



## 2016-2017 GRANT POLICIES AND PROCEDURES

Washington's Child Passenger Safety Program is happy to announce the availability of mini-grants from \$500.00 on up to \$5,000.00 for activities intended to reduce the number of deaths and serious injuries to children resulting from traffic crashes on Washington roads.

**EXCEPTION:** If you are applying for funds to host a CPST certification course; the costs associated with the class may exceed the \$5,000 limit.

Grant requests should be from a school, government agency or non-profit (501c3) organization within Washington State who can demonstrate their commitment to child passenger safety and ensure efficient and effective management of funds. The proposal activities must demonstrate a direct link to one or more of the **program goals**.

### **PROGRAM GOALS:**

1. Increase visibility of child passenger safety issues in Washington
2. Maintain and support the statewide network of child passenger safety technicians and inspection stations
3. Strengthen efforts to increase compliance, enforcement, and adjudication of the seat belt and child restraint laws

All costs/expenses will be paid for by the grantee and billed for reimbursement (including travel expenses at **Washington State per diem rates and according to Washington State Travel Policy**).

[Travel Expense Voucher](#)

[Washington State per diem rates](#) (check mileage rate as it often changes on October 1<sup>st</sup>).

## **IMPORTANT DATES**

<b>FISCAL GRANT YEAR IS OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017</b>	
<b>SEPTEMBER 1, 2016 – SEPTEMBER 30, 2016</b>	<b>Grant proposals submitted</b> Proposals submitted after 9/30/16 will be considered if all funds haven't been allocated.
<b>OCTOBER 1, 2016 – OCTOBER 30, 2016</b>	<b>Notification of grant approval or decline.</b>
<b>JULY 30, 2017</b>	<b>All invoices for goods received or services performed on or prior to June 30th</b> , must be received by Cesi Velez, Project Manager.
<b>OCTOBER 31, 2017</b>	<b>All Invoices for goods received or services performed between July 1st and September 30<sup>th</sup></b> , must be received by Cesi Velez, Project Manager.
<b>YOU MAY SUBMIT PERIODIC INVOICES FOR REIMBURSEMENT AS DELIVERABLES ARE MET. You do not need to wait until all deliverables are complete.</b>	

## PROPOSED PROJECT COSTS

- Make every attempt to include all anticipated expenses for the coming year.
- Costs that may be approved must relate to the implementation of strategies which address the program's **goals**.
- Refer to the [2016-2017 Requirements for Courses](#) to meet criteria to receive state funding.
  - Other curricula may be used when different trainings are provided however it must be provided to and approved by grantor.
  - Evaluations of class and instructors are required on all classes and must be provided to grantor.
- All projects must follow appropriate state and federal funding regulations.
- Each recipient certifies that the Child Passenger Safety grant will not be used to replace existing state or local funds, defined as supplanting.

<b>ALLOWED</b>	<b>NOT-ALLOWED</b>
Child Passenger Safety Technician course Continuing Education Unit workshop Car Seat Awareness class CPST-Instructor to provide seat sign-offs for recertification Equipment and materials needed to conduct car seat inspections Safe Ride News publication and fact sheets Car seat manufacturer CD LATCH Manual(s) - <b>limit the distribution of manuals to active car seat technicians who perform inspections on their own. Teams should have a couple available at inspection sites.</b> Car and booster seats – <b>up to a maximum of \$2,500 per grantee</b> <ul style="list-style-type: none"> <li>• distribution must target families with a demonstrated financial need</li> <li>• come with education provided by a certified car seat technician</li> <li>• be on a by-donation basis</li> </ul>	Food/refreshments (only water and coffee allowed) Office furniture Gifts (no gift cards, flowers, etc.) Entertainment Construction Promotional, give-a-ways, or branding items Clothing Wages for technician/instructor attending a class, training or car seat event Vehicle fuel expenses for an agency car

