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# **Traffic Safety Program Manual**

## **Archived Manual Notices**

## Manual Notice 2020-1

**From:** Michael A. Chacon, P.E., Traffic Safety Division

**Manual:** Traffic Safety Program Manual

**Effective Date:** January 15, 2020

### Purpose

The purpose of this manual notice is to advise readers and users of the *Traffic Safety Program Manual* that the manual has been revised to reflect the name changes of the Traffic Operations Division to the Traffic Safety Division and the Traffic Safety Section of the Traffic Safety Division to the Behavioral Traffic Safety Section of the Traffic Safety Division.

### Contents

In addition to the name changes discussed above, changes to the content of the manual consist of the following:

- ◆ Updated the Texas Traffic Safety Program mission statement in Chapter 1, Section 1, to align with TxDOT's current safety goals to reduce traffic fatalities in Texas by half by the year 2035, and to zero by 2050.
- ◆ Added note to subsection on Internal Ethics and Compliance in Chapter 1, Section 1, to require each agency that receives grant money from the Texas Traffic Safety Program to submit their Internal Compliance Program for review and approval by TxDOT every five years.
- ◆ Updated text in Chapter 2, Section 2, to specify that the Highway Safety Plan (HSP) is submitted to the National Highway Traffic Safety Administration's (NHTSA's) Grant Management Solutions Suite (GMSS) by July 1 each year.
- ◆ Added note to subsection on Click It or Ticket (CIOT) in Chapter 3, Section 5, to clarify that CIOT grants require a minimum 20% matching share from the subgrantee.
- ◆ Added "position description" to subsections on General Proposal - Salaries and Fringe Benefits (100 & 200) and STEP Proposal – STEP Overtime Rate and Salaries and Fringe Benefits (100 & 200) in Chapter 3, Section 6, to the information potential subgrantees must provide in grant proposals.
- ◆ Added text to subsection on Travel and Per Diem in Chapter 3, Section 6, to specify that under Category 300, potential subgrantees must include travel costs for project staff by identifying the number of trips planned, the destination for each trip, the number of travelers, and the estimated cost of each trip.

- ◆ Updated language to the Grant Agreement subsection of Chapter 4, Section 3, to clarify that grant agreements and amendments are executed by the Traffic Safety Division Director, who may delegate the responsibility according to TxDOT policy.
- ◆ Deleted subsection on the Grant Agreement Process from Chapter 4, Section 3, as this is explained elsewhere in the manual.
- ◆ Added information and a link to the subsection on Electronic Signatures in Chapter 4, Section 3, on where instructions for completing an electronic signature can be found.
- ◆ Added note to subsection on Submission of Requests for Reimbursement (RFR) in Chapter 5, Section 3, to clarify that the person submitting an RFR in eGrants should not receive monetary payment or compensation under the grant, and clarifying the steps that need to be taken if this is the case.
- ◆ Text was added to the subsection on File Security in Chapter 5, Section 7, stipulating that it is acceptable to display the last four digits of a credit card number in attachments relating to Texas Traffic Safety Program grants.
- ◆ Text was added to the subsection on File Retention in Chapter 5, Section 7, stating that TRF eGrants records that have surpassed their retention period according to the TxDOT Records Retention Schedule are purged annually, based on the annual federal fiscal year closeout on December 31.
- ◆ Text was added to the subsection on Receiving Materials in Chapter 5, Section 9 clarifying that Traffic Safety Specialists must fill out a receiving report and email the Traffic Safety Division Behavioral Traffic Safety and Management Support sections to report the condition of items received.
- ◆ Language was added to the subsection of Subcontract Terms and Conditions in Chapter 5, Section 11, clarifying that subgrantees are responsible for verifying a subcontractor's eligibility by checking the Debarred Vendor List on the Texas Comptroller's website.
- ◆ Added text to the Background section of Chapter 6, Section 4, stipulating that TxDOT will notify NHTSA in writing within three business days of any potential fraudulent activity or other violation of Federal criminal law in accordance with their regulatory requirement.
- ◆ Added text to the TRF Compliance Monitoring section of Chapter 6, Section 4, stipulating that the desk review process of compliance monitoring will begin upon completion of the Onsite Monitoring Report by the TxDOT Project Manager.
- ◆ Updated language throughout the manual to clarify the role of districts and district engineers in the Texas Traffic Safety Program.
- ◆ Changed references to the Code of Federal Regulations (C.F.R.) from C.F.R. 1200 to C.F.R. 1300 throughout the manual.

