

# REQUEST FOR PROPOSAL

Execution of a Statistically  
Valid Research and Assessment  
Program for Traffic Safety Issues



**RFP #:** 3000006656

**PROPOSAL DUE DATE/TIME: 12/09/2016: 4:30PM**

State of Louisiana  
Office of State Procurement

November 7, 2016

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**ATTACHMENTS**

**Attachment I-Certification Statement**

**Attachment II-Sample Contract**

**Attachment III – LA Seatbelt Survey Design 2013**

**Attachment IV – Cost Template**

**REQUEST FOR PROPOSAL  
FOR  
Execution of a Statistically  
Valid Research and Assessment  
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**PART I: ADMINISTRATIVE AND GENERAL INFORMATION**

**(REV. 5/26/2016)**

**1.1 Background**

The Louisiana Highway Safety Commission (LHSC) is an agency within the Department of Public Safety and Corrections and is subject to the supervision of a Governor appointed Commission and an Executive Director also appointed by the Governor. The LHSC is responsible for Louisiana's behavioral highway safety program and administers the State's highway safety grant program using federal funds from the National Highway Traffic Safety Administration. Louisiana's highway safety program is designed to reduce traffic crashes and the resulting deaths, injuries and property damage.

The LHSC staff work in conjunction with the National Highway Traffic Safety Administration (NHTSA) to facilitate multiple research programs, surveys and assessments based on the most current Federal guidelines, requirements, and available funding. To date, these efforts have primarily focused on occupant protection and impaired driving prevention. The LHSC has conducted similar surveys for nearly 20 years.

Previous methodology will be provided to the successful proposer. The currently approved survey guidelines are included as (**Attachment III - LA Seatbelt Survey Design**).

The LHSC will entertain proposals from both full-service entities and from consortia organized for the purpose of submitting a proposal for the LHSC research and assessment program. The LHSC requires one primary contractor; however, sub-contractors are allowed. All work under the contract will be done under the supervision of a member of the LHSC staff.

**1.1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in conducting statistically valid research and surveys to reduce deaths and injuries on Louisiana's highways.

**1.1.2 Goals and Objectives**

The goal of this RFP is to establish a contractual relationship with a vendor to conduct statistically valid research and surveys to help reduce deaths and injuries on Louisiana's highways.

Objects for this RFP include:

- Meet NHTSA and other federal or state regulatory requirements for behavior traffic safety surveys and research.
- Study current and emerging behavioral traffic safety trends.
- Measure effectiveness of applied countermeasures.
- Present survey and research findings to a wide range of traffic safety partners to guide future traffic safety grant funding and countermeasure selection.

## 1.2 Definitions.

- A. Agency- Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.
- B. Contractor – Any person having a contract with a governmental body; the selected proposer.
- C. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
- D. DOA - Division of Administration
- E. May and Can- The terms “may” and “can” denote an advisory or permissible action.
- F. Must - The term “must” denotes mandatory requirements.
- G. NHTSA – National Highway Traffic Safety Administration
- H. OSP – Office of State Procurement
- I. Proposer – A firm or individual who responds to this RFP.
- J. RFP – Request for Proposal
- K. Shall and Will– The terms “shall” and “will” denote mandatory requirements.
- L. Should – The term “should” denotes a desirable action.
- M. State- The State of Louisiana.

## 1.3 Schedule of Events

	<u>Date</u>
1. RFP posted to LaPAC; and Blackout Period begins	11/07/2016
2. Deadline to receive written inquiries	11/14/2016
3. Deadline to answer written inquiries	11/21/2016
4. Proposal Opening Date	12/10/2016

5. Notice of Intent to Award to be mailed      *To be scheduled*
6. Contract Initiation                                      *To be scheduled*

**NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.**

#### **1.4 Proposal Submittal**

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before 4:30PM Central Daylight Time on the date specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Kenneth I. Trull, Louisiana Highway Safety Commission, 7919 Independence Blvd, Suite 2100, Baton Rouge, LA 70806

For courier delivery, the street address is 7919 Independence Blvd, Baton Rouge, LA 70806, and the telephone number is (225) 925-6991. It shall be solely the responsibility of each Proposer to ensure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

##### **1.4.1 Desirable Qualifications for Proposer**

It is desirable that Proposers should have the following qualifications prior to the deadline for receipt of proposals:

- Have experience conducting observational seatbelt surveys that are compliant with the requirements of the National Highway Traffic Safety Administration (NHTSA).
- Have experience designing statistically valid observational or behavioral surveys.
- Have a project manager assigned to Louisiana's efforts under this RFP with experience overseeing and managing statistically valid observational and behavioral surveys.

#### **1.5 Proposal Response Format**

Proposals submitted for consideration should follow the formal and order of presentation described below:

- A. **Cover Letter**: A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

B. **Table of Contents:**

The proposal should be organized in the order contained herein.

C. **Executive Summary:**

This section should serve to introduce the scope of the proposal. It shall include administrative information including, Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 calendar days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the State agency's overall requirements in the timeframes set by the agency.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in **Attachment II, Sample Contract**, and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

D. **Company Background and Experience:**

The Proposers should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

Proposers should clearly describe their ability to exceed the desired qualifications described in Section 1.4.1.

E. **Approach and Methodology:**

Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge, and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

The Proposer should:

- Provide Proposer's understanding of the nature of the project and how its proposal will best meet the needs of the state agency.
- Define its functional approach in providing the services.
- Define its functional approach in identifying the tasks necessary to meet requirements.
- Describe the approach to Project Management and Quality Assurance.

- Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.
- Present innovative concepts for consideration.

**F. Proposed Staff Qualifications:**

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

Proposers should clearly describe their ability to meet the desired staff qualifications described in Section 1.4.1.

**G. Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation**

Participation of Veteran Initiative and Hudson Initiative small entrepreneurships will be scored as part of the technical evaluation.

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at <http://smallbiz.louisianaeconomicdevelopment.com>

Ten percent (10%) of the total evaluation points on this RFP shall be reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposer's evaluation score as follows:

**Proposer Status and Reserved Points**

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurialships to participate as subcontractors or distributors.

Points will be allocated based on the following criteria:

- the number of certified small entrepreneurialships to be utilized
- the experience and qualifications of the certified small entrepreneurship(s)
- the anticipated earnings to accrue to the certified small entrepreneurship(s)

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in its proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 et. seq.) concerning the Hudson Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurialships may be obtained from the Louisiana Economic Development Certification System at <http://smallbiz.louisianaeconomicdevelopment.com>. Additionally, a list of Hudson and Veteran Initiative small entrepreneurialships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest_user=self_reg) may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

H. **Cost Proposal:**

The Proposer shall provide the total cost (inclusive of travel and all project expenses) for providing all services described in the RFP. For information purposes, the Proposer shall provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable).

The proposal shall include prices for each survey item listed in the scope of services and deliverables. Each survey item shall have a single price. If the Proposer opts for combining surveys, the Proposer should indicate use of this option in the cost proposal. Proposer shall use the cost template in Attachment IV to list prices.

**I. Certification Statement:**

The Proposer must sign and submit the Certification Statement shown in **Attachment I.**

**J. Outsourcing of Key Internal Controls:**

NOT APPLICABLE FOR THIS SOLICITATION.

**1.5.1 Number of Copies of Proposals**

The State requests that seven (7) copies of the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

**1.5.2 Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP are also desired. Each Proposer shall be solely responsible for the accuracy and completeness of its proposal.

**1.6 Confidential Information, Trade Secrets, and Proprietary Information**

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and

information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Louisiana Highway Safety Commission.

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

## **1.7 Proposal Clarifications Prior to Submittal**

### **1.7.1 Pre-proposal Conference**

NOT APPLICABLE FOR THIS SOLICITATION.

### **1.7.2 Proposer Inquiries**

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

Kenneth I. Trull, Deputy Director, 7919 Independence Blvd., Baton Rouge, LA 70806, FAX (225) 922-0517 PHONE (225) 925-6991, [Ken.Trull@la.gov](mailto:Ken.Trull@la.gov))

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by 4:30 PM CST on the date specified in the Schedule of Events. The State shall reserve the right to modify the RFP should a change be identified that is in the best interest of the State.

Official written responses to all questions submitted by potential proposers will be posted by () 11/18/2016 at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain>.

Only Kenneth I. Trull or his designee has the authority to officially respond to a proposer's questions on behalf of the State. Any communications from any other individuals shall be not binding to the State.

### **1.7.3 Blackout Period**

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any proposer, bidder, or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the

procurement process about the affected procurement. The Blackout Period applies not only to state employees, but also to any contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Section 1.7.2 of this RFP. All communications to and from potential proposers, bidders, vendors and/or their representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract is awarded.

In those instances in which a prospective proposer is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the State and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, proposer, or state contractor who violates the Blackout Period may be liable to the State in damages and/or subject to any other remedy allowed by law.

Any costs associated with cancellation or termination will be the responsibility of the proposer or bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
2. Duly noticed site visits and/or conferences for bidders or proposers;
3. Oral presentations during the evaluation process
4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP

## **1.8 Errors and Omissions in Proposal**

The State reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

## **1.9 Changes, Addenda, Withdrawals**

State shall reserve the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <https://www.cfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

It shall be the responsibility of the proposer to check the website for addenda to the RFP.

### **1.10 Withdrawal of Proposal**

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator, Kenneth I. Trull.

### **1.11 Waiver of Administrative Informalities**

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

### **1.12 Proposal Rejection/RFP Cancellation**

Issuance of this RFP in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in the State's best interest.

### **1.13 Ownership of Proposal**

All materials submitted in response to this RFP shall become the property of the State. Selection or rejection of a proposal shall not affect this right.

### **1.14 Cost of Offer Preparation**

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

### **1.15 Taxes**

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under contract awarded from this RFP. Contractor's federal tax identification number must be included in the proposal.

## **1.16 Determination of Responsibility**

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:2536. The State must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

## **1.17 Use of Subcontractors**

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

## **1.18 Written or Oral Discussions/Presentations**

The State, at its sole discretion, may require all proposers reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the agency's program objectives. Commitments made by the Proposer at the oral presentation, if any, will be considered binding.

If the LHSC requires oral presentations, the original scores may be adjusted based upon information received in the presentation.

## **1.19 Acceptance of Proposal Content**

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

## **1.20 Evaluation and Selection**

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the state, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

### **1.20.1 Best and Final Offers (BAFO)**

The State reserves the right to conduct a BAFO with one or more proposers determined by the committee to be reasonably susceptible of being selected for award. If conducted, the proposers selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. The BAFO negotiation may be used to assist the state in clarifying the scope of work or to obtain the most cost effective pricing available from the proposers. If the State elects to use a BAFO, the evaluation criteria and weights will be the same as in the initial scoring.

**The written invitation to participate in BAFO will not obligate the state to a commitment to enter into a contract.**

## **1.21 Contract Award and Execution**

The State shall reserve the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The State shall reserve the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected Proposer shall become part of any contract initiated by the State.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the sample contract included in **Attachment II**. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds 30 business days or if the selected Proposer fails to sign the final contract within 7 business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

## **1.22 Notice of Intent to Award**

The Evaluation Team shall compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible proposer with the highest score(s).

The State will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum, list of criteria used with the weight assigned each criteria, scores of each proposal considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any Proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 calendar days after the award has been announced by the agency.

The award of a contract shall be subject to the approval of the Division of Administration, Office of State Procurement.

### **1.23 Right to Prohibit Award**

In accordance with the provisions of R.S. 39:2192, any public entity shall be authorized to reject a proposal from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

### **1.24 Insurance Requirements**

NOT REQUIRED FOR THIS SOLICITATION.

### **1.25 Indemnification and Limitation of Liability**

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State. If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may

require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

## **1.26 Payment**

Payment terms shall be negotiated with the successful proposer.

The Contractor will be required to submit monthly claims to the Louisiana Highway Safety Commission containing the documentation required and included in the final contract. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

## **1.27 Termination**

### **1.27.1 Termination of the Contract for Cause**

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency's failure and a reasonable opportunity for the State to cure the defect.

### **1.27.2 Termination of the Contract for Convenience**

State may terminate the Contract at any time without penalty by giving thirty (30) calendar days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

### **1.27.3 Termination for Non-Appropriation of Funds**

The continuation of this contract shall be contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

## **1.28 Assignment**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

## **1.29 Audit of Records**

The State Legislative Auditor, agency, and/or federal auditors and internal auditors of the Division of Administration shall be entitled to audit the books and records of a contractor or any subcontractor under any negotiated contract or subcontractor to the extent that such books and

records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract.

### **1.30 Civil Rights Compliance**

The Contractor shall agree to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor shall agree to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor shall agree not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

### **1.31 Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State and shall, upon request, be returned by Contractor to the State, at Contractor's expense, at termination or expiration of the contract.

Contractor shall retain contract and all related performance and reimbursement records for a period of five (5) years.

### **1.32 Entire Agreement/ Order of Precedence**

This contract, together with the RFP and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State's RFP, and any exhibits specifically incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

### **1.33 Contract Changes**

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

### **1.34 Substitution of Personnel**

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

### **1.35 Governing Law**

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

### **1.36 Claims or Controversies**

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

### **1.37 Code of Ethics**

Proposers shall be responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

### **1.38 Corporate Requirements**

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

### **1.39 Outsourcing Internal Key Controls**

NOT REQUIRED FOR THIS SOLICITATION

## **PART II: SCOPE OF WORK/SERVICES**

The contract is for the execution of a statistically valid research and assessment program on traffic safety issues to reduce deaths and injuries on the State's highways. Contractor shall have experience in designing and/or conducting National Highway Traffic Safety Administration complaint traffic safety surveys. All surveys must be statistically reliable and valid.

### **2.1 Overview/Scope of Services**

The contractor shall be responsible for a statistically valid research and evaluation program for the LHSC. The information obtained from these surveys will be used to meet mandatory requirements from the NHTSA to qualify for federal funding and to design and implement countermeasures to reduce traffic related deaths and injuries.

All surveys must be statistically valid. Surveys that are regulated by the NHTSA must comply with NHTSA design requirements. See attachment III.

Surveys that must be designed under this contract will be subject to final design approval of the LHSC.

Training of survey information collectors, compiling and analyzing the information are the responsibilities of the contractor.. The final survey reports shall be detailed to provide the LHSC with the ability to design countermeasures to address the traffic safety problems identified in the surveys.

Contractor shall provide the following services:

1. Design and conduct a Statewide Distracted Driving Survey. The Distracted Driving Survey design must be approved by the Louisiana Highway Safety Commission. This survey must be conducted between February 1 – March 15 of each year, and a full report must be provided by May 20 of the same year to the LHSC
2. Conduct a Statewide Observational Safety Belt Usage Survey utilizing a National Highway Traffic Safety and Louisiana Highway Safety Commission approved design. The survey must be completed no later than **December 31, 2016** and then conducted between June 1 - July 15 of each year afterwards. A full report for the 2016 survey must be provided no later than March 31, 2017 and then no later than August 15 for the following years. (Attachment III LA Seatbelt Survey Design 2013)
3. Design and conduct a Statewide Child Passenger Restraint Usage Survey. The Statewide Child Passenger Restraint survey design must be approved by the Louisiana Highway Safety Commission. This survey must be conducted between May 1 – July 15 of each year, and a full report must be provided by September 15 of the same year to the LHSC.
4. Conduct a Statewide Motorcycle Helmet Usage Survey. The survey must be completed no later than **December 31, 2016** and then between June 1 – July 15 of each year afterwards. A full report for the 2016 survey must be provided no later than March 15, 2017 and then by August 15 for the following years. The Statewide Motorcycle Helmet Usage Survey shall use the same design as, and may be combined with the Statewide Safety Belt Usage Survey, providing the both results are reported in a single survey report. Proposer shall specify if the Statewide Motorcycle Survey will be conducted as an element of the Statewide Safety Belt Usage Survey. The 2016 Motorcycle Helmet Usage Survey report is due March 15, 2017.
5. Design and conduct a Pre-Observational Safety Belt Survey based on the same NHTSA statewide design, to be conducted during the month of March preceding the Statewide Safety Belt Usage Survey. A report shall be provided by June 15 of the same year.
6. Conduct a Statewide Observational Rear Seat Safety Belt Usage Survey utilizing the same survey design as the Statewide Observational Safety Belt Usage Survey. The Rear Seat Observational Survey may be combined with the Statewide Observational Safety Belt Usage Survey. A full report must be provided by January 15 of the following year to

the LHSC if the survey is conducted in November and not combined with the Statewide Observational Safety Belt Usage Survey.

The Statewide Observational Rear Seat Safety Belt Survey shall use the same design as, and may be combined with, the Statewide Safety Belt Usage Survey, providing both results are reported in a single survey report. Contractor shall specify if the Statewide Observational Rear Seat Safety Belt Usage Survey will be conducted as an element of the Statewide Safety Belt Usage Survey.

7. Conduct a Statewide Attitudinal Survey on Seat Belts, Speeding, Impaired Driving and other traffic safety issues utilizing an LHSC approved design. This survey must be conducted no later than **December 31, 2016** and then during the month of July each year afterwards. A full report must be provided no later than March 15, 2017, and then provided no later than August 15 for the years afterwards. Approximately 800 telephone surveys must be completed.
8. Conduct a Nighttime Observational Safety Belt Survey using a statistically valid sample of approximately 10% of the sites used for the Statewide survey. This subsample will be stratified to cover different geographic regions. The estimated usage rates for day and nighttime will be computed along with confidence intervals. Nighttime survey shall be conducted between September 1 - October 15 of each year, and a full report must be provided by November 15 of the same year to the LHSC.
9. Supervise all activities under the Scope of Services..

Scope Timeline:

December 31	Observational Safety Belt Survey Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving Motorcycle Helmet Observational Survey
February 1 – March 15	Distracted Driving Survey
March 15	2016 Observational Safety Belt Survey report due 2016 Attitudinal Survey on Seat Belts, Speeding and Impaired Driving Due 2016 Motorcycle Helmet Observational Survey report due
March 15	Pre-Observational Safety Belt Survey
April 15	Distracted Driving Survey Report Due
May 1-July 15	Child Passenger Restraint Usage Survey Motorcycle Helmet Observational Survey
June 15	Pre-Observational Safety Belt Survey Report Due
June 1 – July 15	Observational Safety Belt Survey Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving

August 15	Observational Safety Belt Report Due (After 1st year) Motorcycle Helmet Observation Report Due (After 1 <sup>st</sup> year) Attitudinal Survey Report Due (After 1 <sup>st</sup> year)
September 1-October 15	Nighttime Observational Safety Belt Survey
September 15	Child Passenger Restraint Usage Survey Report Due
November 1 – 30	Rear Seat Belt Observational Survey (unless combined)
November 15	Nighttime Observational Report Due
January 15	Rear Seat Belt Observational Report Due (unless combined)

## **2.2 Period of Agreement**

This contract shall begin on October 1, 2016 and shall end on September 30, 2017. Contracts issued by the LHSC are based on the federal fiscal year, beginning on October 1 and ending on September 30 of each year. State shall have the right to contract for up to a total of three (3) years with the concurrence of the Contractor and all appropriate approvals.

## **2.3 Tasks and Services**

The contractor shall conduct observational and attitudinal surveys related to traffic safety.

The services provided under this contract will include designing, conducting, analyzing and reporting on a variety of traffic safety surveys. These surveys are included in Section 2.1 and 2.4 of this RFP. Additional surveys may be required and will be subject to negotiation during the contract year.

## **2.4 Deliverables**

Scope Timeline:

December 31	Observational Safety Belt Survey Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving Motorcycle Helmet Observational Survey
February 1 – March 15	Distracted Driving Survey
March 15	2016 Observational Safety Belt Survey report due 2016 Attitudinal Survey on Seat Belts, Speeding and Impaired Driving Due 2016 Motorcycle Helmet Observational Survey report due
March 15	Pre-Observational Safety Belt Survey
April 15	Distracted Driving Survey Report Due
May 1-July 15	Child Passenger Restraint Usage Survey

	Motorcycle Helmet Observational Survey
June 15	Pre-Observational Safety Belt Survey Report Due
June 1 – July 15	Observational Safety Belt Survey Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving
August 15	Observational Safety Belt Report Due (After 1st year) Motorcycle Helmet Observation Report Due (After 1 <sup>st</sup> year) Attitudinal Survey Report Due (After 1 <sup>st</sup> year)
September 1-October 15	Nighttime Observational Safety Belt Survey
September 15	Child Passenger Restraint Usage Survey Report Due
November 1 – 30	Rear Seat Belt Observational Survey (unless combined)
November 15	Nighttime Observational Report Due
January 15	Rear Seat Belt Observational Report Due (unless combined)

## **2.6 Functional Requirements**

To receive federal traffic safety funding, the LHSC is required by the NHTSA to conduct traffic safety related observational and behavioral surveys. The LHSC uses survey data to design and implement countermeasures to the traffic safety issues identified by the surveys.

The overall goal is to use survey information to better understand the traffic safety problems and to use this information to reduce deaths and injuries on the highways.

### **2.6.2 Technical Requirements**

NOT APPLICABLE TO THIS CONTRACT

### **2.6.3 Project Requirements**

The LHSC will provide a Program Coordinator to oversee all activities under this RFP. This shall include providing guidance on federal and state requirements pertaining to surveys and reviewing and approving work and claims for reimbursement. The contractor will be responsible for operating in accordance with the LHSC contract and all provisions of the LHSC Subgrant Manual.

