

Washington State Traffic Records Program



Call for Proposals - WTSC Traffic Records Grants

Note: When submitting proposals, be sure to CC your TRGC Representative. For more information, resources, and tools, please visit the Traffic Records section of the WTSC website.

- **Eligibility**

1. “A State may use grant funds awarded under 23 U.S.C. 405(c) to make quantifiable, measurable progress improvements in the accuracy, completeness, timeliness, uniformity, accessibility or integration of data in a core highway safety database.”

This may be accomplished through: (select **only one** most applicable)

- (1) Software or applications to identify, collect, and report data to State and local government agencies, and enter data into State core highway safety databases, including crash, citation or adjudication, driver, emergency medical services or injury surveillance system, roadway, and vehicle data;
- (2) Purchasing equipment to improve a process by which data are identified, collated, and reported to State and local government agencies, including technology for use by law enforcement for near-real time, electronic reporting of crash data;
- (3) Improving the compatibility and interoperability of the core highway safety databases of the State with national data systems and data systems of other States, including the National EMS Information System;
- (4) Enhancing the ability of a State and the Secretary to observe and analyze local, State, and national trends in crash occurrences, rates, outcomes, and circumstances;
- (5) Supporting traffic records improvement training and expenditures for law enforcement, emergency medical, judicial, prosecutorial, and traffic records professionals;
- (6) Hiring traffic records professionals for the purpose of improving traffic information systems (including a State Fatal Accident Reporting System (FARS) liaison);

- (7) Adoption of the Model Minimum Uniform Crash Criteria, or providing to the public information regarding why any of those criteria will not be used, if applicable;
- (8) Supporting reporting criteria relating to emerging topics, including—
 - (i) Impaired driving as a result of drug, alcohol, or polysubstance consumption; and
 - (ii) Advanced technologies present on motor vehicles; and
- (9) Conducting research relating to State traffic safety information systems, including developing programs to improve core highway safety databases and processes by which data are identified, collected, reported to State and local government agencies, and entered into State core safety databases.

2. Which of the core traffic records data system(s) and quality attribute(s) does this project address? Note: Each box checked needs to have a corresponding Traffic Records performance measure identified in question 3. (See [Model Performance Measures for State Traffic Records Systems](#))

	TIMELINESS	ACCURACY	COMPLETENESS	UNIFORMITY	ACCESSIBILITY	INTEGRATION
CRASH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROADWAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITATION AND ADJUDICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INJURY SURVEILLANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Based on the data systems and attributes you identified in question 2, what are your PERFORMANCE MEASURES? Note: *Every box checked above must have at least one associated Traffic Records performance measure.* (See [Model Performance Measures for State Traffic Records Systems](#))

Core System	Data Attribute	Performance Measure
EXAMPLE: Crash	Completeness	Percent of crash records with no missing critical data elements. Baseline: 80% Goal: 100%
Choose an item.	Choose an item.	
Choose an item.	Choose an item.	

4. Which Traffic Records Governance Council core systems and key objectives does your project address?

Traffic Records Governance Council Core Systems and Key Objectives	
<input type="checkbox"/>	N/A. My project does not address any key objectives listed below.
Coordination and Collaboration	
<input type="checkbox"/>	Develop and implement an Enterprise Performance Management System to track data quality across all core systems.
<input type="checkbox"/>	Implement the Traffic Records Integration Program (TRIP) governance plan. (integration, accessibility)
<input type="checkbox"/>	Upgrade JINDEX from on premise to cloud infrastructure. (modernization)
Crash	
<input type="checkbox"/>	Replace the SECTOR application with TraCS and implement master index functionality. (modernization)
<input type="checkbox"/>	Establish a statewide electronic crash/ ticketing training coordinator position. (accuracy, uniformity)
<input type="checkbox"/>	Improve reporting/ analysis of vulnerable road users involved in transportation system conflicts. (completeness, accessibility)
<input type="checkbox"/>	Increase MMUCC compliance. (uniformity)
Roadway	
<input type="checkbox"/>	Implement all MIRE FDE requirements by 2026. (completeness, uniformity)
<input type="checkbox"/>	Improve GIS-MO training for the county roadway network. (uniformity)
<input type="checkbox"/>	Modernize HPMS/LRS legacy traffic and roadway systems. (modernization)
Driver/Vehicle	
<input type="checkbox"/>	Develop and maintain a data catalogue in DRIVES. (accuracy, completeness, accessibility)
<input type="checkbox"/>	Design and implement a legal case management system for administrative hearings/appeals. (completeness, uniformity, accessibility)
<input type="checkbox"/>	Develop a linked analytical database for internal and external partner analyses. (integration, accessibility)
Citation and Adjudication	
<input type="checkbox"/>	Automate exchange of information between CLJs and DOL. (timeliness, accuracy, completeness)
<input type="checkbox"/>	Improve integration of localized electronic court record systems into statewide case management systems. (completeness, uniformity)
<input type="checkbox"/>	Improve integration of records across court systems using person identifiers for complete court history. (completeness)
Injury Surveillance	
<input type="checkbox"/>	Develop interfaces between EMS, ED, and other hospital data for improving quality and analysis. (accuracy, completeness, integration)

Traffic Records Governance Council Core Systems and Key Objectives	
<input type="checkbox"/>	Improve hospital data quality reporting, and engagement. (accuracy, completeness)
<input type="checkbox"/>	Develop hospital data performance measures, key performance indicators, and surveillance tools for traffic safety. (accessibility)

- **Details**

5. **Organization:** Click or tap here to enter text.