## **Contact**

Address questions concerning information contained in this manual to Garry Rand of the TxDOT Traffic Safety Division - Behavioral Traffic Safety Section by email at [Garry.Rand@txdot.gov](mailto:Garry.Rand@txdot.gov), or by phone at (979) 778-9715.

## **Archives**

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2018-1

**From:** Michael A. Chacon, P.E., Traffic Operations Division

**Manual:** Traffic Safety Program Manual

**Effective Date:** May 31, 2018

### Purpose

The purpose of this manual notice is to advise readers and users of the *Traffic Safety Program Manual* that the manual has been revised to update information on changes in federal laws affecting the Texas Traffic Safety Program and to include more specific information on Selective Traffic Enforcement Program (STEP) grants and on auditing procedures used by TxDOT to ensure compliance with federal rules and regulations.

### Contents

The contents of the *Traffic Safety Program Manual* have been changed as follows:

- ◆ Information on federal laws pertaining to the Texas Traffic Safety Program has been updated throughout the manual.
- ◆ Information has been updated throughout the manual on procedures for the application and management of Texas Traffic Safety Program STEP grants.
- ◆ Information was added to Chapter 1, Section 1 to require organizations to adopt an internal ethics and compliance program to be reviewed by the TxDOT Compliance Division (CMP) prior to Traffic Safety grant execution.
- ◆ Information was added to Chapter 1, Section 2 on the Fixing America's Surface Transportation Act (FAST Act) to provide long term funding for federal surface transportation programs.
- ◆ Information was added to Chapter 1, Section 4 on National Highway Traffic Safety Administration (NHTSA) resource documents available outlining the rules and regulations that govern the Texas Traffic Safety Program.
- ◆ Information was added to Chapter 3, Section 1 to clarify that TRF-TS will conduct annual reviews of potential subgrantees to check both state and federal systems to ensure organizations are not suspended or debarred from receiving grant funding.
- ◆ Information was removed from Chapter 3, Section 3 on STEP Yearlong Proposals.
- ◆ Information was added to Chapter 3, Section 3 requiring officers conducting enforcement on STEP-COMP grants to document the number of arrests, warnings and citations issued each month during each enforcement period and to clarify that agencies must maintain an average of

2.5 vehicle stops per hour during each STEP-Comprehensive (STEP-COMP) enforcement period.

- ◆ Chapter 3, Section 4, containing information on STEP Wave proposals, was removed.
- ◆ Information on STEP Incentive Grant Awards was removed from Chapter 3, Section 6.
- ◆ Information was added to Chapter 4, Section 3 on the use of electronic signatures on Traffic Safety Program grant documents.
- ◆ Information was added to Chapter 5, Section 7 on the retention period for the file of record and associated documents for Traffic Safety Program grant agreements.
- ◆ Information was added to Chapter 5, Section 14 on the assignment of a Federal Award Identification Number (FAIN) by NHTSA in their Grants Tracking System (GTS) for every financial assistance award, beginning in FY 2018.

## **Contact**

Address questions concerning information contained in this manual to Garry Rand of the TxDOT Traffic Operations Division-Traffic Safety Section by email at [Garry.Rand@txdot.gov](mailto:Garry.Rand@txdot.gov), or by phone at (979) 778-9715.

