

Highway Safety Concept Paper Instructions

Fiscal Year (FY) 2025



Florida Department of Transportation
State Safety Office
Highway Safety Subgrant Program

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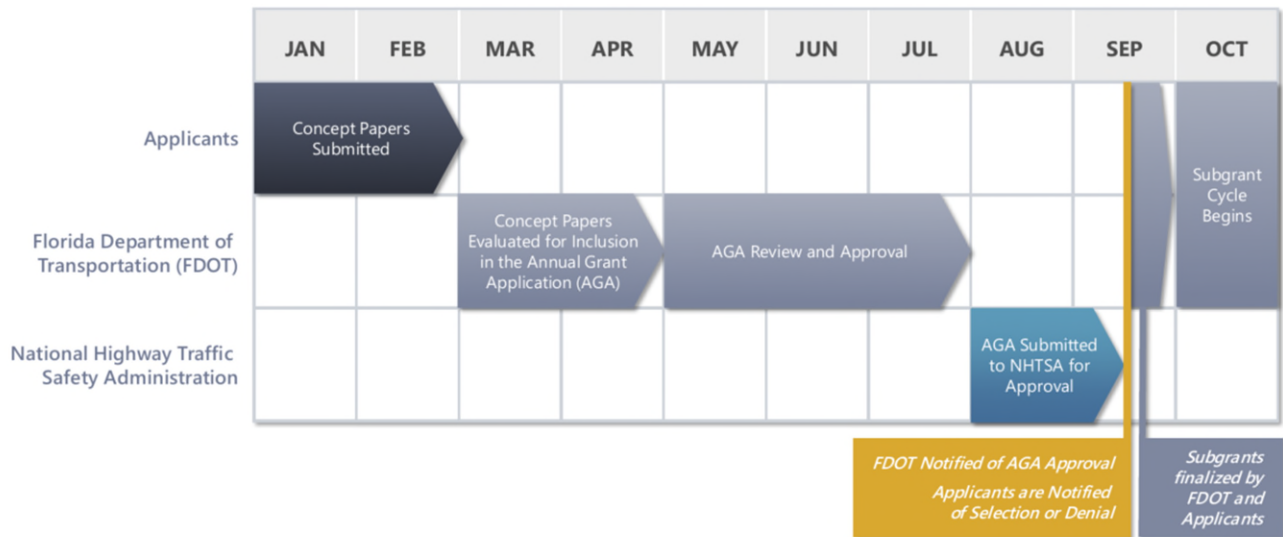
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Subgrant Overview

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.
- **Mid- September – Late-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, 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.

Evaluation and selection are 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 40% 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 timely, accurately, 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.

Concepts can be submitted for each program area that the agency wants to focus on. This will require multiple concept papers and each concept paper must meet the requirement for that program area and provide a problem and data-driven solution. Please note repeating the same proposals across concepts will be evaluated on a lower scale. The concept paper must be unique to the program area being applied for.

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, 2024, will be for the October 2024 – September 2025 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 mid-September and late 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 at <https://www.fdot.gov/Safety/grants/grants-conceptpapers.shtm>. The format of the example concept papers mimics the online concept paper application.

Sample Concept Papers

- [Sample Impaired Driving concept paper](#)
- [Sample Motorcycle Safety concept paper](#)
- [Sample Occupant Protection concept paper](#)
- [Sample Distracted Driving concept paper](#)
- [Sample Pedestrian/Bicycle Safety concept paper](#)
- [Sample Speed/Aggressive Driving concept paper](#)
- [Sample Teen Driver Safety concept paper](#)
- [Sample Teen Driver Safety \(Law Enforcement\)](#)
- [Sample Workzone concept paper](#)
- [Sample Letter of Support](#)

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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 outreach and education, and overtime for subgrant reimbursement and reporting. 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, display materials, FDOT vehicle and/or tailgate wraps, and driving simulators. 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, overtime for outreach and education, distracted driving simulators, banners, portable message boards, and USB drives. 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 for enforcement, overtime for outreach and education, intoxilyzers, alcohol testing equipment, in-car video systems, and DUI checkpoint equipment (including trailers, message boards, portable light towers, traffic cones, arrow boards, and generators). 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 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 for enforcement, overtime for SMART training, 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, overtime for outreach and education, overtime for dispatchers, overtime for subgrant reimbursement and reporting, vehicle wraps, portable message boards, seatbelt convincers, and USB drives. 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 for enforcement, overtime for outreach and education, and overtime for subgrant reimbursement and reporting. 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, DUI enforcement detection, drug court training, Florida License court training, police motorcycle instructor, and traffic enforcement equipment training. 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: student tuition fees and equipment for training. Subgrants for equipment only, training for subgrant work, and training for organizational growth 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 for enforcement, overtime for outreach and education, overtime for dispatchers, overtime for subgrant reimbursement and reporting, speed measurement devices (radars, lidars), portable speed feedback signs, portable message boards, USB drives, and ticket writers. 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, education, and enforcement operations. 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, overtime for outreach and education, overtime for dispatchers, overtime for subgrant reimbursement and reporting, speed measurement devices, equipment for training teens, USB drives, fatal vision goggles, seatbelt convincers, driving simulators, and banners. 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). 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 condition 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. 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 in work zones, overtime for dispatchers, overtime for subgrant reimbursement and reporting, speed measurement devices, and portable speed message board signs. 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. It is recommended that agencies have 2 administrators in the event that one is unavailable or has moved positions. Subrecipient System Administrators may add access for other agency individuals to edit or view and/or submit concept papers and subgrant documentation. **All forms submitted precedes the prior form, so if you are adding another subrecipient administrator, please include the prior one on the current form.**

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. (Changes to existing System Administrators can only be made by FDOT upon submittal of a new Subrecipient Administrator form)

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

FDOT Highway Traffic Safety Subgrant Management System

System Login

The Florida Department of Transportation's Highway Traffic Safety Subgrant Management System

Greetings,

Welcome to the Florida Department of Transportation's Highway Traffic Safety Subgrant Management System. This system is the gateway to applying for and securing subgrant funding to improve highway safety in your community. If you are not aware of the grant programs we support, please see our website at <http://www.fdot.gov/safety/3-Grants/Grants-Home.shtm>

- This system is only compatible with Internet Explorer and Firefox web browsers. Any other web browsers (Google Chrome, Safari, etc.) will not work correctly and are not supported.

Login

Username

Password

LOGIN

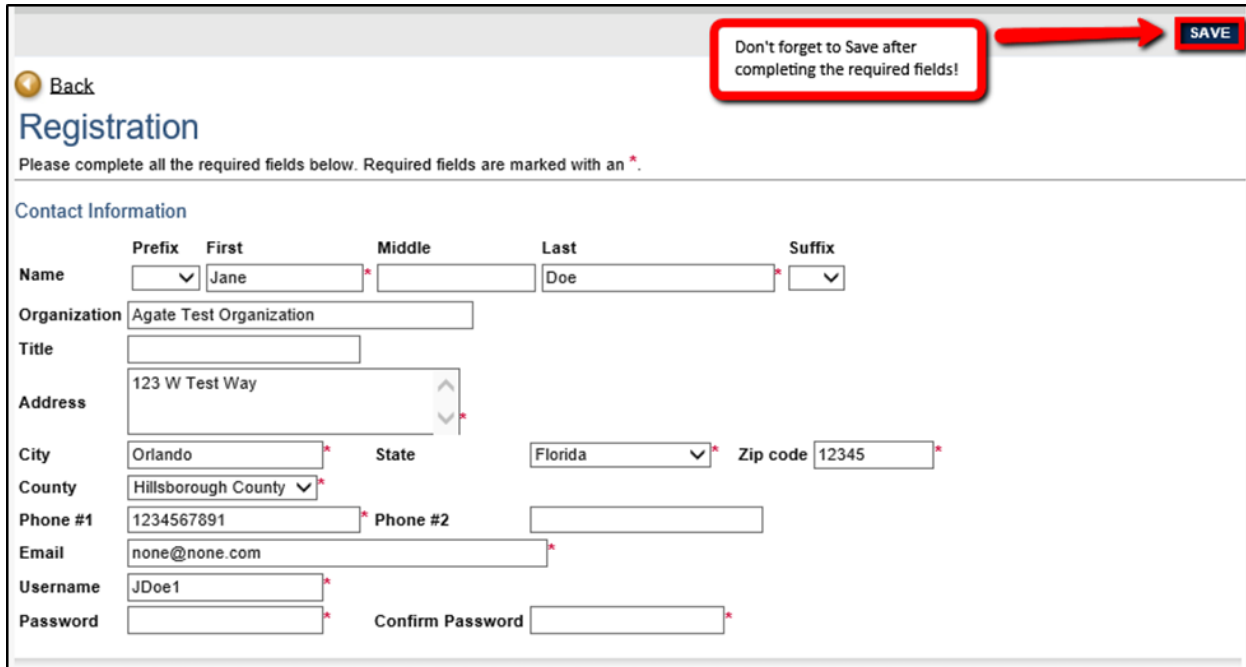
[New User?](#)

[Forgot Username/Password?](#)

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!