## **PART III: EVALUATION**

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<b>CRITERIA</b>	<b>MAXIMUM SCORE</b>
1. Company background and experience	<b>25</b>
2. Approach and Methodology – Understanding of the functional approach in identifying tasks necessary to meet the requirements of this RFP, proposed work plans and time tables that reflect the methodology.	<b>25</b>
3. Proposed Staff Experience & Qualifications	<b>15</b>
4. Hudson/Veteran Small Entrepreneurship Program	<b>10</b>
5. Cost	<b>25</b>
<b>TOTAL SCORE</b>	<b>100</b>

### **3.1 Cost Evaluation**

The Proposer with the lowest total cost shall receive 25 points. Other proposers shall receive cost points based upon the following formula.

$$CCS = (LPC/PC \times 25)$$

Where: CCS = Computed cost score (points) for proposal being evaluated  
 LPC = Lowest proposed total cost of all proposers  
 TPCP = Total cost of proposer being evaluated

## **PART IV: PERFORMANCE STANDARDS**

### **4.1 Performance Requirements**

The following activities are required under this RFP.

1. Conduct all surveys and reporting listed in Part II SCOPE OF WORK/SERVICES

Scope Timeline:

December 31	Observational Safety Belt Survey Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving Motorcycle Helmet Observational Survey
February 1 – March 15	Distracted Driving Survey
March 15	2016 Observational Safety Belt Survey report due 2016 Attitudinal Survey on Seat Belts, Speeding and Impaired Driving Due 2016 Motorcycle Helmet Observational Survey report due
March 15	Pre-Observational Safety Belt Survey
April 15	Distracted Driving Survey Report Due
May 1-July 15	Child Passenger Restraint Usage Survey Motorcycle Helmet Observational Survey
June 15	Pre-Observational Safety Belt Survey Report Due
June 1 – July 15	Observational Safety Belt Survey Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving
August 15	Observational Safety Belt Report Due (After 1st year) Motorcycle Helmet Observation Report Due (After 1 <sup>st</sup> year) Attitudinal Survey Report Due (After 1 <sup>st</sup> year)
September 1-October 15	Nighttime Observational Safety Belt Survey
September 15	Child Passenger Restraint Usage Survey Report Due
November 1 – 30	Rear Seat Belt Observational Survey (unless combined)
November 15	Nighttime Observational Report Due
January 15	Rear Seat Belt Observational Report Due (unless combined)

## **4.2 Performance Measurement/Evaluation/Monitoring Plan**

### **Performance Measures/Evaluation:**

The successful proposer will be required to submit monthly financial and performance reports to the LHSC as a contract requirement. The successful completion of the required surveys and reports according to the deadlines specified is considered acceptable if the NHTSA approves of the survey results where there approval is required.

The LSHC is the approving agency for surveys that do not require NHTSA approval.

### **Monitoring Plan:**

The LHSC will assign a Program Coordinator to oversee and monitor the contract that will be issued to the successful proposer. This monitoring may be conducted remotely or at the company's offices at the discretion of the LHSC. All documents and records related to the contract are subject to the provisions of the LHSC Subgrant manual, which is attached with the sample contract to this RFP

## **4.3 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Reporting Requirements**

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

**ATTACHMENT I: CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. The Proposer should identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: ( ) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

Proposer shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this RFP is accurate;
2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote shall be valid for at least 90 calendar days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have \_\_\_\_\_ business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. (Agency insert number of days to correspond to same number referenced in RFP section number 1.21 Contract Award and Execution.)
6. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE of Proposer's Authorized Representative

\_\_\_\_\_  
DATE

LOUISIANA HIGHWAY SAFETY COMMISSION  
FFY 2017 CONTRACT

<b>Prior Year CFMS#</b>		<b>SRM#</b>	
<b>Project Title:</b> 0		<b>LHSC Project Number:</b> 0	
<b>Term of Contract:</b> <b>Begin:</b> October 1, 2015 <b>End:</b> September 30, 2016		<b>Priority Program</b> _____ <b>Area(s):</b> _____ %	
<b>Contracting Agency:</b> 0 0 <b>Phone #</b> - <b>E-mail:</b>		<b>Implementing Agency:</b> (504) 702-2296 0 0 <b>Phone #</b> - <b>Fax#</b> - <b>E-mail:</b> -	
<b>Agency Type:</b> 0	<b>Federal Tax ID #:</b> 000-00-0000	<b>DUNS #:</b> 0	
<b>Source of Funds:</b>		<b>CFDA#</b>	<b>RPTG CODE</b>
#N/A		#N/A	0
#N/A		#N/A	\$0.00
<b>LHSC CONTRACT Amount</b>		\$0.00	
Agency Matching Funds			
Anticipated Program Income			
<b>Total PROJECT COST</b>		\$0.00	
<b>Acceptance of Conditions:</b>			
<p>It is understood and agreed by the undersigned that any funds received as a result of this subgrant are subject to all State and Federal Regulations. This subgrant is subject to the terms of the LHSC Subgrant manual (LHSC Format #1 available at <a href="http://www.lahighwaysafety.org/grant.html">http://www.lahighwaysafety.org/grant.html</a>) and appendices, budget summary, and project description. It is also agreed that this project will constitute an official part of the Highway Safety Program of the State of Louisiana. This project will meet all administrative regulations and executive orders of the National Highway Traffic Safety Administration. My signature below and initials on the bottom of Budget Summary and Project Description pages indicate that I have read and will comply with all terms and conditions of this subgrant.</p>			
<b>Authorizing Official</b> Gregory C. Feirn		<b>Project Director</b> -	
<b>Title</b> Interim Chief Executive Officer		<b>Title</b> 0	
<b>SIGNATURE</b> Phone # (504) 702-4434	<b>DATE</b>	<b>SIGNATURE</b> Phone # (504) 702-2296	<b>DATE</b>
<b>Fiscal Officer</b> -		<b>STATE OF LOUISIANA</b> Katara A. Williams, Ph.D.	
<b>SIGNATURE</b> Phone # (504) 702-2296		<b>Executive Director and Governor's Highway Safety Representative</b> Phone # (225) 925-6991 Fax # (225) 922-0517	
<b>DATE</b>		<b>DATE</b>	

LOUISIANA HIGHWAY SAFETY COMMISSION  
FFY 2017 CONTRACT

**CONTRACT BUDGET**

Agency: 0				0		
<b>1. PERSONAL SERVICES (Salaries and Benefits)</b>				<b>Budget Year 1</b>		<b>TOTAL PROJECT COSTS</b>
<b>SALARIES</b>				<b>LHSC Funds</b>	<b>Agency Match</b>	
Funding Source	#Hrs	Hourly Rate				
Subtotal Salaries				\$ -	\$ -	\$ -
<b>RELATED BENEFITS (not allowed for overtime)</b>						
Funding Source						
Subtotal Related Benefits				\$ -	\$ -	\$ -
<b>Subtotal Salaries and Related Benefits</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>2. TRAVEL</b>						
Funding Source	Est. miles	mileage rate				
Subtotal Travel				\$ -	\$ -	\$ -
<b>TOTAL PERSONAL SERVICES</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>3. CONTRACTUAL SERVICES</b>						
Funding Source	Number	Per Unit \$\$				
All costs are split by percent of program				\$ -	\$ -	\$ -
<b>TOTAL CONTRACTUAL SERVICES</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4. OPERATING SERVICES</b>						
Funding Source	Number	Per Unit \$\$				
Subtotal Operating Services				\$ -	\$ -	\$ -
<b>TOTAL OPERATING SERVICES</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>5. SUPPLIES</b>						
Subtotal Supplies				\$ -	\$ -	\$ -
<b>TOTAL SUPPLIES</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>6. EQUIPMENT</b>						
Funding Source	Number	Per Unit \$\$				
Subtotal Equipment				\$ -	\$ -	\$ -
<b>TOTAL EQUIPMENT</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>7. INDIRECT COSTS</b>						
			Rate Applied:			
Indirect Costs				\$ -		\$ -
Indirect Costs				\$ -		\$ -
<i>Agency has approved indirect cost rate</i>				\$ -		\$ -
<b>TOTAL INDIRECT COSTS</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

LOUISIANA HIGHWAY SAFETY COMMISSION  
FFY 2017 CONTRACT  
**Audit Compliance Document**

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**FROM:** Katara A. Williams, Ph.D., Executive Director  
and Governor's Highway Safety Representative

**RE: Subrecipient Audit Requirements of OMB Uniform Guidance Part 200: Cost Principles, Audit, and Administrative Requirements for Federal Awards, Subpart F - Audit Requirements**  
Contract between the Louisiana Highway Safety Commission and 0  
For the period beginning Oct-01-2015 and ending Sep-30-2016  
Project Number 0 in the amount of \$0,000.00

The Louisiana Highway Safety Commission is subject to the requirements of Office of Management and Budget Uniform Guidance Part 200: Cost principles, Audit and Administrative Requirements for Federal Awards, Subpart F - Audit requires requires the LHSC to monitor our subrecipients of federal awards and determine whether they have met the audit requirements of the circular and whether they are in compliance with federal laws and regulations.

Your prompt attention to this matter is greatly appreciated. If you have any questions, please contact Linda Tillman at (225) 922-0082 or (225) 925-6991.

Accordingly, we are requesting that you check one of the following, provide all appropriate documentation regarding your organization's compliance with the audit requirements, sign and date and return this memo to me with your subgrant agreement.

**Our most recent fiscal year ended on:** \_\_\_\_\_

*Check one of these options*

- 1.\_\_\_\_ We have completed our Subpart F - Audit Requirements for the most recent fiscal year. A copy of the audit report and a schedule of federal programs by major programs will be provided to LHSC by means of (email/mail/link). (If material exceptions were noted, please enclose a copy of the responses and corrective actions taken.)  
\_\_\_\_Mailed with contract      \_\_\_\_Copy or link emailed to LHSC Coordinator
- 2.\_\_\_\_ We expect our Subpart F - Audit Requirements audit for the most recent fiscal year to be completed by \_\_\_\_\_, A copy of our audit report or a link will be forwarded to the LHSC within 30 days of receipt of the report. A schedule of federal programs is enclosed.
- 3.\_\_\_\_ We are not subject to a Subpart F - Audit Requirements audit because: Check one below:  
\_\_\_\_ Entity is a for-profit subrecipient  
\_\_\_\_ Entity expends less than \$750,000.00 in federal funds annually.  
\_\_\_\_ Other (Please explain) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date

LOUISIANA HIGHWAY SAFETY COMMISSION FFY 2017 CONTRACT  
CONTRACT TERMS AND CONDITIONS

(Contract Agency Here)

**A. Scope of Services**

**B. Objective**

1. This contract is a part of the Louisiana Highway Safety Commission (LHSC) statewide FY 2016 Fatal and Injury Crash Reduction Effort. The primary objective of this effort is to reduce fatal and injury crashes on Louisiana roadways.
2. The contractor agrees to support the LHSC statewide performance targets as listed on the LHSC website at: <http://www.lahighwaysafety.org/>

**C. Contractor Performance Targets**

- 1.
2. If funded in this agreement, travel must be in accordance with PPM 49 State Travel regulations if travel is to be reimbursed as a part of this contract.

Routine in-state travel is mileage at state rate only. Out-of-state travel will include lodging, mileage, airfare; conference registration fees, hotel and airport parking, and taxi/shuttle transportation. Out-of-state travel destinations will include highway safety related conferences only. Travel not specified on the contract budget summary page must be submitted in writing and approved in advance by the LHSC Executive Director.

Submit requests for out of state conference travel to LHSC within the first quarter of the contract year or within 90 days of receiving approved contract. Extension of this period must be specifically approved by the LHSC. Requests for travel cost reimbursements must include a Travel Expense Account Form DPSMF1382. All travel, other than the routine in-state mileage, must be approved by the Louisiana Highway Safety Commission no less than 15 days prior to the date of travel.

3. The agency will make any LHSC approved purchases in the first quarter of the contract or within 90 days of receiving approved contract. The agency will submit specifications for the items to be ordered to the LHSC Program Coordinator for review and approval prior to placing an order. Once approval is received, the agency will order approved items for distribution through the outreach campaign. All purchases must be in accordance with State of Louisiana purchasing guidelines. Please see LHSC Contract Manual. For further information, refer to the Louisiana Office of State Procurement website at [Office of State Procurement](#).

\_\_\_\_\_ Authorizing Official Initials

LOUISIANA HIGHWAY SAFETY COMMISSION FFY 2017 CONTRACT  
CONTRACT TERMS AND CONDITIONS

(Contract Agency Here)

4. The LHSC supports Louisiana's Strategic Highway Safety Plan Regional Traffic Safety Coalitions. All contractors are encouraged to participate in their local Traffic Safety Coalition.

**F. Funding**

1. Funding for this contract begins on October 1, 2015 and ends September 30, 2016. This funding is not transferable to the following fiscal year and should be used in the fiscal year as planned. All reporting and close out requirements contained in the LSHC Contract Manual apply to this subgrant.

**G. Project Reporting, Monitoring and Evaluation**

1. Complete reimbursement claims, including applicable Annexes on a monthly basis. Claims must be received by LHSC no later than the 20th of the month. Due to state and federal audit requirements, no corrections are allowed in amounts on the Annex A. Please review claims carefully. Claims needing corrections/revisions will be returned to the submitting agency for corrections which will result in a delay of your agency's reimbursement.
2. Recipient agrees that project activities, reporting, monitoring and evaluating will be in accordance with the most recent LHSC "Manual for Subgrants" which includes Certifications and Assurances required by all federal fund recipients and is available for review at <http://www.lahighwaysafety.org/grant.html>
3. Recipient agrees that reimbursement claims, including contractually agreed upon data will be submitted on a monthly basis. Incomplete or incorrect claim forms will not be processed by LHSC. They will be returned to the contractor. All claims must be submitted via e-mail [lhscclaims@dps.la.gov](mailto:lhscclaims@dps.la.gov).
4. All supporting documentation must be maintained by your agency for the current year plus three years.

\_\_\_\_\_ Authorizing Official Initials

# INSTRUCTIONS FOR SUBMITTING REIMBURSEMENT CLAIMS

**Reimbursement claims must be submitted by e-mail only to the address below:**

[LHSCCLAIMS@la.gov](mailto:LHSCCLAIMS@la.gov)

These are the forms to complete for payment:

1. **Annex A** This is the actual request document (invoice to LHSC). This form must be signed by the Project Director.
2. **Supporting Document List:** Used to describe documentation submitted to support reimbursement requests on Annex A.
3. **Annex B:** Project Status Report. Complete information pertinent to the period you are claiming to describe activities accomplished/planned and any problems encountered.
4. **Annex C:** Complete the Annex C, a tabular report of activities planned/accomplished.

**When the forms have been completed and signed they should be scanned into a file and named as shown below:**

Example: OCL (add claim number to the end)

**Email the Claim to:**

*You will receive an email confirmation. If you don't receive confirmation. Please call LHSC at 225-925-6991 or contact your LHSC Program Coordinator.*

LOUISIANA HIGHWAY SAFETY COMMISSION  
FFY 2017 CONTRACT

Project Number: \$ - Claim # 0

Annex A Supporting Document

**Personal Services:**

Salaries: (LIST THE DOCUMENTS ATTACHED TO SUPPORT SALARIES REQUESTED ON ANNEX A)

<u>Who was Paid:</u>	<u>What period were they paid for:</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Salaries:</b>			\$ -	

Fringe Benefits: (LIST THE DOCUMENTS INCLUDED TO SUPPORT THE FRINGE BENEFITS REQUESTED ON ANNEX A)

<u>Who was Paid:</u>	<u>What period were they paid for:</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Fringe Benefits:</b>			\$ -	

Travel/Training (List the documents included to support travel/training requested on Annex A)

<u>Who Traveled</u>	<u>Purpose of travel</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Travel/Training:</b>			\$ -	
<b>TOTAL PERSONAL SERVICES:</b>			\$ -	

**Contractual services:**

<u>Who did the work</u>	<u>When was it Done</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Contractual Services:</b>			\$ -	

**Operating Services:**

<u>What was purchased</u>	<u>Where was it purchased from</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Operating Services</b>			\$ -	

**Supplies:**

<u>What was purchased</u>	<u>Where was it purchased from</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Supplies/Commodities</b>			\$ -	

**Equipment:**

<u>What was purchased</u>	<u>Where was it purchased from</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Equipment</b>			\$ -	

**Indirect Costs**

<u>Type of charge</u>	<u>Rate based upon</u>	<u>What is included to document the charge?</u>	<u>Total Amount documented</u>	<u>Verifications</u>
				LHSC Coordinator
<b>Total Indirect Costs</b>			\$ -	

LOUISIANA HIGHWAY SAFETY COMMISSION  
FFY 2017 CONTRACT

Purchase Order # \_\_\_\_\_

Project Title: 0

Project No. 0

Agency Name: \$

Claim #:

CLAIM PERIOD:

Make Check \$ \_\_\_\_\_ - Phone # (504) 702-2296

Payable to: \$ \_\_\_\_\_ - Fax # (504) 702-2350

*NOTE: Print this page. It must be signed by the Project Director, then scanned and attached to the e-mail submitting this claim.*

CATEGORY	BUDGETED YR 1	CLAIM AMOUNT	PRIOR CLAIMS	CLAIMS TO DATE	BALANCE
Personal Services	\$0.00		\$0.00	\$0.00	\$0.00
Travel	\$0.00			\$0.00	\$0.00
Contractual Services	\$0.00			\$0.00	\$0.00
Operating Services	\$0.00			\$0.00	\$0.00
Supplies	\$0.00			\$0.00	\$0.00
Equipment	\$0.00			\$0.00	\$0.00
Indirect Costs	\$0.00			\$0.00	\$0.00
<b>TOTALS</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>REPORT PROGRAM INCOME HERE:</b>					

Agency Match Budgeted	Total Match this Claim	Prior Match	Total Match To Date
\$0.00			\$0.00

**CERTIFICATION**

I certify that in accordance with the laws of the State of Louisiana and under the terms of the project contract (LHSC Format #1 available at <http://www.lahighwaysafety.org/grant.html>) under which this claim is submitted, actual costs claimed have been incurred for the purpose specified and that no prior claim has been presented to or payment made by the Louisiana Highway Safety Commission for actual cost reimbursement claimed herein. Funds being claimed were not used to supplant (Replace routine and/or existing State or local expenditures with the use of project agreement funds and/or use these funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or federally-recognized Indian tribal governments). I certify that the GRANTEE has not billed another funding source for the same items and/or services being claimed on this form. I will maintain original basic documentation and records as evidence of costs incurred. These records will be available for a period not less than three (3) years after final payment for examination by representatives of the United States Government.

\_\_\_\_\_  
Date

0  
Project Director

**APPROVED FOR PAYMENT:**

\_\_\_\_\_  
Date      #####  
Project Coordinator

\_\_\_\_\_  
Date      Linda Tillman

LOUISIANA HIGHWAY SAFETY COMMISSION  
FFY 2017 CONTRACT

PROJECT TITLE: 0

PROJECT NUMBER

AGENCY:

CLAIM NUMBER \_\_\_\_\_  
0 CLAIM PERIOD \_\_\_\_\_

**I. COMMENTS/NARRATIVES/ACCOMPLISHMENTS DURING REPORTING PERIOD:**

**II. PROBLEMS/OBSTACLES ENCOUNTERED DURING REPORTING PERIOD:** (Describe reasons and solutions why program activities are not being met; i.e. unable to work planned hours, inclement weather, unplanned emergencies, etc. Attach additional sheet

**III. PLANS/NEEDS FOR SUBSEQUENT PERIOD:**

LOUISIANA HIGHWAY SAFETY COMMISSION  
FFY 2017 CONTRACT

0	Project Number: 0	Claim Month: #REF!	Claim #		#REF!									
Occupant Protection Campaigns	CIOT THANKSGIVING NOV 22-29				BUIYT APR 22-28	CIOT NATIONAL MOBILIZATION MAY 23 - JUN 5								
Impaired Driving Campaigns			DSGPO CHRISTMAS/NEW YEAR DEC 18 - JAN 3	DSGPO MARDI GRAS Jan 29 - Feb 9	UNDERAGE DRINKING MONTH APRIL 1-30	DSGPO INDEPENDENCE DAY JUN 30 - JUL 4	DSGPO NATIONAL MOBILIZATION AUG 19-SEP 5							
PROGRAM ACTIVITIES	1st QUARTER			2nd QUARTER			3rd QUARTER			4th QUARTER		Total		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
	P												0	
	C												0	
	P												0	
	C												0	
	P												0	
	C												0	
	P												0	
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	P												0	
	C												0	
	P												0	
	C												0	
	P												0	
	C												0	
Ependitures Planned	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	
1. PERSONAL SERVICES														
2. TRAVEL														
3. CONTRACTUAL SERVICES														
4. OPERATING SERVICES														
5. SUPPLIES														
6. EQUIPMENT														
7. INDIRECT COSTS														
<b>TOTAL EPENDITURES</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
P = Planned	C = Completed			SUBMIT TO LHSC BY THE 20th DAY OF EACH MONTH								\$0	\$0	\$0.00

# **LOUISIANA HIGHWAY SAFETY COMMISSION**

## **Manual for Subgrants**



**John Bell Edwards  
Governor**

**Katara A. Williams, Ph.D.  
Executive Director and  
Governor's Highway Safety Representative**

**Post Office Box 66336, Baton Rouge, Louisiana 70896**

**January 8, 2016**

**Manual for Subgrants**

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**LOUISIANA HIGHWAY SAFETY COMMISSION  
MANUAL FOR SUBGRANTS  
January 8, 2016**

**SECTION 1: INFORMATION AVAILABILITY**

**1.1 Availability of Reports and Information**

The subgrantee shall provide all reports and information required by the Louisiana Highway Safety Commission (LHSC), federal laws and regulations, and state laws and regulations. The subgrantee shall permit access to all subgrantee's books, records, accounts, other information sources and subgrantee's facilities as may be determined by the state, the National Highway Traffic Safety Administration (NHTSA) or the Federal Highway Administration (FHWA) to ascertain compliance with the project contract. If any required information is in the exclusive possession of another who fails or refuses to provide this information, the subgrantee shall so certify and detail to the LHSC what efforts have been made to obtain the required information.