## **Archives**

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## Manual Notice 2016-1

**From:** Carol T. Rawson, P.E., Traffic Operations Division

**Manual:** Traffic Safety Program Manual

**Effective Date:** April 01, 2016

### Purpose

The purpose of this manual notice is to advise readers and users of the *Traffic Safety Program Manual* that the manual has been revised to update information on changes in federal laws affecting the Texas Traffic Safety Program and to include more specific information on grants for Selective Traffic Enforcement Programs and on auditing procedures used by the Texas Department of Transportation to ensure compliance with federal rules and regulations.

### Contents

The contents of the *Traffic Safety Program Manual* have been changed as follows:

- ◆ Information on federal laws pertaining to the Texas Traffic Safety Program has been updated throughout the manual.
- ◆ Information has been updated throughout the manual on the use of eGrants, including procedural information for the application and management of Texas Traffic Safety Program grants through the eGrants system.
- ◆ Information has been updated throughout the manual to reflect the change in the structure of the Texas Traffic Safety Program to include district Traffic Safety Specialists as full-time employees of the TxDOT Traffic Operations Division's Traffic Safety Section (TRF-TS).
- ◆ Information was added to Chapter 3 of the manual to clarify Selective Traffic Enforcement Program (STEP) policies and procedures.
- ◆ Information was added to Chapters 4 and 6 of the manual to clarify procedures used to evaluate and grade subgrantee performance.
- ◆ Information was added to Chapter 5 of the manual to clarify documentation requirements for traffic safety and STEP grants.
- ◆ Information was added to Chapter 7 of the manual to clarify policies and procedures employed to audit subgrantee performance and compliance with federal rules and regulations.

## **Contact**

Address questions concerning information contained in this manual to Garry Rand of the TxDOT Traffic Operations Division-Traffic Safety Section by email at [Garry.Rand@txdot.gov](mailto:Garry.Rand@txdot.gov), or by phone at (979) 778-9715.

## **Archives**

Past manual notices are available in a [PDF archive](#).



## Manual Notice 2011-1

**From:** Carol T. Rawson, P.E., Traffic Operations Division

**Manual:** Traffic Safety Program Manual

**Effective Date:** June 01, 2011

### Purpose

The purpose of this manual notice is to advise readers and users of the *Traffic Safety Program Manual* that the manual has been revised to update information on the Texas Traffic Safety Program and include more specific information on grants for Selective Traffic Enforcement Programs and on auditing procedures used by the Texas Department of Transportation to ensure compliance with federal rules and regulations.

### Contents

The contents of the *Traffic Safety Program Manual* have been changed as follows:

- ◆ Information has been updated throughout the manual on the use of eGrants, including procedural information for the application and management of Texas Traffic Safety Program grants through the eGrants system.
- ◆ Information has been updated throughout the manual to reflect the recent change in the structure of the Texas Traffic Safety Program to include 19 district Traffic Safety Specialists as full-time employees of the TxDOT Traffic Operations Division's Traffic Safety Section (TRF-TS).
- ◆ Information was added to Chapter 3 of the manual to clarify Selective Traffic Enforcement Program (STEP) policies and procedures.
- ◆ Information was added to Chapters 4 and 6 of the manual to clarify procedures used to evaluate and grade subgrantee performance.
- ◆ Information was added to Chapter 5 of the manual to clarify documentation requirements for traffic safety and STEP grants.
- ◆ Information was added to Chapter 7 of the manual to clarify policies and procedures employed to audit subgrantee performance and compliance with federal rules and regulations.

### Review History

**General Counsel Review.** The TxDOT Office of General Counsel reviewed the draft version of this manual and found it legally sufficient for its intended purpose. Suggested changes were incorporated as appropriate.

**Audit Office Review.** The TxDOT Audit Office reviewed the draft version of this manual. Suggested changes were incorporated as appropriate.

**Finance Division Review.** The TxDOT Finance Division reviewed the draft version of this manual. Suggested changes were incorporated as appropriate.

**General Services Division Review.** The General Services Division, Contract Services Section, reviewed the draft version of this manual. Suggested changes were incorporated as appropriate.

**Federal Highway Administration Review.** The Federal Highway Administration, Texas Division Office, reviewed the draft version of this manual. There were no suggested changes.

