Regional Traffic Safety Resource Center (RTSRC) Programs

Project Specifications
FFY 2021
I. Regional Traffic Safety Resource Center

To aid local communities in reducing the death and injury rates on Illinois roads and highways, the Illinois Department of Transportation’s Bureau of Safety Programs and Engineering (BSPE) established the Regional Traffic Safety Resource Centers (RTSRC). The centers are designed to conduct public information and education campaigns focusing on highway safety issues. They serve as regional resources providing education, training, and support in promoting safety programs. RTSRC program shall focus on the Strategic Highway Safety Plan priorities areas for their region. Applicants meeting the RTSRC program requirements detailed in the following pages may apply for funding.

Seven RTSRCs are planned to be funded in Illinois and will be staffed by Traffic Safety Liaisons (TSLs). Each RTSRC covers a specific region in the state. They coordinate and support traffic safety initiatives within that region. See Attachment 1 for map a of the RTSRC coverage area. The seven regions are:

- Chicago
- Cook and Collar Counties
- Northwest
- West Central
- East Central
- Southwest
- Southeast

Grantees under the RTSRC program address a wide variety of highway safety issues including but not limited to the following:

- A regional point of contact for traffic safety programs, trainings, and community events focusing on pedestrian, bicycle, motorcycle, older driver, teen, alcohol, drugged, and distracted driving;
- Provide evidence-based programs aimed at increasing the safety of all drivers but specifically inexperienced drivers and older drivers;
- Provide education to the public about traffic safety by staffing informational booths at community events;
- Use data-driven approaches to evaluate and address local highway safety issues;
- Develop and disseminate Child Passenger Safety (CPS) continuing education unit (CEU) opportunities in region. Also offer, promote, and teach standardized CPS certification courses and renewal courses in the region;
- Participate in Statewide CPS Week/Seat Check Saturday promotions and conduct a minimum of one car seat check.
- Utilize the electronic car seat check form – [www.carseatcheckform.org](http://www.carseatcheckform.org) – to track car seat checks (not applicable to agencies affiliated with Safe Kids Worldwide);
- Assist local agencies with setting up car seat checks, teen safety fairs, traffic safety presentations and other community events;
- Assist BSPE with setting up, promoting, and delivering earned media events.
- Establish and maintain community traffic safety networks of law enforcement and local organizations to reduce injury and fatality rates in identified region.

Funding for these types of programs is limited; current/past funding of a program does not guarantee future funding. Program applicants must provide clear data supporting the community need and specific
ways this program and funding will improve problem areas. Program applicants must also demonstrate how their request will help meet BSPE’s performance goals.

**Project Goal:**

To create a coordinated effort within the designated region to address traffic related serious injuries and fatalities.

**NEW THIS YEAR:**

- The Illinois Department of Transportation will no longer provide grants only for Child Passenger Safety (CPS). The Regional Traffic Safety Resource Center will absorb the duties of providing CPS certification and recertification fees, car seat purchases and distribution to inspection stations.
- RTSRC’s shall provide funding for all necessary CPS recertification and certification fees for agencies in the RTSRC region. These costs shall be accounted for in Other or Miscellaneous Costs.
- RTSRC shall provide car seats for individuals in need when necessary to local agencies putting on car seat inspection stations. These costs shall be accounted for in Supplies.
- Car seats are the only supplies that are allowed to be given to local agencies for car seat inspection stations. (ex: noodles, clipboards, and pens are not allowable)
- RTSRC’s shall plan and include these costs in their application.
- Car seats shall be shipped from the vendor directly to the inspection station or the local agency must come pick up the car seats from the RTSRC in their area. The delivery of seats on regular basis is unallowable.
- IDOT will not reimburse for paid media campaigns. (ex. Radio and/or TV PSA/media spots/development of a PSA/advertisement)
UPDATED POLICIES AND GUIDANCE
FOR FFY 2021

FRINGE FOR NON-ENFORCEMENT PART-TIME EMPLOYEES:
Fringe can be paid for non-enforcement staff members based on their percentage of work
associated with the specific grant. Example: If a staff member works for the grant 55% of the
time, IDOT will reimburse up to 55% of the fringe rate for the part-time employee.