6. **Primary Contact/Project Manager:** Click or tap here to enter text.

7. **Proposed Project Title:** Click or tap here to enter text.

8. Please describe the project in **one 250 words or less:**

Click or tap here to enter text.

9. **Authorizing Official (Person who can sign the contract. If you have a Contracts Office, you may include their email and phone number.)**

a. **First Name:** Click or tap here to enter text.

b. **Last Name:** Click or tap here to enter text.

c. **Title:** Click or tap here to enter text.

d. **Address:** Click or tap here to enter text.

e. **City:** Click or tap here to enter text.

f. **State:** Click or tap here to enter text.

g. **Zip Code:** Click or tap here to enter text.

h. **Phone:** Click or tap here to enter text.

i. **Email:** Click or tap here to enter text.

10. **My organization accepts documents for electronic signature (e-signature):**

Yes

No

11. **Is this proposal a continuation/enhancement of a previously funded traffic records project?**

Yes

No

12. Will other data systems be impacted or involved in this project?

- Yes
- No

If yes, describe the impacts and the role of the other systems' stewards and managers:

Click or tap here to enter text.

13. If applicable, describe the improvement sustainability plan following the end of the proposed project:

Click or tap here to enter text.

14. Describe a contingency plan in the event annual funding from WTSC is reduced or not received:

Click or tap here to enter text.

15. Project Length in Federal Fiscal Years (min. 1 FFY, max. 5 FFY): *Note: Federal Fiscal Years begin on October 1 and end on September 30.* If the project start and end dates are not the same as FFYs then indicate those project dates here.

Click or tap here to enter text.

- **Project Costs**

Using the table below, please describe the projected costs, including Indirect Rates (IR). If an agency is charging indirect rates, submit your agency's federal cognizant letter with your proposal. If the project spans multiple fiscal years, include a separate table for each fiscal year. (Note: *Unspent funds in a given fiscal year do not automatically carry over into the next year.*)

FFY Cost Breakdown (Duplicate this table for each FFY in your project.)

FFY Costs (Oct 1, 2024 – Sep 30, 2025)	Description	Amount	IR Amount	IR %
Employee salaries and benefits	Click or tap here to enter text.	\$0.00	\$0.00	0%
Travel (includes in-state and out-of-state travel)	Click or tap here to enter text.	\$0.00	\$0.00	0%

Contract Services (usually involves a 3 rd party service provider)	Click or tap here to enter text.	\$0.00	\$0.00	0%
Good or other expenses (examples: office/printing supplies, postage, software, conference registration fees)	Click or tap here to enter text.	\$0.00	\$0.00	0%
Equipment (durable goods with a unit cost equal to or larger than \$5,000)	Click or tap here to enter text.	\$0.00	\$0.00	0%
Total		\$0.00	\$0.00	

16. Multi-year budget total (if applicable): \$ Click or tap here to enter text.

17. **Budget Narrative.** Describe the specific use of each budget category above. ALL equipment purchases require pre-approval and must be described. Budgets for Salaries and Benefits must be described in terms of both FTEs and what ACTIVITIES the employee will be responsible for accomplishing:

Click or tap here to enter text.

- **Scope of Work**

18. Project Problem ID and/or Opportunity. Why is this project needed?

Click or tap here to enter text.

19. Project Purpose and Strategy. What is this project trying to achieve? (Note: For Traffic Records, the countermeasure strategy is always “Traffic Data Systems Improvement.”)

Click or tap here to enter text.

20. Project Goal. What is the goal of the project? (Broad, single sentence statement, like “For FFY2025, Develop and launch new reporting system.”)

Click or tap here to enter text.

21. Project Objectives. What are the project objectives? (Individualized tasks with specific completion dates.)

Objective	Completion Date
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Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
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Click or tap here to enter text.	Click or tap to enter a date.

22. What is the impact if this project is not funded?

Click or tap here to enter text.

- **Risk Assessment**

Under 2 CFR § 200.331(b), the WTSC is required to “evaluate each subrecipient’s risk of non-compliance with Federal statutes, regulations, and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring.” The following questions will facilitate the agency’s efforts to gauge risk, document results, and implement appropriate monitoring levels throughout the course of the fiscal year should a grant award be made.

If you are unsure how to answer any of the following questions, your organization’s fiscal or accounting department is likely to have additional information. In rare cases where you are unable to answer the question, please select “No.”

Information on your organization’s most recent audit can be found here:

<https://sao.wa.gov/reports-data/audit-reports/>

23. Is the organization subject to a single audit in accordance with 2 CFR §200.507 (Non-federal entities that expend \$750,000 or more during the entity’s fiscal year in Federal awards must have a single audit)?

Yes

No

24. Was the most recent audit free of any significant deficiencies or material weaknesses?

Yes

No

25. Has the organization managed federal grants awarded by the Washington Traffic Safety Commission previously?

Yes

No

26. Has the designated project manager managed federal grants previously?

Yes

No