indicated, save the form to reset any system internal errors.

Refer to the “Troubleshooting Form Errors” section of these instructions for guidance through the most common errors.

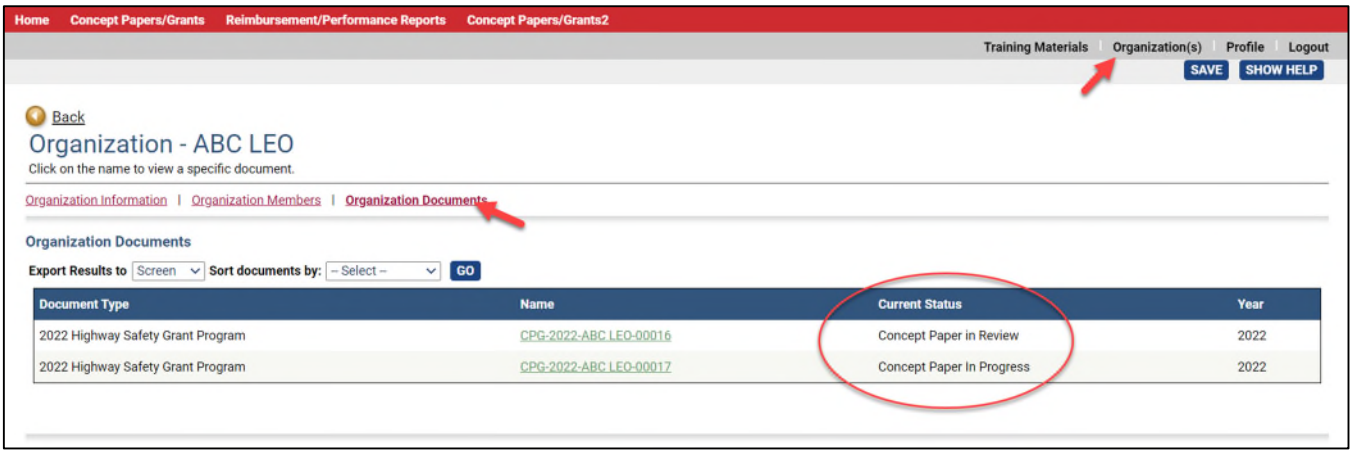
Checking Concept Paper Status

Once a concept paper has been successfully submitted to the FDOT State Safety Office for review, it will no longer appear as in the MyTasks section of the home screen. To quickly review the status of all submitted concept papers, click on the Organization Menu at the top right of the screen. Then select Organization Documents.

Status Definitions:

Concept Paper in Review: means that the document has successfully be submitted to the FDOT State Safety Office for review.

