



# 2017-2018 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**.

<p><b>PROGRAM GOALS:</b></p> <ol style="list-style-type: none"> <li>1. Increase visibility of child passenger safety issues in Washington</li> <li>2. Maintain and support the statewide network of child passenger safety technicians and inspection stations</li> <li>3. Strengthen efforts to increase compliance, enforcement, and adjudication of the seat belt and child restraint law</li> </ol>
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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 January 1<sup>st</sup>).

## IMPORTANT DATES

<b>FISCAL GRANT YEAR IS OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017</b>	
<b>SEPTEMBER 1, 2017 – SEPTEMBER 30, 2017</b>	<b>Grant proposals submitted</b> Proposals submitted after 9/30/17 will be considered if all funds haven’t been allocated.
<b>OCTOBER 1, 2017 – OCTOBER 30, 2017</b>	<b>Notification of grant approval or decline.</b>
<b>JULY 30, 2018</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, 2018</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 [2017-2018 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 form</a> 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	6:30am to 8:00am
Lunch	11:30am to 1:00pm
Dinner	5:30pm to 7:00pm

It is the grantee's responsibility to ensure the services are billed correctly and payment made to anyone performing a service covered by the grant appropriate expenses. If there is a question, contact the Project Manager (Cesi Velez) and resolve any issues before payment is made.

### **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.