**National Highway Traffic Safety Administration Review.** The National Highway Traffic Safety Administration reviewed the draft version of this manual. There were no suggested changes.

**District and Division Review.** Potential users in all districts and in the Traffic Operations Division reviewed draft versions of this manual. Changes and additions were made as appropriate.

## **Contact**

Address questions concerning information contained in this manual to Michael H. Weaver of the TxDOT Traffic Operations Division-Traffic Safety Section, 512-416-3209 or fax 512-416-3299.

## **Archives**

Past manual notices are available in a [PDF archive](#).

## Manual Notice 2008-1

**From:** Carlos A. Lopez, P.E.

**Manual:** Traffic Safety Program Manual

**Effective Date:** October 01, 2008

### Purpose

The purpose of this manual notice is to advise readers and users of the Traffic Safety Program Manual that the manual has been revised to include new information on the Texas Department of Transportation's Traffic Safety Electronic Grants Management System (eGrants) and related changes in procedures for the application and management of grants through the Texas Traffic Safety Program.

### Contents

The contents of the Traffic Safety Program Manual have been changed as follows:

- ◆ Information has been provided throughout the manual on the use of eGrants, including procedural information for the application and management of Texas Traffic Safety Program grants through the eGrants system.
- ◆ Updates on rules and regulations governing the Texas Traffic Safety Program were provided in Chapter 1 and throughout the manual as appropriate.
- ◆ The contents of the previous version of this manual were recycled and restructured to present information in a more useful and user-friendly manner.
- ◆ Links were added to pertinent information on the TxDOT intranet, the internet, and the eGrants web pages to aid users in the Texas Traffic Safety Program grant application and management process.

### Review History

**General Counsel Review.** The TxDOT Office of General Counsel reviewed the draft version of this manual and found it legally sufficient for its intended purpose. There were no suggested changes.

**Audit Office Review.** The TxDOT Audit Office reviewed the draft version of this manual. Suggested changes were incorporated as appropriate.

**Finance Division Review.** The TxDOT Finance Division reviewed the draft version of this manual. Suggested changes were incorporated as appropriate.

**General Services Division Review.** The General Services Division, Contract Services Section, reviewed the draft version of this manual. Suggested changes were incorporated as appropriate.

**Federal Highway Administration Review.** The Federal Highway Administration, Texas Division Office, reviewed the draft version of this manual. There were no suggested changes.

**National Highway Traffic Safety Administration Review.** The National Highway Traffic Safety Administration reviewed the draft version of this manual. There were no suggested changes.

**District and Division Review.** Potential users in all districts and in the Traffic Operations Division reviewed draft versions of this manual. Changes and additions were made as appropriate.

## **Contact**

Address questions concerning information contained in this manual to Michael H. Weaver of the TxDOT Traffic Operations Division-Traffic Safety Section, 512-416-3209 or fax 512-416-3299.

## **Archives**

Past manual notices are available in a [PDF archive](#).

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# Manual Notice 2005-1

**To:** Holders of Subject Manual Volume

**From:** Carlos A. Lopez, P.E.  
Traffic Operations Division

**Manual:** *Traffic Safety Program Manual*

**Effective Date:** November 2005

## Purpose

In addition to the minor technical revisions and corrections made throughout this manual, the following major changes were made:

### ***Chapter 1:***

- ◆ *Section 2:* Updated latest revision date of all applicable OMB circulars.
- ◆ *Section 4:* Updated current TxDOT signature authority for Traffic Safety grants.

### ***Chapter 2:***

- ◆ *Section 2:* Updated program areas. Railroad-Highway Crossings added. There are now 14 areas.
- ◆ *Section 3:*
  - Added language for establishing baseline data for STEP projects.
  - Incorporated revised DWI needs assessment language from the former Section 4.
- ◆ *Section 4 (was Section 7):*
  - Revised Cost Assumption Plan (CAP) submission requirements.
  - Added new match requirements and examples of matching costs.
- ◆ *Former Section 6:* Deleted Project Extension (CAP now used instead).
- ◆ *Former Section 7:* Deleted requirement for District Highway Safety Plan.
- ◆ *Section 6 (was Section 9):* Updated and revised traffic safety proposal scoring process.

