



Destination Safe Guidelines

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1. About Destination Safe

Purpose

Destination Safe was formed as a coalition between the Kansas and Missouri Departments of Transportation, Mid-America Regional Council, Pioneer Trails Regional Planning Commission along with regional organization partners in 2004 for the purpose of uniting regional efforts to reduce traffic crash fatalities and serious injuries. Destination Safe affects change by developing, implementing, and enhancing comprehensive transportation safety efforts for the bi-state Kansas City metro and surrounding rural areas. It works to achieve performance measure targets identified in the Destination Safe Transportation Safety Plan.

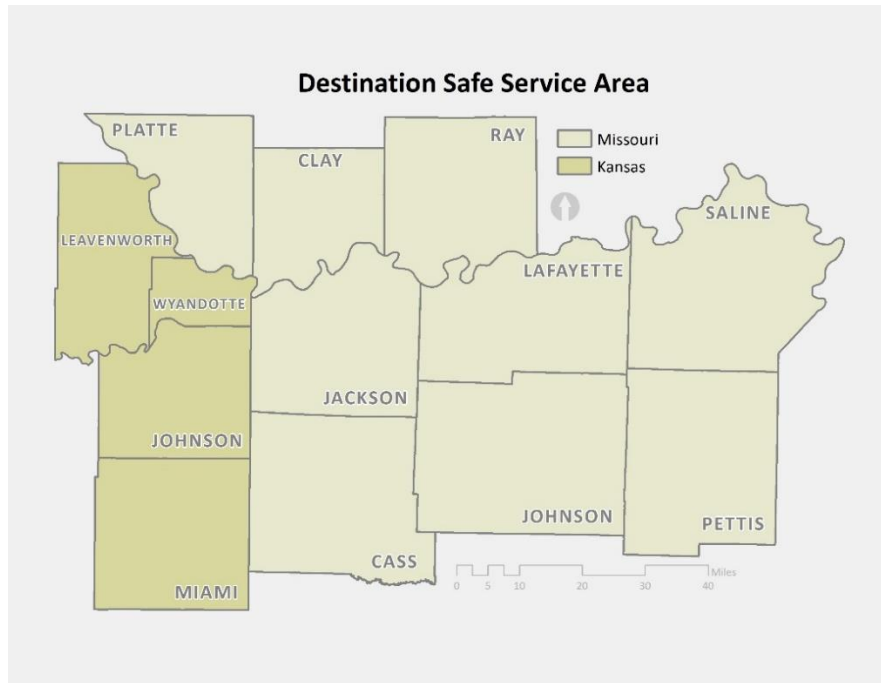
Strategies

Destination Safe members believe one roadway death is too many and work together to create the safest transportation system possible by supporting the following strategies:

- Growing and Enduring Partnerships
- Meaningful Safety Analysis and Research
- Strong Public and Private Safety Policy
- Robust Law Enforcement Programs
- Effective Public Education Programs
- Infrastructure and Technology that Support Multi-modal Safety
- Efficient Emergency Response and Traffic Incident Management
- Land Use That Supports Transit Mobility to Reduce VMT

Region

Destination Safe includes the counties of Johnson, Leavenworth, Miami and Wyandotte in Kansas and Cass, Clay, Jackson, Johnson, Lafayette, Pettis, Platte, Ray and Saline in Missouri.