**1.2 Monitoring**

The subgrantee agrees that the LHSC and NHTSA state or federal auditors, or FHWA, as appropriate, have the right, at all reasonable times, to monitor and evaluate both programmatic and fiscal matters of the project. The monitoring visits may occur on the subgrantee and/or the subcontractor premises. The subgrantee shall provide all reasonable facilities and assistance during the monitoring visits. The monitoring visits shall be performed in such a manner as will not unduly delay the contracted work.

**SECTION 2: MAINTENANCE OF DOCUMENTATION**

**2.1 Separate File, Retention Period**

The subgrantee agrees to maintain copies of all documentation pertaining to the project in a separate file during the subgrant year and for three years from the subgrant expiration date. Failure to maintain copies of documentation for the stated period may prevent subgrantee from consideration for future subgrants.

**2.2 Additional Retention Period**

If any litigation, claim, audit finding, or other action involving the records kept pursuant to this subgrant has been started before the expiration of period contained in Section 2.1, the project director must retain the records until the final resolution of all issues which arise from such litigation, claim, negotiation, or action.

**SECTION 3: TIMELY PERFORMANCE OF WORK**

The subgrantee agrees to perform all the work required by this subgrant. The work shall be completed in accordance with the project schedule and no later than the subgrant expiration date. Failure to perform any aspect of this subgrant may result in non - payment.

## **SECTION 4: REIMBURSEMENT**

### **4.1 Time Frame for Incurred Expenses**

The subgrantee shall not incur expenses which are to be submitted for reimbursement prior to the effective date of this subgrant. The subgrantee shall not submit expenses for reimbursement until final approval of the subgrant. Costs incurred before the effective date of the subgrant or after the subgrant expiration date will not be reimbursed.

### **4.2 Reimbursement of Eligible Expenses**

Reimbursement of approved costs will be in accordance with 2 CFR Part 225 Cost Principles for state, local and Indian Tribal Governments (OMB Circular A-87); 49 CFR Part 18- Department Of Transportation (DOT) Implementation of Common Grant Rule: Uniform Administrative Requirements For Grants and Cooperative Agreements to State & Local Governments; 49 CFR Part 19 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, 2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21); 2 CFR Part 230 – Costs Principles for Non-Profit Organizations (OMB Circular A-122), 45 CFR Subtitle A – Appendix E to Part 74 – Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals) whichever is applicable. For further information, refer to the OMB web site at: [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html) and the DOT NHTSA Highway Safety Grant Manual, which can be found at:

[http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00\\_Manl\\_Contents1\\_01.html](http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00_Manl_Contents1_01.html)

### **4.3 Procedure for Repayment of Ineligible Expenses**

The subgrantee shall reimburse the LHSC for any ineligible or unauthorized reimbursement payments received as determined by LHSC, state or federal audits. The LHSC has the right to withhold future reimbursement claims to make up for ineligible or unauthorized reimbursement received until such time as the ineligible payment is made or corrected by the subgrantee. The state may use any other legal remedies available to recover ineligible or unauthorized reimbursement payments.

### **4.4 Submission of Claim Forms**

The subgrantee agrees to perform the work specified in the subgrant. To be eligible for reimbursement, a signed claim form, relevant documentation, and LHSC Annexes must be submitted to the LHSC via email to the following address: [LHSCclaims@dps.la.gov](mailto:LHSCclaims@dps.la.gov). Paper claim submissions will no longer be accepted. LHSC Annexes should be signed and then scanned as a PDF for submission. The claim containing the original signature shall be retained by the subgrantee. The supporting annexes shall be submitted in the electronic file format provided with the subgrant award package.

Reimbursement claim forms will be submitted on a monthly basis by the 20th of the following month as stipulated in the subgrant. However, in certain cases reimbursement requests may be allowed on a quarterly or a task completed basis and stipulated in the subgrant. Requests for quarterly claim submission must be in writing and receive prior approval by the LHSC.

Claims needing corrections/revisions will be returned to the submitting agencies/individuals for correction(s). The subgrantee agrees that within 30 days after subgrant termination, the final reimbursement claim form will be submitted to the LHSC. If it is anticipated that a final claim cannot be submitted within this time period, a written request with justification must be

submitted to the LHSC Executive Director before the subgrant expiration date. Failure to submit final claim forms with appropriate documentation within the specified time period may result in non - reimbursement.

**Multiple Funded Contracts:**

Claims for reimbursement from contracts which have more than one federal funding source identified on subgrantee agreement shall clearly distinguish what activities and items are claimed with the appropriate fund. In order to avoid disallowed costs, subgrantees shall carefully follow guidelines for use of funds as written in the subgrant agreement and applicable federal CFRs, this subgrant manual, reference material provided with the subgrant award packet and the DOT NHTSA Highway Safety Grants Management Manual.

**4.5 Reimbursement Documentation**

The subgrantee agrees to submit all required documentation prior to being reimbursed for authorized expenses. This documentation includes, but is not limited to, required LHSC Annexes A, Annex A-1 (if needed), List of Documents Included to Support Costs Submitted on Annex A, completed Annexes B, and C, and the forms and records described below; unless stipulated otherwise in the subgrant.

**4.5.1 Description of Reimbursement Packet**

**List of Annex A Supporting Documents**

This form is designed to allow the subgrantee to list the documents that support the reimbursement request.

**LHSC Annex A**

This is the official request for payment and summarizes the costs requested by category as well as tracks the budgeted amount, total costs to date and the balance remaining in the subgrant.

**LHSC Annex A-1 (if applicable)**

This document is used to document overtime enforcement hours. Separate Annex A-1s are required for each funding source.

**Annex B – Project Status Report**

This document is a reporting tool for performance, comments, problems, plans and needs for the subgrant.

**Annex C**

This is a summary of the progression of planned program activities and planned budget in a tabular format.

**Individual Contractor’s Invoice (if applicable)**

This document provides detailed breakdown of requested reimbursement from individuals performing personal services by contract.

**LHSC Federal Property Control Form (if applicable)**

This document describes and establishes inventory data needed to track equipment purchases made with federal funds.

## **4.5.2 Definitions of cost categories included in Budget Summary and Annexes A & C.**

### **Personal Services:**

Salaries and fringe benefits directly related to the project. These positions must be included in the subgrant agreement to be eligible for reimbursement. This section will also include overtime payment to law enforcement personnel. Employees working on the project but not paid by the subgrant are listed as match.

### **Travel:**

Travel directly related to the subgrant. Includes the cost of travel associated with routine travel, conferences, conventions and training. Out of state travel must be approved in advance by the LHSC and must include course and conference by name.

### **Contractual Services:**

Expenses incurred in paying for a service performed by any person, or organization not connected directly with the subgrant agency, for example, consultants, studies, etc. All subcontracts must be approved by the LHSC prior to implementation. The cost of each service must be itemized. Procurement of contractual services must be in accordance with state rules and regulations. Subcontracts and mini grants may not be awarded to law enforcement agencies for enforcement activities. Law enforcement agencies should apply for enforcement funding directly to the LHSC.

### **Operating Services:**

Items that represent expenditures for office operation, i.e. postage, telephone service, equipment maintenance, etc.

### **Supplies:**

Regular operating supplies. Items that may be included are office supplies, paper, forms, and other expendable materials. All purchases must be in accordance with state rules and regulations.

### **Commodities:**

Materials and/or supplies acquired for the purpose of this particular highway safety project. All public information and education materials are to be included here. Items that may be included are promotional items that encourage the general public to adopt highway safety practices during the course of the normal operation of this project. All commodity items must be approved prior to purchase by the LHSC Project Coordinator, and all commodity purchases must be made in accordance with state purchasing guidelines.

### **Equipment:**

Purchase of items that cost over \$1,000.00 per unit and have a useful life of over one year.

### **Purchase of Additional Equipment**

Purchase of any equipment not specified in the subgrant must be approved in writing, in advance by the LHSC Project Coordinator. If the actual cost of any equipment exceeds the budgeted amount, advance written approval must be received from the LHSC Project Coordinator prior to acquisition of the item.

## **Public Information and Educational (PI & E) Items**

PI & E items must be traffic safety related or contain a traffic safety message that supports the project goals and objectives.

## **Program Income**

Income earned by subgrantee as a result of the conduct of this subgrant must be applied to project purposes and/or used to reduce the LHSC project reimbursement costs as cost sharing or matching. Program income must be reported on LHSC Annex A-5 with the monthly reimbursement claim. Program income must be approved prior to the issuance of the subgrant.

## **Indirect Costs**

Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to Federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

## **Matching Expenditures**

The subgrantee agrees to provide matching expenditures as outlined on the subgrant Budget Summary Page. Matching expenditures must be included on the Annex A. The Project Director agrees to maintain supporting documentation during the subgrant year and three years from the contract expiration date. Matching funds are auditable and may not be used to match more than one federal award. Federal funds may not be used to match other federal awards.

### **4.5.3 Reimbursement Documentation Required by Category**

#### **4.5.3.1 Personal Services.**

Reimbursement for personnel costs must include an official Time Distribution Record containing name(s) of employee(s) who worked during the claim period, dates worked, beginning and ending times worked, pay rate(s), and total amount incurred. **Law enforcement agencies shall record overtime personnel costs on LHSC Annex A-1 or on a previously established agency form as approved by LHSC.** LHSC Annex A - 1 must be signed and dated by the Project Director. If the Project Director worked the LHSC Subgrant, the LHSC Annex A - 1 must also be signed by the Project Director's Supervisor.

Reimbursement requests for full time employees must include amount of annual/sick leave taken during each pay period based on the subgrantee's policy. The LHSC reimbursement for excessive leave taken during the subgrant period shall be determined by the LHSC Program Coordinator and/or LHSC Executive Director. Each Reimbursement Claim Packet Annex A must be signed and dated by the Project Director. **Requests for reimbursement must also include an individual listing of activities performed, number/type training classes conducted, travel locations, etc.** LHSC has an Individual Contractor Invoice template that may be used but other documents are acceptable as long as all of the required information is provided.

Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation as contained in [2 CFR 225, Appendix B, 8h](#).

(1) Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.

(2) No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity.

(3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.

(4) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection 8.h.(5) of this appendix unless a statistical sampling system (see subsection 8.h.(6) of this appendix) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:

(a) More than one Federal award,

(b) A Federal award and a non-Federal award,

(c) An indirect cost activity and a direct cost activity,

(d) Two or more indirect activities which are allocated using different allocation bases, or

(e) An unallowable activity and a direct or indirect cost activity.

(5) Personnel activity reports or equivalent documentation must meet the following standards:

(a) They must reflect an after-the-fact distribution of the actual activity of each employee,

(b) They must account for the total activity for which each employee is compensated,

(c) They must be prepared at least monthly and must coincide with one or more pay periods, and

(d) They must be signed by the employee.

(e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:

(i) The governmental unit's system for establishing the estimates produces reasonable approximations of the activity actually performed;

(ii) At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than ten percent; and

(iii) The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

(6) Substitute systems for allocating salaries and wages to Federal awards may be used in place of activity reports. These systems are subject to approval if required by the cognizant agency. Such systems may include, but are not limited to, random moment sampling, case counts, or other quantifiable measures of employee effort.

(a) Substitute systems which use sampling methods (primarily for Temporary Assistance to Needy Families (TANF), Medicaid, and other public assistance programs) must meet acceptable statistical sampling standards including:

(i) The sampling universe must include all of the employees whose salaries and wages are to be allocated based on sample results except as provided in subsection 8.h.(6)(c) of this appendix;

(ii) The entire time period involved must be covered by the sample; and

(iii) The results must be statistically valid and applied to the period being sampled.

(b) Allocating charges for the sampled employees' supervisors, clerical and support staffs, based on the results of the sampled employees, will be acceptable.

(c) Less than full compliance with the statistical sampling standards noted in subsection 8.h.(6)(a) of this appendix may be accepted by the cognizant agency if it concludes that the amounts to be allocated to Federal awards will be minimal, or if it concludes that the system proposed by the governmental unit will result in lower costs to Federal awards than a system which complies with the standards.

(7) Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards.

#### **4.5.3.2 Personal Services - Travel**

All travel will be performed in accordance with current Louisiana State Travel Regulations - P.P.M. 49. Travel not specified on the subgrant Budget Summary Page must be approved in advance, and in writing, by the LHSC Executive Director. Requests for travel cost reimbursements must include a Travel Expense Account Form DPSMF 1382, or equivalent form. For guidelines, refer to the Louisiana Office of State Travel web site at:

#### **4.5.3.3 Contractual Services**

Each reimbursement request for contractual services must include a signed invoice for services submitted by the contractor, to include the amount claimed, services provided and dates of service.

#### **4.5.3.4. Operating Services, Supplies, Commodities and Equipment**

Each reimbursement request for operating services, supplies, commodities, and equipment must include a copy of the purchase order (if issued), vendor invoice, and/or receipt and documentation of payment. Requests for reimbursement of equipment with a per-item cost of \$1,000 or above must include a completed LHSC Federal Property Inventory Control Form. The LHSC may require a property inventory control form on items under \$1,000.

#### **4.5.3.5 Indirect Costs**

All indirect costs must be approved by the LHSC. Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to Federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

Indirect costs include the indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs. Indirect costs are normally charged to Federal awards by the use of an indirect cost rate. A separate indirect cost rate(s) is usually necessary for each department or agency of the governmental unit claiming indirect costs under Federal awards.

Typical examples of indirect costs may include certain State/local-wide central service costs, general administration of the grantee department or agency, accounting and personnel services performed within the grantee department or agency, depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, etc. The approved indirect cost rate must be verified in writing by the agency's accounting entity.

#### **4.5.5 Final Reimbursement**

Final LHSC reimbursement to the subgrantee may be withheld until all required work is completed, delivered, accepted and approved by the LHSC Executive Director. **Note: Final claims must be received within 30 days of the project end date unless prior approval is granted.**

#### **4.5.6. Required Signatures and Verification**

The Project Director's signature on LHSC Annexes and other LHSC documents submitted with the claim reimbursement indicate verification that all costs have been incurred by the subgrantee, for the purpose specified in this subgrant, prior to making a claim to the LHSC for reimbursement.

## **SECTION 5: PROCUREMENT PROCEDURES**

### **5.1 State Procurement Procedures**

The subgrantee will use state procurement procedures. For further information, refer to the Louisiana Office of State Purchasing web site at: <http://doa.louisiana.gov/osp/osp.htm>

## **SECTION 6: PROPERTY CONTROL**

### **6.1 Title of Property**

Title of property purchased in connection with this subgrant as an authorized expense and properly reimbursed by the LHSC shall vest in the subgrantee.

#### **6.1.1 Failure to Perform**

The subgrantee agrees to convey title of such property to the LHSC if the subgrantee fails to perform the work as specified in this subgrant. Subgrantee will deliver such property into the possession of the LHSC at the time title is conveyed to the LHSC.

##### **6.1.1.1 Failure to Comply with Section 6.1.1**

The subgrantee's failure to complete the obligation in Section 6.1.1 within thirty (30) days of the date of termination shall subject the subgrantee to paying reasonable attorney fees if the matter is turned over to an attorney to recover the property.

##### **6.1.1.2 Recovery of Property**

If litigation as outlined in Section 6.1.1.1 is commenced, the LHSC at its discretion, may seek to recover all involved property or the residual value of the involved property.

### **6.2 Use of Property/Equipment During the Term of Subgrant**

The subgrantee agrees that property and/or equipment purchased under the terms of this subgrant with federal project funds will be used only in the program and/or project area and for the purpose for which these program and/or project funds were provided. The subgrantee shall immediately notify the LHSC Executive Director, in writing, if any property and/or equipment purchased under this project/program, during its useful life, ceases to be used in the manner set forth by the subgrant. In such event, the subgrantee further agrees to give credit to the project/program for the residual value of such property and/or equipment in an amount to be determined by the LHSC, or to transfer or otherwise dispose of such equipment as directed by the LHSC. State agencies will dispose of equipment only in accordance with Louisiana's Division of Administration policy and regulations.

### **6.3 Use of Property/Equipment after the Term of Subgrant**

Upon completion or termination of a traffic safety subgrant, or if it is determined by the LHSC that the equipment is no longer needed for the purpose for which it was acquired, the equipment may, at the option of the LHSC, become the property of the LHSC. Permission for any other disposition must be obtained from the LHSC before any action can be taken regarding the equipment. Subgrantees wishing to continue use of the equipment should make request to the Executive Director of LHSC for continued use within program funding criteria to include an explanation of how the equipment will be used for highway safety purposes.

### **6.4 Transfer of Property**

The transfer of property purchased with federal funds pursuant to this subgrant during the terms

of this subgrant shall be considered a failure to perform the work specified in this subgrant, and the LHSC may proceed to recover the value of the property as outlined in Section 6.1.1.

### **6.5 Maintenance**

It is mutually agreed and promised that the subgrantee shall maintain or cause to be maintained in good working order all equipment purchased with federal funds under this project during the period of its useful life.

### **6.6 Useful Life**

The minimum useful life of equipment assets purchased under this subgrant will be determined by the Internal Revenue Service Useful Life Guidance. Refer to the LHSC website <http://www.lahighwaysafety.org/pdf/IRS%20Useful%20life%20information.pdf> for more information.

### **6.7 Value**

Equipment assets purchased under this project will have an initial value equal to the purchase price. Residual value will be determined in accordance with generally accepted depreciation methods.

### **6.8 Purchase of Authorized Property**

Purchase of property or equipment with a purchase price of \$1,000.00 or more must be specifically authorized in the subgrant to be reimbursed by the LHSC. Refer to Paragraph 4.5.3.4 for exceptions.

### **6.9 Property Control Inventory Form**

The subgrantee will submit a completed LHSC Federal Property Inventory Control Form to the LHSC Project Coordinator at the time of possession of property or equipment. The subgrantee will notify LHSC if there is a change in the use, location, or person responsible for the property or equipment.

### **6.10 Maintaining Inventory**

Subgrantee agrees to maintain an inventory of federal property or equipment if the original purchase price is \$1,000.00 or more for the useful life of the property or equipment as determined by the LHSC. The inventory will include as a minimum: purchase price, purchase date, useful life; state or local property tag number and manufacturer's serial number; and location of each item.

### **6.11 Disposal of Federally Owned Property**

Disposition of equipment with a useful life of more than one year and an acquisition cost of \$5,000.00 or more must receive prior written approval from the approving official (NHTSA Regional Administrator). Subgrantees will submit request letters to the LHSC Executive Director, who will forward the requests to NHTSA Region.

## **SECTION 7: SUBCONTRACTS, THIRD PARTY CONTRACTS AND/OR ASSIGNMENTS**

### **7.1 Provisions**

The subgrantee shall notify all potential subcontractors or third party contractors that all subcontracts or third party contracts must incorporate this contract and that all subcontracts or

third party contracts are subject to this contract.

### **7.2 Approval**

All subcontracts or third party contracts, as outlined in the subgrant, must be submitted to the LHSC Project Coordinator for approval and inclusion in the project file.

### **7.3 Assignment of Subgrant**

The subgrantee shall not assign any interest in this subgrant and shall not transfer any interest in same (whether by assignment or notation), without prior written consent of the LHSC Executive Director, provided however that claims for money due or to become due to the subgrantee from the LHSC may be assigned to a bank, trust company or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the LHSC Executive Director.

## **SECTION 8: OWNERSHIP**

### **8.1 Materials, Discoveries, Inventions and Results Developed, Produced or Discovered**

All records, reports, documents and other material delivered or transmitted to subgrantee by LHSC shall remain the property of LHSC, and shall be returned by subgrantee to LHSC at subgrantee's expense, at termination or expiration of this subgrant. All records, reports, documents or other material related to this subgrant and/or obtained or prepared by subgrantee in connection with performance of the services contracted for herein shall become the property of LHSC, and shall upon request, be returned by LHSC to subgrantee, at subgrantee's expense, at termination or expiration of this subgrant.

### **8.2 Reports, Studies or Material Developed for Publication**

Reports, studies or other materials approved for publication or printing is to be regarded as information in the public domain and its further use does not require approval. The subgrantee agrees that the published version of reports, studies or other materials shall not be copyrighted nor contain any restriction which prohibits distribution and reproduction. The subgrantee will not sell copies of such reports or other materials prepared under the terms of this contract.

## **SECTION 9: REQUIREMENTS PRIOR TO PUBLIC RELEASE OF ITEMS LISTED IN SECTION 8**

### **9.1 Approval**

The subgrantee agrees that before public release of any item listed in Section 9, it shall be submitted to the LHSC Executive Director for approval.

### **9.2 Required Reports**

The subgrantee agrees to provide two (2) copies of the item to the LHSC Executive Director, unless otherwise stated in the Project Description.

## **SECTION 10: CHANGES IN THE CONTRACT**

### **10.1 Major Changes**

Any requests for changes in this subgrant that changes the scope or increases or decreases the amount of obligated funding shall require a written amendment to this subgrant subject to

compliance with LHSC policies and state and federal laws and regulations, except minor changes as outlined in this subgrant manual.

### **10.2 Minor Change Approval**

Any minor change may be agreed upon in writing, in advance, by the subgrantee and the LHSC Project Coordinator without the necessity of a new subgrant agreement.