***Chapter 3:*** Updated and revised traffic safety project development process. (Program area goals, strategies, and performance measures are now found in the HSP and on the TxDOT Web site.)

### ***Chapter 4:***

- ◆ *Section 3:* Added table of STEP forms with links.
- ◆ *Section 4:*
  - Deleted 10% indirect rate if subgrantee has no cost allocation plan or direct administrative costs.

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- Updated state per diem rates.
  - Included explanation that STEP grants are prohibited from paying for certain officer training.
  - ◆ *Section 5:*
    - Deleted Debarment Certification, Lobbying Certification, Child Support Statement for grant agreement. These are now included in the General Terms and Conditions.
    - Added link to Subcontract Agreement Forms.
  - ◆ *Section 6:*
    - Revised and strengthened language on IACs.
    - Removed links to IAC contract documents (no longer available on line).
  - ◆ *Section 9:* Revised procedure for submittal of the Miscellaneous Contract Summary Form.
  - ◆ *Section 11:*
    - Deleted “change statement” in grant amendment process and added revised amendment instructions.
    - Added limitation on allowable cost overruns for STEPs.

#### ***Chapter 5:***

- ◆ *Section 3:*
  - Final RFR now due within 45 days of the end of the grant period.
  - Added new outlay detail form for Indirect Costs (800) — Form 18.303g
- ◆ *Section 4:*
  - Added requirement that RFRs will not be approved for payment without receipt of a Performance Report, and Final RFRs will not be approved for payment without an AER.
  - Made use of Checklist for Traffic Safety RFR mandatory.
  - Revised submission requirements for RFRs.
  - Revised payment procedures for professional services and consultant contracts.
- ◆ *Section 6:* Added language requiring electronic submittal of grant-related documents as of FY 2006.
- ◆ *Section 7:* Added language strongly encouraging program and project managers to attend the TxDOT Project Management Course every 3 years.
- ◆ *Section 8:* Updated and revised information and requirements pertaining to public information and education.
- ◆ *Section 10:* Now includes “Federal Inventory Management and Reporting,” which was formerly Section 11.

#### ***Chapter 6:***

- ◆ Deleted requirement for subgrantees to submit monthly Action Plans

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- ◆ Deleted Requirement for subgrantees to submit hard copies of Annex and Performance Reports.

**Chapter 7:**

- ◆ *Section 2:*
  - Deleted requirement to submit a midyear report form.
  - Added midyear report to be submitted to all program and project managers.
  - Revised Final Performance Report and Administrative Evaluation Report language.
- ◆ *Section 3:* Revised language to clarify the annual reporting process to NHTSA.

**Chapter 8, Section 2:** Revised language to clarify project closeout and final federal reimbursement process.

**Appendices and Glossary:** The following appendices have been removed because their content is now available on the Traffic Safety Web site:

- ◆ Project Proposal Instructions
- ◆ Performance Measure Examples
- ◆ Traffic Safety Contacts

The former Appendix D, “Forms,” is now Appendix A.

The Glossary has also been removed. All necessary definitions are provided in context.

**Contents and Instructions**

Recycle the entire contents of the previous print edition of this manual and use the online version. This manual will no longer be circulated in hardcopy.

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## **Review History**

***General Counsel Review.*** The Office of General Counsel reviewed the draft version of this manual and found it legally sufficient for its intended purpose. Suggested changes were incorporated as appropriate.

***Audit Office Review.*** The Audit Office reviewed the draft version of this manual. Suggested changes were incorporated as appropriate.

***District and Division Review.*** Potential users in all districts reviewed draft versions of this manual. Numerous comments were received, and changes and additions were made as appropriate.

## **Contact**

Address questions concerning information contained in this manual to Terry Pence of the Traffic Operations Division, 512-416-3167.