The screenshot shows a web registration form titled "Registration" with a "Back" button. A red callout box with the text "Don't forget to Save after completing the required fields!" has a red arrow pointing to a "SAVE" button in the top right corner. The form includes a "Contact Information" section with the following fields: Name (Prefix, First, Middle, Last, Suffix), Organization, Title, Address, City, State, Zip code, County, Phone #1, Phone #2, Email, Username, Password, and Confirm Password. Required fields are marked with an asterisk (*).

	Prefix	First	Middle	Last	Suffix
Name	▼	Jane *		Doe *	▼
Organization	Agate Test Organization				
Title					
Address	123 W Test Way *				
City	Orlando *		State	Florida ▼ *	Zip code
County	Hillsborough County ▼ *				
Phone #1	1234567891 *		Phone #2		
Email	none@none.com				
Username	JDoe1 *				
Password			Confirm Password		

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 editing 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.

The screenshot shows the home screen of the 'Concept Papers/Grants' application. At the top, there is a navigation bar with 'Home' and 'Concept Papers/Grants' tabs. On the right side of the navigation bar, there are links for 'Organization(s)', 'Profile', and 'Logout', along with a 'SHOW HELP' button. Below the navigation bar, there is a user profile section for 'John', a 'Subrecipient System Admin', with a 'Change Picture' link. To the right of the profile is an 'Instructions' section with a list of tasks: 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'. Below the instructions, a message says 'Hello John, please choose an option below.' There are two main sections: 'View Available Opportunities' and 'My Inbox'. The 'View Available Opportunities' section has a sub-header 'View Available Opportunities' and a description: 'You have 1 available concept papers to initiate available. Select the View Available Concept Papers to Initiate button below to see what is available to your organization.' A red arrow points to the 'VIEW AVAILABLE CONCEPT PAPERS TO INITIATE' button. The 'My Inbox' section has a sub-header 'My Inbox' and a description: 'You have 9 new messages. Select the Open Inbox button below to open your system message inbox.' Below this is an 'OPEN INBOX' button.

The screenshot shows the 'Available Concept Papers to Initiate' screen. At the top, there is a title 'Available Concept Papers to Initiate' and a sub-header 'To apply for an item listed below, select the Apply Now button below each description.' Below this is a 'RESET AVAILABLE CONCEPT PAPERS TO INITIATE' button. The main content is a list of concept papers. The first one is '2022 Highway Safety Grant Program for Concept Testing One'. Below the title, it says 'Offered By: Florida Department of Transportation State Safety Office'. Then, 'Highway Safety Grant Program Availability Dates: 01/02/2021 -02/28/2021'. Then, 'Highway Safety Grant Program Period: not set'. Then, 'Highway Safety Grant Program Due Date: 02/28/2021'. Below this is a 'Description:' section with a paragraph of text: 'The Florida Department of Transportation State Safety Office (FDOT) funds subgrants that address traffic safety priority areas that include: Aging Road Users, Community Traffic Safety Outreach, Distracted Driving, Impaired Driving, Motorcycle Safety, Occupant Protection and Child Passenger Safety, Paid Media, Pedestrian and Bicycle Safety, Planning and Administration, Police Traffic Services, Public Traffic Safety Professionals Training, Speed/Aggressive Driving, Teen Driver Safety, Traffic Records, Traffic Records Coordinating Committee, and Work Zone Safety. Subgrants may be awarded for assisting in addressing traffic safety deficiencies, expansion of ongoing activities, or development of new programs.' Below the description is another paragraph: 'Requests for funding from the Highway Safety Subgrant Program are accepted during the period of January 1st to the last day of February of each year, for possible funding during the next Federal fiscal year, which begins on October 1.' At the bottom, there are two buttons: 'APPLY NOW' and 'NOT INTERESTED'. A red arrow points to the 'APPLY NOW' button.

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.

The screenshot shows the 'Forms Menu' for a draft concept paper. At the top, the document information is displayed as 'Document Information: CPG-2022-ABC LEO-00016'. A red box highlights this number, with an arrow pointing to the text 'Concept Paper Document Number'. Below this, there is a section for 'Forms' and an 'Application Process' section with a welcome message and a list of forms to be completed.

Status	Page Name	Note	Created By	Last Modified By
Concept Papers				
	Applicant Information			
	Project Details			
	Concept Paper Budget			
	Concept Paper Summary			
	Final Submission Form			

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

The screenshot shows the Home Screen with a 'My Tasks' section. A red arrow points to the 'Home' button in the top navigation bar. The 'My Tasks' section includes a table with the following data:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	2022 Highway Safety Grant Program	ABC LEO	CPG-2022-ABC LEO-00016	Concept Paper In Progress	12/16/2020	

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 concept paper. Please note that a concept paper needs to be submitted for each project/program area your agency would like to apply for.

Home Concept Papers/Grants Reimbursement/Performance Reports Concept Papers/Grants2 Training Materials Organization(s) Profile Logout SHOW HELP

Welcome Testing
Subrecipient System Admin
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Testing, please choose an option below.

View Available Opportunities
You have 3 available concept papers to initiate available.
Select the **View Available Concept Papers to Initiate** button below to see what is available to your organization.

VIEW AVAILABLE CONCEPT PAPERS TO INITIATE

My Inbox
You have 1 new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Tasks
You have 1 new tasks.
You have 0 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

OPEN TASKS

Available Concept Papers to Initiate

To apply for an item listed below, select the **Apply Now** button below each description.

RESET AVAILABLE CONCEPT PAPERS TO INITIATE

2022 Highway Safety Grant Program for Concept Testing One
Offered by:
Florida Department of Transportation State Safety Office

Highway Safety Grant Program Availability Dates:
01/02/2021 -02/28/2021

Highway Safety Grant Program Period:
not set

Highway Safety Grant Program Due Date:
02/28/2021

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

Requests for funding from the Highway Safety Subgrant Program are accepted during the period of January 1st to the last day of February of each year, for possible funding during the next Federal fiscal year, which begins on October 1.

APPLY NOW **NOT INTERESTED**

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

The screenshot shows a web application dashboard with a red navigation bar at the top containing 'Home', 'Concept Papers/Grants', 'Reimbursement/Performance Reports', and 'Concept Papers/Grants2'. On the right side of the navigation bar are links for 'Training Materials', 'Organization(s)', 'Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area includes a 'Welcome Testing' message for a 'Subrecipient System Admin' with a 'Change Picture' link. Below this is an 'Instructions' section with a list of tasks: 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'. The dashboard is divided into three main sections: 'View Available Opportunities' (with 3 available papers and a 'VIEW AVAILABLE CONCEPT PAPERS TO INITIATE' button), 'My Inbox' (with 1 new message and an 'OPEN INBOX' button), and 'My Tasks'. The 'My Tasks' section features a table with columns for 'Info', 'Document Type', 'Organization', 'Name', 'Current Status', 'Date Received', and 'Date Due'. Two rows are visible, both for '2022 Highway Safety Grant Program' from 'ABC LEO'. The second row, with ID 'CPG-2022:ABC LEO-00017', is highlighted in green and has a red arrow pointing to it.

