



Form 1852 (rev. 3/18/2003)

# CIOT ACTION PLAN FY 05

**Attachment D**

**PROJECT TITLE:** STEP - CIOT

**SUBGRANTEE:** City of College Station

**OBJECTIVE:** To complete administrative and general grant requirements by 9/30/05, 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											p			
3. Hold Grant delivery meeting.	Department									p					
4. Submit Performance Reports	Subgrantee										p				
5. Submit Requests for Reimbursement.	Subgrantee											p			
6. Submit Final Performance Report and Administrative Evaluation Report	Subgrantee													p	
7. Conduct Monitoring	Department										p				
8. Conduct Enforcement Efforts	Subgrantee									p	p				



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# CIOT ACTION PLAN FY 05

**Attachment D**

**PROJECT TITLE:** STEP - CIOT

**SUBGRANTEE:** City of College Station

**OBJECTIVE:** To support grant efforts with a public information and education (PI&E) program by 9/30/05, 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 quantities of materials needed.	Subgrantee									p					
2. Obtain PI&E materials from the Department	Subgrantee									p					
3. Maintain records of all PI & E material received/distributed.	Subgrantee									p	p				
4. Conduct or participate in news conference(s)	Subgrantee									p					
5. Issue news release(s).	Subgrantee									p	p				
6. Conduct presentations.	Subgrantee														
7. Participate in community events (e.g., health or safety fairs, booths).	Subgrantee														