Officer hire-back services are excluded from this and are only allowed to be paid hourly wages.

PROGRAMMATIC INCOME/IN-KIND CONTRIBUTIONS:
Program Income will no longer be collected unless the grantee submits a proposal to the
Bureau of Safety Programs and Engineering and then received written approval for the
collection and use of program income/in-kind contributions.

If approved, program income/in-kind contributions funds must be treated as federal dollars and
must abide by all state and federal guidelines. These funds are to be expended in the grant year
they were collected.

INVENTORY CONTROL:
Any item is purchased over $1,000, are required to be tracked and monitored by both the
grantees agency and IDOT. This inventory will be monitored throughout the grant program. This
inventory list must contain name of item, location of item, and unique identifier number for each
item. How this is established is up to the grantees discretion but must have the required
information described above.

If equipment above $1,000 is replaced with a new item and the previous was purchased with
federal funds, the previous item will need to be turned into IDOT or disposed of properly. IDOT
must be informed of what was disposed of and when. Then inventory control lists must reflect
this change. If it is not returned or disposed of properly the new item will not be reimbursed.

The Safety Grant Administrator will inspect annually any item purchased more than $1,000.
Equipment purchased with grant funds of $5,000.00 or more will have the BSPE 36 Major
Equipment Inventory Inspection form completed and put in the project file.

EQUIPMENT AND SUPPLIES EXPLANATION:

   Equipment: (2 CFR 200.439)
   Equipment means tangible personal property (including information technology systems)
having a useful life of more than one year and a per-unit acquisition cost which equals
$1,000 or more. Equipment with a purchase price of over $5,000 requires prior approval
from the State Highway Safety Office and NHTSA.

   Examples: Golf Cart, Seat Belt Convincer, internet server, etc.

Equipment Monitoring:
All pieces of equipment will be monitored until disposed of. Grantees are required to keep detailed information on where the equipment is and must present it when requested by IDOT. Equipment is only to be disposed of when it is no longer useful and IDOT must be informed of the disposal.

Supplies: (2 CFR 200.94)
Supplies means all tangible personal property other than those described in Equipment. Tangible personal property with a purchase price less than $1,000 per unit. A computing device is a supply if the acquisition cost is less than the $1,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Examples: Pens, Pencils, Printer Paper, laptop under $1,000, calculator, tablet, etc.

TECHNOLOGY GUIDELINES FOR GRANTEES:

Personal Cell Phone and Data:

The Illinois Department of Transportation will not provide salary stipends, expense reimbursements, payments on behalf of grantees, or any reimbursement (via Purchasing Card or direct bill) to cover costs associated with use of personal cell phones, data plans, or other equipment with cellular connectivity used while performing business related activities.

Personal/Home Internet:

The Illinois Department of Transportation will not provide salary stipends, expense reimbursements, payments on behalf of grantees, or any reimbursement (via Purchasing Card or direct bill) to cover costs associated with use of personal/home internet services used while performing business related activities.

Computers/Laptop/Tablet Purchases:

If computers/laptops/tablets were approved in the grantees budget they still need prior approval from the Grantor before making the purchase. Computing devices/laptops/computers have to limit of $999 dollars.

If the grantee is replacing a computing device and the previous computing device was purchased with federal funds it must be returned to the Grantor after the new computing device is received.

Any purchase request over $999 requires justification with required documentation submitted to their Safety Grant Administrator prior to purchase. After reviewing the Safety Grant Administrator will deem it allowable or denied.

Criteria for Approval Determination of a computing device:

- Computer charges must meet the same fundamental standards as all other charges to federal awards:
- They must be reasonable
● There must be an informed, prudent decision regarding the cost, utility, and value to the project
● They must be allowable
● They must be directly allocable
● The primary/principle use of the computer and related costs must be directly allocable to the purpose, goals, and activities of the funded projects.
● They must be necessary for the project
● Computers must be essential for project activities; and use should be sufficiently tracked to be adequately justified in the event of audit.

Please see Purchasing Computing Devices with Federal Funds (applicable Uniform Guidance Sections 2 CFR Part 200.20 and 200.453) for further explanation.