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	2022 Highway Safety Grant Program	ABC LEO	CPG-2022:ABC LEO-00016	Concept Paper In Progress	12/16/2020	
	2022 Highway Safety Grant Program	ABC LEO	CPG-2022:ABC LEO-00017	Concept Paper In Progress	12/16/2020	

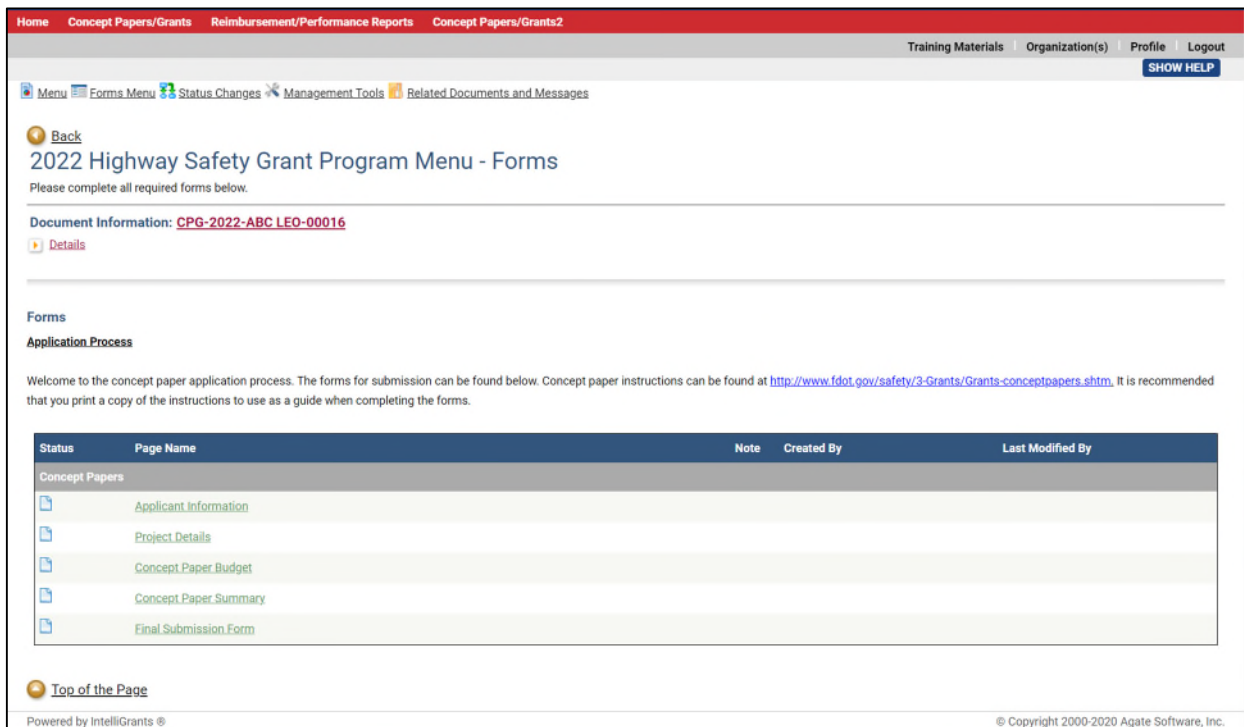
Please save your entries often, the system will timeout after a period with no action.

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

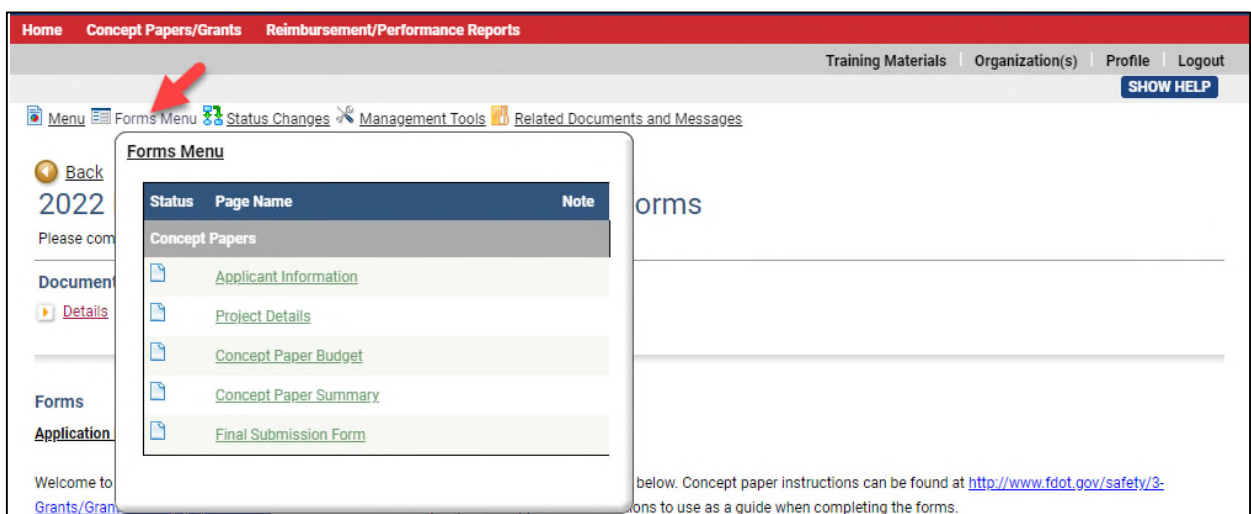
Concept Paper Forms

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:

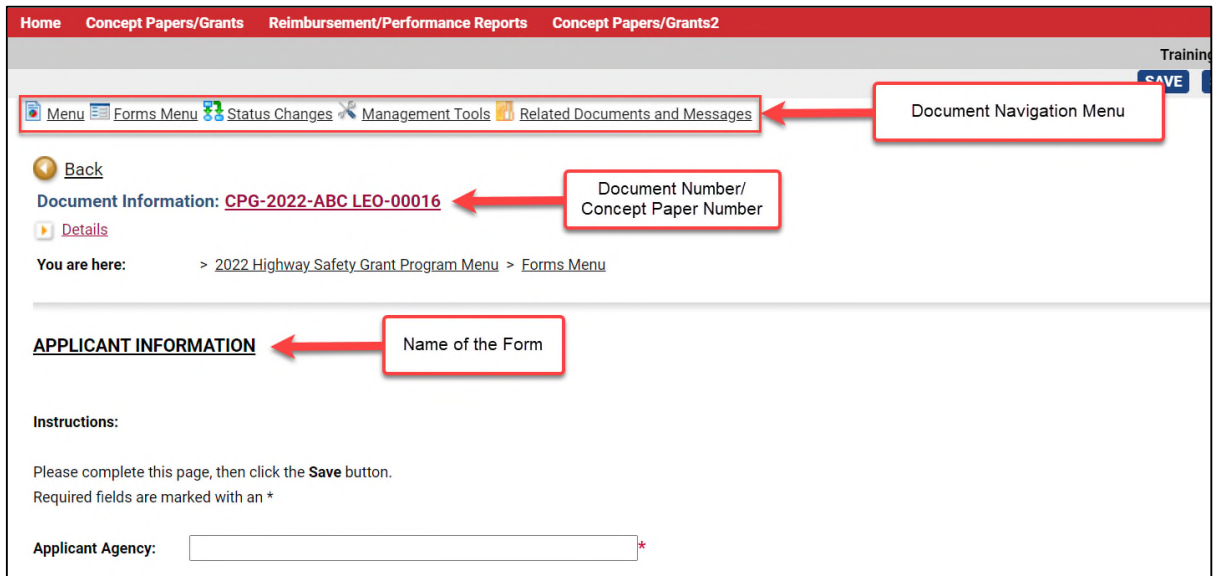
- 1) Clicking on the “Forms Menu” link from the Document Navigation Menu, at the top of the screen, will direct users to a full-page view of the forms menu.



- 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 is displayed 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.

Training Materials | Organization(s) | Profile | Logout

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: [CPG-2022-Concept Te-00005](#)

Details

You are here: > [2022 Highway Safety Grant Program Menu](#) > [Forms Menu](#)

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): *

<input type="radio"/> Aging Road Users	<input type="radio"/> Planning and Administration (FDOT Only)
<input type="radio"/> Community Traffic Safety Outreach	<input type="radio"/> Law Enforcement Liason Program
<input type="radio"/> Distracted Driving	<input type="radio"/> Public Traffic Safety Professionals Training
<input type="radio"/> Impaired Driving	<input type="radio"/> Speed/Aggressive Driving
<input type="radio"/> Motorcycle Safety	<input type="radio"/> Teen Driver Safety
<input type="radio"/> Occupant Protection and Child Passenger Safety	<input type="radio"/> Traffic Records
<input type="radio"/> Paid Media (FDOT Only)	<input type="radio"/> Traffic Records Coordinating Committee (TRCC)
<input type="radio"/> Pedestrian and Bicycle Safety	<input type="radio"/> Work Zone Safety

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. If the concept paper is selected, this is the person who the FDOT Traffic Safety Program Manager will contact regarding edits to the subgrant.

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.