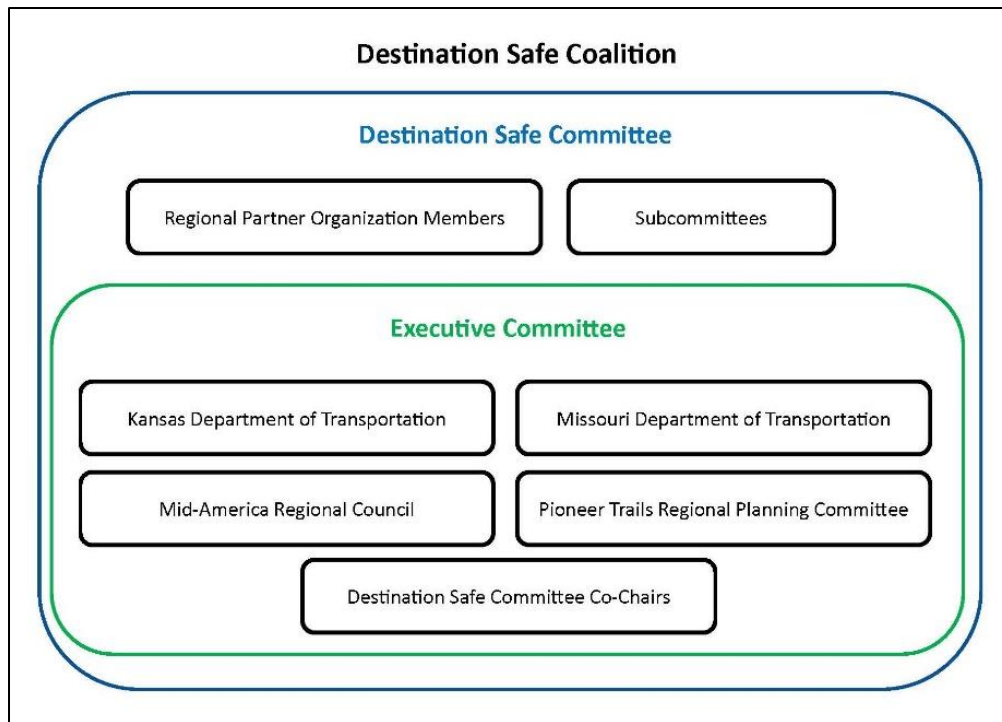
Committees

The Destination Safe Coalition is functions through three committees, the Destination Safe Committee, subcommittees, and Executive Committee.

The **Destination Safe Committee** is the lead committee at which members work to make progress for the coalition’s established purpose and strategies. Destination Safe meetings can include items such as presentations, funding recommendations, discussion of upcoming events, prioritization, data trends.

Subcommittees develop and implement targeted strategies that improve transportation safety in the Kansas City region, such as data or public information and education. Specific subcommittees will not be details in this document, but subcommittees will be formed and disbanded at the discretion of the larger Destination Safe committee members. This structure will allow Destination Safe to address changing, emerging, and high-priority transportation safety problems as needed.

Executive Committee is comprised of the Operations Managers and the Destination Safe co-chairs. It serves to coordinate all committee efforts at a high-level to help ensure consistency across Destination Safe region. Although differences between Kansas and Missouri cannot be avoided, the Executive Team will work to maintain communication and cooperation and much as possible.



2. Membership, Roles and Responsibilities

Membership

Destination Safe includes local, regional, state, and federal representatives from professional disciplines that primarily work in transportation safety including education, engineering, enforcement, and emergency services such as:

- Ambulance and Emergency Medical Providers
- Bicycle and Pedestrian Safety Organizations
- Commercial Trucking Associations
- Departments of Transportation
- Educational Institutions
- Engineering and Transportation Associations
- Fire Departments
- Health Departments
- Highway Patrols
- Hospitals
- Injury Prevention & Trauma Prevention Organizations
- Insurance Companies
- Intelligent Transportation System Operators
- Law Enforcement Associations
- Police Departments
- Public Outreach Programs
- Public Works Departments
- Railroad Crossing Safety Organizations
- Regional Planning Councils
- Research and Development Institutions
- Safety Councils
- Sheriff's Departments
- Transit Providers
- Traffic Incident Management System Operators

Destination Safe members are categorized as voting and non-voting members (roles and responsibilities of each are defined in the "Roles and Responsibilities" section).

To become a member, any individual or organization representative that holds an interest in reducing traffic crash fatalities and serious injuries may do so by regularly participating in any Destination Safe committee and/or subcommittee meetings.

