



**State of New York
Traffic Enforcement Technology
Grant Application – Fiscal Year 2025**



INTRODUCTION

Reducing highway fatalities and mitigating injuries are the goals of any traffic safety program. Timely and accurate data is essential to develop effective strategies and evaluate program outcome and efficiency. New York's electronic traffic ticket and accident report program, strives to automate traffic records and subsequently helps to achieve these goals.

While TraCS is the most widely used system in NYS, it also refers to the larger system of which it is a part. TraCS was developed in cooperation with the National Highway Traffic Safety Administration (NHTSA), the State of Iowa, State of New York Governor's Traffic Safety Committee (GTSC), New York State Police, Department of Motor Vehicles, Office of Court Administration, Department of Transportation, Division of Criminal Justice Services, New York State Chiefs and Sheriff's Associations, and others.

The GTSC has supported the development of TraCS and electronic data collection, which began in 2001, and the subsequent rollout to over 500 police agencies statewide. This year the New York State Police will continue to administer the Traffic Enforcement Technology grant program for the GTSC.

OPERATIONAL AND SYSTEM INFORMATION

Electronic data collection systems produce traffic tickets, accident reports and other police related forms in the police vehicle or in the station using a computing device and printer. This "electronic ticket" or "electronic accident report" is then transmitted to a central server in Albany, NY, where it is routed to the Department of Motor Vehicles (DMV), Department of Transportation (DOT) and the Office of Court Administration (OCA). The OCA makes the ticket data available for download to local courts through their Intranet. Other forms such as Criminal Complaints, Informations and Depositions can be printed and processed. All forms can be exported into records management systems such as SJS.

Electronic data collection systems at all levels - Federal, State and Local, result in more accurate and timely statistical data. Also, residing within the TraCS computer program are databases of suspended and revoked drivers, stolen vehicles and other public safety information readily available to the police officer at a traffic stop. These systems produce legible tickets, thereby eliminating motorist confusion associated with handwritten documents and data entry error. Officer safety and efficiency is improved by reducing time spent at the traffic stop. Reductions in data entry errors result in more accurate driver's and registration records, and less court dismissals.

Police agencies are encouraged to submit the application contained herein that, if approved, will provide equipment necessary to use electronic data collection systems. Applicants will be required to specify all in-car equipment and obtain direct vendor quotes. Once the equipment specifications and quotes are submitted, if approved, NYSP will in turn purchase and supply the equipment for installation by the vendor, your agency, or other installer. All equipment must meet the minimum specifications and standards established by the Project Director. TraCS system specifications can be obtained at the grantor's website: www.tracs.troopers.ny.gov. System specifications for other data collection systems can be obtained from specific vendors. The Project Director has tested and evaluated numerous computer equipment solutions. Many of those meeting the minimum standards are available on State contract. While grantees are not required to select any specific brand or models from any particular manufacturer or vendor, they are encouraged to select equipment that has been tested and proved reliable by the Project Director. Only equipment available on state contract is able to be purchased. Grantees are required to enter into the TraCS Use and Dissemination Agreement with the Project Director.



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SCOPE

This grant is intended to support police agencies, primarily by providing equipment associated with Electronic data collection. This equipment will be limited to computers, printers, scanners and associated power and connectivity cabling. Contractual services for hardware installation, if necessary, will be borne by the requesting agency and are not reimbursable through this grant application. Costs for equipment mounting hardware, personal services, other software and commodities will not be allowable in this grant.

The New York State Police, serving as the Project Director, will provide the TraCS software and updates to users at no cost. The Project Director will also provide training and a limited amount of technical support at no cost. Grantees will be required to use grant funded equipment for electronic data collection to produce traffic tickets and accident reports; and to electronically submit this data promptly. Grantees will be responsible for the maintenance, upgrade or replacement of any project related equipment.

Non-participatory agencies will be required to be certified by the Department of Motor Vehicles and shall be held to the same data standards as TraCS users.

ADDITIONAL REQUIREMENTS and DATES

Agencies applying for grants under this program will be required to submit this grant application to the New York State Police. Reporting for the project activities will be made using the Mid-Year and Annual Progress Report forms to the NYSP and are due three months after grant approval and September 30, 2023 respectively.

Mail completed grant applications to:

New York State Police
Business Integration Services Unit - Sergeant Arlie Hedges
1220 Washington Ave., Building 22
Albany, NY 12226

For further information contact the New York State Police Grant Administrator, Sgt. Arlie Hedges, at tracsgrants@troopers.ny.gov, (518) 485-2456.