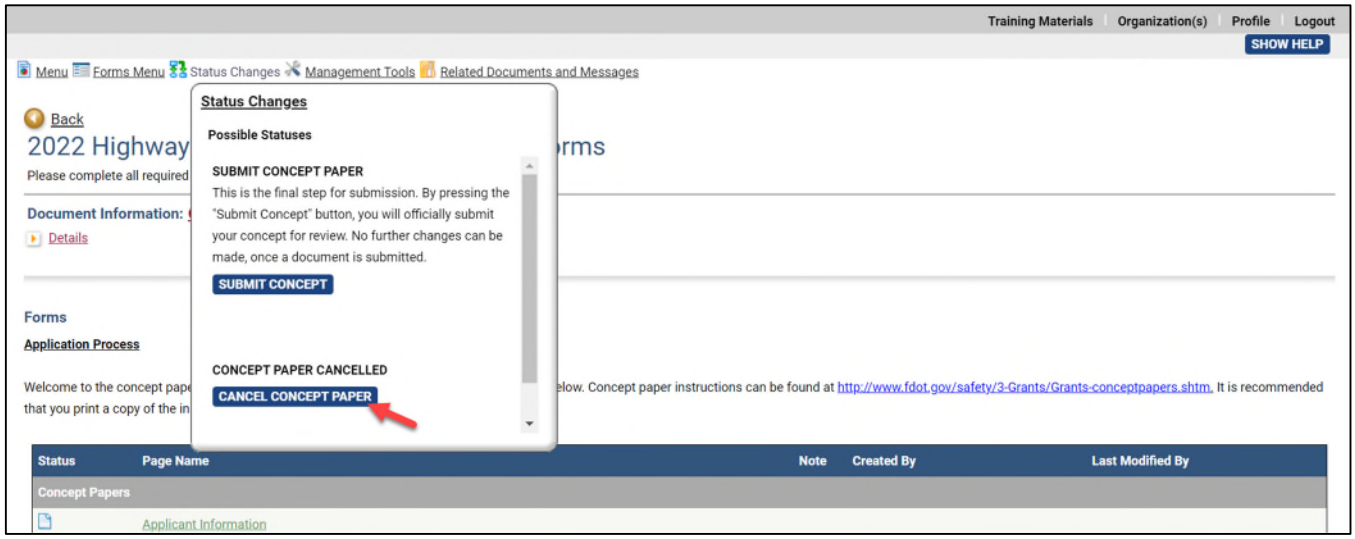
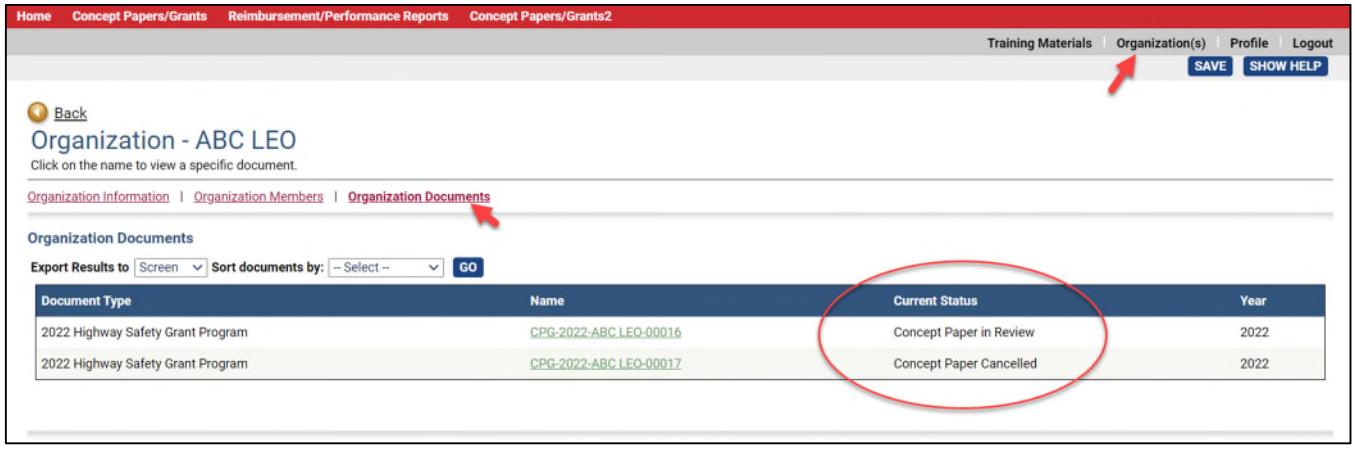
Concept Paper in Progress: means that the document is still with the agency and has not been submitted to the FDOT State Safety Office. The FDOT State Safety Office cannot consider concept papers that do not get submitted to review status.



Cancelling a Concept Paper

Concept papers that will not be submitted for the FDOT State Safety Office to review will need to be cancelled to remove it from the task list.

To cancel a concept paper, click on the document name to open it. Then use the “Status Menu” to change the status to “Concept Paper Cancelled”.



At the end of the concept paper period, all agency documents should either be in “Concept Paper in Review” or “Concept Paper Cancelled” status.