## THE GRANT APPLICATION PROCESS

	Read these grant policies and procedures in their entirety before applying.
	Generate your grant proposal including three sections (two examples are provided): <b>A) QUALIFICATIONS</b> = explain your agency’s involvement in child passenger safety (CPS) efforts. Include your work with traffic safety programs and experience managing public funds efficiently and ethically. <b>B) DELIVERABLES</b> = explain expected results from grant and how it will support the program’s <b>goals</b> (below). Include how you will collect, analyze and evaluate your efforts in addition to estimated dates of courses, classes, etc. <b>C) BUDGET</b> = a detailed list of funding requirements to complete the project.
	Email a scan of a <b>signed</b> proposal to Cesi Velez, Project Manager <a href="mailto:velezc@ci.bonney-lake.wa.us">velezc@ci.bonney-lake.wa.us</a> <a href="tel:253-447-3257">Questions? 253-447-3257</a>
	Grant applications will be reviewed and scored by a committee. The committee reserves the right to table any grant request for further consideration or to obtain additional information. Each grant will be scored on Qualifications (25%), Deliverables (50%), and Budget (25%).
	An emailed response should be received within 30 days of submission.

## SUBMITTING FOR REIMBURSEMENT

	Submit the following documents in this order.
	<a href="#">A19</a> – original, signed, filled out completely including State Wide Vendor number (SWV#). <ul style="list-style-type: none"> <li>○ It is your responsibility to establish a SWV#. Use the <a href="#">request</a> form if needed - do not return the documents to me; rather fax them as instructed on the request.</li> <li>○ I do not accept scanned, emailed or faxed documentation.</li> </ul>
	Copy of signed grant (NOT including this will delay reimbursement).
	Proof of payment made.
	When applicable, <a href="#">Travel Expense Voucher</a> <u>only</u> if travel expenses have been pre-approved in grant at <a href="#">Washington State per diem rates</a> .
	When applicable, evaluations of services provided (these may include student/instructor evaluations from CPST course, Awareness class, parent talk,...

NOTE: If your agency hired an instructor for an event; your agency must pay him/her for all expenses (including travel, lodging, meals at state per diem) THEN submit for reimbursement through this grant process.

## **OTHER IMPORTANT INFORMATION**

### **TRAVEL REIMBURSEMENTS:**

*The following is derived from the State Administrative & Accounting Manual issued by the Office of Financial Management and is NOT all inclusive. For additional information, review in its entirety at <http://www.ofm.wa.gov/policy/>*

**50 mile rule** - Reimbursement is allowed for lodging expenses when the temporary duty station is located more than fifty (50) miles (most direct route) of the closer of either the traveler's residence or official station.

**Meal periods** - the Washington Traffic Safety Commission has designated meal periods; you must be in travel status at least three hours outside of your normal work schedule to be reimbursed for a meal and be gone the entire meal period. The meal periods are:

Breakfast 6:30 to 8:00

Lunch 11:30 to 1:00

Dinner 5:30 to 7:00

### **DISPUTE REGARDING THE AGREEMENT**

Disputes arising under this agreement shall be resolved by a panel consisting of one representative of the Washington Traffic Safety Commission, one representative from the Bonney Lake Police Department, one representative from your agency and a mutually agreed upon third party. This dispute panel shall thereafter decide the dispute with a majority prevailing.

### **TERMINATING THE AGREEMENT**

Either party may terminate this agreement upon (30) days of written notice to the other party. In the event of termination of this agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination.

# GRANT PROPOSAL EXAMPLE #1

(On your agency letterhead)

Cesi Velez, Project Manager  
WA Child Passenger Safety  
18421 Veterans Memorial Drive E  
Bonney Lake, WA 98391

RE: Request for funds in the amount of \$\_\_\_\_\_.

Dear Cesi:

I am requesting funds on behalf of *Safe County CPS Team* lead by the *City of Secure Police Department*.