REMINDERS



Original signatures required – blue ink please.



Read the equipment agreement - page 7 of this form.



Use and Dissemination Agreement required.



This grant will not pay for extended warranties or printer paper.



Equipment Agreement

Equipment purchased under this grant will be subject to the following conditions and shall be used for the original authorized purpose of collecting and submitting electronic traffic ticket and accident data to all required participating agencies.

- Equipment purchased will be used to produce electronic traffic tickets and crash reports. Absent of equipment failure or other exigent circumstances, electronic collection must be the grantee’s primary method of producing these records, as opposed to hand-written paper documents or other means.
- Traffic tickets and crash reports will be submitted electronically to the participating agencies via a central server in Albany, NY utilizing the established Transmission Data Movement network (TDM). Data will be submitted promptly, generally three days for tickets and five days for accident reports, unless exigent circumstances prevent timely submission.
- Equipment purchased under this grant will be used to complete electronic submission of data for a minimum of three (3) years from the date of receipt or be subject to reassignment.
- Equipment may be reassigned by the grantor for use on other projects if:
 - A. The grantee elects to no longer participate in this program, or
 - B. It is determined that the grantee is not using the equipment as intended or is no longer submitting data.
- Property records shall be maintained that include a description of the property, serial number, local inventory number, purchase date, cost and location or assignment of the property.
- A physical inventory of the property should be taken and reconciled with property records annually.
- A control system should be in place to prevent loss, misuse, damage or theft of the property. Any loss, misuse, damage or theft shall be investigated and results reported to the Project Director.
- Adequate maintenance procedures must be developed to keep the property in proper working order as outlined in the Use and Dissemination Agreement.
- Terms and conditions of this agreement are reviewable by the grantor at any time with sufficient notice to the grantee.

Agency Official Name and Title:			
Signature:		Date:	



**State of New York
Traffic Enforcement Technology
Grantee Information Page – Fiscal Year 2025**



Agency:		County:	
Project Information			
Project Title:	Traffic Enforcement Technology		
Project Dates:	(Begins): October 1, 2024	(Ends):	Sept 30, 2025
Synopsis:	Electronic data collection of traffic tickets and accident reports to improve traffic records.		
Applicant Agency			
Agency:			
Project Director:			
Title:			
Address:			
Telephone:		Fax:	
E-Mail:			
"cc:" Information:			
Name of IT Contact:			



**State of New York
Traffic Enforcement Technology
Conditions/Signature Page - Fiscal Year 2025**



Special Conditions

Grantee must adhere to the Equipment Agreement, which is attached to and made a part of this grant. This agreement includes producing traffic tickets and accident reports electronically and transmitting that data through SPIDER. This grant is contingent on the grantee having a "Use and Dissemination Agreement" on file with the Project Director.

Authorizing Signatures (Original signatures must be sent. Please use blue ink.)

I hereby certify to abide by all conditions, cost limits, and federal and state rules for grant administration.

Agency Official Name and Title:			
Signature:		Date:	

Below entries entered by NYSP

NYSP Project Director:	Sgt. Arlie Hedges		
Project Director Signature:		Date:	

PROFILE DATA	
1. Number of Police Accident Reports submitted to DMV by your agency in 2024:	
2. Number of traffic tickets issued by your agency in 2024:	
3. Number of PATROL VEHICLES routinely used in the issuance of traffic tickets and accident reports. Do not include vehicles that are not routinely used for patrol and/or traffic , for example, do not include, supervisor's vehicles, investigators vehicles, DARE vehicles, etc.	
4. Of those vehicles, number now, or soon to be equipped with in-car computers (not including vehicles that this grant may equip):	
5. Number meeting minimum computer system requirements (TraCS system specifications can be obtained at the TraCS website: http://tracs.troopers.ny.gov/):	
6. Of those, number with printers and scanners:	
7. Number of in-vehicle computers now on order by your agency:	

Hardware/Equipment	
Request:	
Printers requested - number of units (no quote necessary for standard unit): Standard is Brother PocketJet7/8 unless otherwise specified	
Scanners requested - number of units (no quote necessary for standard unit): Standard is HHP LT4910 unless otherwise specified	
In-car computers requested - number of units: Standard is PatrolPC RhinoTab RHM1 which includes keyboard, printer and integrated scanner	
DELIVERY ADDRESS FOR EQUIPMENT	
Name:	
Address:	
Telephone:	Fax:
E-Mail:	