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## Manual Notice 2004-1

*To:* Holders of Subject Manual Volume

*From:* Carlos A. Lopez, P.E.  
Traffic Operations Division

*Manual:* *Traffic Safety Program Manual*

*Effective Date:* October 2004

### Purpose

The purpose of this manual revision is to:

- ◆ revise and update Chapter 6, “Monitoring”
- ◆ revise Appendix A, “Project Proposal Instructions,” to direct users to the current online information
- ◆ revise Appendix B, “Performance Measure Examples,” to direct users to the current online information
- ◆ update Appendix D, “Forms,” to list and link to revised and new forms.

### Instructions

This manual notice includes the following new material, which should be incorporated into the existing manual volume as follows:

<b>New Pages:</b>	<b>Instructions:</b>
Chapter 6, “Monitoring”	Replace all existing pages.
Appendix A, “Project Proposal Instructions”	Replace all existing pages.
Appendix B, “Performance Measure Examples”	Replace all existing pages.
Appendix D, “Forms”	(appears online only)

### Contact

Address questions concerning information contained in this manual to Terry Pence of the Traffic Operations Division, 512-416-3167.

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## Manual Notice 2002-2

*To:* Holders of Subject Manual Volume

*From:* Carlos A. Lopez, P.E.  
Traffic Operations Division

*Manual:* *Traffic Safety Program Manual*

*Effective Date:* December 1, 2002

### Purpose

The purpose of this manual revision is to:

- ◆ revise and update “Project Proposal Instructions”
- ◆ update the list of “Traffic Safety Contacts”
- ◆ add (to the online version of the manual only) a complete listing of all Traffic Safety Program forms with links to each form and to the portion of the manual where each form is described.

### Instructions

This manual notice includes the following new material, which should be incorporated into the existing manual volume as follows:

<b>New Pages:</b>	<b>Instructions:</b>
Appendix A: “Project Proposal Instructions”	Replace existing pages.
Appendix C: “Traffic Safety Contacts”	Replace existing pages.
Appendix D: “Forms”	(appears online only)

### Contact

Address questions concerning information contained in this manual to Al Giles of the Traffic Operations Division, 512-416-3166.

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## Manual Notice 2002-1

**To:** Holders of Subject Manual Volume

**From:** Carlos A. Lopez, P.E.  
Traffic Operations Division

**Manual:** *Traffic Safety Program Manual*

**Effective Date:** July 1, 2002

### Purpose

To establish and revise procedures and requirements regarding the Texas Highway Traffic Safety Program.

### Content

This manual represents a near complete revision of the subject manual, which was formerly titled, *Highway Traffic Safety Volume of the Traffic Operations Manual*. Major changes are as follows:

#### **Chapter 1:**

- ◆ *Section 1:* All forms and documents related to this manual are now available through the online version.
- ◆ *Section 1:* The annual review of the *Traffic Safety Program Manual* has been changed to biennial.
- ◆ *Section 1:* The contents of Policy Statement 1-95 (formerly contained in Appendix A) have been incorporated.
- ◆ *Section 2:* New federal laws, regulations, and guidelines, primarily regarding TEA-21, have been added.
- ◆ *Section 2:* Updated and revised Office of Management and Budget (OMB) Circular applicable to the Texas Traffic Safety Program has been added.
- ◆ *Section 4:* Current TxDOT signature authority has been updated to include a cross reference to the Contract Services Office (CSO), which is the Office of Primary Responsibility (OPR) on this subject.

(continued...)

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**Content** (*continued*)

**Chapter 2:**

- ◆ *Section 2:* The titles of two program areas have been changed, and a 13th has been added (Commercial Vehicle Safety).
- ◆ *Section 2:* Approximate due dates in the highway safety planning process have been changed to reflect current scheduling.
- ◆ *Section 6:* When to submit the Application for Project Extension has been changed to coincide with the submission of the Project Proposal for the project year when an extension will be required.
- ◆ *Section 9:* A provision allowing for the addition of unanticipated “target-of-opportunity” projects by amending the State Highway Safety Plan has been added.