To become a voting member, an individual or organization representative must attend three Destination Safe committee meetings in one rolling-calendar year and complete the following:

- Submit a voting member application no less than two weeks prior to the next scheduled Destination Safe committee meeting.
- The application must identify an individual to represent the organization and an alternate.
- All applications will be presented for approval at the next Destination Safe Committee meeting.
 - If approved, the member organization will become a voting member. Member organizations will retain voting rights provided they are considered an “active” member, meaning their designated member or alternate are present at three meetings per fiscal year (July 1 to June 30). While there is no attendance limit for a member organization, only the designated member, alternate, or substitute may vote (see voting procedures section for more information on member substitute). Each member organization may submit one vote.
 - If a member organization is not represented at three meetings in a fiscal year, it will be considered “inactive” and become a non-voting member.
 - If a voting member organization loses voting rights, they may be reinstated after attending two meetings within the fiscal year.

Roles and Responsibilities

The various roles and their responsibilities are outlined as follows. Although these responsibilities are minimum expectations, additional responsibilities may be needed and should be determined by Destination Safe and/or appropriate management of Operations Managers.

All members:

- Participate in committee and/or subcommittee meetings
- Provide input for and utilize a regional transportation safety plan
- Guide annual activities of committee and subcommittee

Voting members:

- Act as the decision-making body of the Destination Safe
- Develop and adopt a regional transportation safety plan
- Review and score annual Call for Projects applications, when applicable
- Participate in final Call for Projects funding recommendations to the Kansas and Missouri Departments of Transportation, when applicable

Destination Safe Co-Chairs:

- Participate in Executive Committee meetings

- Guide development of meeting agenda items, and review and approve agenda drafts provided by MARC Operations Manager in a timely manner
- Alternate leading bi-monthly Destination Safe meetings
- Act as leader in Destination Safe by being available to address member ideas, concerns, or questions.

Subcommittee Chairs:

- Guide development and implementation of strategies that improve transportation safety as focused by the specific subcommittee
- Regularly update the larger Destination Safe members and Operations Managers on progress
- Guide development of meeting agenda items, and review and approve agenda drafts provided by MARC Operations Manager in a timely manner
- Lead subcommittee meetings at the interval determined by Destination Safe

Operations Managers will consist of one staff member from each of the following organizations:

- Mid-America Regional Council (MARC)
- Kansas Department of Transportation (KDOT)
- Missouri Department of Transportation (MoDOT)
- Pioneer Trails Regional Planning Commission (PTRPC)

All Operations Managers:

- Provide a staff contact concerning Destination Safe needs
- Attend and participate in Destination Safe Committee meetings
- Attend and participate in Executive Committee meetings
- Attend and participate in subcommittee meetings as needed
- Recommend subcommittee participants and monitor committee membership (voting and non-voting)
- Participate in call for projects process including recruitment, scoring, and review
- Coordinate public information concerning news releases, media advisories and other announcements of Destination Safe committees
- Support efforts of the committee to secure resources and administer those grants as received
- Agree on personnel to take summary notes at committee meetings

Mid-America Regional Council:

- Compile crash information from KDOT and MoDOT into a regional database
- Act as a committee representative and resource in Kansas and Missouri counties
- Coordinate the development and implementation of a regional transportation safety plan approximately every five years along with the *Safety Chapter* of MARC's Metropolitan Transportation Plan (MTP)
- Monitor opportunities to coordinate a regional safety plan with Kansas and Missouri's Strategic Highway Safety Plans (SHSP)