The screenshot shows a web form titled "Applicant Information". At the top right, there are four buttons: "SAVE", "SAVE/NEXT", "NEXT", and "CHECK GLOBAL ERRORS". The "SAVE/NEXT" button is highlighted with a red box. Below the buttons, the form is divided into sections:

- Ranking (if Local Project): ***
 - City - [] of [] County - [] of []
 - OR Identified Need (Data outside of the Fatalities and Injuries)
- Head of Agency:**
 - Name: [] *
 - Title: [] *
 - Address: [] *
 - Address 2: []
 - City: [] *
 - State: [] *
 - Zip Code: [] *
 - Phone: [] *
 - Extension: []
 - E-mail: [] *

A red callout box on the right side of the form contains the following text:

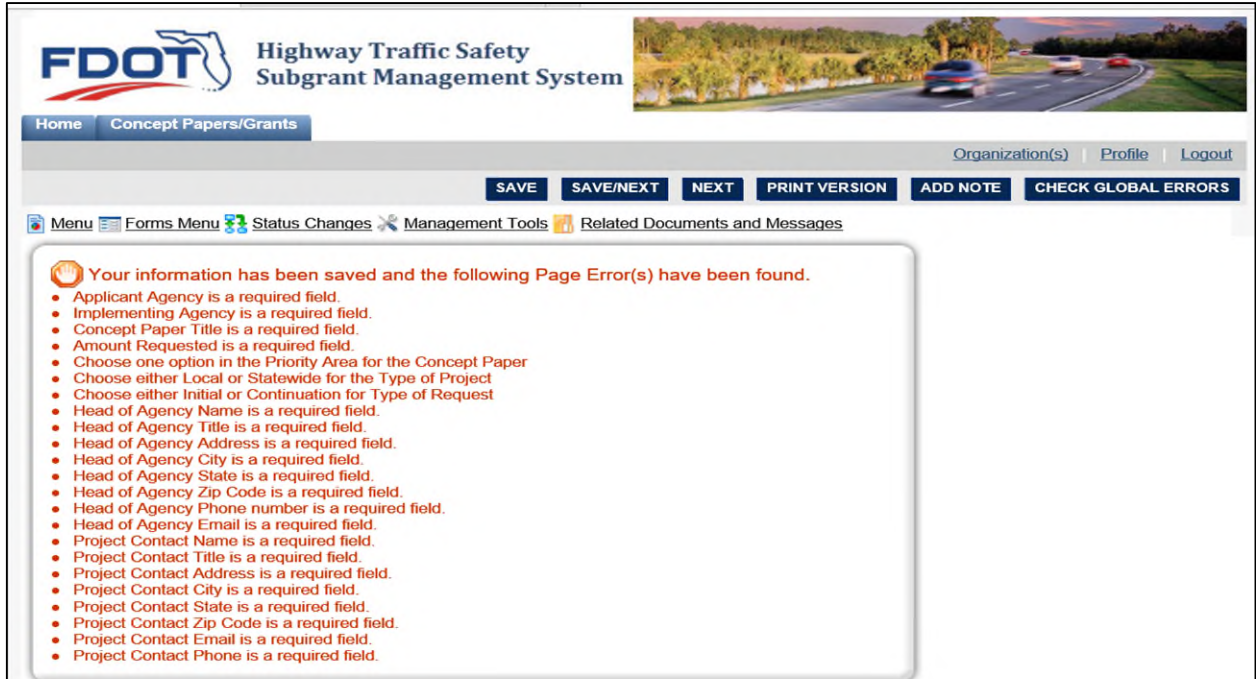
Press "Save" to save your progress on this form.

Or

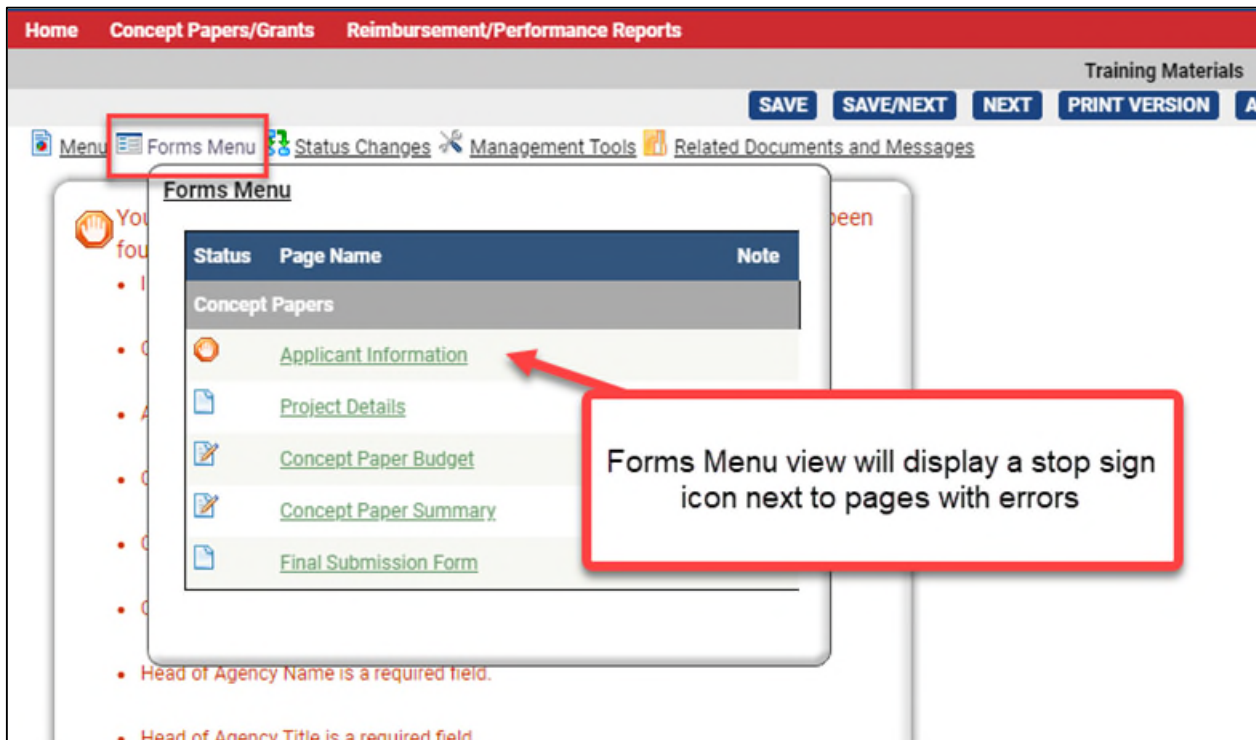
Press "Save/Next" to save progress on this form and advance to the next page.

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:

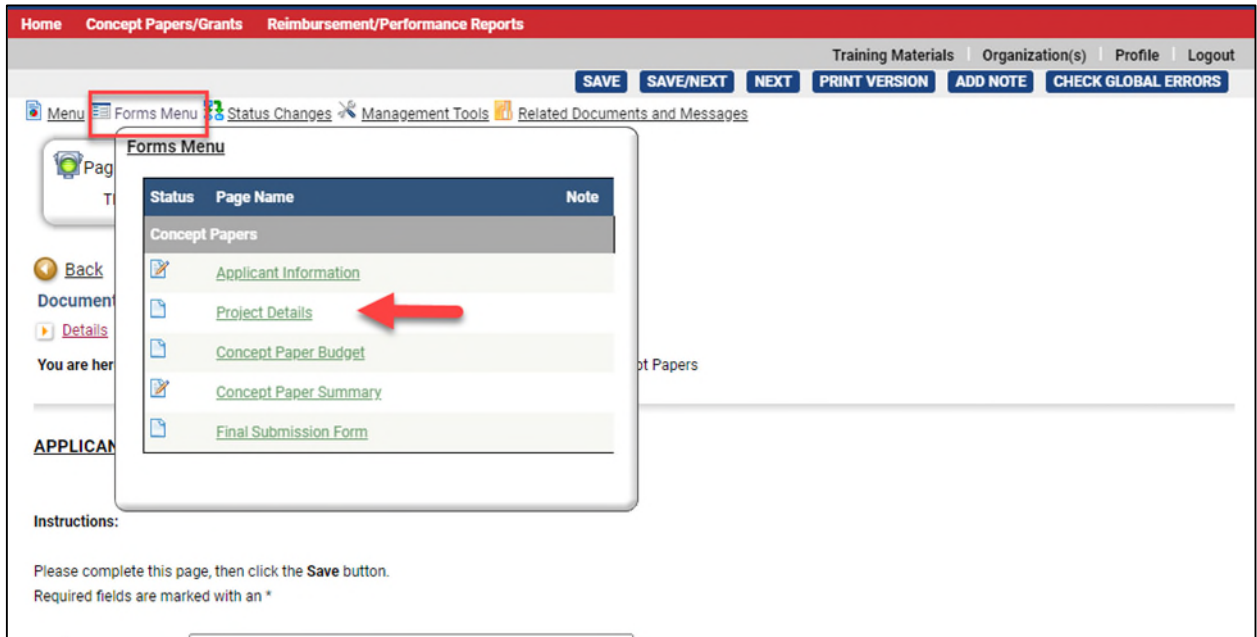


Example 2:

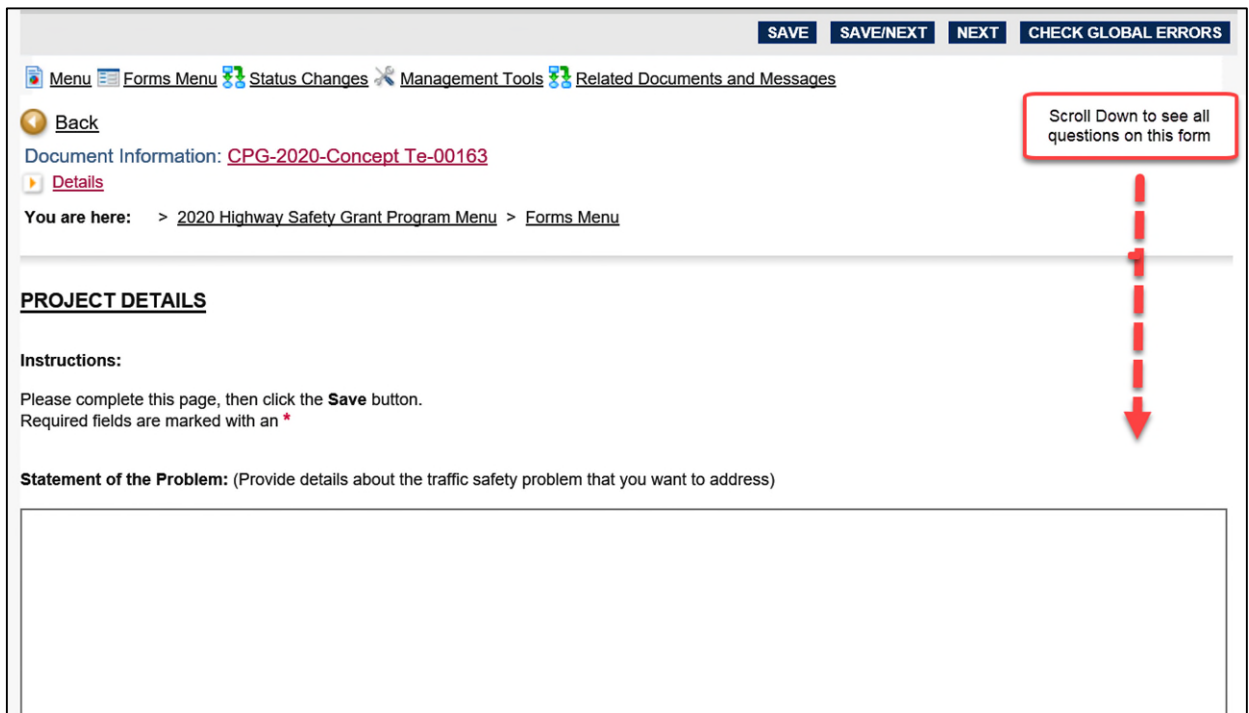


Project Details

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.

The Statement of the Problem must be data-driven and indicate data supporting the reason behind the agency seeking funding. This should be detailed with the issues and facts surrounding the problem.

Spell out any acronyms the 1st time, after that you can use the acronym throughout the remainder of concept paper.

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

PROJECT DETAILS

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


Statement of the Problem: (Provide details about the traffic safety problem that you want to address)

Explanation of your traffic safety issues can be typed in this box.

If you are trying to paste information from another application, you will need to first paste the content in Windows Notepad to remove all formatting, prior to pasting into this box.

(DO NOT INSERT GRAPHS OR GRAPHICS)

Scroll down to see all questions on this form



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 35% 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.

Emphasis Area	Crashes	Serious Injuries	Fatalities
Aging Driver	1601	23	3
CMV Involved	482	2	2
Distracted Driving	1125	9	1
Impaired Driving	134	2	2
Impairment - Alcohol	122	2	1
Impairment - Drugs	12	0	1
Intersection	3879	60	2
Lane Departure	2267	18	3
Motorcycle Involved	94	30	2
Pedestrian and Bicyclists	284	42	14
Bicycle Involved	63	6	0
Pedestrian Involved	221	36	14
Speeding and Aggressive Driving	640	16	2
Aggressive Driving	363	10	1
Speeding	277	6	1
Teen Driver	1728	19	0
Unrestrained Occupant	187	16	0
Work Zone	15	1	0

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.)

Supporting Data: (Include at least three years of crash, injury, fatality and citation data, to show the extent of the problem. If outside the top 25% for your city or county, provide further details to support your identified need. Verbiage only in textbox, graphs and charts should be uploaded.)

Supporting Data can be typed in this box.

If you are trying to paste information from another application, you will need to first paste the content in Windows Notepad to remove all formatting prior to pasting into this box.

DO NOT PASTE GRAPHS AND CHARTS IN THIS BOX.

Scroll down to see all questions on this form

GRAPHS AND CHARTS CAN BE COMBINED INTO ONE PDF DOCUMENT AND UPLOADED IN THE SUPPORTING DOCUMENTATION FIELD BELOW

0 of 4000 *

Supporting Documentation:

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.

0 of 4000 *

Supporting Documentation: DELETE

[2462480_1056137-w50006509.doc](#)

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


Proposed Solution: (Provide the specific countermeasure(s), chapter, and section you plan on implementing from the NHTSA Countermeasures That Work guide, found at: <http://www.fdot.gov/safety/3-Grants/CountermeasuresThatWork8th.pdf>. Explain how the countermeasure(s) that you plan to implement will address the problem and how the funding that you have requested will support those countermeasure(s). If no NHTSA countermeasure(s) exist, explain the basis or your selected strategy and how it will be effective)

Proposed Solution can be typed in this box.

If you are trying to paste information from another application, you will need to first paste the content in Windows Notepad to remove all formatting, prior to pasting into this box.

(DO NOT INSERT GRAPHS OR GRAPHICS)

Scroll down to see all questions on this form



0 of 6000 *

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 Principal 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.

Sustainability: (Provide details about how you plan to continue the safety efforts after the initial funding period has ended. If you cannot continue the safety efforts, provide details about what will prevent you from continuing.)

Sustainability can be typed in this box.

If you are trying to paste information from another application, you will need to first paste the content in Windows Notepad to remove all formatting, prior to pasting into this box.

(DO NOT INSERT GRAPHS OR GRAPHICS)

Scroll down to see all questions on this form

0 of 4000

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.


Project Objectives: (List the short term objectives that you have for the project. All objectives must be quantifiable, such as, "To reduce the number of crashes by 5% compared to the 3 year average of the most recent data by conducting 12 sobriety checkpoints during the sub-grant period; providing 12 public education outreach events in the community during the sub-grant period..")

Project Objectives can be typed in this box.

If you are trying to paste information from another application, you will need to first paste the content in Windows Notepad to remove all formatting, prior to pasting into this box.

(DO NOT INSERT GRAPHS OR GRAPHICS)

Scroll down to see all questions on this form



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)

0 of 4000 *

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

Evaluation: (Explain how you will determine each project objective has been met by using one or more of the following Process/Administrative, Impact, and Outcome. Details about the four methods of evaluation can be found [here](#))

Press "Save" to save your progress on this form.

Or

Press "Save/Next" to save progress on this form and advance to the next page.