### **10.3 Minor Change Definition**

A minor change is defined as an increase or decrease between any category or subcategory of the subgrant not to exceed 10% of the total budget for this subgrant. The minor change shall not increase or decrease the amount of funds obligated by the LHSC.

## **SECTION 11: CHANGE OF PROJECT DIRECTOR**

The subgrantee agrees to notify, in writing, the LHSC of any change in the Project Director no later than submission of the next claim for reimbursement.

## **SECTION 12: DISPUTES**

Disputes about any matter arising out of this subgrant will be settled by submitting a written complaint to the LHSC Executive Director for resolution. Final determination will be subject to the right of termination outlined in this subgrant and the requirements of [LA R.S. 39:1672.2 – 1672.4](#).

## **SECTION 13: SANCTIONS FOR NONCOMPLIANCE**

In the event of the subgrantee's noncompliance with the provisions of this subgrant, the LHSC Executive Director shall impose such sanctions as it may determine to be appropriate, including but not limited to: (1) withholding of payments to the subgrantee until the subgrantee complies: and/or (2) cancellation, termination or suspension of the subgrant.

## **SECTION 14: TERMINATION**

### **14.1 Termination For Convenience**

Any party to the subgrant may terminate the subgrant at any time by giving thirty (30) days written notice to every party of the subgrant.

### **14.2 Termination For Cause**

The LHSC may terminate this subgrant for cause based upon the failure of the subgrantee to comply with the terms and/or conditions of the subgrant; provided that the LHSC shall give the subgrantee written notice specifying the subgrantee's failure. If within thirty (30) days after receipt of such notice, the subgrantee shall not have both corrected such failure and therefore proceeded diligently to complete such correction, then the LHSC may, at its option, place the subgrantee in default and the subgrant shall terminate on the date specified in such notice. Subgrantee may exercise any rights available to it under Louisiana law to terminate for cause upon failure of the LHSC to comply with the terms and conditions of this subgrant; provided that the subgrantee shall give the LHSC written notice specifying the LHSC's failure.

## **SECTION 15: SINGLE AUDIT ACT**

### **15.1 State or Local Governments and Nonprofit Organizations Receiving \$500,000 or More in Total Federal Funds**

State or local governments and nonprofit organizations receiving \$500,000 or more a year in total federal funds shall have an audit made in accordance with [OMB Circular No. A - 133](#). Audits should be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits. Copies of audit reports shall be provided to the LHSC upon completion.

### **15.2 State or Local Governments and Nonprofits Receiving Less than \$500,000 in Total Federal Funds**

State or local governments and nonprofits receiving less than \$500,000 a year in total federal funds shall be governed by audit requirements prescribed by state or local law or regulations. Copies of audit reports shall be provided to the LHSC upon completion.

### **15.3 Subgrantee is required to provide a signed audit certification letter prior to submission of the first claim.**

### **15.4 Auditors**

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors, shall have the option of auditing all accounts of the subgrantee which relate to this subgrant.

## **SECTION 16: CONTINUATION OF PROJECT**

It is the intent of the parties that this subgrant is awarded for the purpose of initiating the work statement contained in this project description.

## **SECTION 17: SUPPLANTING**

The subgrantee agrees not to use subgrant funds to replace routine and/or existing State or local expenditures. The subgrantee agrees not to use subgrant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local or federally recognized Indian tribal governments.

## **SECTION 18: FISCAL FUNDING**

The continuation of this subgrant is contingent upon the appropriation of funds to fulfill the requirements of the subgrant by congress and the legislature. If congress or the legislature fail to appropriate sufficient monies to provide for the continuation of the subgrant, or if such appropriation is reduced by the veto of the President or the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the subgrant, the subgrant shall terminate or be reduced at the time which funds are not appropriated. If funds are reduced, then all Annexes will be changed to reflect the new budget amount.

## **SECTION 19: DISCLOSURE OF OWNERSHIP**

If the subgrantee is a “for profit corporation” whose stock is not publicly traded, then a Disclosure of Ownership affidavit must be filed with the Louisiana Secretary of State’s Office on Form 320, obtained from the Secretary of State’s Office.

## **SECTION 20: BOARD RESOLUTION**

A Board Resolution is required to be submitted to the LHSC if the subgrantee is a corporation, either profit or non - profit.

## **SECTION 21: CERTIFICATE OF AUTHORITY**

A Certificate of Authority is required to be submitted to the LHSC if the subgrantee is an out - of state corporation.

## **SECTION 22: FAIR LABOR STANDARDS**

The subgrantee shall comply with the [Fair Labor Standards Act \(FLSA\)](#) as amended.

## **SECTION 23: TAXES**

The subgrantee hereby agrees that the responsibility for payment of taxes from the funds received under this subgrant and/or congressional or legislative appropriation shall be subgrantee’s obligation and identified under subgrantee’s Federal Tax Identification Number.

## **SECTION 24: DISCRIMINATION CLAUSE**

The subgrantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and subgrantee agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Subgrantee agrees not to discriminate in its employment practices, and will render services under this subgrant without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by subgrantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this subgrant, and may subject subgrantee to state and/or federal legal action.

## **SECTION 25: MINORITY BUSINESS ENTERPRISE (MBE) REQUIREMENTS**

It is the policy of the U.S. Department of Transportation that minority business enterprises, as defined in [49 CFR Part 23](#), shall have the maximum opportunity to participate in the

performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR 23 applies to this agreement.

The recipient or its contractor agrees to ensure that minority enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities in the award and performance of DOT - assisted contracts.

## **SECTION 26: DEBARMENT AND SUSPENSION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of [49 CFR Part 29](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered

transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## **SECTION 27: HATCH ACT**

The subgrantee's employees whose principal employment is in connection with any highway safety project financed in whole or in part by federal funds may not partake in certain types of political activities. Subgrantee and its covered employees should refer to the [Hatch Act \(5 U.S.C. §§1501-1508 and 7324-7328\)](#) for additional information.

## **SECTION 28: PRIVACY ACT**

Performance of work by the subgrantee under this contract may involve the design, development and/or operation of a system of records on individuals that is to be operated by the subgrantee to accomplish an agency function. When such work is to be performed, the subgrantee shall comply with the [Privacy Act of 1974](#) and applicable agency regulations. Violations of the act may involve the imposition of criminal penalties.

## **SECTION 29: LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub - award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by [section 1352, title 31, U.S. Code](#). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **RESTRICTION ON STATE LOBBYING**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

### **SECTION 30: DRUG - FREE WORKPLACE**

The subgrantee certifies that it will provide a drug - free workplace in accordance with the [Drug - Free Workplace Act of 1988 \(41 U.S.C. 702\)](#).

### **SECTION 31: ENVIRONMENTAL IMPACT**

Both parties to this subgrant have reviewed the possible environmental impact of activities to be performed under this project and have determined the benefits outweigh any potential negative environmental impact.

### **SECTION 32: ENERGY POLICY AND CONSERVATION ACT**

The subgrantee hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the state energy and conservation plan issued in compliance with the federal [Energy Policy and Conservation Act](#).

### **SECTION 33: NONCOLLUSION CERTIFICATION**

All parties to this subgrant certify that the subgrantee has not been required, directly or indirectly, as a condition to obtaining this subgrant, to: (1) employ or retain for a commission, percentage, brokerage, contingent fee, or other consideration, any firm/agency, or person (other

than bona fide employee working solely for subgrantee or a consultant) to solicit or secure this subgrant; (2) agree, as an express or implied condition for obtaining this subgrant, to employ or retain the services of any firm or person in connection with carrying out the subgrant; or (3) paid, or agreed to pay, to any firm, organization or person, other than a bona fide employee working solely for the LHSC any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying the subgrant; except as here expressly stated (if any).

## **SECTION 34: OCCUPANT PROTECTION**

The subgrantee shall adopt (if none presently exists) and enforce an occupant protection use policy requiring all employees and others riding in subgrantee vehicles and/or on subgrant business to use occupant protection devices in accordance with Louisiana state law. The subgrantee shall further support all traffic safety statutes defining occupant protection usage.

## **SECTION 35: TEXT MESSAGING WHILE DRIVING/DISTRACTED DRIVING**

The subgrantee should adopt (if none presently exists) and enforce safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving in accordance with Louisiana state law.

## **SECTION 36: CHILD PROTECTION ACT**

The subgrantee agrees to comply with all provisions of the [Louisiana Child Protection Act \(LSA – RS 15:587.1\)](#) if subgrantee, or its agents, employees, or assignees have any supervisory or disciplinary authority over children under the age of 18.

## **SECTION 37: BUY AMERICA ACT**

The State will comply with the provisions of the [Buy America Act \(49 U.S.C. 5325\(j\)\)](#) which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

## **SECTION 38: FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

### **38.1 Provisions**

The State will comply with FFATA guidance, [OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010](#), ([https://www.fsr.gov/documents/OMB\\_Guidance\\_on\\_FFATA\\_Subaward\\_and\\_Executive\\_Compensation\\_Reporting\\_08272010.pdf](https://www.fsr.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf)) by reporting to FSR.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if-- of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity;

(i) the entity in the preceding fiscal year received—

(I) 80 percent or more of its annual gross revenues in Federal awards; and (II) \$25,000,000 or more in annual gross revenues from Federal awards; and (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

- Other relevant information specified by OMB guidance.

### **38.2 Subgrantee Responsibilities**

Dun and Bradstreet (D&B) maintains a repository of unique identifiers (DUNS Numbers), which are nine-digit sequences recognized as the universal standard for identifying business entities and corporate hierarchies. Any organization that has a Federal contract or grant must have a DUNS Number. All subgrant recipients are required to register with D&B and acquire a DUNS Number.

Subgrantee shall obtain a unique identifier or DUNS Number at <https://iupdate.dnb.com/iUpdate/companylookup.htm>

## **SECTION 39: INTERNAL CONTROL POLICY**

In accordance with [OMB Circular A-123 – Management’s Responsibility for Internal Control](#), the subgrantee shall maintain and provide a copy of the internal control policies for grant management and financial reporting for their agency to the LHSC. Documentation may be electronic or hard copy. Documentation could include organizational charts, flow charts, questionnaires, decision tables, or memoranda. The agency internal control policy should ensure that the agency has internal accounting and other controls in place to provide reasonable assurance that it is managing its federal programs in compliance with applicable laws and regulations. At a minimum, the policy should describe levels of supervisor approval for grant funded activities, regular and overtime hours worked, and other eligible expenses.

-End of Document-

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Seat Belt Use Survey Design  
For Louisiana  
Sampling, Data Collection and Estimation Plan  
2013

Submitted to  
National Highway Traffic Safety Administration  
Traffic Safety Programs  
1200 New Jersey Avenue SE  
Washington, DC 20590

March 3<sup>rd</sup>, 2013

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On behalf of

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## 0. INTRODUCTION

A review of the new Seat Belt Survey Regulation by NHTSA (23 CFR Part 1340, April 13, 2011) and evaluation of the current seat belt survey design used in Louisiana shows that a new design is necessary to comply with the new requirements. This survey plan represents Louisiana's response to the requirement to submit to NHTSA a study and data collection protocol for an annual state survey to estimate passenger vehicle occupant restraint use. This plan is fully compliant with the Uniform Criteria and will be used for the implementation of Louisiana's 2013 seat belt survey, upon approval. The following sections describe the new seat belt survey design. The section headings correspond to the requirements in 23 CFR Part 1340.10.

Louisiana is composed of 64 parishes; 38 of which account for about 86 percent of the passenger vehicle crash-related fatalities according to Fatality Analysis Reporting System (FARS) data averages for the period 2006 to 2009. Therefore, we propose to select these 38 parishes for inclusion in the survey.

Using 2010 TIGER data developed by the U.S. Census Bureau and the Louisiana road file containing VMT for non-local roads, we developed a listing of parish road segments. These have been identified by road functional classification (Interstate, US & State routes, and Local) and by traffic volume. In addition, the listings include segment length as determined by TIGER for local roads and by the Louisiana DOTD file for state maintained routes. This latter road file is called LADOTD Surface-Type Log (STL) File and is LADOTD's official highway inventory. It is also used as the source of the HPMS database (Highway Performance Management System) that is sent to the FHWA each year. The mileage and ADT of the STL database and the HPMS database match for state-maintained roads. The latest version of this file was obtained in June of 2011 and contains the 2010 road inventory information on mileage and ADT. This descriptive information allowed for stratification of road segments, and we employed a systematic probability proportional to VMT sample to select the road segments to be used as observation sites.

All passenger vehicles with a gross vehicle weight up to 10,000 pounds will be included in the survey. This includes small commercial vehicles. The target population is all drivers and right front seat passengers (excluding children harnessed in child safety seats) of these vehicles who travel on public roads between the hours of 7 AM and 6 PM. The observation period for each selected road segment will be one hour.

Data collection will be conducted by observers who will be required to have received appropriate classroom and field training. Quality Control (QC) Monitors will make unannounced visits to scheduled data collection locations in order to ensure that data are being collected according to the research protocol. Our plan also describes methods to be used when scheduled data collection sites are not available due to temporary or permanent circumstances.

The approaches to data weighting and belt use estimation and variance estimation comply with the Uniform Criteria and stipulate procedures to be followed when data quality goals (e.g. item response rates) are not met.

Our survey design conforms to the requirements of the Uniform Criteria and will generate annual estimates of occupant restraint use for adults and children using booster seats in the front seats of passenger vehicles. Louisiana intends to update the sample of data collection sites every five years in order to have survey results that reflect geographic areas in which more than 85% of crash-related fatalities occur. The selected approach includes a stratified systematic PPS sample of data collection sites as is described below. This sample design was provided to the Louisiana Highway Safety Commission by Dr. Helmut Schneider of Louisiana State University. Dr. Schneider's resume is attached in Appendix C.

## 1. SAMPLE DESIGN

### (i) Sampling Units

The population in this survey consists of all drivers in Louisiana and all passengers riding in the front seats of vehicles. The new design follows the guidelines of NHTSA (1340, April 1st, 2011) and thus the sampling frame will include parishes which make up 85% of motor vehicle passenger fatalities including all motor vehicles with a GVW $\leq$ 10,000, including, cars, vans, pickup trucks, SUVs, etc. (Body\_Type $\leq$ 50 in FARS database) excluding motorcycles and off road vehicles. Four years of fatality crash data (2006-2009), provided by NHTSA were used to establish the number of parishes which make up 85% of the of motor vehicle passenger fatalities<sup>1</sup>. Table 1 in the Appendix A provides the 38 parishes in Louisiana that meet this requirement.

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<sup>1</sup> § 1340.5 Selection of observation sites. (a) *Sampling frame requirements—*

(1) *County coverage.* The sampling frame from which observation sites are selected shall include counties or county-equivalents (including tribal territories), as defined by the U.S. Census Bureau, that account for at least 85 percent of the State's passenger vehicle occupant fatalities, provided that the average of the last three, four or five years, at the State's option, of available Fatality Analysis Reporting System (FARS) data or State fatality data approved by NHTSA shall be used to determine the State's passenger vehicle occupant fatalities.

**(ii) Data Source**

The data source includes all road segments in a 2010 TIGER file provided by NHTSA. For state routes including interstates, US highways and state highways a road file that contained the VMT for road segments was received from the Louisiana DOTD. This file is also based on the TIGER but has VMT for interstates, US highways and State routes in addition to section length. The final file used contained road classification (interstate, US & State routes and local roads), road names, VMT, length of road segment and GPS coordinates.

**(iii) Exclusions**

Louisiana exercised the available exclusion option and removed rural local roads from the sample in counties that are not within Metropolitan Statistical Areas (MSAs), and other non-public roads, unnamed roads, unpaved roads, vehicular trails, access ramps, cul-de-sacs, traffic circles, and service drives from the dataset. No further exclusions were made.

**(iv) Stratification**

The stratification consists of a three stages: (1) regions, (2) parishes and (3) road types (interstate, US & State, local). In the first stage the state is divided into 8 planning regions. The second stage divides each region into the parishes comprising the region and falling into the group of parishes which make up the 85% of the passenger vehicle occupant fatalities. Figure 1 shows the Parishes. An analysis of the past survey results indicated that there are significant differences between highway types. Seat belt usage on interstates is significantly higher than seat belt usage on US highways and state roads, and on local roads. Thus the sample within a parish is stratified for road classes: (1) interstates, (2) US & state routes, (3) local roads.



observation sites is chosen based on probability sampling as specified in 1340.5 (2) (b), the specific observation site locations on the sampled road segments will be selected deterministically. More specifically, the probability sampling is based on vehicle miles traveled (VMT) in the region, parishes, and road segments, respectively. The VMT for the selection of interstate, US and state highway segments was obtained from the 2010 highway section file provided by the Louisiana DOTD. While some VMT is available for specific high traffic local roads there is no reliable VMT estimate for all local roads. The 2012 design used the number of crashes on local roads as a proxy for VMT. However, further analysis revealed that crash counts on local roads are unreliable because of misspellings of road names on the crash reports. Thus the 2013 design uses simple random sampling of local roads from the eligible road file provided by NHTSA from each parish included in the design.

**(vi) Observation Sites**

The selected road segments are listed in the Table A3 in Appendix A along with the probability of selection. The actual observation site will be chosen deterministically as specified in 1340.5 (b) (1)<sup>3</sup>. Each road segment has a specific length and may or may not contain an intersection. The actual observation site will be a point within the specified road segment where traffic is relative slow and it is safe to observe seat belt usage. Observation points cannot be confined to intersections only. The direction of traffic will be chosen randomly. Since it is not possible to observe seat belt usage on an interstate, one of the two off ramps at either end of the segment will be used instead. The observation point will be at the bottom of the off ramp. Which end of the interstate segment is used will be determined randomly.

**(vii) Sample Size and Sample Allocation**

The selection of parishes and road types and road segments proportional to VMT approximates the desired goal of the sample design, namely, that each vehicle on a road mile has the same chance of being chosen in a sample. The next issue in selecting road segments is to determine the number of road segments in each parish to be selected for observation. The sample size for road segments should be chosen to

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may not be limited only to roads having a stop sign, stop light or State-maintained roads.

(iii)The sampling frame need not include: rural local roads, as classified by the Federal Highway Administration’s Functional Classification Guidelines, in counties that are not within a Metropolitan Statistical Area (MSA), as published by the Office of Management and Budget; non-public roads; unnamed roads; unpaved roads; vehicular trails; access ramps; cul-de-sacs; traffic circles; or service drives.

<sup>3</sup> § 1340.5 Selection of observation sites. (b) (1) The specific observation site locations on the sampled road segments may be deterministically selected;

minimize the variance of the estimator. If the cost for sampling is equal for all road segments, then the sample size which minimizes the variance of the estimator is proportional to the population size of the stratum, i.e. the VMT of the strata. In Louisiana, 38 of the 64 Parishes account for 85% of the occupant fatalities. These 38 parishes serve as the sampling frame as mentioned earlier. According to the NHTSA guidelines<sup>4</sup> from 2000, the suggested sample size for the number of road section is between 299 and 390 for the given number of Parishes and average number of road segments in the parishes. It was decided that all 38 parishes be included and that a sample of 336 road segments be distributed among these parishes. The reasoning behind this is that the objective of the design is to obtain not only the required precision for the whole state of Louisiana, but also an acceptable precision for each of the 8 regions. Many seat belt studies in Louisiana are carried out for selected regions. Thus the seat belt surveys need to have an acceptable precision of below 5% within regions to draw valid conclusions. The recommended number of parishes (15) selected by probability sampling proportional to VMT could lead to zero or one selected parishes in some regions. An analysis of prior year surveys showed that the between-parishes and between-road-classes variation accounted for most of the variation of the estimates. **Appendix A** shows the selected 38 Parishes.

The objective of allocating the total sample size of 336 road segments among the parishes was to minimize the total variance of the estimator. Therefore the number of allocated road segments was selected from the road classes proportional to their VMT (S., K. Thompson, 2002, p. 123). Using this distribution, 90 interstate road segments, 197 US & LA road segments and 49 local road segments were selected. Details for the allocation are given below.

Given a total sample size  $n$ , the optimal allocation (S., K. Thompson, 2002, p. 123) of sampling units to the eight (8) regions is

$$n_k = \frac{nVMT_k\sigma_k}{\sum_{i=1}^8 VMT_i\sigma_i} \quad (1)$$

where  $n = 336$  is the total starting sample size. The prior year survey data suggest that there is no significant difference between the standard deviations  $\sigma_i, i=1, 2, \dots, 8$ . Thus the average standard deviation of 4% was used. Hence, the sample size used for each region is

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<sup>4</sup> ([http://www.nhtsa.gov/nhtsa/whatsup/tea21/grantman/html/19c\\_StBeltSurvvyReg23CFR1340.html](http://www.nhtsa.gov/nhtsa/whatsup/tea21/grantman/html/19c_StBeltSurvvyReg23CFR1340.html))

$$n_k = \frac{nVMT_k}{\sum_{i=1}^8 VMT_i} \quad (2)$$

where  $VMT_k$  is the total VMT of the region  $k$ . Similarly, the allocation of the sample  $n_k$  among the parishes  $i=1, 2, \dots, r_k$  in region  $k$  was chosen proportionally to the VMT. Again, the within variance was not significant different between the parishes. Hence the sample size in parish  $i$  is

$$n_{ik} = \frac{n_k VMT_i}{\sum_{i=1}^{r_k} VMT_{ik}} \quad (3)$$

where  $r_k$  is the number of parishes in region  $k$  which are included in the 85% frame. The allocation of road segments to the road classes  $j=1$  (interstate), 2 (US & State), 3 (local) within parishes is

$$n_{jik} = \frac{n_{ik} VMT_{jik} \sigma_{jik}}{\sum_{j=1}^3 VMT_{jik} \sigma_{jik}} \quad (4)$$

Based on past surveys it was observed that the variances among road classes were found to be significantly different, with interstates having the smallest standard deviation (4%) and US, State and local roads having a standard deviation of 5%. Table A2 of **Appendix A** shows the number of selected road segments by parish which resulted from this distribution.

