



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 22, 2007

CIRCULAR LETTER 2007-04

Local Crash Data Collection Program

COUNTY ENGINEERS/SUPERINTENDENTS OF HIGHWAYS
METROPOLITAN PLANNING ORGANIZATIONS - DIRECTORS

One of the emphasis areas of the Illinois Comprehensive Highway Safety Plan is Information Systems for Decision Making. Geographical Information Systems (GIS) have increased our ability to analyze traffic crashes, but historic GIS information is lacking for local highway system crashes prior to 2005 in Illinois. To address this issue, the Bureau of Local Roads and Streets and the Bureau of Safety Engineering are implementing the Local Crash Data Collection Program (LCDCP).

The LCDCP goal is to establish GIS compatible grid locations (latitude/longitude) for all local highway fatalities and class A (serious debilitating) injuries from 2001 through 2004. In cooperation with FHWA, IDOT will provide \$10,000 per county for locations of all fatal and class A injuries within this four year time period inclusive of the entire county local system. These funds are 100% lump sum reimbursements available by combining resources from the federal Highway Safety Improvement Program and the State of Illinois.

The attached agreement may be utilized by interested Metropolitan Planning Organizations (MPO) and counties who desire to participate in this program. IDOT will enter into agreements with interested parties capable of delivering locations for all required crashes countywide, which includes municipal, township and county jurisdiction highways. MPO's that cover more than one county will be expected to locate crashes in all counties within which the MPO area lies. Order of precedence for agreements to provide this information will be 1) MPO within a given county, 2) county, 3) MPO or county within the same IDOT District and, 4) other MPO or county capable of performing the required work.

IDOT will provide electronic access to all related local crash data and detailed crash reports for the respective MPO or county to utilize in providing the detailed GIS location of the crash. In addition to the required fatal and class A injury crash data, IDOT plans to make all crash data from 2001 to 2004 available to the local agency for their use. This additional data will not require a GIS location by the local agency to qualify for the funds, but is for

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informational use. Any additional GIS locations will be gladly utilized by the Department in this cooperative effort to provide more accurate crash data for the state and local agencies.

MPO's or counties with program questions, or that are not interested in participating in this program, should notify Jim Allen, Local Planning and Programming Engineer at (217) 785-5179 or james.p.allen@illinois.gov as soon as possible to finalize agreements before June 2007, or so other arrangements to locate local crashes in their county can be coordinated. Technical questions regarding crash data and locations may be directed to Kevin Burke, Local Policy and Technology Engineer at (217) 785-5048 or Roseanne Nance, Safety Services Section, at (217) 558-6112.

Sincerely,



Charles J. Ingersoll, P. E.
Engineer of Local Roads and Streets



Priscilla A. Tobias, P. E.
State Safety Engineer

cc: Mike Staggs, FHWA
District Local Roads Engineers
Chuck Schmitt
Les Nunes



**Illinois Department
of Transportation**

Local Crash Data Collection Agreement

Local Agency	Job Number
Section	Project Number

THIS AGREEMENT is made and entered into between the above local agency hereinafter referred to as the “**LA**” and the state of Illinois, acting by and through its Department of Transportation, hereinafter referred to as “**STATE**”. The project shall be completed in accordance with guidelines set forth by the **STATE** and the **STATE**'s policies and procedures approved and/or required by the Federal Highway Administration hereinafter referred to as “**FHWA**”.

WHEREAS, the parties hereto, in the interest of improving accident location data, are desirous of implementing a program to reimburse the **LA** for expenses related to the conversion of 2001-2004 fatality and Class A injury crash data to a coordinate format compatible with the **STATE**'s GIS system for the county/counties of _____

WHEREAS, the **STATE** will make available to the **LA** \$ _____ lump sum reimbursement of 90% federal HSIP and 10% state match funding to complete the project;

NOW THEREFORE, in consideration of the mutual covenants contained herein the parties hereto agree as follows:

THE LA AGREES:

1. To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the **LA** agrees to cooperate fully with any audit conducted by the Auditor General and the department; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the **STATE** for the recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**;
4. To the best of its knowledge and belief its officials:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and
 - (d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.
5. To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to complete the project.
6. Any expenses incurred beyond the Agreement amount will be the responsibility of the **LA**.
7. The **LA** will complete the project and submit GIS compatible data to the **STATE** within four (4) months of receipt of the crash reports.
8. That all crash reports supplied to the **LA** are confidential and shall be returned to the **STATE** at the completion of the project. No crash data shall be disclosed to third parties other than agents or contractors working on behalf of the **LA** for the express purpose of completing this project. All copies of crash reports supplied by the **STATE** made in the course of completing the project shall be returned or destroyed.

9. Upon completion of the project, the **LA** shall submit to the **STATE** a certification statement indicating that all requested crashes have been geographically located, all original crash reports have been returned to the **STATE**, and any copies of said reports returned to the **STATE** or destroyed.
10. The **LA** may request up to 30% of the total funding upon completion and verification of 2004 and 2003 crash locations. Upon completion and verification of 2002 crash locations, the **LA** may request an additional 10% of the total funding. After completion and verification of the 2001 crash locations, return of the original crash reports, and submission of a certification statement, the **LA** may request the balance of the total funding.
11. To submit all completed crash location data and invoices to the **STATE** at the following address:

Illinois Department of Transportation
 Bureau of Safety Engineering
 2300 South Dirksen Parkway
 Springfield, Illinois 62764
 Attention: Roseanne Nance

THE STATE AGREES:

1. To provide the **LA** electronic files containing the crash data for the project.
2. To reimburse the **LA** according to item 10 under "THE LA AGREES"

IT IS MUTUALLY AGREED:

1. This Agreement shall be binding upon the parties, their successors and assigns.
2. Obligations of the **STATE** shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly fails to appropriate or otherwise make available funds for the work contemplated herein.

The **LA** further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement.

APPROVED

Name _____

Title _____

Signature _____

Date _____

TIN Number _____

APPROVED

State of Illinois
 Department of Transportation

 Milton R. Sees, Acting Secretary

Date _____

 Milton R. Sees, Director of Highways/Chief Engineer