**Chapter 3:**

- ◆ *Section 1:* New language concerning the National Priority Program Areas has been added along with the National Highway Traffic Safety Administration (NHTSA) web site address as the location for the source document.
- ◆ *Section 2:* Updated Program Area Goals, Performance Measures, and Strategies have been combined in a table as a result of a strategic planning meeting held in San Antonio on June 20–22, 2001.
- ◆ *Section 3:* Discussions about Countermeasure Development and Project Implementation have been added as part of the project development process.

**Chapter 4:**

- ◆ *Section 4:* The Grant Agreement and Project Budget have been revised to include program income.
- ◆ *Section 6:* The Traffic Safety Interagency Cooperation Contract (IAC) form (TxDOT Form 2079) and procedures have been revised and included along with a cross reference to CSO.
- ◆ *Section 6:* The Traffic Safety Interagency Contract and Amendment CSO Transmittal form (TxDOT Form 2083) has been added as a Contract Services Office (CSO) processing requirement.
- ◆ *Section 8:* The checklist for IAC Review has been updated to coincide with the new format and titling of the IAC form.
- ◆ *Section 9:* A new section has been added concerning the Miscellaneous Contract Summary Form (TxDOT Form 1722), which includes instructions on how to complete the form for Traffic Safety project agreements.
- ◆ *Section 11:* Language has been added to further clarify the criteria regarding budget amendments.

(*continued...*)

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**Content** (*continued*)

**Chapter 5:**

- ◆ *Section 3:* The Request for Reimbursement (RFR) form (Form 1858), has been revised and simplified. Instructions for completing the new RFR form are also included.
- ◆ *Section 3:* A provision has been added to permit a “paperless” RFR process for those agencies that desire to do so.
- ◆ *Section 3:* A provision has been included to recognize the use of e-mail versus paper correspondence for requests and approvals of various issues regarding project management practices.
- ◆ *Section 4:* New procedures are included for the distribution and processing of RFRs, including the appropriate number of copies required.
- ◆ *Section 5:* Program income can now be used as a match, as long as it is approved in advance by TxDOT.

**Chapter 6:**

*Section 4:* A Compliance Monitoring Checklist (TxDOT Form 2032) has been added.

**Chapter 7:**

*Section 2:* The mid-year reporting process has been clarified and strengthened.

**Chapter 8:** No substantive changes have been made.

**Former Appendix A, “Policy Statement I-95,”** has been dropped and its provisions added to Chapter 1.

**Appendix A (formerly Appendix B), “Project Proposal Instructions”:**

- ◆ *Section 1:* The program areas list has been revised to reflect the changed titles of two program areas and the addition of Commercial Vehicle Safety. The list now includes 13 areas.
- ◆ Minor changes have been made to the instructions for completing the Project Proposal form (TxDOT Form 1851) and its attachments.

**Appendix B (formerly Appendix C), “Performance Goal Examples”:** No substantive changes have been made other than to refer to this document as a “manual” rather than “volume.”

**Appendix C, “Traffic Safety Contacts”:** New appendix of information formerly contained in Appendix A. Some district telephone numbers have changed. The Traffic Safety Section of the Traffic Operations Division TRF-TS has been added.

**Glossary:** Minor changes and updated information have been included.

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## Supersedes

This edition of the Highway Traffic Safety Manual supersedes:

- ◆ the *Highway Traffic Safety Volume of the Traffic Operations Manual* (dated March 1999)
- ◆ Policy Statement 1-95, “Highway Safety Program.”

## Review History

**General Counsel Review.** The Office of General Counsel reviewed the draft version of this manual and found it legally sufficient for its intended purpose. One ambiguity was noted, and we corrected it.

**Audit Office Review.** The Audit Office reviewed the draft version of this manual and suggested one change, which we made.

**District and Division Review.** Potential users in all districts as well as the Finance Division (FIN), CSO and NHTSA reviewed draft versions of this manual. We received numerous comments and made changes and additions to the final version as appropriate.

## Instructions

Remove and recycle the entire contents of the *Highway Traffic Safety Volume of the Traffic Operations Manual* and replace with these pages and tabs.