An estimate of the sample size in terms of number of vehicles was based on the ADT of the selected road sections. Accordingly, the estimated average number of vehicles per observation hour will be approximately 400,000. However, this does not take into account that exit ramps will be used for observation which have fewer vehicles than the interstates themselves. Experience with Louisiana's 2012 survey design with similar number of selected road segments and mix of road types has yielded between 67,009 observations.

### ***(viii) Observation Time Assignment***

Following the criterion 1340.6 (a) observations for the survey will be made on weekdays, as well as weekends, during daylight hours, which are defined as being between the hours of 7:00 am and 6:00 pm. According to criterion 1340.6(b) the day of the week and the time of the day should be assigned randomly to the sites. However, because of cost and efficiencies data collection sites in close geographic proximity will be grouped and a route schedule for the group is developed. Therefore, the sites are grouped into small sets of locations with close geographic proximity that can be

observed during one day between daylight hours 7 a.m. and 6 p.m. by the assigned staff. The sets are randomly assigned to a day of the week (Sunday to Saturday). For each set of sites assigned randomly to a day of the week one site is randomly assigned as the first site to be surveyed. Data collection will last 60 minutes. This observation time assignment balances between avoiding bias and minimizing cost of data collection. An optimal routing plan is then developed to minimize the travel time between all sites.

***(ix) Survey Statistician***

The survey statistician is Dr. Helmut Schneider, professor in the E. J. Ourso College of Business, Associate Dean of Research and Economic Development, Ourso Family Distinguished Professor, Chairman of Information Systems and Decision Sciences at LSU and Director of the Highway Safety Research Group Louisiana State University. Dr. Schneider received his degree in Operations Management and Statistics in 1978 and has taught statistics for 33 years including statistical sampling. He has published over 50 articles in refereed journals and written two books. He has over 15 years of experience in working with crash data and has analyzed the seat belt survey results since 2003. A resume is attached in Appendix C.

## **2. SAMPLE DESIGN**

The sample design described in this section fully complies with the Uniform Criteria in 23 CFR Part 1340. The subsection headings correspond to the administrative requirements of 23 CFR Subpart C (2).

***(i) Observation Period***

The observation period will start at the beginning of June and will end the first week of July. The survey should be conducted within approximately four weeks, i.e. 28 days.

***(ii) Rescheduling or Substitutions of Sites***

The requirement in 1340.5 (b) (2) stipulates the selection of alternate sites<sup>5</sup>. If a site on the road segment is temporarily not available for observation because of weather or other temporary issues, the observation site is rescheduled on the same day

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<sup>5</sup> § 1340.5 Selection of observation sites. (b) (2)

An alternate observation site may be used to replace an observation site selected based on probability sampling if it is located in the same county or county-equivalent, and has the same roadway classification (e.g., local road segment, collector road segment) when using the protocol of substitution and rescheduling of observation sites pursuant to paragraph (c) of this section.

of the week and at the same time of the day in another week. If the observation team arrives at a site and cannot conduct the observation within the road segment because of road construction, safety reasons or other reasons, the observation team may conduct the observation at an alternative safe location on the adjoining road segment. A location on the same route maintaining the originally specified traffic direction is selected. Changes must be documented in the comments section, indicating the site number and the reason for the change, and in the selected road and closest intersecting road columns of the Traffic Recording Form. If neither of the two adjoining road segments are available, an alternate road section from the list of “alternates” is chosen and if it cannot be observed at the same day it must be rescheduled in another week at the same day of week and the approximate the same time <sup>6</sup>. To meet the requirement (located in the same county or county-equivalent, and has the same roadway classification, 1340.5 (b) (2)), 1 to 2 alternate sites were prepared for each parish included for each local, state route and interstate. This alternate site will be used as a permanent replacement in future surveys. A list of alternate road segments is provided in Table 4 of Appendix A.

***(iii) Non-Response Rate<sup>7</sup>:***

If the non-response rate exceeds 10% additional observations will be scheduled. Simple random sampling of the 336 sites will be used to schedule additional observations and a day of week and time of day will be assigned randomly to the selected site. Observations will be conducted for one hour at the selected site. After the

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<sup>6</sup> § 1340.7 Observation procedures.

(c) *Requirements for substitution and rescheduling of observation sites.* The survey design shall include at a minimum the following protocols:

(1) *Protocol when observation site is temporarily unavailable for data collection.*

(i) Observers shall return to the observation site at another time provided that it is on the same day of the week and at same time of the day or select an alternate observation site, as described in paragraph (b)(2) of this section, provided the data are collected on the same day and at approximately the same time as the originally- scheduled observation site.

(ii) The original observation site must be used for future data collections.

(2) *Protocol when observation site is permanently unavailable for data collection.*

(i) Except as provided in paragraph (c)(2)(ii), another observation site shall be selected in accordance with paragraph (b) of this section.

(ii) If it is not feasible to select another observation site based on probability sampling for the current data collection, an alternate observation site, as described in paragraph (b)(2) of this section, may be selected, provided the data is collected on the same day and at approximately the same time as the originally-scheduled observation site.

(iii) For future data collections, another observation site must be selected based on probability sampling in accordance with paragraph (b) of this section.

<sup>7</sup> § 1340.9 Computation of estimates.

(f) *Nonresponse rate.*

(1) Subject to paragraph (f)(2) of this section, the nonresponse rate for the entire survey shall not exceed 10 percent for the ratio of the total number of recorded unknown values of belt use to the total number of drivers and passengers observed.

(2) The State shall include a procedure for collecting additional observations in the same calendar year of the survey to reduce the nonresponse rate to no more than 10 percent if the nonresponse rate in paragraph (f)(1) of this section exceeds 10 percent.

observations are complete the non-response rate will be computed. If it is still larger than 10% the next randomly chosen observation site is scheduled otherwise the observations are complete.

#### ***(iv) Data Recording Procedure***

A successful observational survey effort requires data collectors who fully understand their responsibilities, correctly use the data collection form, and recognize that the success of the effort revolves around their commitment to completing their assignments as specified. Careful editing at the end of every data collection day will ensure that all identifiers have been recorded on the form and that all entries are legible and accurate. Thus each of the observers will receive specific training for conducting the survey.

All data will be collected during the same calendar year as stipulated in 1340.7<sup>8</sup>. The specific procedure for selecting a data collection site on scheduled road segment observers must adhere to the following procedure<sup>9</sup>:

##### **a) Observation Site**

All observation sites, except on interstates, will consist of a point within the road segment. The observer should select a site at which it is safe to observe traffic. If the safest observation site is at an intersection then the traffic will be observed on the selected road segment and not the intersecting road. However, the observers cannot confine the data collection to stop lights and stop signs.

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<sup>8</sup> § 1340.7 Observation procedures.

(a) *Data collection dates.* All survey data shall be collected through direct observation completely within the calendar year for which the Statewide seat belt use rate will be reported. Except as provided in § 1340.5(c), the survey shall be conducted in accordance to the schedule determined in § 1340.6.

<sup>9</sup> § 1340.7 Observation procedures.

(b) *Roadway and direction(s) of observation—*

(1) *Intersections.* If an observation site is located at an intersection of road segments, the data shall be collected from the sampled road segment, not the intersecting road segment(s).

(2) *Roads with two-way traffic.* If an observation site is located on a road with traffic traveling in two directions, one or both directions of traffic may be observed, provided that—

(i) If only one direction of traffic is observed, that direction shall be chosen randomly;

(ii) If both directions of traffic are observed at the same time, States shall assign at least one person to observe each direction of traffic.

b) Direction of Travel

For observation sites with two-way travel only one direction of travel, i.e. the closest to the observation point, will be observed. The direction of traffic of observation sites on roads with two way traffic must be chosen randomly by flipping a coin. The travel direction will be recorded on the form.

c) Interstates

For interstate road segments off and on ramps will be selected for safety reasons. The direction of traffic must be selected randomly by flipping a coin and traffic on the off ramp of this traffic direction will be observed. The travel direction will be recorded on the form.

d) Qualifying Vehicles

All motor vehicles<sup>10</sup>, including, cars, vans, pickup trucks, SUVs and commercial vehicles with a GVW≤10,000 are eligible for observation. Also included are all trucks with a gross vehicle weight rating under 10,000 pounds (4500 kg), likely to be used for private transportation, including minivans, standard vans, sport utility vehicles (such as jeeps) and pickup trucks. To collect the data for this study the observer must stand on the curb or roadside of the selected road, facing the assigned direction of traffic; the observer should not stand in any traffic lane for safety reasons. If the select road is an interstate, the observer must not make observations on the interstate highway, but rather position him/herself at the base of the nearest signal or sign controlled off-ramp intersection.

e) Information Recorded

Louisiana's seat belt survey also requires the identification of four different vehicle types. The observer will identify the type vehicle (auto, pickup, SUV or van) for which an observation will be made. Safety restraint use must be recorded for all occupants unless they are in a child seat. For the driver a letter is written under the "Driver" section where "Y" indicates yes, safety restraint used", "N" indicates no safety restraint not used and "U" indicates safety restraint was not observable under the appropriate column depending on the type vehicle. For the driver and the outboard front seat passenger a letter is written under the "Pass" section

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<sup>10</sup> § 1340.7 Observation procedures.

(c) *Vehicle coverage.* Data shall be collected by direct observation from all passenger motor vehicles, including but not limited to passenger motor vehicles used for commercial purposes, passenger motor vehicles exempt from the State's seat belt use law and passenger motor vehicles bearing out-of-State license plates.

where “Y” indicates yes, safety restraint used”, “N” indicates no safety restraint not used” and “U” indicates safety restraint was not observable under the appropriate column depending on the type vehicle. Note that a blank in all three columns indicates that there was no outboard passenger present<sup>11</sup>.

f) Observation Time

Make observations for a one hour (60 minute) period. If no vehicles are observed during the one hour observation time period, the word zero for "yes" and "no " is recorded as well as all other information specific to that observation time period at that site. Data will be collected continuously for the one hour period. If for some reason the observer is unable to complete the entire one hour period, he/she must observe and record belt use for exactly 60 minutes to consider the observation session complete. The session must be rescheduled if for any reason it cannot be completed. If an observation is conducted for less than 60 minutes, it must be documented in the comments section the site number and the reason why the observation was conducted for less than 60 minutes.

g) Survey Preparation

It is important to work efficiently and minimize travel time. In order to do this, the schedule on the assignment sheet should be reviewed the night before, the observation sites on the assignment maps should be located and the best travel route to get from one site to another should be planned considering the time of day and local traffic patterns. It is recommend to obtain commercial parish maps for the parish(es) in which the survey is conducted to assist in identifying the observation sites.

h) Number of Lanes

For most sites, only the curb lane (the one closest to the observer) of traffic will be observed, unless the traffic volume is so light that belt use on all lanes in the

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<sup>11</sup> § 1340.7 Observation procedures.

(d) *Occupant coverage.* Data shall be collected by direct observation of all drivers and right front passengers, including right front passengers in booster seats, but excluding right front passengers in child safety seats. Observers shall record a person as—

(1)Belted if the shoulder belt is in front of the person’s shoulder;  
(2)Unbelted if the shoulder belt is not in front of the person’s shoulder;  
(3)Unknown if it cannot reasonably be determined whether the driver or right front passenger is belted.

(e) *Survey data.* At a minimum, the seat belt use data to be collected by direct observation shall include—

(1)Seat belt status of driver;  
(2)Presence of right front passenger; and  
(3)Seat belt status of right front passenger, if present.

same direction can be observed. It must be determined beforehand how many lanes in the assigned direction will be observed before the start of the observation. Traffic is observed only on these lanes throughout the observation time period. If an intersection is selected as the safest observation site and the intersection contains a turning lane, the observer should move back before the turning lane starts in order to conduct the observation. When recording the number of lanes in the direction of traffic the turning lane is not included. Both directions of traffic are never observed, regardless of how light the traffic flow is. For all interstate and controlled access sites, the observation will be conducted at the end of an off ramp, never directly on the interstate.

i) What to Count

Belt use will be observed for front seat occupants only. If there is more than one front seat passenger, only the outboard passenger is observed. If a child in the front seat is in a child booster seat, belt use is recorded excluding the passengers in child safety seats. However, children riding in the front seat, regardless of age, who are not in child restraint seats, must be observed as any other front seat passenger. Also, if the vehicle is equipped with shoulder belts and the person has the belt buckled but has the shoulder strap under his/her arm; this person is not considered to be wearing a shoulder belt.

j) Interval Observation for Heavy Traffic

In most situations it should be possible to observe every vehicle in the designated lane. However, if traffic is moving too fast to observe every vehicle, the observer should determine which vehicles can be observed, i.e., every second car, every third car, etc. This pattern should be followed for the entire observation period and noted in the "Interval" section of the Traffic Recording Form provided in the Appendix B.

k) Unknown

It is not possible to observe belt use in vehicles with tinted windows. In general, whenever the observer cannot determine whether or not a person is wearing the shoulder belt, it is recorded as unknown.

l) Police Officer

No police officer will be allowed to be present at the observation point and no signage communicating the seat belt survey will be allowed to be shown at the observation site<sup>12</sup>.

The predetermined items on the daily observation schedule sheet are described below (see Appendix B).

- (1) **Region.** The region within which the sites are located.
- (2) **Parish.** The parish within which the sites are located.
- (3) **Day of Week.** The day of the week on which the observations are to be made.
- (4) **Site # (Number).** A unique five-digit identifier that ties the observation location to the region, parish and the site description. The first digit of the site number identifies the region, the second and third digits identify the parish, and the last two digits are assigned sequentially within parish.
- (5) **Cluster.** The set of sites to be conducted during a given observation day.
- (6) **Sequence.** The sequence in which the sites are to be worked.
- (7) **Street traffic will be observed.** This is the identifier (name and/or route number) of the road on which the traffic will be observed.
- (8) **Site location.** Identifies the exact site location within the road segment.
- (9) **Direction.** The direction shown in this column indicates the general direction traffic to be observed is traveling. The direction should correspond with the direction the arrow on the map is pointing.
- (10) **Exit.** The exit number for interstate highway sites.

(v) ***Observers and Quality Control Inspectors***

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§ 1340.7 Observation procedures.

(f) *Data collection environment.* When collecting seat belt survey data—

(1) Observers shall not wear law enforcement uniforms;

(2) Police vehicles and persons in law enforcement uniforms shall not be positioned at observation sites;

(3) Communications by signage or any other means that a seat belt survey is being or will be conducted shall not be present in the vicinity of the observation site.

The number of observers trained and employed must be adequate to complete the survey within five weeks. Independent monitors are required to conduct random, unannounced visits to at least 5% (20) of the observation sites. The number of quality inspectors must be adequate to conduct the twenty (20) inspections. Since the actual survey will be conducted by an outside vendor through an RFP the following number of observers and quality inspectors serve only as a guideline for the minimum number of observer staff needed to complete the survey within 28 days. A survey team should consist of two observers to permit a safe and efficient observation and counting of vehicles and seat belt use. A team is expected to conduct observations at about five sites per day. To conduct surveys at all 390 sites within 28 days about three teams would be needed. One to two quality inspectors would be sufficient to visit 20 sites within the 28 days. Thus a combined observer staff of seven to eight seems adequate. However, to avoid unexpected events such as illness of staff to delay the completion of the survey, the minimum number of teams should be four. Thus a staff of a total of ten observers including QC inspectors is advised.

Both observers and quality inspectors will receive training in data collection procedures<sup>13</sup>. The training must cover at a minimum the contents shown in Appendix D. The training should last at a minimum one full day one-to-two weeks prior to the beginning of the survey. The quality inspector may include observers who are not conducting surveys at the inspected sites. The survey results will be reviewed and estimates will be computed by a survey statistician.

The QC Monitor will make unannounced visits to at least 20 randomly selected data collection sites within the state. During these visits, the QC Monitor will first evaluate the Data Collector's performance from a distance (if possible), and then work alongside the Data Collector. The QC Monitor will ensure that the Data Collector is following all survey protocol including: being on time at assigned sites, completing the cover sheet and observation forms, and making accurate observations of seat belt use. The QC Monitor will prepare a site visit report highlighting any problems with data collection site locations and Data Collector performance.

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<sup>13</sup> § 1340.8 Quality control.

*(a)Quality control monitors.* Monitors shall conduct random, unannounced visits to no less than five percent of the observation sites for the purpose of quality control. The same individual shall not serve as both the observer and quality control monitor at the same observation site at the same time.

*(b)Training.* Observers and quality control monitors involved in seat belt use surveys shall have received training in data collection procedures within the past twelve months. Observers and quality control monitors shall be trained in the observation procedures of § 1340.7 and in the substitution and rescheduling requirements of § 1340.5(c).

*(c)Statistical review.* Survey results shall be reviewed and approved by a survey statistician, i.e., a person with knowledge of the design of probability-based multi-stage samples, statistical estimators from such designs, and variance estimation of such estimators.

In the event it is discovered that a Data Collector has falsified data, the Data Collector will be replaced by the back-up Data Collector. The back-up Data Collector will revisit all sites proven to be or suspected to be falsified and recollect all data.

At the end of each day, the Data Collector will mail the forms to the office collecting the data. The QC Monitor will review the forms. If the rate of unknowns exceeds 10% for any site (potentially leading to an overall nonresponse rate of 10% or more), then the Data Collector will be sent back to that site for an additional one hour observation period. This additional time must be recorded on the form.

### **3. ESTIMATION**

The sampling scheme consists of a multi-level stratification design. There are eight regions each with a number of parishes included in the frame. Each parish included in the frame will have samples of local roads, interstates and US & State highways. While the interstates and US & State road segments are selected proportionally to VMT from a frame consisting of all eligible road segments, the samples of local road segments are selected by simple random sampling with equal probability from a frame consisting of all eligible road segments. Simple random sampling is used for local roads because there is no reliable VMT information available. The Figures 1 and 2 above show the parishes and stages for the sampling plan, respectively. Note only Region 4 is shown in detail in the Figure 2 with the 1st and nth parish.

At the road level a probability sampling using clustering is employed. More specifically, at the road level, individual road segments are randomly selected with probability proportional to VMT for Interstates, US highways and state routes and simple random sampling for local streets. The estimator for the percentage of front-seat occupants wearing seat belts is a weighted average of the estimates at the road level.

#### ***(i) Estimator for the Percentage***

The following notation is used:

$\hat{p}_r$ , ratio estimator of percentage of front-seat occupants wearing seat belts in the state of Louisiana

$N_{yijkm}$  is the observed number of front-seat occupants that wear a seat belt on the selected road segment  $m$  from road class  $j=1,2,3$  (1=intestates, 2=US&LA highways, 3=local) in parish  $i$  of in region  $k=1,\dots,8$ .

$N_{tijk m}$  is the total number of front-seat occupants observed on the selected road segment  $m$  from road class  $j=1,2,3$  (1=intestates, 2=US&LA highways, 3=local) in parish  $i$  of in region  $k=1,\dots,8$ .

$\pi_{tijk m}$  is the global selection probability for road segment  $m$  in parish  $i$  of road class  $j=1,2,3$  (1=intestates, 2=US&LA highways, 3=local) in region  $k=1,\dots,8$ .

The requirements stipulate that the inclusion probabilities are provided for each site reflecting all stages of the design. Since the design involves several stages the global inclusion probabilities are computed as the product of the conditional probabilities for each stage. Thus the selection probabilities reflecting all stages are

$$\begin{aligned}\pi_{ijkm} &= \pi_m | ijk \times \pi_j | ik \times \pi_i | k \times \pi_k \\ &= \pi_m | ijk \times \frac{VMT_{ijk}}{VMT_{ik}} \frac{VMT_{ik}}{VMT_k} \frac{\tilde{V}MT_k}{VMT} \approx \pi_m | ijk \times \frac{n_{ijk}}{n_{ik}} \frac{n_{ik}}{n_k} \frac{n_k}{n}\end{aligned}\quad (5)$$

where VMT is the state wide vehicle miles traveled,  $\tilde{V}MT_k$  is the total vehicle miles traveled in region  $k$  (including all parishes of the region). Since the sample sizes are integer the sample weights are more accurately reflected by the second term.

The ratio estimator in (6) is used to compute the state total percentage seat belt use for all front-seat passengers.

$$\hat{p}_r = \frac{\sum_{m=1}^{n_{ijk}} \frac{N_{yijkm}}{\pi_{ijkm}}}{\sum_{m=1}^{n_{ijk}} \frac{N_{tijk m}}{\pi_{ijkm}}} = \frac{\hat{t}_{ry}}{\hat{t}_{rt}} \quad (6)$$

## (ii) Variance

It should be noted that ratio estimators are not unbiased. Since this estimator is not unbiased the mean squared error can be used for estimating the variance (S., K. Thompson, 2002, p. 78). The approximate variance of the estimator (6) is computed using PROC SURVEY in SAS.

**(iii) Imputation**

The survey data will be used without exclusion and the average and standard error will be estimated using the formulas in this section. No data editing or imputation will be used.

**(iv) Sampling weight adjustment for non-usable data**

If a site has no usable data then the sampling weights are adjusted appropriately as given by the formulas, i.e. weights will be recalculated based on the missing observation site. Specifically, the inclusion probabilities  $\pi_{ijk_m}$  will be recomputed based on the smaller sample size.