## **QUALIFICATIONS:**

*(Explain your agency's involvement in child passenger safety (CPS) efforts. Include your work with traffic safety programs and experience managing public funds efficiently and ethically.)*

## **EXAMPLE:**

*The Safe County CPS Team has been in existence since 2003 in partnership with the Safe County Target Zero Task Force and Safe County SafeKids. We have applied and received grants from the Department of Health, SafeKids USA, Washington Traffic Safety Commission, and a previous grant with Washington's CPS Program. We have been successful in meeting all grant requirements, reporting and budget allocations. We currently have a SPD officer trained as a technician who does car seat inspections by appointment. Each year we conduct approximately 150 inspections in our county, distribute educational materials at the licensed daycare centers, and provide seats to low-income families. We would like to sustain and increase services to our community.*

## **DELIVERABLES:**

*(Expected results from grant and how it will support the program's goals. Include how you will collect, analyze and evaluate your efforts.)*

## **GOALS:**

1. Increase visibility of child passenger safety issues in Washington
2. Maintain and support the statewide network of child passenger safety technicians and inspection stations
3. Strengthen efforts to increase compliance, enforcement, and adjudication of the seat belt and child restraint laws

**EXAMPLE:**

**Host two Car Seat Awareness Classes in support of goals 2 and 3.**

The Awareness Class offers a basic look at car seat safety, information about Washington State law, best practice and answers to frequently asked questions. It will be offered to the public while targeting child transport agencies; police, fire and EMS personnel; medical professionals; daycares and schools. This class provides an opportunity to “screen” those interested in becoming a nationally certified car seat technician as they become aware of the commitments involved to the certification. A class will be offered on January 5<sup>th</sup> and April 28<sup>th</sup>.

**CPST Instructor to conduct seat sign-offs in support of goals 1 and 2.**

The Instructor will be dedicated to conduct car seat sign-offs at a car seat inspection event. A total of five seat sign-offs are required for each technician’s recertification. The Instructor works one-on-one with the technician to evaluate their skills and knowledge. Bringing an Instructor to one of our local events makes it easier for the technicians as then they don’t have to travel to acquire these for renewal. These same technicians support our local car seat inspection stations.

**Materials to start a monthly car seat inspection station in support of goal 1.**

The Auto County CPS Team is partnering with our local hospital to begin a regularly scheduled car seat inspection event. These will be one-time start-up funds dedicated to this location. This will provide additional resources for our community to access car seat inspection services.

Information on classes held, numbers reached, materials distributed, car seats inspected, etc. will be provided to Cesi Velez, Project Manager, on a quarterly basis. Evaluations will be included with the reimbursement billing documents.

I understand that all invoices for goods received or services performed on or prior to June 30th, **must be received by Cesi Velez, Project Manager, by July 30th.**

Invoices for goods received or services performed between July 1st and September 30th, **must be received by Cesi Velez, Project Manager, no later than October 31st.**

Invoices submitted for reimbursement after the above dates will not be paid.

**BUDGET:**

*(Detailed list of funding requirements to complete the project)*

**EXAMPLE:**

Car Seat Awareness Class (2)	<u>TOTAL</u>
CPST Instructor Cost per class is \$	\$
CPST-I mileage/state mileage rate	\$
CPST-I meals/state rate per diem	\$
CPST-I for seat sign-offs	
CPST Instructor fee	\$
CPST-I mileage/state mileage rate	\$
CPST-I meals/state rate per diem	\$

<i>Materials for inspection station</i>	
<i>Latch manuals</i>	\$
<i>Clip boards</i>	\$
<i>SafeRideNews handouts</i>	\$
<i>Gloves for techs when conducting inspections</i>	\$
<i>Dolls for demonstration purposes</i>	\$
<i>Signs to advertise event and direct traffic</i>	\$
<i>Plastic storage bin</i>	\$
<b>TOTAL GRANT REQUEST</b>	<b>\$</b>

Thank you for your consideration of this request for funds.

**I have read and understand Washington’s Child Passenger Safety Policies and Procedures and agree to follow if awarded a grant.**

**IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.**

**(YOUR AGENCY NAME)**

\_\_\_\_\_  
 (Signature of person with contracting authority)

\_\_\_\_\_  
 (Printed name)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Phone)

\_\_\_\_\_  
 (Email)

**WASHINGTON TRAFFIC SAFETY COMMISSION**

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Printed name)

\_\_\_\_\_  
 (Date)

## GRANT PROPOSAL EXAMPLE #2

(On your agency letterhead)

Cesi Velez, Project Manager  
WA Child Passenger Safety  
18421 Veterans Memorial Drive E  
Bonney Lake, WA 98391

RE: Request for funds in the amount of \$\_\_\_\_\_.