CTST-Specific Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
<p>Increase and encourage community awareness of the various safety measures, which can be taken by drivers, and others to minimize crash potential and injury incidents in the district by attending and disseminating information at community/outreach events.</p>	<p>The number of community/outreach events attended.</p>
<p>Purchase and produce campaign materials for distribution at community functions targeting traffic safety concerns of the community.</p>	<p>The number of educational materials distributed at community/outreach events and CTST meetings.</p>
<p>Promote the Community Traffic Safety Program to strengthen existing teams and provide support to communities without teams interested in traffic safety.</p>	<p>The number of continuing and newly developed CTST's within the region.</p>
<p>Collaborate and recruit community and corporate partnerships to promote traffic safety through CTST meeting attendance and engagement.</p>	<p>The number of CTST meetings attended by the Community Traffic Safety Program (CTSP) Coordinator.</p>

Distracted Driving-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Strive to decrease distracted driving-related crashes and fatalities [county/city]wide by ___% when compared to the 10/01 to 06/30 time period from the previous year.	Distracted driving-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the 10/01 to 06/30 time period from the previous year.
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 events to increase distracted driving awareness [during the project period/per month/per quarter].	The number of educational/community outreach events 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 multimedia outlets (i.e., message boards, local media outlets, social media, press releases, and/or printed materials) 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 multimedia outlets [during the project period/each month/each quarter].

Impaired Driving-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Strive to decrease impaired driving-related crashes and fatalities [county/city]wide by ___% when compared to the 10/01 to 06/30 time period from the previous year.	Impaired driving-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the 10/01 to 06/30 time period from the previous year.
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 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 events to increase impaired driving awareness [during the project period/per month/per quarter].	The number of educational/community outreach events 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 multimedia outlets (i.e., message boards, local media outlets, social media, press releases, and/or printed materials) 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 multimedia outlets [during the project period/each month/each quarter].

Motorcycle-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Purchase Equipment within 120 days of subgrant award, unless otherwise approved by FDOT State Safety Office (for equipment over \$5,000).	Equipment purchase Date.
Conduct a minimum of #_motorcyclist safety focused overtime enforcement operations [<u>each month or per project period</u>].	The number of motorcyclist safety focused enforcement operations conducted [<u>monthly or per project period</u>].
Conduct # motorcyclist safety training courses during the project period.	The number of motorcyclist safety training courses conducted, and number of students trained.
Conduct and/or participate in a minimum of 2 educational/community outreach events to increase motorcyclist safety awareness during the project period.	The number of educational/community outreach events conducted or participated in to increase motorcyclist safety awareness during the project period.
Provide motorcyclist safety information and education to the public each month utilizing multimedia outlets (social media, message boards, and printed materials, etc.).	The number of instances that motorcyclist safety messaging information and education was provided to the public.
Strive to decrease motorcycle crashes and fatalities by % county/city wide, when compared to the 10/01 to 06/30 time period from the previous year.	Crash data will be collected and analyzed at the end of the project period to determine the increase or decrease of motorcyclist crashes compared to the when compared to the 10/01 to 06/30 time period from the previous year.

Occupant Protection-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Strive to decrease occupant protection-related crashes and fatalities [county/city]wide by ___% when compared to the 10/01 to 06/30 time period from the previous year.	Occupant protection-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the 10/01 to 06/30 time period from the previous year.
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].
Participate in the 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.
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 # nighttime (between the hours of 9:00 pm and 6:00 am) occupant protection high visibility overtime enforcement operations [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].
Conduct at least # 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].
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].

Pedestrian and Bicycle Safety-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Strive to decrease pedestrian and bicycle safety-related crashes and fatalities [county/city]wide by ___% when compared to the 10/01 to 06/30 time period from the previous year.	Pedestrian and bicycle safety-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the 10/01 to 06/30 time period from the previous year.
Conduct at least # pedestrian and bicycle safety high visibility overtime enforcement operations [during the project period/per month/per quarter].	The number of pedestrian and bicycle safety high visibility overtime enforcement operations conducted [during the project period/per month/per quarter].
Participate in the Southern Slow Down 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 Slow Down campaign.
Conduct and/or participate in # educational/community outreach events to increase pedestrian and bicycle safety awareness [during the project period/per month/per quarter].	The number of educational/community outreach events conducted and/or participated in to increase pedestrian and bicycle safety awareness [during the project period/per month/per quarter].
Provide pedestrian and bicycle safety information and education to the public through the use of multimedia outlets (i.e., message boards, local media outlets, social media, press releases, and/or printed materials) at least # times [during the project period/per month/per quarter].	The number of instances that pedestrian and bicycle safety information and education is provided to the public through the use of multimedia outlets [during the project period/each month/each quarter].

Professional Training (IPTM)–Specific Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Schedule and advertise [redacted] classes for law enforcement officers.	Number of [redacted] classes conducted.
Train [redacted] law enforcement officers in [redacted].	Number of students trained.
Provide course evaluation surveys.	Overall training course evaluation score.

Professional Training (TCC)– Specific Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Schedule and advertise [redacted] classes for law enforcement officers.	Number of [redacted] classes conducted.
Train at least 15 law enforcement officers in [redacted].	Number of students trained.
Provide course evaluation surveys.	Overall training course evaluation score.

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

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Strive to decrease speeding and/or aggressive driving-related crashes and fatalities [county/city]wide by ___% when compared to 10/01 to 06/30 time period from the previous year.	Speeding and/or aggressive driving-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the 10/01 to 06/30 time period from the previous year.
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 Southern Slow Down 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 Slow Down campaign.
Conduct and/or participate in # educational/community outreach events to increase speeding and/or aggressive driving awareness [during the project period/per month/per quarter].	The number of educational/community outreach events 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 multimedia outlets (i.e., message boards, local media outlets, social media, press releases, and/or printed materials) 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 multimedia outlets [during the project period/each month/each quarter].

Teen Driver-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Strive to decrease teen driver-related crashes and fatalities [county/city]wide by ___% when compared to the 10/01 to 06/30 time period from the previous year.	Teen driver-related crashes and fatalities are reduced by ___% [county/city]wide, compared to the 10/01 to 06/30 time period from the previous year.
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].
Participate in a state campaign through teen driver-related overtime enforcement operations and educational/community activities.	The number of teen driver-related overtime enforcement operations conducted, and education/community activities conducted/participated in during the state campaign.
Conduct and/or participate in # educational/community outreach events to increase teen driver awareness [during the project period/per month/per quarter].	The number of educational/community outreach events 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 multimedia outlets (i.e., message boards, local media outlets, social media, press releases, and/or printed materials) 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 multimedia outlets [during the project period/each month/each quarter].

Work Zone-Specific HVE Standard Objectives/Evaluation Measures

OBJECTIVE	EVALUATION MEASURE
Start enforcement activities within 60 days of subgrant award, unless otherwise approved by the FDOT State Safety Office.	Enforcement activity start date.
Conduct a minimum of “#” work zone overtime enforcement operations each month.	The number of work zone enforcement operations conducted monthly.
Conduct and/or participate in a minimum of “#” educational/community outreach events to increase work zone safety awareness during the project period.	The number of educational/community outreach events conducted or participated in to increase work zone safety awareness during the project period.
Provide work zone safety information and education to the public each month utilizing multimedia outlets (social media, message boards, and printed materials, etc.).	The number of instances that work zone safety messaging information and education was provided to the public.
Strive to decrease work zone crashes and fatalities [county/city]wide by % when compared to the 10/01 to 06/30 time period from the previous year.	Crash data will be collected and analyzed at the end of the project period to determine the increase or decrease of work zone crashes when compared to the 10/01 to 06/30 time period from the previous year.

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: *

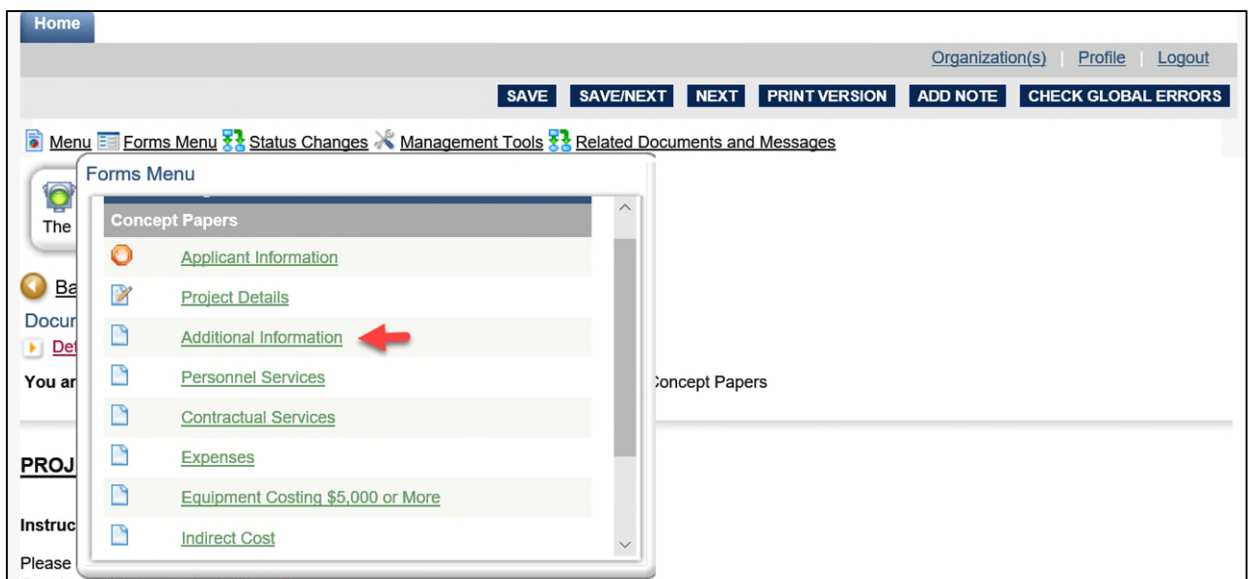
Priority Area for Concept Paper (Select Only One): *