**(v) Standard Error<sup>14</sup>**

The “estimated seat belt use rate must have a standard error of no more than 2.5 percentage points.” (§ 1340.5 Selection of observation sites. (a) (2) (d) Based on the analysis of the 2012 survey, which had on the average a standard error of 2%, this requirement is very likely to be met by the proposed design. However, if the standard error should unexpectedly be higher than 2.5 percentage points, the same procedure used in case of an unacceptable non-response rate will be followed. This procedure was described above. The observations will follow the same procedure as the original survey.

## 4. References

1. Horvitz, D.G. and Thompson, D.J. (1952), A Generalization of sampling without replacement from finite Universe, Journal of the American Statistical Association, 77, 898-96.
2. Scheaffer, Mendenhall and Ott, 1990, Elementary Survey Sampling, PWS-Kent Publishing.

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<sup>14</sup> (g) Variance estimation.

(1) Subject to paragraph (g)(2) of this section, the estimated standard error, using the variance estimation method in the survey design, shall not exceed 2.5 percentage points.

(2) If the standard error exceeds this threshold, additional observations shall be conducted in the same calendar year of the survey until the standard error does not exceed 2.5 percentage points.

3. Seat Belt Survey regulation, Final Ruling for Section 157 Surveys, 23CRF Part 1340, 2000, available at [http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/19c\\_StBeltSurvReg23CFR1340.html](http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/19c_StBeltSurvReg23CFR1340.html)
4. Thompson, S., K., 2002, Sampling, Wiley.
5. Uniform Criteria for State Observational Surveys of Seat Belt, 23 CFR Part 1340 [Docket No. NHTSA–2010–0002], RIN 2127–AK41, DEPARTMENT OF TRANSPORTATION, National Highway Traffic Safety Administration, March 28, 2011.

## **5. Appendix A - Tables**

## **6. Appendix B - Forms**

## **7. Appendix C - Curriculum Vitae**

## **8. Appendix D – Training Contents**

Appendix to  
Seat Belt Use Survey Design  
For  
Louisiana

Sampling, Data Collection and Estimation Plan  
2013

Submitted to  
National Highway Traffic Safety Administration  
Traffic Safety Programs  
1200 New Jersey Avenue SE  
Washington, DC 20590

March 3<sup>rd</sup>, 2013

By: Dr. Helmut Schneider  
On behalf of

John LeBlanc  
Executive Director  
Louisiana Highway Safety Commission  
Baton Rouge, Louisiana, USA

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## Appendix A: Tables

### i. Table A1: Selected Parishes

Parish	REGION	Parish	# Fatalities FARS	2006-2009 FARS
1	4	Acadia	13.5	2.00%
3	2	Ascension	19	4.80%
4	3	Assumption	7	5.80%
6	5	Beauregard	8.25	7.00%
8	7	Bossier	10.25	8.50%
9	7	Caddo	29.25	12.80%
10	5	Calcasieu	35.25	17.90%
16	7	De Soto	8	19.10%
17	2	East Baton Rouge	39.75	24.90%
20	4	Evangeline	7	26.00%
23	4	Iberia	12.25	27.80%
24	2	Iberville	12	29.50%
26	1	Jefferson	20.75	32.60%
27	5	Jefferson Davis	8.5	33.80%
28	4	Lafayette	23.75	37.30%
29	3	Lafourche	20.5	40.30%
31	7	Lincoln	9.5	41.70%
32	2	Livingston	24.25	45.20%
35	7	Natchitoches	10.5	46.80%
36	1	Orleans	16.5	49.20%
37	8	Ouachita	15.25	51.40%
39	2	Pointe Coupee	7.75	52.60%
40	6	Rapides	17	55.10%
43	7	Sabine	7	56.10%
45	3	St. Charles	10.5	57.60%
47	3	St. James	8.5	58.90%
48	3	St. John	11.25	60.50%
49	4	St. Landry	18.75	63.30%
50	4	St. Martin	10.75	64.80%
51	4	St. Mary	8.75	66.10%
52	1	St. Tammany	34.75	71.20%
53	2	Tangipahoa	30	75.60%
55	3	Terrebonne	22.75	78.90%
56	8	Union	5.75	79.80%
57	4	Vermillion	8.5	81.00%
58	6	Vernon	9.75	82.50%
59	2	Washington	11.5	84.10%
61	2	West Baton Rouge	9.75	85.60%

ii. *Table A2: Number of Selected Road Segments by Parishes*

<b>REGION</b>	<b>Parish</b>	<b>INTERSTATES</b>	<b>LA&amp;US</b>	<b>LOCAL</b>	<b>Total Number</b>
1	Jefferson	2	10	7	19
1	Orleans	8	7	4	19
1	St. Tammany	8	12	4	24
2	Ascension	3	7	1	11
2	East Baton Rouge	10	18	6	34
2	Iberville	1	2	-	3
2	Livingston	4	7	2	13
2	Pointe Coupee	-	2	-	2
2	Tangipahoa	6	7	2	15
2	Washington	-	3	-	3
2	West Baton Rouge	2	3	-	5
3	Assumption	-	1	-	1
3	Lafourche	-	8	1	9
3	St. Charles	3	4	1	8
3	St. James	-	2	-	2
3	St. John	2	2	-	4
3	Terrebonne	-	7	1	8
4	Acadia	3	3	1	7
4	Evangeline	-	2	-	2
4	Iberia	-	5	1	6
4	Lafayette	3	10	3	16
4	St. Landry	2	6	1	9
4	St. Martin	2	3	-	5
4	St. Mary	-	4	-	4
4	Vermillion	-	4	1	5
5	Beauregard	-	2	-	2
5	Calcasieu	8	8	3	19
5	Jefferson Davis	2	2	-	4
6	Rapides	2	9	2	13
6	Vernon	-	3	-	3
7	Bossier	3	5	2	10
7	Caddo	7	12	4	23
7	De Soto	1	2	-	3
7	Lincoln	2	2	-	4
7	Natchitoches	2	3	-	5
7	Sabine	-	1	-	1
8	Ouachita	4	7	2	13
8	Union	-	2	-	2
	Total	90	197	49	336

iii. Table A3: Selected Road Segments

Site Number	Region	PARISH_CD	Highway Type	HWY_NUM or Name	Selection Probability	SECTION LENGTH	LAT1	LONG1
126101	1	26	Interstates	10	0.00198211	1.71	29.999180	-90.183870
126102	1	26	Interstates	10	0.00097965	1.15	30.008680	-90.227120
126201	1	26	US&State	48	0.00017334	0.98	29.938290	-90.212440
126202	1	26	US&State	61	0.00026488	0.70	29.974890	-90.160560
126203	1	26	US&State	48	0.00031564	1.83	29.952230	-90.214910
126204	1	26	US&State	61	0.00045989	1.34	29.975980	-90.187390
126205	1	26	US&State	90	0.00088242	1.91	29.910470	-90.181320
126206	1	26	US&State	90	0.00027060	0.82	29.958960	-90.173270
126207	1	26	US&State	61	0.00005829	0.24	29.980360	-90.276020
126208	1	26	US&State	45	0.00004356	0.30	29.898980	-90.100370
126209	1	26	US&State	3257	0.00003003	5.25	29.675550	-90.110230
126210	1	26	US&State	18	0.00001795	0.19	29.899730	-90.113620
126301	1	26	Local	Ridgelake Dr	0.00000586	0.06	29.983982	-90.154326
126302	1	26	Local	21st St	0.00000586	0.12	30.005931	-90.153029
126303	1	26	Local	Metairie Rd	0.00000586	0.16	29.986766	-90.140425
126304	1	26	Local	Ave D	0.00000586	0.04	29.899391	-90.147395
126305	1	26	Local	Franklin Ave	0.00000586	0.16	29.936880	-90.050429
126306	1	26	Local	Ave B	0.00000586	0.10	29.913933	-90.141097
126307	1	26	Local	10th St	0.00000586	0.15	29.914091	-90.055835
136101	1	36	Interstates	10	0.00012547	0.19	29.989880	-90.116050
136102	1	36	Interstates	10	0.00264802	6.52	30.079660	-89.920200
136103	1	36	Interstates	610	0.00067005	1.29	29.991230	-90.072060
136104	1	36	Interstates	10	0.00023564	0.38	30.007350	-90.016010
136105	1	36	Interstates	10	0.00047594	0.69	29.965580	-90.072130
136106	1	36	Interstates	10	0.00033832	0.38	29.964660	-90.103700
136107	1	36	Interstates	10	0.00113766	2.69	30.183330	-89.824390
136108	1	36	Interstates	610	0.00055584	1.38	29.995520	-90.110630
136201	1	36	US&State	90	0.00117350	1.07	29.950420	-90.085010
136202	1	36	US&State	61	0.00007641	0.27	29.969150	-90.106960
136203	1	36	US&State	428	0.00038419	0.56	29.928640	-90.029110
136204	1	36	US&State	90	0.00023825	8.93	30.066700	-89.805360
136205	1	36	US&State	11	0.00022792	5.20	30.074240	-89.862070
136206	1	36	US&State	90	0.00254440	2.32	29.941180	-90.071170
136207	1	36	US&State	90	0.00034125	2.54	30.015790	-89.979730
136301	1	36	Local	Jay St	0.00000157	0.10	30.023212	-90.080484
136302	1	36	Local	Foy St	0.00000157	0.12	29.996666	-90.080110
136303	1	36	Local	N White St	0.00000157	0.16	29.968656	-90.086917
136304	1	36	Local	Dryades St	0.00000157	0.04	29.932475	-90.089587
152101	1	52	Interstates	59	0.00087475	3.30	30.312140	-89.739240
152102	1	52	Interstates	10	0.00121150	2.70	30.247810	-89.763580
152103	1	52	Interstates	59	0.00117386	5.32	30.396760	-89.728330
152104	1	52	Interstates	12	0.00168643	5.41	30.414170	-90.042450
152105	1	52	Interstates	12	0.00107330	2.65	30.429410	-90.086430
152106	1	52	Interstates	12	0.00079801	2.56	30.372150	-89.958470
152107	1	52	Interstates	12	0.00086365	2.40	30.458080	-90.179470
152108	1	52	Interstates	10	0.00115686	3.10	30.212210	-89.793850
152201	1	52	US&State	190	0.00030668	2.42	30.328840	-89.980980
152202	1	52	US&State	11	0.00023854	2.02	30.332180	-89.761890

152203	1	52	US&State	190	0.00039114	1.31	30.494840	-90.097830
152204	1	52	US&State	59	0.00057624	3.51	30.363450	-90.061560
152205	1	52	US&State	25	0.00119742	6.53	30.523070	-90.123790
152206	1	52	US&State	1077	0.00000812	0.18	30.501710	-90.200540
152207	1	52	US&State	1082	0.00037678	8.35	30.522190	-90.045410
152208	1	52	US&State	22	0.00058737	2.30	30.404310	-90.155540
152209	1	52	US&State	433	0.00005760	0.40	30.271530	-89.793650
152210	1	52	US&State	190	0.00018756	4.44	30.503540	-90.244900
152211	1	52	US&State	190	0.00003557	0.15	30.498080	-90.105260
152212	1	52	US&State	190	0.00054100	1.75	30.284930	-89.747970
152301	1	52	Local	Pawns Ln	0.00000169	0.01	30.312477	-89.765408
152302	1	52	Local	Sticker Rd	0.00000169	0.30	30.606642	-89.883822
152303	1	52	Local	Sycamore Pl	0.00000169	0.03	30.374922	-90.032064
152304	1	52	Local	Blue Crane Dr	0.00000169	0.05	30.273819	-89.699778
203101	2	3	Interstates	10	0.00003846	4.260	30.17008	-90.87119
203102	2	3	Interstates	10	0.00136835	4.15	30.268580	-90.984800
203103	2	3	Interstates	10	0.00223631	4.71	30.330240	-91.013880
203201	2	3	US&State	935	0.00048469	2.02	30.247850	-90.903450
203202	2	3	US&State	308	0.00003545	0.57	30.095740	-91.004410
203203	2	3	US&State	61	0.00027178	1.83	30.211670	-90.881660
203204	2	3	US&State	70	0.00005151	1.79	30.079760	-90.956880
203205	2	3	US&State	429	0.00002475	0.62	30.238900	-90.965070
203206	2	3	US&State	61	0.00113575	3.22	30.300590	-90.970170
203207	2	3	US&State	42	0.00026417	1.59	30.320680	-90.947370
203301	2	3	Local	Mill Grove Dr	0.00000069	0.07	30.257663	-90.973505
217101	2	17	Interstates	10	0.00151065	1.08	30.422680	-91.135240
217102	2	17	Interstates	10	0.00206611	3.40	30.382980	-91.066850
217103	2	17	Interstates	10	0.00074180	0.86	30.439930	-91.203230
217104	2	17	Interstates	110	0.00046923	1.48	30.518940	-91.160290
217105	2	17	Interstates	10	0.00045817	0.40	30.424670	-91.154560
217106	2	17	Interstates	12	0.00134595	1.35	30.418340	-91.118840
217107	2	17	Interstates	10	0.00107191	0.76	30.423970	-91.147900
217108	2	17	Interstates	110	0.00008504	0.12	30.455910	-91.180650
217109	2	17	Interstates	10	0.00036445	0.50	30.439110	-91.188890
217110	2	17	Interstates	10	0.00055316	0.48	30.426140	-91.165760
217201	2	17	US&State	61	0.00101554	3.65	30.359000	-91.008630
217202	2	17	US&State	64	0.00010372	0.80	30.648880	-91.105230
217203	2	17	US&State	1248	0.00026101	0.70	30.388570	-91.093060
217204	2	17	US&State	73	0.00060137	2.67	30.362420	-91.003910
217205	2	17	US&State	61	0.00047424	1.92	30.551630	-91.197670
217206	2	17	US&State	19	0.00003543	0.13	30.535880	-91.178300
217207	2	17	US&State	408	0.00044378	2.03	30.520480	-91.179130
217208	2	17	US&State	3246	0.00015032	0.44	30.384480	-91.064850
217209	2	17	US&State	61	0.00112408	2.89	30.480860	-91.115950
217210	2	17	US&State	64	0.00020646	3.03	30.646850	-91.247710
217211	2	17	US&State	190	0.00029333	1.08	30.456170	-91.075490
217212	2	17	US&State	73	0.00022368	0.76	30.431500	-91.109730
217213	2	17	US&State	61	0.00008909	0.18	30.438640	-91.085780
217214	2	17	US&State	73	0.00021092	0.69	30.421770	-91.101190
217215	2	17	US&State	1248	0.00049218	1.32	30.337710	-91.116100
217216	2	17	US&State	3034	0.00039756	2.09	30.543130	-91.020460
217217	2	17	US&State	42	0.00024233	1.18	30.356880	-91.012390

217218	2	17	US&State	61	0.00094334	6.69	30.590180	-91.218170
217301	2	17	Local	Monterrey Dr	0.00000381	0.07	30.482318	-91.083733
217302	2	17	Local	Greenwell Springs Rd	0.00000381	0.12	30.708426	-90.868955
217303	2	17	Local	Baker Blvd	0.00000381	0.16	30.594271	-91.164791
217304	2	17	Local	Rhodes Ave	0.00000381	0.04	30.466440	-91.145452
217305	2	17	Local	Shoreline Dr	0.00000381	0.16	30.397487	-91.063993
217306	2	17	Local	Stoneliagh Dr	0.00000381	0.10	30.391182	-91.126103
224101	2	24	Interstates	10	0.00340029	7.95	30.366300	-91.634760
224102	2	24	Interstates	10	0.00006778	0.16	30.418160	-91.436330
224201	2	24	US&State	1	0.00002656	0.30	30.172460	-91.150100
232101	2	32	Interstates	12	0.00092261	2.45	30.473210	-90.837480
232102	2	32	Interstates	12	0.00198031	5.90	30.474120	-90.747810
232103	2	32	Interstates	12	0.00104028	2.90	30.473390	-90.796420
232104	2	32	Interstates	12	0.00100500	1.60	30.447230	-90.987330
232201	2	32	US&State	16	0.00012053	2.75	30.329450	-90.809790
232202	2	32	US&State	1026	0.00012472	1.91	30.422610	-90.923140
232203	2	32	US&State	449	0.00000230	0.39	30.498260	-90.837050
232204	2	32	US&State	16	0.00015822	2.01	30.333590	-90.850210
232205	2	32	US&State	190	0.00017845	1.33	30.484210	-90.938710
232206	2	32	US&State	447	0.00023046	2.26	30.504040	-90.864120
232207	2	32	US&State	1040	0.00006952	1.34	30.481650	-90.579260
232301	2	32	Local	Greenville Ave	0.00000097	0.22	30.596526	-90.927723
232302	2	32	Local	Tyler Ballard Rd	0.00000097	0.12	30.636294	-90.825215
239201	2	39	US&State	977	0.00003619	4.35	30.497270	-91.518120
239202	2	39	US&State	190	0.00006001	0.87	30.551910	-91.725030
253101	2	53	Interstates	12	0.00014442	0.40	30.478900	-90.463470
253102	2	53	Interstates	55	0.00105116	5.80	30.642890	-90.526090
253103	2	53	Interstates	55	0.00104889	4.70	30.577620	-90.504320
253104	2	53	Interstates	55	0.00041245	2.34	30.439860	-90.461450
253105	2	53	Interstates	55	0.00028239	1.32	30.480130	-90.489780
253106	2	53	Interstates	12	0.00113231	3.18	30.479090	-90.541860
253201	2	53	US&State	443	0.00027954	3.75	30.564560	-90.413020
253202	2	53	US&State	51	0.00021707	3.03	30.649990	-90.505440
253203	2	53	US&State	190	0.00005878	0.69	30.508820	-90.372460
253204	2	53	US&State	51	0.00003224	0.45	30.693730	-90.508410
253205	2	53	US&State	40	0.00016421	5.14	30.606560	-90.397160
253206	2	53	US&State	1061	0.00005092	5.91	30.773760	-90.443990
253207	2	53	US&State	190	0.00006912	0.35	30.504440	-90.516010
253301	2	53	Local	S 1st St	0.00002578	0.03	30.715531	-90.510387
253302	2	53	Local	E Thomas St	0.00002578	0.12	30.506601	-90.449975
259201	2	59	US&State	25	0.00012150	1.31	30.822210	-90.173710
259202	2	59	US&State	1075	0.00004044	0.49	30.738530	-89.875800
259203	2	59	US&State	16	0.00009244	3.88	30.765060	-90.129490
261101	2	61	Interstates	10	0.00031455	0.60	30.442940	-91.223450
261102	2	61	Interstates	10	0.00064266	1.75	30.453520	-91.269570
261201	2	61	US&State	1	0.00048404	1.57	30.410290	-91.227700
261202	2	61	US&State	1	0.00011458	0.77	30.452290	-91.210450
261203	2	61	US&State	76	0.00001901	0.34	30.451570	-91.224520
304201	3	4	US&State	70	0.00012847	2.70	30.001880	-91.065730
329201	3	29	US&State	3185	0.00011425	1.32	29.801320	-90.849560
329202	3	29	US&State	1	0.00063639	7.22	29.731340	-90.610290

329203	3	29	US&State	182	0.00002115	0.36	29.689720	-90.639280
329204	3	29	US&State	90	0.00069402	3.51	29.688770	-90.645630
329205	3	29	US&State	20	0.00005553	0.63	29.828260	-90.811030
329206	3	29	US&State	90	0.00082249	5.66	29.683550	-90.739460
329207	3	29	US&State	308	0.00001116	0.37	29.725560	-90.593040
329208	3	29	US&State	308	0.00018518	2.20	29.733310	-90.612210
329301	3	29	Local	Audubon Ave	0.00000062	0.03	29.787632	-90.806047
345101	3	45	Interstates	10	0.00329784	8.52	30.079550	-90.409800
345102	3	45	Interstates	310	0.00047219	2.11	29.937430	-90.376850
345103	3	45	Interstates	310	0.00099300	3.87	29.975260	-90.319040
345201	3	45	US&State	90	0.00024542	0.79	29.875980	-90.437830
345202	3	45	US&State	3127	0.00107916	8.71	29.993590	-90.499950
345203	3	45	US&State	90	0.00047574	1.69	29.882560	-90.427070
345204	3	45	US&State	90	0.00034848	1.46	29.821880	-90.478140
345301	3	45	Local	River Oaks Dr	0.00000088	0.15	29.903703	-90.360467
347201	3	47	US&State	44	0.00006557	2.90	30.034500	-90.699950
347202	3	47	US&State	18	0.00020529	6.86	29.982750	-90.831270
348101	3	48	Interstates	10	0.00058452	1.91	30.088470	-90.440980
348102	3	48	Interstates	10	0.00073634	3.64	30.105880	-90.498300
348201	3	48	US&State	61	0.00044512	3.24	30.077690	-90.527580
348202	3	48	US&State	636	0.00002451	0.67	30.061220	-90.498590
355201	3	55	US&State	57	0.00022378	0.96	29.587510	-90.701850
355202	3	55	US&State	90	0.00200187	13.14	29.668130	-91.047130
355203	3	55	US&State	3087	0.00014015	0.91	29.605500	-90.669570
355204	3	55	US&State	3040	0.00066294	2.52	29.604950	-90.746150
355205	3	55	US&State	90	0.00013102	0.86	29.681350	-90.811580
355206	3	55	US&State	24	0.00010590	0.53	29.598270	-90.718590
355207	3	55	US&State	311	0.00050517	3.70	29.606660	-90.772110
355301	3	55	Local	Mary Hughes Dr	0.00000058	0.11	29.572279	-90.689433
401101	4	1	Interstates	10	0.00031647	0.92	30.247840	-92.191210
401102	4	1	Interstates	10	0.00111616	4.29	30.234180	-92.461820
401103	4	1	Interstates	10	0.00146254	5.59	30.240350	-92.622250
401201	4	1	US&State	98	0.00026596	4.56	30.258540	-92.244700
401202	4	1	US&State	90	0.00006007	1.03	30.227230	-92.280470
401203	4	1	US&State	90	0.00010635	3.35	30.180910	-92.457360
401301	4	1	Local	Crowley Rayne Hwy	0.00000330	0.21	30.230508	-92.316510
420201	4	20	US&State	190	0.00011211	2.33	30.480580	-92.588400
420202	4	20	US&State	104	0.00002142	2.33	30.619160	-92.292840
423201	4	23	US&State	90	0.00024536	1.06	30.050950	-91.928460
423202	4	23	US&State	85	0.00006792	2.65	29.921820	-91.726490
423203	4	23	US&State	997	0.00008654	6.67	30.059320	-91.273230
423204	4	23	US&State	674	0.00037180	2.20	29.974150	-91.801590
423205	4	23	US&State	90	0.00057918	3.93	29.920530	-91.728590
423301	4	23	Local	Parkview Dr	0.00000471	0.01	30.002339	-91.801801
428101	4	28	Interstates	10	0.00014309	0.45	30.268280	-91.993890
428102	4	28	Interstates	10	0.00068139	1.67	30.247080	-92.066450
428103	4	28	Interstates	10	0.00068567	1.61	30.251530	-92.035730
428201	4	28	US&State	90	0.00024836	3.12	30.234960	-92.142060
428202	4	28	US&State	3073	0.00230504	6.24	30.145800	-92.032600
428203	4	28	US&State	3073	0.00075357	2.04	30.176710	-92.072840
428204	4	28	US&State	182	0.00015802	1.51	30.150940	-91.977430

