



Form 1852 (rev. 7/21/2003)

# ACTION PLAN

## FY 2005

**PROJECT TITLE:** STEP - Comprehensive

**SUBGRANTEE:** City of College Station

**OBJECTIVE:** To complete administrative and general grant requirements by 9/30/2005, as defined below:

**KEY:**  
 p = planned activity  
 c = completed activity  
 r = revised

ACTIVITY	RESPONSIBLE	PROJECT MONTH													
		OC	NO	DE	JA	FE	MR	AP	MY	JN	JL	AU	SE	OC	NO
1. Submit letter regarding signature authority.	Subgrantee	p													
2. Submit operational cost per vehicle mile (If applicable).	Subgrantee														
3. Hold Grant delivery meeting.	Department	p													
4. Attend TxDOT Project Management Course	Subgrantee		p												
5. Submit Performance Reports.	Subgrantee		p	p	p	p	p	p	p	p	p	p	p	p	
6. Submit Requests for Reimbursement.	Subgrantee				p			p			p			p	
7. Submit Final Performance Report and Administrative Evaluation Report.	Subgrantee													p	
8. Hold Grant progress review meeting.	Subgrantee & Dept.			p			p			p			p		
9. Conduct on-site monitoring visit.	Department			p						p					
10. Submit documentation of any grant-required training (if applicable)	Subgrantee	p													



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## ACTION PLAN FY 2005

**PROJECT TITLE:** STEP - Comprehensive

**SUBGRANTEE:** City of College Station

**OBJECTIVE:** To support grant efforts with a public information and education (PI&E) program by 9/30/2005, as defined below:

**KEY:**  
 p = planned activity  
 c = completed activity  
 r = revised

ACTIVITY	RESPONSIBLE	PROJECT MONTH														
		OC	NO	DE	JA	FE	MR	AP	MY	JN	JL	AU	SE	OC	NO	
1. Determine types of materials needed.	Subgrantee															
2. Develop proposed materials.	Subgrantee															
3. Submit proposed materials and the PI&E plan to the Department for approval.	Subgrantee															
4. Approve materials and plan.	Department															
5. Produce/distribute materials.	Subgrantee															
6. Maintain records of all PI & E material received/distributed.	Subgrantee															
7. Conduct news conference(s)	Subgrantee															
8. Issue news release(s).	Subgrantee	p			p			p				p				
9. Conduct presentations.	Subgrantee															
10. Participate in community events (e.g., health or safety fairs, booths).	Subgrantee															



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# ACTION PLAN

## FY 2005

**PROJECT TITLE:** STEP - Comprehensive

**SUBGRANTEE:** City of College Station

**OBJECTIVE:** To conduct a Comprehensive STEP in College Station by September 30, 2005.

**KEY:**  
 p = planned activity  
 c = completed activity  
 r = revised

ACTIVITY	RESPONSIBLE	PROJECT MONTH													
		OC	NO	DE	JA	FE	MR	AP	MY	JN	JL	AU	SE	OC	NO
1. Conduct speed surveys and submit with operational plan	Subgrantee	P													
2. Conduct post speed surveys	Subgrantee													P	
3. Conduct occupant protection observational surveys	Subgrantee	P													
4. Conduct enforcement efforts	Subgrantee	P	P	P	P	P	P	P	P	P	P	P	P		
5.															
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