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

Type of Project (Select Only One): * **Type of Request (Select Only One): ***

Local Statewide 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 DataQuality 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 the 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 (please do not add any lines that is not completely filled out) ***

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 ELIGIBLE	
A. Personnel Services						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	
0 of 1000						
Subtotal						
B. Contractual Services						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	
0 of 1000						
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.						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	
0 of 1000						
Subtotal						
D. Equipment Costing \$5,000 or More						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	
0 of 1000						
Subtotal						
E. Indirect Cost						
<input type="text"/> %	<input type="text"/>					
0 of 1000						
Subtotal						
Total Cost of Project						

Troubleshooting Form Errors

CONCEPT PAPER BUDGET FORM

“You must complete the entire row....”



Your information has been saved and the following Page Error(s) have been found.

You must complete the entire row for Personnel Services.

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 ELIGIBLE
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.	\$25,000		\$25,000	<input type="checkbox"/> Yes
	154 of 1000				

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.	\$2,000	\$0	\$2,000	
	296 of 1000				
Travel - Program Related		\$7,500		\$7,500	
	142 of 1000				

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.


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 purchase.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>	\$0
0 of 1000				

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.

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 purchase.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
3 of 1000				

Total budget requested must match the amount entered on Applicant Info.

 Your information has been saved and the following Page Error(s) have been found.
 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.

E. Indirect Cost					
<input type="text"/>			\$0		\$0
	0 of 1000				
Subtotal			\$0		\$0
		Total Cost of Project	\$25,500	\$0	\$25,500

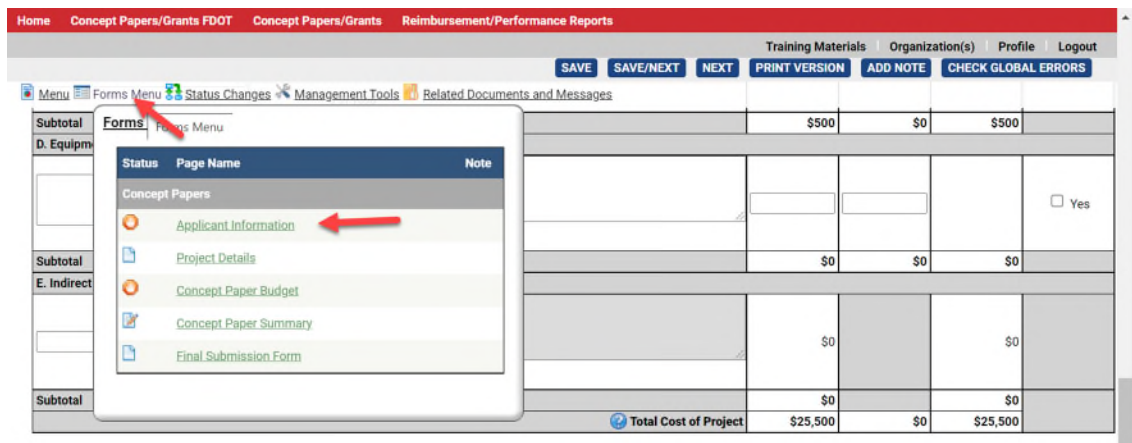
This error is resolved in one of two ways:

- 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 calculated 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.**

- Open the Applicant Information Form from the Forms menu.



The screenshot shows a web application interface with a navigation menu at the top. The 'Forms' menu is open, displaying a list of forms: 'Applicant Information', 'Project Details', 'Concept Paper Budget', 'Concept Paper Summary', and 'Final Submission Form'. A red arrow points to 'Applicant Information'. In the background, a budget table is visible, showing a 'Total Cost of Project' of \$25,500.

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

The screenshot shows a web application interface with a red header bar containing navigation links: Home, Concept Papers/Grants FDOT, Concept Papers/Grants, and Reimbursement/Performance Reports. On the right side of the header, there are links for Training Materials, Organization(s), Profile, and Logout. Below the header, a row of buttons includes SAVE, SAVE/NEXT, NEXT, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. A breadcrumb trail reads: Menu > Forms Menu > Status Changes > Management Tools > Related Documents and Messages. The document information is 'CPG-2023-FDOT-Safet-00004' with a 'Details' link. The current location is '2023 Highway Safety Grant Program Menu > Forms Menu > Concept Papers'. The main section is titled 'APPLICANT INFORMATION' and contains instructions: 'Please complete this page, then click the Save button. Required fields are marked with an *'. The form fields are: 'Applicant Agency' (Testing Applicant Agency), 'Implementing Agency' (Testing Implementing Agency), 'Concept Paper Title' (Concept Paper Testing Example Project), and 'Amount Requested' (\$28,000). A red arrow points to the 'Amount Requested' field.

Home Concept Papers/Grants FDOT Concept Papers/Grants Reimbursement/Performance Reports

Training Materials Organization(s) Profile Logout

SAVE SAVE/NEXT NEXT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Document Information: [CPG-2023-FDOT-Safet-00004](#)

[Details](#)

You are here: > 2023 Highway Safety Grant Program Menu > Forms Menu > Concept Papers

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: ←

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 Overtime Only:

Budget Category: Overtime Salary

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

- | |
|---|
| <p>Example positions:</p> <ul style="list-style-type: none"> ▪ law enforcement officers ▪ administrative staff ▪ dispatchers ▪ public health service aides ▪ Any special positions |
|---|

Overtime Only Example:

XYZ Police Department is a small agency that 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 is 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.

B. Contractual Services	
Contracted Services	Contract with ABC County Sheriff's Office to transport offenders during checkpoints.
	84 of 1000
Subtotal	

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 is provided 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 (Under \$5,000 per unit)	Purchase of speed measurement devices necessary for program implementation. Individual devices can not have cost of \$5,000 or more.
Training Equipment Supplies and Materials (Under \$5,000)	Necessary training equipment, supplies, and materials for program implementation and outreach items such as [tourniquet, cones] (Line items can not have cost of \$5,000 or more.) Items with a unit cost of \$200 or more must have written approval from the FDOT State Safety Office prior to purchasing.
Testing Supplies (Under \$5,000)	Necessary testing supplies for program implementation and outreach items such as [portable breath test (PBT) devices mouthpieces, PBT calibration materials].

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 general public for program implementation and outreach. Materials must have written approval from the FDOT State Safety Office prior to purchasing. (Individual tool kits cannot have a per kit cost of \$5,000 or more.)
[List Name of Item]*	Purchase of [#] [list name of item] for program implementation.

*Only applicable to if you do not see an option above for an item you would like to purchase.

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.

C. Expenses - Any purchase with a per item unit cost of \$200 or more from any line item within this Category, excluding software, purchase.	
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.
	334 of 1000
Speed Measurement Devices	For the purchase of speed measurement devices required for program implementation.
	82 of 1000
	0 of 1000
Subtotal	

***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 is provided 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 be 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 number 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.

