

PEDESTRIAN MINI-GRANT WORK PLAN

This example may be copied and/or altered to fit your specific circumstances. Your work plan should be submitted on department letterhead. If you do not plan to develop a diversion class, ignore section 2B.

I. MISSION

The _____ Police/Sheriff's Department will participate in the BTA/WPC mini-grant program for the purposed enforcement of vehicle code sections involving pedestrian right of way in crosswalks and to educate citizens about the causes of pedestrian crashes within their jurisdiction.

II. PSE TRAINING

(Officer name(s)) _____ have participated in a PSE training in the past.

(and/or)

(Officer name(s)) _____ will attend the PSE training in _____ Eugene on March 17, 2008.

PSE Training Expenses

Expenses	Amount
Registration Fee	\$30.00 (<i>per person</i>)
Travel (<i>State travel rules apply. Show round trip mileage at 45 cents/mile</i>)	
Lodging (<i>maximum of one night at pre-approved government rate: Eugene \$76</i>)	
Total Training Expenses:	

III. WORK PLAN

A. For Pedestrian Safety Enforcement (PSE) Operations:

Using funds provided by this grant, (*officer in charge*) _____ will schedule pedestrian safety enforcement (PSE) operations. There will be approximately _____ operations of approximately _____ hours with _____ personnel assigned to each operation. The operations will occur between (*dates*) _____ and _____. Grant funds would be applied only to overtime compensation for enforcement activities, except if reserve officers are utilized they may be paid straight time if not eligible for overtime.

In the interest of fairness and to support a defensible citation the department will:

- Measure out the required stopping distance and add 10 miles an hour to the stopping distance provided.
- Add additional reaction time (2 seconds).
- Decoy pedestrian will use due care and will wear visible clothing.
- Notify the media in advance with the time, date, and location of the PSE operation.
- Invite the media.
- Use video cameras to tape the operation, if possible.
- Conduct the operation during daylight hours, in good weather.

Operation Schedule

Date	Time	Location, if known	Zone Type (e.g. Residential, School Route, Business)

Operation Cost/Expenditure

Date	# of Hours	# Officers x Overtime rate	Expenditure
	(e.g.) 4	(e.g.) 6 @ \$36.00/hour	(e.g.) \$864.00
TOTAL:			

B. For Pedestrian Safety Diversion Classes:

Using funds provided by this grant, _____ will work with judges, district attorneys, and other partners to develop a pedestrian safety diversion class. This class will be developed to operate in a similar manner as the seat belt diversion type classes. _____ will schedule _____ class(es) to be held between March 18 and September 15, 2008. Costs eligible for reimbursement are staff time, materials, and copying and printing. (Typically, the class is 2 hours with 1 hour added for set up and take down for a total of 3 hours. Depending on the expected class size, 1 to 2 officers are needed to staff the classes.)

Diversion Class Budget Form

Expenses	Total Amount	Funding Source		
		Mini-Grant Funds	Non-Grant Cash Funds	In-Kind Support***
Personnel				
Equipment*				
Supplies**				
Materials and Printing				
Other				
Total:				

* Equipment: items retained by agency for agency's use.

**Supplies: items that are consumed or given away.

***In-Kind Support: includes non-cash donations of volunteer time, use of equipment, facility space, food, etc.

IV. QUESTIONS TO ANSWER

Has your department received a Pedestrian Safety Enforcement (PSE) mini-grant in the past four years? If so, did you use the grant funds?

Will you have match contributions, in-kind or cash? Briefly describe and assign estimated values. (Match is not required, but encouraged. This could include any vehicle use, unpaid staff time, volunteer time, printing or materials used, or equipment use not paid for with the grant.)

Who will you contact in the media and how will you work to ensure coverage?

Will you conduct briefings with local court and judges before conducting operations? (If this has been done in previous years, judges should be notified of 2005 enforcement actions.)

Will you conduct a briefing with City Council and/or City Manager beforehand? (If this has been done in previous years and these are the same persons, simple notification and agreement to proceed are sufficient).

Did/will you communicate with any citizen groups about the proposed operations? Which group(s)?

Has your department conducted PSE operations without grant funding?

V. MEDIA COVERAGE

We understand that media coverage is integral to the success of the Pedestrian Safety Enforcement (PSE) Program. A combined effort of media coverage and police enforcement actions will increase public awareness of pedestrian crossing laws and influence driver behavior. The _____ Police/Sheriff's Department will monitor our enforcement operations to capture grant expenditure information and information about violators and violations. We will also record motorists' reasons for not complying with right of way statutes.

_____	_____
Officer in charge	Title
<i>Agency:</i> _____	
<i>Address:</i> _____	
<i>Phone/Fax:</i> _____	
<i>Email:</i> _____	
<i>Federal ID#:</i> _____	