Dear Cesi:

I am requesting funds on behalf of *Safe County CPS Team* lead by the *City of Secure Police Department*.

### **QUALIFICATIONS:**

*(Explain your agency's involvement in child passenger safety (CPS) efforts. Include your work with traffic safety programs and experience managing public funds efficiently and ethically.)*

### **EXAMPLE:**

*The Safe County CPS Team has been in existence since 2003 in partnership with the Safe County Target Zero Task Force and Safe County SafeKids. We have applied and received grants from the Department of Health, SafeKids USA, Washington Traffic Safety Commission, and a previous grant with Washington's CPS Program. We have been successful in meeting all grant requirements, reporting and budget allocations. We currently have a SPD officer trained as a technician who does car seat inspections by appointment. Each year we conduct approximately 150 inspections in our county, distribute educational materials at the licensed daycare centers, and provide seats to low-income families. We would like to sustain and increase services to our community.*

### **DELIVERABLES/BUDGET:**

*(Expected results from grant and how it will support the program's goals. Include how you will collect, analyze and evaluate your efforts.)*

### **GOALS:**

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EXAMPLE:

<b>Goal</b>	<b>Deliverable</b>	<b>Explanation of costs</b>	<b>Sub-total</b>	<b>Total amount</b>
<b>2,3</b>	<p><b>(2) Car Seat Awareness Classes</b>  <i>The Awareness Class offers a basic look at car seat safety, information about Washington State law, best practice and answers to frequently asked questions. It will be offered to the public while targeting child transport agencies; police, fire and EMS personnel; medical professionals; daycares and schools. This class provides an opportunity to “screen” those interested in becoming a nationally certified car seat technician as they become aware of the commitments involved to the certification. A class will be offered on January 5<sup>th</sup> and April 28<sup>th</sup>.</i></p>	<p><i>CPST-Instructor cost per class _____ x 2</i>  <i>CPST-Instructor mileage/state mileage rate _____ x 2</i>  <i>CPST-Instructor meals/state rate per diem _____ x 2</i></p>	<p>\$ \$ \$</p>	\$
<b>1,2</b>	<p><b>Car Seat Sign-offs</b>  <i>The Instructor will be dedicated to conduct car seat sign-offs at a car seat inspection event. A total of five seat sign-offs are required for each technician’s recertification. The Instructor works one-on-one with the technician to evaluate their skills and knowledge. Bringing an Instructor to one of our local events makes it easier for the technicians as then they don’t have to travel to acquire these for renewal. These same technicians support our local car seat inspection stations.</i></p>	<p><i>CPST-Instructor cost per event</i>  <i>CPST-Instructor mileage/state mileage rate</i>  <i>CPST-Instructor meals/state rate per diem</i></p>	<p>\$ \$ \$</p>	\$
<b>1</b>	<p><b>Materials for inspection station</b>  <i>The Auto County CPS Team is partnering with our local hospital to begin a regularly scheduled car seat inspection event. These will be one-time start-up funds dedicated to this location. This will provide additional resources for our community to access car seat inspection services.</i></p>	<p><i>Latch manuals \$_____ x 5</i>  <i>Clip boards</i>  <i>SafeRideNews handouts</i>  <i>Gloves for techs when conducting inspections</i>  <i>Dolls for demonstration purposes</i>  <i>Signs to advertise event and direct traffic</i>  <i>Plastic storage bin</i></p>	<p>\$ \$ \$ \$ \$ \$ \$</p>	\$
		<b>TOTAL GRANT REQUEST</b>		<b>\$</b>

*Information on classes held, numbers reached, materials distributed, car seats inspected, etc. will be provided to Cesi Velez, Project Manager, on a quarterly basis. Evaluations will be included with the reimbursement billing documents.*

I understand that all invoices for goods received or services performed on or prior to June 30th, **must be received by Cesi Velez, Project Manager, by July 30th.**

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**IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.**

**(YOUR AGENCY NAME)**

\_\_\_\_\_  
(Signature of person with contracting authority)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

**WASHINGTON TRAFFIC SAFETY COMMISSION**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Date)