- Maintain contact information of all Destination Safe committee and subcommittee members and participants
- Maintain and update information on the committee web page and social media channels as needed. The Operational Managers may approve other Destination Safe partners to lead or share in the responsibility of maintaining and updating social media accounts or website information
- Maintain a regional calendar of Destination Safe meeting dates accessible online.
- Maintain meeting notices and agendas of the committees and make them available.
- Engage the committee in the identification of state legislative topics concerning transportation safety
- Organize information for committee and subcommittee meetings as needed.
- Coordinate the Destination Safe call for projects applications, project eligibility, scoring, review, and committee recommendations
- Publicize and maintain Call for Projects resource guide to include information such as call for project timeline, eligibility, funding guidelines, and reporting requirements

Kansas and Missouri Departments of Transportation:

- Provide state crash data as requested by safety partners and public
- Provide state crash data and analysis as requested by other Operations Managers, committee participants for committee related reports and research
- Act as a committee representative and resource in each states' counties
- Coordinate the development and implementation of the regional safety plan with each state's Strategic Highway Safety Plan
- Maintain a primary file location containing paperwork and forms regarding the allocation of each state's funding source
- Provide funding eligibility guidance as needed for call for projects
- Review and determine eligibility of Destination Safe call for project applications.
- Organize information for committee and subcommittee meetings as needed

Pioneer Trails Regional Planning Commission:

- Monitor crash information from MoDOT for Johnson, Lafayette, Pettis and Saline counties
- Act as a committee representative and resource for Johnson, Lafayette, Pettis and Saline counties
- Coordinate the development of the regional safety plan in the PTRPC area
- Monitor opportunities to coordinate the regional safety plan with Missouri's Strategic Highway Safety Plan (SHSP)
- Organize information for committee and subcommittee meetings as needed

3. Policies and Procedures

Open Records and Open Meetings

All Destination Safe committee and subcommittee meetings will comply with open records and open meetings laws in the states of Kansas and Missouri, including Missouri Sunshine Act requirements.

Voting Procedures

A quorum of eleven (11) voting members of the Destination Safe Committee must be present to adopt or reject any matter. When a quorum is present, a simple majority may adopt or reject any matter brought for a vote before the committee. Each member organization may submit one vote. Voting members are assigned as the organization's member or alternate. If neither organization representative can be present, an organization may select a substitute by contacting the MARC Operations Manager to name a temporary representative to vote on behalf of the organization.

Meetings

Destination Safe meetings will convene bimonthly, as needed, on a date and time to be determined by the Executive Committee. Agendas of future committee meetings will be made available before the meeting date.

Subcommittees will meet at the frequency determined by the chair of each subcommittee, in cooperation with Destination Safe and the MARC Operations Manager.

Executive Team meetings will convene bimonthly, as needed, on a date and time to be determined by its members. Executive Team meetings are closed, but meeting summaries can be made available upon request.

Chair Positions

The **Destination Safe Committee** is co-chaired by two voting members or alternates in good standing, one representing Kansas and one representing Missouri. The co-chairs serve for a term of two years and may vote along with the rest of the committee members. There are no term limits. Each co-chair will rotate terms as follows:

- Kansas position: January-December, odd years
- Missouri position: January-December, even years

Subcommittees are chaired by one person who must be a part of a voting organization but is not required to be the voting member or alternate. Subcommittee chairs will serve a term of two years. Subcommittee chair term dates and confirmation process will be determined by each subcommittee in coordination with the MARC Operations Manager.

At the end of each term, committee co-chair nominations will be heard at the November Destination Safe meeting. Only voting member organizations are eligible for chair nominations. A majority of voting members must be present to select chairs.

Call for Projects

The Destination Safe call for projects is an annual grant funding opportunity provided by the Kansas and Missouri Departments of Transportation safety funding intended to encourage local organizations and agencies to create innovative projects that work toward reducing traffic crash fatalities and serious injuries through education, emergency response, and/or enforcement.

This funding is not guaranteed and is made available at the discretion of the Kansas and/or Missouri Departments of Transportation. Final determination of project funding distribution is made by the Kansas and/or Missouri Departments of Transportation.