428205	4	28	US&State	182	0.00044134	0.96	30.188430	-92.014000
428206	4	28	US&State	90	0.00048025	1.57	30.152120	-91.955650
428207	4	28	US&State	182	0.00004991	0.20	30.248520	-92.034910
428208	4	28	US&State	726	0.00005047	0.33	30.321740	-92.038560
428209	4	28	US&State	98	0.00007245	1.00	30.297840	-92.065580
428210	4	28	US&State	724	0.00012002	2.13	30.181140	-92.141910
428301	4	28	Local	W Willow St	0.00000132	0.05	30.243463	-92.062824
428302	4	28	Local	Landry Rd	0.00000132	0.12	30.211738	-92.145033
428303	4	28	Local	Pendleton Blvd	0.00000132	0.12	30.176531	-92.042469
449101	4	49	Interstates	49	0.00014589	1.35	30.616170	-92.046660
449102	4	49	Interstates	49	0.00062247	2.97	30.423680	-92.056700
449201	4	49	US&State	190	0.00012562	1.18	30.533970	-92.125050
449202	4	49	US&State	190	0.00020470	2.73	30.509420	-92.290810
449203	4	49	US&State	182	0.00013582	1.12	30.485550	-92.094190
449204	4	49	US&State	10	0.00007127	8.85	30.692720	-91.756270
449205	4	49	US&State	182	0.00019524	1.61	30.462940	-92.100050
449206	4	49	US&State	190	0.00009596	0.71	30.531800	-92.065750
449301	4	49	Local	W Landry St	0.00000099	0.02	30.535316	-92.101276
450101	4	50	Interstates	10	0.00115980	4.47	30.323730	-91.792130
450102	4	50	Interstates	10	0.00107661	4.03	30.345810	-91.710440
450201	4	50	US&State	10	0.00125638	4.01	30.300810	-91.896240
450202	4	50	US&State	10	0.00037691	1.20	30.316590	-91.825150
450203	4	50	US&State	10	0.00062465	1.81	30.281210	-91.950030
451201	4	51	US&State	90	0.00055437	2.28	29.687140	-91.247240
451202	4	51	US&State	90	0.00045813	2.60	29.677950	-91.288800
451203	4	51	US&State	319	0.00006287	8.09	29.715370	-91.877740
451204	4	51	US&State	322	0.00001073	0.45	29.801730	-91.500190
457201	4	57	US&State	167	0.00006516	0.34	30.117470	-92.123190
457202	4	57	US&State	14	0.00012231	6.23	30.021170	-92.615160
457203	4	57	US&State	167	0.00076038	4.99	30.020830	-92.123790
457204	4	57	US&State	167	0.00006217	0.38	30.103200	-92.124540
457301	4	57	Local	Veterans Memorial Dr	0.00001020	0.01	29.962809	-92.039787
506201	5	6	US&State	171	0.00000218	0.08	30.608860	-93.232620
506202	5	6	US&State	389	0.00000950	1.21	30.738180	-93.555590
510101	5	10	Interstates	10	0.00041247	1.17	30.176490	-93.587550
510102	5	10	Interstates	10	0.00052658	1.20	30.227110	-93.304230
510103	5	10	Interstates	10	0.00107289	3.40	30.154600	-93.638500
510104	5	10	Interstates	210	0.00024045	0.77	30.196710	-93.274320
510105	5	10	Interstates	10	0.00101042	2.43	30.215970	-93.365900
510106	5	10	Interstates	10	0.00322921	9.16	30.190180	-93.544460
510107	5	10	Interstates	10	0.00157872	4.99	30.247730	-93.097470
510108	5	10	Interstates	10	0.00045443	1.00	30.244790	-93.145730
510201	5	10	US&State	12	0.00025327	5.01	30.304000	-93.743120
510202	5	10	US&State	3092	0.00006615	1.26	30.139840	-93.179750
510203	5	10	US&State	171	0.00006066	0.20	30.246670	-93.180550
510204	5	10	US&State	1133	0.00017849	3.40	30.144950	-93.359130
510205	5	10	US&State	171	0.00019384	1.27	30.311600	-93.195600
510206	5	10	US&State	378	0.00020474	1.35	30.300740	-93.241510
510207	5	10	US&State	385	0.00026571	1.81	30.176210	-93.218530
510208	5	10	US&State	171	0.00026322	0.95	30.283110	-93.186670
510301	5	10	Local	N Railroad Ave	0.00000157	0.01	30.238568	-93.206738

510302	5	10	Local	Post Oak Rd	0.00000157	0.06	30.221105	-93.350810
510303	5	10	Local	Belle Ave	0.00000157	0.12	30.350103	-93.211087
527101	5	27	Interstates	10	0.00075952	3.39	30.247920	-92.742050
527102	5	27	Interstates	10	0.00137685	5.62	30.246700	-92.928550
527201	5	27	US&State	99	0.00009442	8.25	30.096100	-92.826150
527202	5	27	US&State	90	0.00010996	4.09	30.231470	-92.996710
640101	6	40	Interstates	49	0.00034611	3.77	31.323420	-92.460910
640102	6	40	Interstates	49	0.00061601	6.71	31.070860	-92.433210
640201	6	40	US&State	454	0.00008237	6.85	31.163020	-92.233560
640202	6	40	US&State	165	0.00031197	4.26	31.170530	-92.502840
640203	6	40	US&State	488	0.00006569	6.43	31.137330	-92.702670
640204	6	40	US&State	71	0.00008422	0.27	31.276150	-92.470210
640205	6	40	US&State	167	0.00005103	0.34	31.303840	-92.446540
640206	6	40	US&State	115	0.00008306	5.02	31.358200	-92.165030
640207	6	40	US&State	28	0.00038059	8.77	31.240800	-92.829250
640208	6	40	US&State	1205	0.00009227	3.78	31.325180	-92.281150
640209	6	40	US&State	112	0.00009436	10.76	30.994640	-92.731090
640301	6	40	Local	City Park Blvd	0.00000129	0.02	31.291592	-92.463414
640302	6	40	Local	Palmetto St	0.00000129	0.12	31.334865	-92.413817
658201	6	58	US&State	171	0.00003571	0.25	31.143310	-93.265030
658202	6	58	US&State	117	0.00015405	5.80	31.161200	-93.259830
658203	6	58	US&State	171	0.00017686	1.94	30.934300	-93.281900
708101	7	8	Interstates	220	0.00040817	2.20	32.556570	-93.763260
708102	7	8	Interstates	220	0.00031609	2.37	32.557790	-93.665550
708103	7	8	Interstates	20	0.00020844	0.77	32.539720	-93.630530
708201	7	8	US&State	3105	0.00042414	1.37	32.556230	-93.710370
708202	7	8	US&State	612	0.00007116	1.11	32.438320	-93.644960
708203	7	8	US&State	3	0.00028820	4.68	32.724180	-93.736190
708204	7	8	US&State	3	0.00042111	1.60	32.526160	-93.717610
708205	7	8	US&State	71	0.00015147	0.67	32.497340	-93.691000
708301	7	8	Local	Braeburn Ct	0.00000115	0.04	32.566868	-93.636469
708302	7	8	Local	Lawrence Dr	0.00000115	0.12	32.564178	-93.569463
709101	7	9	Interstates	220	0.00062138	2.86	32.520220	-93.808840
709102	7	9	Interstates	49	0.00090161	1.83	32.456690	-93.756840
709103	7	9	Interstates	20	0.00064931	1.04	32.496250	-93.760970
709104	7	9	Interstates	49	0.00118697	1.67	32.420290	-93.749560
709105	7	9	Interstates	220	0.00006000	0.23	32.556470	-93.777770
709106	7	9	Interstates	220	0.00036188	1.03	32.473050	-93.837310
709107	7	9	Interstates	20	0.00095670	2.30	32.443890	-93.938620
709201	7	9	US&State	526	0.00010117	0.40	32.405290	-93.730010
709202	7	9	US&State	1	0.00057133	2.11	32.404390	-93.696200
709203	7	9	US&State	2	0.00004817	2.84	32.894160	-93.871090
709204	7	9	US&State	1	0.00032622	1.43	32.479980	-93.722270
709205	7	9	US&State	3132	0.00143467	3.69	32.456080	-93.844330
709206	7	9	US&State	523	0.00014606	0.74	32.428070	-93.742560
709207	7	9	US&State	3132	0.00024756	0.80	32.420670	-93.762670
709208	7	9	US&State	3132	0.00091908	2.97	32.411240	-93.724840
709209	7	9	US&State	80	0.00004374	0.42	32.452390	-93.858530
709210	7	9	US&State	170	0.00003105	5.05	32.833240	-93.941510
709211	7	9	US&State	3032	0.00023292	1.03	32.479240	-93.716050
709212	7	9	US&State	2	0.00009264	4.67	32.811800	-93.980980
709301	7	9	Local	Daugherty Ave	0.00000209	0.15	32.583516	-93.888019

709302	7	9	Local	McCain Rd	0.00000209	0.12	32.651338	-93.909968
709303	7	9	Local	Ardis Taylor Dr	0.00000209	1.12	32.386089	-93.826637
709304	7	9	Local	Murphy St	0.00000209	0.12	32.500235	-93.777007
716101	7	16	Interstates	49	0.00069525	4.05	32.288670	-93.748020
716201	7	16	US&State	84	0.00003602	0.76	32.022850	-93.735060
716202	7	16	US&State	84	0.00014757	4.77	32.042250	-93.679460
731101	7	31	Interstates	20	0.00102190	5.63	32.538080	-92.510140
731102	7	31	Interstates	20	0.00013678	0.68	32.540650	-92.703600
731201	7	31	US&State	167	0.00008862	0.84	32.508540	-92.637490
731202	7	31	US&State	33	0.00023840	5.86	32.619800	-92.556730
735101	7	35	Interstates	49	0.00044457	4.48	31.568480	-92.996360
735102	7	35	Interstates	49	0.00043645	4.54	31.888610	-93.373730
735201	7	35	US&State	6	0.00015338	1.38	31.798480	-93.087430
735202	7	35	US&State	1	0.00012670	1.14	31.725750	-93.100320
735203	7	35	US&State	3278	0.00020100	1.52	31.730870	-93.152830
743201	7	43	US&State	171	0.00013162	4.71	31.578490	-93.501580
837101	8	37	Interstates	20	0.00049640	1.93	32.521400	-92.362680
837102	8	37	Interstates	20	0.00022129	0.37	32.501050	-92.106100
837103	8	37	Interstates	20	0.00087098	1.62	32.510810	-92.193530
837104	8	37	Interstates	20	0.00052515	1.26	32.498490	-92.075950
837201	8	37	US&State	15	0.00014056	5.51	32.397690	-91.992920
837202	8	37	US&State	841	0.00018974	7.19	32.350970	-92.105850
837203	8	37	US&State	837	0.00005295	4.63	32.537360	-92.359280
837204	8	37	US&State	546	0.00011258	4.74	32.460550	-92.294180
837205	8	37	US&State	165	0.00035130	2.56	32.647500	-92.057230
837206	8	37	US&State	3033	0.00007571	1.51	32.412590	-92.235000
837207	8	37	US&State	143	0.00004872	1.42	32.547240	-92.149330
837301	8	37	Local	Arlington Pl	0.00000133	0.07	32.531704	-92.140409
837302	8	37	Local	Standifer Ave	0.00000133	0.12	32.464434	-92.104420
856201	8	56	US&State	15	0.00000135	0.23	32.935170	-92.603190
856202	8	56	US&State	63	0.00002838	0.59	32.813230	-92.658780
126101	1	26	Interstates	10	0.00198211	1.71	29.999180	-90.183870
126102	1	26	Interstates	10	0.00097965	1.15	30.008680	-90.227120
126201	1	26	US&State	48	0.00017334	0.98	29.938290	-90.212440
126202	1	26	US&State	61	0.00026488	0.70	29.974890	-90.160560
126203	1	26	US&State	48	0.00031564	1.83	29.952230	-90.214910
126204	1	26	US&State	61	0.00045989	1.34	29.975980	-90.187390
126205	1	26	US&State	90	0.00088242	1.91	29.910470	-90.181320
126206	1	26	US&State	90	0.00027060	0.82	29.958960	-90.173270
126207	1	26	US&State	61	0.00005829	0.24	29.980360	-90.276020
126208	1	26	US&State	45	0.00004356	0.30	29.898980	-90.100370
126209	1	26	US&State	3257	0.00003003	5.25	29.675550	-90.110230
126210	1	26	US&State	18	0.00001795	0.19	29.899730	-90.113620
126301	1	26	Local	Ridgelake Dr	0.00000586	0.06	29.983982	-90.154326
126302	1	26	Local	21st St	0.00000586	0.12	30.005931	-90.153029
126303	1	26	Local	Metairie Rd	0.00000586	0.16	29.986766	-90.140425
126304	1	26	Local	Ave D	0.00000586	0.04	29.899391	-90.147395
126305	1	26	Local	Franklin Ave	0.00000586	0.16	29.936880	-90.050429
126306	1	26	Local	Ave B	0.00000586	0.10	29.913933	-90.141097
126307	1	26	Local	10th St	0.00000586	0.15	29.914091	-90.055835
136101	1	36	Interstates	10	0.00012547	0.19	29.989880	-90.116050
136102	1	36	Interstates	10	0.00264802	6.52	30.079660	-89.920200

136103	1	36	Interstates	610	0.00067005	1.29	29.991230	-90.072060
136104	1	36	Interstates	10	0.00023564	0.38	30.007350	-90.016010
136105	1	36	Interstates	10	0.00047594	0.69	29.965580	-90.072130
136106	1	36	Interstates	10	0.00033832	0.38	29.964660	-90.103700
136107	1	36	Interstates	10	0.00113766	2.69	30.183330	-89.824390
136108	1	36	Interstates	610	0.00055584	1.38	29.995520	-90.110630
136201	1	36	US&State	90	0.00117350	1.07	29.950420	-90.085010
136202	1	36	US&State	61	0.00007641	0.27	29.969150	-90.106960
136203	1	36	US&State	428	0.00038419	0.56	29.928640	-90.029110
136204	1	36	US&State	90	0.00023825	8.93	30.066700	-89.805360
136205	1	36	US&State	11	0.00022792	5.20	30.074240	-89.862070
136206	1	36	US&State	90	0.00254440	2.32	29.941180	-90.071170
136207	1	36	US&State	90	0.00034125	2.54	30.015790	-89.979730
136301	1	36	Local	Jay St	0.00000157	0.10	30.023212	-90.080484
136302	1	36	Local	Foy St	0.00000157	0.12	29.996666	-90.080110
136303	1	36	Local	N White St	0.00000157	0.16	29.968656	-90.086917
136304	1	36	Local	Dryades St	0.00000157	0.04	29.932475	-90.089587
152101	1	52	Interstates	59	0.00087475	3.30	30.312140	-89.739240
152102	1	52	Interstates	10	0.00121150	2.70	30.247810	-89.763580
152103	1	52	Interstates	59	0.00117386	5.32	30.396760	-89.728330
152104	1	52	Interstates	12	0.00168643	5.41	30.414170	-90.042450
152105	1	52	Interstates	12	0.00107330	2.65	30.429410	-90.086430
152106	1	52	Interstates	12	0.00079801	2.56	30.372150	-89.958470
152107	1	52	Interstates	12	0.00086365	2.40	30.458080	-90.179470
152108	1	52	Interstates	10	0.00115686	3.10	30.212210	-89.793850
152201	1	52	US&State	190	0.00030668	2.42	30.328840	-89.980980
152202	1	52	US&State	11	0.00023854	2.02	30.332180	-89.761890
152203	1	52	US&State	190	0.00039114	1.31	30.494840	-90.097830
152204	1	52	US&State	59	0.00057624	3.51	30.363450	-90.061560
152205	1	52	US&State	25	0.00119742	6.53	30.523070	-90.123790
152206	1	52	US&State	1077	0.00000812	0.18	30.501710	-90.200540
152207	1	52	US&State	1082	0.00037678	8.35	30.522190	-90.045410
152208	1	52	US&State	22	0.00058737	2.30	30.404310	-90.155540

iv. Table A4: Alternate Selected Road Segments

Site Number	Region	PARISH_CD	Highway Type	HWY_NUM or Name	Selection Probability	SECTION LENGTH	LAT1	LONG1
126103	1	26	Interstates	10	0.0011370	1.41	30.007850	-90.266270
126211	1	26	US&State	611	0.0000301	0.16	29.98889	-90.13234
126212	1	26	US&State	90	0.0005112	2.01	29.910720	-90.214470
126308	1	26	Local	Lapalco Blvd	0.00000586	0.05	29.879087	-90.038250
126309	1	26	Local	Power Blvd	0.00000586	0.12	30.014415	-90.223468
136109	1	36	Interstates	10	0.0000856	0.11	29.978550	-90.112660
136110	1	36	Interstates	10	0.0007911	1.14	29.992940	-90.048770
136208	1	36	US&State	90	0.0003343	0.34	29.954000	-90.088790
136209	1	36	US&State	61	0.0002845	1.11	29.961680	-90.090560
136305	1	36	Local	Apple St	0.00000157	0.06	29.960556	-90.122731
136306	1	36	Local	Kerlrec St	0.00000157	0.12	29.973445	-90.072475
152109	1	52	Interstates	10	0.0007697	2.92	30.297610	-89.694910
152110	1	52	Interstates	59	0.0001113	0.42	30.306160	-89.740230
152213	1	52	US&State	1077	0.0003183	2.57	30.418710	-90.161450
152214	1	52	US&State	190	0.0002544	2.07	30.261230	-89.721360
152305	1	52	Local	Martin Ln	0.00000169	0.10	30.271124	-89.819831
152306	1	52	Local	Fitzgerald Church Rd	0.00000169	0.12	30.592014	-90.100082
203104	2	3	Interstates	10	0.0006678	2.10	30.208680	-90.945230
203105	2	3	Interstates	10	0.0007346	2.31	30.188470	-90.911290
203208	2	3	US&State	1	0.0001903	2.05	30.075770	-91.027050
203209	2	3	US&State	939	0.0000620	0.75	30.225690	-90.920740
203302	2	3	Local	Stanley St	0.00000344	0.10	30.331798	-90.976444
203303	2	3	Local	Miller Rd	0.00000138	0.12	30.287886	-90.989147
217111	2	17	Interstates	10	0.0009464	1.15	30.419040	-91.117700
217112	2	17	Interstates	10	0.0006552	1.05	30.392080	-91.080990
217219	2	17	US&State	42	0.0002703	1.67	30.350840	-91.083340
217220	2	17	US&State	408	0.0000832	1.69	30.557000	-91.030500
217307	2	17	Local	Nicholson Dr	0.00000381	0.11	30.414618	-91.187213
217308	2	17	Local	Drusilla Ln	0.00000381	0.12	30.425798	-91.084991
224103	2	24	Interstates	10	0.0014793	3.66	30.400800	-91.507710
224104	2	24	Interstates	10	0.0002780	0.65	30.363470	-91.645150
224203	2	24	US&State	30	0.0001752	3.28	30.258020	-91.098700
224204	2	24	US&State	75	0.0000480	2.26	30.214150	-91.095640
232105	2	32	Interstates	12	0.0005837	1.55	30.469940	-90.863170
232106	2	32	Interstates	12	0.0004322	1.22	30.477660	-90.578870
232208	2	32	US&State	190	0.0001922	3.98	30.504080	-90.659040
232209	2	32	US&State	63	0.0000180	0.84	30.510790	-90.752920
232303	2	32	Local	Rudy Lee Rd	0.00000097	0.07	30.353364	-90.776332
232304	2	32	Local	Florida Blvd	0.00000097	0.12	30.493244	-90.848169
239203	2	39	US&State	1	0.0001044	1.79	30.682280	-91.462360
239204	2	39	US&State	78	0.0000435	1.39	30.575980	-91.542890
253107	2	53	Interstates	55	0.0003589	2.79	30.873420	-90.532150
253108	2	53	Interstates	55	0.0004943	3.25	30.727650	-90.532800
253208	2	53	US&State	51	0.0002583	1.16	30.481340	-90.482700
253209	2	53	US&State	3234	0.0002194	1.10	30.519160	-90.497070
253303	2	53	Local	River Rd	0.00002578	0.27	30.514309	-90.381271
253304	2	53	Local	W University Ave	0.00002578	0.12	30.519193	-90.479586

