Task Number: <17-04-41-xx>

Program Name: <Insert>

Contractor: <Insert>

Annual Report Template – Due to your Project Manager by Monday, October 30, 2017. As there are a large number of projects, there is a ½ page limit on the reporting space for each project summary. If the documentation exceeds the space provided here, it will NOT be included in the annual report. If assistance is needed in completing this annual report, please work with your Project Manager.

Enter the ½ page project summary details in the text box below. Begin by highlighting all text in this box and deleting it, then type or copy/paste a summary.

Please be concise yet thorough, if the documentation exceeds the space provided or required information is not provided, it will be returned to you for modification.

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| The report must be:   1. Single Spaced - 11 Point Arial Font 2. Information must adhere to the space limitations of this text box. Proof read and spell-check. 3. The report must be in this format:   The goal(s) of this project was <Insert Goal(s)>  Project Description  Results   1. Use “passive voice” and past tense:   “A seat belt survey was administered” versus “We administered a seat belt survey” |

An example is available on the following page:

Task Number: 14-04-41-09

Program Name: Crash Data Cleansing and Analysis Improvement

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| The goal of this project was to improve the accuracy, completeness and consistency of all off system crashes in Jefferson County for the years 2008-2011. The objective of the project was to complete the following fields within each off system crash within Jefferson County: crash location, latitude, longitude and crash type and to correct all street names to a consistent nomenclature. The result of the work will be a county-owned and corrected database for these years. The county utilized consultant services to analyze the crash records and enter data for the various fields where it was missing. This "cleaned" data was provided to both COOT and the county.  The contract amount for this project was $15,188. The total expenditures included $18,000 for contractual services provided by XXXXX, LLC. The difference was paid through county local agency matching funds of $2,812. The county also provided in-kind personal services totaling  $2,368. The number of crash records corrected averaged 21% of the total reviewed and provides improved data results for the county database. The county's efforts to identify critical crash locations will be significantly improved as a result of this effort. There were no problems encountered while using the cleaned database provided by the contractor.  These project activities are being applied immediately to improve the county's continuing traffic safety operations. The cleaned data is being used in a comprehensive study of critical road segments and intersections throughout the county. Similar studies in the past required additional staff members to spend many hours of manual inspection and data entry of each crash report provided to the county. |

Contractor: Jefferson County