Application Eligibility

Any nonprofit organization, jurisdiction, governmental entity, for-profit business, etc. is eligible to apply. The program must serve an area (city, county or multiple) within the boundaries of the Destination Safe coalition which includes the Mid-America Regional Council MPO counties (Leavenworth, Wyandotte, Johnson (KS), Miami, Platte, Clay, Jackson, and Cass Counties) and the Pioneer Trails Regional Planning Commission (Ray, Lafayette, Saline, Johnson (MO), and Pettis Counties). Local governments may only apply for funding from their home state.

Call for Project applicants, known as project sponsors, may apply for more than one grant in a single grant cycle. Any project sponsors who have received funding a previous year but did not complete the requirements of the agreement will be ineligible the following grant cycle.

Funding Guidelines

The MARC Operations Manager will make available guidance on eligible projects from both the Kansas and Missouri Departments of Transportation but cannot maintain an exhaustive list. Guarantees cannot be made that any project application is eligible. Project sponsors are encouraged to contact the MARC Operations Manager for specific guidance of eligible projects.

Process

The call for project process is as follows, with exact dates to be determined and publicized before each annual call begins.

- Call for project application opens the first Thursday of February and closes the first Thursday of March. Incomplete applications will not be accepted.
- The Kansas and Missouri Departments of Transportation will review all completed applications for their state to determine if each project is eligible for funding.
- Destination Safe voting members will review and score each eligible project using approved scoring guidelines.
 - Destination Safe voting members may submit questions for any application through the MARC Operations Manager. Questions must be submitted by a predetermined deadline.
 - Project sponsors may submit responses to any voting member questions through the MARC Operations Manager, who will then share the response with all voting members. Responses must be submitted by a predetermined deadline.

- Voting members who have applied cannot review and score their own application.
- In addition to any other committee items, the May Destination Safe Committee meeting will serve as the call for projects conclusion.
 - An overall application summary with averaged scores for each project will be provided by the MARC Operations Manager for the May Destination Safe Committee meeting.
 - Project sponsors are encouraged to attend the May Destination Safe Committee meeting in order to respond to any additional questions from voting members.
 - Voting members will complete a final review and discussion of projects and follow voting procedures for funding recommendations to each Department of Transportation.
 - Voting members who have submitted a project may not participate in any vote that includes their application.
- Final recommendations will be sent to each Department of Transportation. Recommended project sponsors will work with the pertinent DOT(s) to receive final approval, complete any necessary documentation, including a funding project.
 - MoDOT grant cycle: July 1 – June 30
 - KDOT grant cycle: October 1 – September 30

Any changes to this process, including application questions and scoring guidelines, must be reviewed by the Executive Team then approved by Destination Safe voting members.

Reporting Requirements

In addition to any requirements set by the Kansas and/or Missouri Departments of Transportation, all funded project sponsors are required to complete quarterly reports of project process. The reporting format will be approved by the Executive Team and shared with project sponsors before the start of each grant cycle (Kansas- October 1; Missouri- July 1). The quarterly report schedule is as follows.

Kansas Reporting Schedule	
Q1	December 31
Q2	March 31
Q3	June 30
Final Report	October 31

Missouri Reporting Schedule	
Q1	October 15
Q2	January 15
Q3	April 15
Q4	July 15

Grant Changes

Project sponsors are expected to complete their projects as described in their application. However, if unforeseen events occur or unavoidable obstacles prevent completion of a project

as described, project sponsors may submit a project funding change request as provided by the MARC Operations Manager.

Funding change requests up to \$2,500 will be reviewed by the pertinent Department of Transportation for approval. Approved changes will be communicated at the next Destination Safe committee meeting date.

Funding change requests over the amount of \$2,500 will be reviewed by the Executive Team and if approved by a majority, will follow voting procedures of the Destination Safe Committee either at the next committee date or as an ad hoc vote.

Amendments of Policies and Procedures

Any amendments to this document may be made at any Destination Safe meeting by a majority vote.