259204	2	59	US&State	38	0.0001181	7.93	30.960660	-90.296520
259205	2	59	US&State	10	0.0001007	6.33	30.819490	-90.289990
261103	2	61	Interstates	10	0.0001573	0.30	30.440570	-91.213950
261104	2	61	Interstates	10	0.0001674	0.17	30.440140	-91.207090
261204	2	61	US&State	76	0.0000896	0.46	30.461240	-91.249560
261205	2	61	US&State	1	0.0005155	2.14	30.322960	-91.252950
304203	3	4	US&State	182	0.0000932	2.82	29.662040	-91.092100
304204	3	4	US&State	1	0.0000153	0.24	29.988830	-91.027860
329209	3	29	US&State	1	0.0007387	8.02	29.579610	-90.413230
329210	3	29	US&State	20	0.0003376	3.83	29.842520	-90.811760
329302	3	29	Local	1st St	0.00000124	0.12	29.641195	-90.547119
329303	3	29	Local	Connie St	0.00000124	0.02	29.624023	-90.496334
345104	3	45	Interstates	310	0.0008895	2.73	30.004500	-90.292380
345105	3	45	Interstates	310	0.0001501	0.52	29.944430	-90.372770
345205	3	45	US&State	631	0.0000838	4.60	29.824640	-90.471510
345206	3	45	US&State	61	0.0005637	2.75	29.979200	-90.333210
345302	3	45	Local	Magnolia Ave	0.00000175	0.01	29.900895	-90.385012
345303	3	45	Local	Dufresne Loop	0.00000175	0.12	29.939595	-90.383751
347203	3	47	US&State	3125	0.0006041	8.82	30.107580	-90.873700
347204	3	47	US&State	3125	0.0000438	0.64	30.054850	-90.715500
348103	3	48	Interstates	10	0.0005158	2.55	30.113020	-90.564290
348104	3	48	Interstates	10	0.0002913	1.44	30.109250	-90.521940
348203	3	48	US&State	3188	0.0000868	0.61	30.073610	-90.500880
348204	3	48	US&State	61	0.0002226	1.62	30.073490	-90.501100
355208	3	55	US&State	182	0.0002972	10.20	29.682700	-90.983370
355209	3	55	US&State	3087	0.0000996	0.46	29.595220	-90.676040
355302	3	55	Local	Gouaux Ave	0.00000115	0.01	29.601687	-90.721267
355303	3	55	Local	Louisa Dr	0.00000115	0.12	29.765989	-90.816344
401104	4	1	Interstates	10	0.0014031	4.53	30.235690	-92.358580
401105	4	1	Interstates	10	0.0003018	1.16	30.231890	-92.530000
401204	4	1	US&State	91	0.0000532	3.43	30.132360	-92.498230
401205	4	1	US&State	13	0.0000766	1.82	30.422550	-92.397670
401302	4	1	Local	Church Point Hwy	0.00000660	0.05	30.363283	-92.261768
401303	4	1	Local	The Boulevard	0.00000660	0.12	30.249259	-92.269743
420203	4	20	US&State	95	0.0000081	0.42	30.538850	-92.313390
420204	4	20	US&State	104	0.0001052	8.77	30.579640	-92.544800
423206	4	23	US&State	182	0.0001818	1.41	29.962560	-91.730040
423207	4	23	US&State	674	0.0001639	0.97	29.990790	-91.832740
423302	4	23	Local	S Main St	0.00000942	0.03	30.054337	-91.738544
423303	4	23	Local	Darnall Rd	0.00000942	0.12	29.943943	-91.770616
428104	4	28	Interstates	49	0.0001274	0.38	30.317160	-92.032220
428105	4	28	Interstates	49	0.0002698	1.04	30.364360	-92.048070
428211	4	28	US&State	176	0.00011894	1.09	30.230730	-92.009100
428212	4	28	US&State	182	0.00000912	0.15	30.355250	-92.051770
428304	4	28	Local	S Chestnut St	0.00000088	0.06	30.227066	-92.012711
428305	4	28	Local	S Frenchman Dr	0.00000088	0.12	30.205933	-92.147320
449103	4	49	Interstates	49	0.0006075	2.36	30.479010	-92.076250
449104	4	49	Interstates	49	0.0011444	11.42	30.645000	-92.052060
449207	4	49	US&State	167	0.0005242	7.55	30.659550	-92.194130
449208	4	49	US&State	190	0.0000194	0.17	30.546230	-91.957290
449302	4	49	Local	S Union St	0.00001453	0.01	30.518575	-92.082544
449303	4	49	Local	Saint Margaret Rd	0.00001453	0.12	30.437088	-92.244243

450103	4	50	Interstates	10	0.0000986	0.38	30.315520	-91.831320
450104	4	50	Interstates	10	0.0001710	0.64	30.342990	-91.720620
450204	4	50	US&State	10	0.0002638	0.84	30.320970	-91.805730
451205	4	51	US&State	90	0.0008339	3.97	29.697240	-91.164360
451206	4	51	US&State	182	0.0001434	4.66	29.783570	-91.496770
457205	4	57	US&State	35	0.0001539	8.23	29.845820	-92.296740
457206	4	57	US&State	700	0.0000887	4.94	30.035000	-92.275650
457303	4	57	Local	Veterans Memorial Dr	0.00002040	0.00	29.993463	-92.271072
457304	4	57	Local	Veterans Memorial Dr	0.00002040	0.12	29.962556	-92.066685
506202	5	6	US&State	26	0.0000989	6.35	30.804750	-93.113360
506203	5	6	US&State	171	0.0003225	7.53	30.402790	-93.232840
510109	5	10	Interstates	210	0.0004857	1.50	30.197090	-93.206980
510110	5	10	Interstates	210	0.0000593	0.19	30.225710	-93.307500
510209	5	10	US&State	27	0.0002872	4.22	30.344730	-93.376790
510210	5	10	US&State	14	0.0003450	1.30	30.179310	-93.179830
510304	5	10	Local	Aster St	0.00000157	0.07	30.198742	-93.200146
510305	5	10	Local	Persimmon Gully Rd	0.00000157	0.12	30.396281	-93.513186
527103	5	27	Interstates	10	0.0001299	0.58	30.245640	-92.641140
527104	5	27	Interstates	10	0.0002935	1.31	30.246640	-92.685400
527203	5	27	US&State	102	0.0000576	6.94	30.249800	-92.655250
527204	5	27	US&State	165	0.0001592	2.96	30.251970	-92.980830
640103	6	40	Interstates	49	0.0000661	0.72	31.301770	-92.446290
640104	6	40	Interstates	49	0.0003561	4.07	31.361670	-92.585450
640210	6	40	US&State	3170	0.0002245	3.88	31.183550	-92.419140
640211	6	40	US&State	28	0.0004553	3.27	31.332840	-92.397220
640303	6	40	Local	Georgia Dr	0.00000129	0.12	31.386475	-92.446291
658204	6	58	US&State	10	0.0001355	9.73	31.012240	-93.186820
658205	6	58	US&State	8	0.0000819	6.83	31.066360	-93.496300
708104	7	8	Interstates	220	0.0000931	0.58	32.547150	-93.632920
708105	7	8	Interstates	20	0.0004467	1.51	32.525640	-93.699400
708206	7	8	US&State	3105	0.0001455	0.47	32.575830	-93.714090
708207	7	8	US&State	3105	0.0001221	0.53	32.500440	-93.704270
708303	7	8	Local	Camellia Ln	0.00000115	0.05	32.543293	-93.669636
708304	7	8	Local	Hedge Dr	0.00000115	0.12	32.701781	-93.715848
709108	7	9	Interstates	20	0.0004208	0.74	32.449350	-93.880470
709109	7	9	Interstates	49	0.0005937	0.92	32.443340	-93.756690
709213	7	9	US&State	538	0.0001713	1.36	32.578120	-93.783810
709214	7	9	US&State	3132	0.0006415	1.65	32.415950	-93.789380
709305	7	9	Local	Spring Valley Dr	0.00000209	0.08	32.601922	-93.885706
709306	7	9	Local	Springridge Texas Line Rd	0.00000209	0.12	32.311985	-93.956095
716102	7	16	Interstates	49	0.0012400	8.98	32.123210	-93.611340
716103	7	16	Interstates	49	0.0008272	7.15	31.963690	-93.450660
716203	7	16	US&State	513	0.0000176	0.33	32.033710	-93.705240
716204	7	16	US&State	84	0.0000114	0.16	31.975550	-93.997980
731103	7	31	Interstates	20	0.0007282	4.78	32.557610	-92.879910
731104	7	31	Interstates	20	0.0002575	1.24	32.540300	-92.639210
731203	7	31	US&State	544	0.0000237	5.92	32.612570	-92.852390
731204	7	31	US&State	80	0.0000844	2.55	32.531900	-92.570280
735103	7	35	Interstates	49	0.0004100	4.52	31.615810	-93.055620

735104	7	35	Interstates	49	0.0000107	0.11	31.745930	-93.168240
735204	7	35	US&State	117	0.0000239	1.40	31.629010	-93.194930
735205	7	35	US&State	1223	0.0000591	0.80	31.739840	-93.081810
743203	7	43	US&State	1217	0.0000723	4.80	31.582330	-93.474110
743204	7	43	US&State	171	0.0000218	1.04	31.767800	-93.698850
837105	8	37	Interstates	20	0.0011291	3.32	32.493680	-92.046900
837106	8	37	Interstates	20	0.0007155	3.12	32.488740	-91.988470
837208	8	37	US&State	165	0.0005502	2.25	32.448400	-92.084950
837209	8	37	US&State	840	0.0001436	0.80	32.519820	-92.108980
837303	8	37	Local	Lapine Rd	0.00000133	0.02	32.331880	-92.323743
837304	8	37	Local	Golson Rd	0.00000133	0.12	32.511212	-92.324966
856203	8	56	US&State	827	0.0000125	4.91	32.901720	-92.233890
856204	8	56	US&State	63	0.0000219	1.04	32.922260	-92.655490
126103	1	26	Interstates	10	0.0011370	1.41	30.007850	-90.266270
126211	1	26	US&State	611	0.0000301	0.16	29.98889	-90.13234
126212	1	26	US&State	90	0.0005112	2.01	29.910720	-90.214470
126308	1	26	Local	Lapalco Blvd	0.00000586	0.05	29.879087	-90.038250
126309	1	26	Local	Power Blvd	0.00000586	0.12	30.014415	-90.223468
136109	1	36	Interstates	10	0.0000856	0.11	29.978550	-90.112660
136110	1	36	Interstates	10	0.0007911	1.14	29.992940	-90.048770
136208	1	36	US&State	90	0.0003343	0.34	29.954000	-90.088790
136209	1	36	US&State	61	0.0002845	1.11	29.961680	-90.090560
136305	1	36	Local	Apple St	0.00000157	0.06	29.960556	-90.122731
136306	1	36	Local	Kerlerec St	0.00000157	0.12	29.973445	-90.072475
152109	1	52	Interstates	10	0.0007697	2.92	30.297610	-89.694910
152110	1	52	Interstates	59	0.0001113	0.42	30.306160	-89.740230
152213	1	52	US&State	1077	0.0003183	2.57	30.418710	-90.161450
152214	1	52	US&State	190	0.0002544	2.07	30.261230	-89.721360
152305	1	52	Local	Martin Ln	0.00000169	0.10	30.271124	-89.819831
152306	1	52	Local	Fitzgerald Church Rd	0.00000169	0.12	30.592014	-90.100082
203104	2	3	Interstates	10	0.0006678	2.10	30.208680	-90.945230
203105	2	3	Interstates	10	0.0007346	2.31	30.188470	-90.911290
203208	2	3	US&State	1	0.0001903	2.05	30.075770	-91.027050
203209	2	3	US&State	939	0.0000620	0.75	30.225690	-90.920740
203302	2	3	Local	Stanley St	0.00000344	0.10	30.331798	-90.976444
203303	2	3	Local	Miller Rd	0.00000138	0.12	30.287886	-90.989147
217111	2	17	Interstates	10	0.0009464	1.15	30.419040	-91.117700
217112	2	17	Interstates	10	0.0006552	1.05	30.392080	-91.080990
217219	2	17	US&State	42	0.0002703	1.67	30.350840	-91.083340
217220	2	17	US&State	408	0.0000832	1.69	30.557000	-91.030500
217307	2	17	Local	Nicholson Dr	0.00000381	0.11	30.414618	-91.187213
217308	2	17	Local	Drusilla Ln	0.00000381	0.12	30.425798	-91.084991
224103	2	24	Interstates	10	0.0014793	3.66	30.400800	-91.507710
224104	2	24	Interstates	10	0.0002780	0.65	30.363470	-91.645150
224203	2	24	US&State	30	0.0001752	3.28	30.258020	-91.098700
224204	2	24	US&State	75	0.0000480	2.26	30.214150	-91.095640
232105	2	32	Interstates	12	0.0005837	1.55	30.469940	-90.863170
232106	2	32	Interstates	12	0.0004322	1.22	30.477660	-90.578870
232208	2	32	US&State	190	0.0001922	3.98	30.504080	-90.659040



## Appendix B: Recording Form

### Louisiana Seat Belt Observation Forms – Cover Sheet

Date: \_\_\_\_\_ - \_\_\_\_\_ - 2012                      Day of Week \_\_\_\_\_

Site Identification number: \_\_\_\_\_

Region: \_\_; Parish: \_\_\_\_\_; Cluster: \_\_\_\_\_; Sequence: \_\_\_\_\_  
Road Name: \_\_\_\_\_;

Closest intersecting road to observation site: \_\_\_\_\_  
(Exit Number for Interstates)

Site Location \_\_\_\_\_ [ \_\_\_\_\_ ] \_\_\_\_\_

(Mark with an X the approximate site location within the road segment. Mark with an X outside the "[ ]" when an alternate site within an adjoining road segment is used.)

#### Alternate Site Information:

Is this an alternate site?      No \_\_\_      Yes \_\_\_

Is this change permanent?      No \_\_\_      Yes \_\_\_

#### Reason for using an alternate site:

1. No safe observation location within road segment
2. Construction
3. Road closure
4. High speed makes it impossible to observe seat belt use

Other \_\_\_\_\_

\_\_\_\_\_

--

**Site Description:**

<b>Assigned traffic flow:</b>	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Number of lanes observed:</b>	_____			
<b>Total number of lanes in this direction:</b>	_____			
<b>Weather Conditions:</b>	<b>Clear</b>	<b>Light Fog</b>	<b>Light Rain</b>	

**Site Start and End Time:**

<b>Start time for observations:</b>	_____	<b>am/pm</b>
<b>End time for observations:</b>	_____	<b>am/pm</b>
<small>(Total observation period MUST last exactly 60 minutes)</small>		

**Louisiana Seat Belt Use Observation Forms – Observation Form**

Site Number: \_\_\_\_\_ Page \_\_\_ of \_\_\_

**Responses: Y = Yes, N = No, U = Unknown, NP = No Passenger**

Vehicle Number	Car		Pickup		SUV		Van	
	DRIVER	PASS	DRIVER	PASS	DRIVER	PASS	DRIVER	PASS
1								
2								
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## Appendix C: Curriculum Vitae

**Dr. Helmut Schneider**  
Louisiana State University  
Information Systems and Decision Sciences (ISDS)  
(225) 578-2516  
Email: hschnei@lsu.edu

### Education

Ph D, Free University of Berlin, 1978.  
Major: Operations Management and Statistics

MS, Technical University of Darmstadt, 1974.  
Major: Mathematics

### Professional Positions

#### **Academic - Post-Secondary**

Professor and Chairman, Louisiana State University. (1994 - Present).  
Professor, Louisiana State University. (1990 - 1994).  
Associate Professor, Louisiana State University. (1985 - 1990).  
Visiting Assistant Professor, University of Arkansas. (1984 - 1985).  
Visiting Assistant Professor, University of North Carolina. (1983 - 1984).  
Assistant Professor, Free University of Berlin. (1978 - 1983).  
Teaching Assistant, Free University of Berlin. (1974 - 1978).

### Professional Memberships

The American Statistical Association.  
The American Society for Quality Control.  
The Institute of Decision Sciences.  
Informs  
Association of Transportation safety Information Professionals

## TEACHING

### Teaching Experience

Louisiana State University, University of Arkansas, University of North Carolina, and University of Berlin

1100 Introduction to Management Information Systems  
2000 Introduction to Business Statistics

2001 Statistical Methods and Models  
3070 Independent Reading and Research in Information Systems and Decision Sciences  
3075 Internship in Information Systems and Decision Sciences  
4000 Introduction to Statistical Theory  
4010 Basic Forecasting Models  
4011 Sample Survey Methods  
4012 Applied Nonparametric Statistics  
4111 Enterprise Systems  
4200 Quality Management  
7000 Statistical Theory  
7009 Simulation of Stochastic Processes  
7020 Theory of Stochastic Processes  
7021 Sample Design and Analysis  
7024 Advanced Statistical Analysis for Research I  
7025 Advanced Statistical Analysis for Research II  
7027 Advanced Forecasting Models  
7070 Seminar in Advanced Business Problems  
7103 Survey of Operations Research: Stochastic Methods  
7105 Digital Methods  
7107 Dynamic Programming  
7200 Quality and Productivity Management  
7555 Auditing Enterprise Systems

### RESEARCH

#### Published Intellectual Contributions

##### **Books**

Pruett, J. and Schneider, H. (1992). *Essentials of SPC in the Process Industry*. Instrument Society of America.

Schneider, H. (1986). *Truncated and Censored Samples from Normal Populations*. New York: Marcel and Dekker.

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Schneider, H. (2011). *1994 -2010 Louisiana Traffic Records Report*.

## Presentations Given

Schneider, H. (Author Only), Soysal, O. (Author Only), Erdem, M. (Presenter & Author), Hutchinson, C. (Author Only), 25th Annual Louisiana Remote Sensing and GIS Workshop, "Spatial Analysis of Alcohol-related Motor Vehicle Crashes: A Case Study of Lafayette Parish, LA," Baton Rouge, LA, USA. (2009).

Soysal, O. (Presenter & Author), Erdem, M. (Author Only), Schneider, H. (Author Only), Hutchinson, C. (Author Only), 25th Annual Louisiana Remote Sensing and GIS Workshop, 2009, "Assisting Policy Makers by Geo-Spatial Analysis Tools; a Case Study of CMV Crashes to Analyze Manner of Collisions in Louisiana," Baton Rouge, LA, USA. (2009).

Woosley, J., Kelle, P., Schneider, H., Wiley-Patton, S., DSI Conference, "Pharmaceutical Supply Chain Management," DSI, New Orleans, LA. (November 2009).

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Kelle, P., Schneider, H., Woosley, J., Wiley-Patton, S., AMCIS Conference, "Decision Support in Healthcare Supply Chain Management and Pharmaceutical Inventory Control," AMCIS, San Antonio, TX. (August 2009).

Kelle, P., Schneider, H., Woosley, J., Wiley-Patton, S., EURO International Conference, "Pharmaceutical supply chain and inventory decisions for a hospital," EURO, Bonn, Germany. (July 2009).

Schneider, H., Kelle, P., Woosley, J., Wiley-Patton, S., POMS Conference, "Pharmaceutical Supply Chain Specifics and Inventory Solutions for a Hospital," POMS, Orlando, FL. (June 2009).

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## Appendix D: Training Contents

- a. Data Collection Techniques
  - Eligible vehicles
  - Definitions of belt/booster seat use
  - Observation protocol
  
- b. Scheduling and Rescheduling
  - Site Assignment Sheet
  - Day of week
  - Survey hours
  - Duration of observation at each site
  - Temporary impediments such as weather
  - Permanent impediments at data collection sites
  
- c. Site Locations
  - Locating assigned sites
  - Interstate ramps and surface streets
  - Direction of travel/number of observed lanes
  - Site selection requirements (intersections/non-intersections)
  - Ramps and surface streets
  - Alternate road segment selection
  
- d. Data Collection Forms
  - Cover sheet
  - Recording observations (known and unknown seat belt use)
  - Recording alternate site information
  - Recording seat belt use
  - Recording vehicle type
  - Assembling forms for shipment
  
- e. Safety Issues
  - Things to consider
  - Clothing
  
- f. Quality Control Inspectors
  - Role of the inspector
  - Principles of auditing
  - Planning unannounced visits
  - Actions when non-compliance is found

ATTACHMENT IV

RFP Cost Template

<u>Description</u>	<u>Combined</u>	<u>Cost</u>
2016 Observational Safety Belt Survey		
2016 Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving		
2016 Motorcycle Helmet Observational Survey		
Distracted Driving Survey		
Pre-Observational Safety Belt Survey		
Child Passenger Restraint Usage Survey		
2017 Motorcycle Helmet Observational Survey		
2017 Observational Safety Belt Survey		
2017 Attitudinal Survey on Seat Belts, Speeding, and Impaired Driving		
Nighttime Observational Safety Belt Survey		
Rear Seat Belt Observational Survey		
<b>Total Cost</b>		<b>\$ -</b>

\* Report is included in survey cost.  
 \*\*If surveys are combined, please indicate with a C1 for the combined efforts. If a 2nd series of surveys are combined together, please indicate with a C2, etc.

**Proposer:**