E. Indirect Cost	
<input type="text"/> %	
0 of 1000	

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	
<div style="border: 1px solid black; padding: 2px;">Program Coordinator</div>	Salary and benefits to include: health insurance, life insurance, retirement, FICA (Social Security and Medicare) <div style="border: 1px solid black; height: 15px; width: 100%; margin-top: 5px; text-align: center;">97 of 1000</div>
<div style="border: 1px solid black; padding: 2px;">Planner IV</div>	Salary and benefits to include: health insurance, life insurance, retirement, FICA (Social Security and Medicare) <div style="border: 1px solid black; height: 15px; width: 100%; margin-top: 5px; text-align: center;">113 of 1000</div>
<div style="border: 1px solid black; padding: 2px;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%; margin-top: 5px; text-align: center;">0 of 1000</div>
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
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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 is 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].	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 cost 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 is 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/per vendor cost of \$5,000 or more.) Items with a unit cost of \$200 or more must have written approval from the FDOT State Safety Office prior to purchasing.	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/per vendor cost of \$5,000 or more.) Items with a unit cost of \$200 or more must have written approval from the FDOT State Safety Office prior to purchasing.	YES

Computer Software and Licenses (Under \$5,000)	Computer software and/or licenses purchase for program implementation.	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 that does not expire after a 365-da service period.	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. Items with a unit cost of \$200 or more must have written approval from the FDOT State Safety Office prior to purchasing.	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
Display Space, Booth Rental, or Exhibit Fees	For costs associated with acquiring display space, booth rental, or exhibit space at conferences, meetings, or outreach events. Exhibit fees that include registration and can't be separated on an invoice, fall in this line item (see Part V for pre-requisite approvals).	NO
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. Materials must have written approval from the FDOT State Safety Office prior to purchasing.	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 (Under \$5,000)	Necessary testing supplies for program implementation and outreach items such as [portable breath test (PBT) devices mouthpieces, PBT calibration materials].	YES
Testing Supplies (Over \$5,000)	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 and/or Program Participant Related	Costs for coalition related activities and for participants deemed essential for program implementation who are not funded under this subgrant. (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 warehouses 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 <small>*(If personnel costs are included on subgrant)</small>	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 <small>*(If personnel are NOT included on subgrant)</small>	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 is provided 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 a 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.

Status	Page Name	Note
Concept Papers		
	Applicant Information	
	Project Details	
	Concept Paper Budget	
	Concept Paper Summary	
	Final Submission Form	

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.

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Document Information: [CPG-2020-Concept Te-00168](#)

Details

You are here: > 2020 Highway Safety Grant Program Menu > Forms Menu

FINAL SUBMISSION FORM

The final step of your application requires you to upload a letter of support, signed by your agency head. You may print a copy of your entire concept paper, using the link below. Once you have uploaded your support letter, you will acknowledge that you are ready to submit by clicking the checkbox, then the "Save/Submit" button to proceed to submission.

[Print a PDF Copy of Entire Concept Paper](#)
Use this link to print a copy of your concept paper.

Click the "Print a PDF Copy" hyperlink to print a copy of the concept paper that can be circulated for internal review.

Next Steps

Next, you will need to upload a letter of support, signed by your agency head. Use the upload link below to upload your document. The system will not allow you to submit your concept without uploading a letter of support. Once the required attachment is uploaded, the submit button will be activated and you can complete your submission.

[Example Letter of Support](#)

Browse...	Use this link to upload a PDF of a letter of support signed by your Agency Head.
Browse...	Use this link to upload your non-profit certificate (<i>non-profit agencies only</i>)

By checking this box, you confirm that you are satisfied with your concept paper and have included all required elements and are ready to submit. Once submitted, you will not be able to make changes and your concept will be reviewed as submitted. Are you ready to submit?

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.

Training Materials | Organization(s) | Profile | Logout

SAVE SAVE/SUBMIT CHECK GLOBAL ERRORS

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Document Information: [CPG-2020-Concept Te-00168](#)

Details

You are here: > 2020 Highway Safety Grant Program Menu > Forms Menu

FINAL SUBMISSION FORM

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[Print a PDF Copy of Entire Concept Paper](#)
Use this link to print a copy of your concept paper.

Next Steps
Next, you will need to upload a letter of support, signed by your document. The system will not allow you to submit your concept attachment is uploaded, the submit button will be activated and

Use the Browse tool to select your additional Required Documents.
Once you select your file, click "SAVE" to successfully upload to the System

[Example Letter of Support](#)

Browse... Use this link to upload a PDF of a letter of support signed by your Agency Head.
Browse... Use this link to upload your non-profit certificate (*non-profit agencies only*)

By checking this box, you confirm that you are satisfied with your concept paper and have included all required elements and are ready to submit. Once submitted, you will not be able to make changes and your concept will be reviewed as submitted. Are you ready to submit?

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.

[Print a PDF Copy of Entire Concept Paper](#)
Use this link to print a copy of your concept paper.

Next Steps
Next, you will need to upload a letter of support, signed by your agency head document. The system will not allow you to submit your concept without up attachment is uploaded, the submit button will be activated and you can c

[Example Letter of Support](#)

Browse... DELETE Use this link to uplo Head.
2459897_1054878-SKM_C36818070211370.pdf
Browse... Use this link to upload your non-profit certificate (*non-profit agencies only*)

By checking this box, you confirm that you are satisfied with your concept paper and have included all required elements and are ready to submit. Once submitted, you will not be able to make changes and your concept will be reviewed as

Uploaded documents will be displayed below the browser tool.
Once you are satisfied with the information entered in the system and have uploaded the required documents, you must check the box to confirm that you are ready to submit.
Once checked, you may click the "SAVE/SUBMIT" button.

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.

SAVE **SAVE/SUBMIT** **ADD NOTE** **CHECK GLOBAL ERRORS**

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Your information has been saved and the following Page Error(s) have been found.

- Please verify all details are correct

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Document Information: [CPG-2020-Concept Te-00168](#)

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You are here: > 2020 Highway Safety Grant Program Menu > Forms Menu > Concept Papers

FINAL SUBMISSION FORM

The final step of your application requires you to upload a letter of support, signed by your agency head. You may print a copy of your entire concept paper, using the link below. Once you have uploaded your support letter, you will acknowledge that you are ready to submit by clicking the checkbox, then the "Save/Submit" button to proceed to submission.

[Print a PDF Copy of Entire Concept Paper](#)
Use this link to print a copy of your concept paper.

Next Steps
Next, you will need to upload a letter of support, signed by your agency head. The system will not allow you to submit your concept without an attachment is uploaded, the submit button will be activated and you can click the "Save/Submit" button to proceed to submission.

[Example Letter of Support](#)

Browse... DELETE Use this link to upload your non-profit certificate (non-profit agencies only)

2459897_1054878-SKM_C36818070211370.pdf

Browse... Use this link to upload your non-profit certificate (non-profit agencies only)

By checking this box, you confirm that you are satisfied with your concept paper and have included all required elements and are ready to submit. Once submitted, you will not be able to make changes and your concept will be reviewed as submitted.

Uploaded documents will be displayed below the browser tool.

Once you are satisfied with the information entered in the system and have uploaded the required documents, you must check the box to confirm that you are ready to submit.

Once checked, you may click the "SAVE/SUBMIT" button.

This error will appear after you save to upload required documents. It reminds you to check the box at the bottom 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 SUBMISSION

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.

Home Concept Papers/Grants FDOT Concept Papers/Grants Reimbursement/Performance Reports

Training Materials Organization(s) Profile Logout

PRINT SHOW HELP

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Global Errors

Document Information: [CPG-2023-FDOT-Safet-00004](#)

Details

- Head of Agency Email is a required field.

Applicant Information

Information populated on this page is derived from other pages that were changed. Please review this page for accuracy.

[Concept Paper Budget](#)

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 My Tasks 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.

Home | Concept Papers/Grants | Reimbursement/Performance Reports | Concept Papers/Grants2

Training Materials | Organization(s) | Profile | Logout

SAVE SHOW HELP

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Organization - ABC LEO

Click on the name to view a specific document.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Documents

Export Results to: Screen | Sort documents by: --Select-- | GO

Document Type	Name	Current Status	Year
2022 Highway Safety Grant Program	CPG-2022-ABC LEO-00016	Concept Paper in Review	2022
2022 Highway Safety Grant Program	CPG-2022-ABC LEO-00017	Concept Paper In Progress	2022

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”.

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	2022 Highway Safety Grant Program	ABC LEO	CPG-2022-ABC LEO-00017	Concept Paper In Progress	12/16/2020	

Status Changes

Possible Statuses

SUBMIT CONCEPT PAPER
This is the final step for submission. By pressing the "Submit Concept" button, you will officially submit your concept for review. No further changes can be made, once a document is submitted.

SUBMIT CONCEPT

CONCEPT PAPER CANCELLED
This status is used when a concept paper is cancelled.

CANCEL CONCEPT PAPER

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

Document Type	Name	Current Status	Year
2022 Highway Safety Grant Program	CPG-2022-ABC LEO-00016	Concept Paper in Review	2022
2022 Highway Safety Grant Program	CPG-2022-ABC LEO-00017	Concept Paper Cancelled	2022