## Availability

This manual is available online through TxDOT’s intranet at:

<[http://txdot-manuals/dynaweb/coltraff/tfc/@Generic\\_\\_BookView;cs=default;ts=default](http://txdot-manuals/dynaweb/coltraff/tfc/@Generic__BookView;cs=default;ts=default)>

(To navigate there from Crossroads, click on “TxDOT Manuals,” open the “Traffic Operations” collection in the left frame, then click the manual title in the right frame.)

and on the Internet at:

<[http://manuals.dot.state.tx.us/dynaweb/coltraff/tfc/@Generic\\_\\_BookView](http://manuals.dot.state.tx.us/dynaweb/coltraff/tfc/@Generic__BookView)>

(To navigate there from the TxDOT home page, click on “Business,” click on “TxDOT Manuals,” open the “Traffic Operations” collection in the left frame, then click the manual title in the right frame.)

Please note that the print version of this manual is not widely available.

## Contact

Address questions concerning information contained in this manual to Al Giles of the Traffic Operations Division, 512-416-3166.

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## **Copyright Notice**

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Published by the Traffic Operations Division (TRF).

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## Manual Notice 99-1

### Purpose

To establish and revise procedures and requirements regarding the Texas Highway Traffic Safety Program.

### Contents

This manual notice includes a complete revision of the subject volume. Major changes include:

- ◆ the removal of almost all references to FHWA
- ◆ the removal of references to SMS and PTS
- ◆ replacement of references to OMB Circular A-128 with references to OMB Circular A-133
- ◆ the addition of material related to incentive grants contained in TEA-21
- ◆ changes in the timing of the Highway Safety Planning process (proposal due dates, performance plan due date, etc.)
- ◆ the incorporation of review team recommendations in the HSP process (Chapter 2, Section 2)
- ◆ the removal of the Community Needs Assessment
- ◆ changes to the project proposal and review process, including the form, form instructions (now in Appendix B), score sheet, and scoring criteria
- ◆ the removal of all performance measure tables from Chapter 3, Section 2 (It is sufficient that they are in the Performance Plan and reported on in the Annual Report.)
- ◆ updates reflecting TxDOT organizational changes, including:
  - some position titles
  - Budget and Finance Division (BUD) changed to Finance Division (FIN)
- ◆ updates of project description and budget examples
- ◆ replacement of all references to FY9\_ with FY\_\_ to prepare for the turn of the century
- ◆ the addition of “useful life” tables (in Chapter 5) so that traffic safety related equipment can be removed from federal inventory more easily
- ◆ changes (in Chapter 5) reflecting the fact that the federal Grant Tracking System (GTS) has replaced the Funds Allocation Management System (FAMS)
- ◆ the updating of tables and the addition of language to accommodate the on-line version of the manual
- ◆ replacement of references to WordPerfect with references to MS Word or MS Excel
- ◆ the addition of references to available electronic versions of TS forms



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- ◆ change of “Texas Uniform Grant and Contract Management Standards” to “Uniform Grant Management Standards”
  - ◆ change in the acronym FARS from “Fatal Accidents Reporting System” to “Fatality Analysis Reporting System.”

NOTE: Information regarding signature authority has not been updated because, as of this date, GSD has not published the necessary manual change notice. This update should appear as a short manual notice revision in about one month.

### **Supersedes**

This revised edition of the *Highway Traffic Safety Volume* (dated 3/99) of the *Traffic Operations Manual* supersedes the previous version of this volume (dated 11/94) and the following associated Manual Notices: 94-1, 95-1, 96-1, 97-1, and 98-1.

### **Instructions**

Remove and recycle the entire contents of older versions and replace with these pages.

### **Effective Date**

March 1, 1999

### **Contact**

Address questions concerning information contained in this Manual Notice to John McKay of the Traffic Operations Division, 512-416-3170 or fax 512-416-3349.

### **Signed**

David T. Newbern, P.E.  
Traffic Operations Division  
February 22, 1999