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FFY 2018 Child Passenger Safety (CPS) Equipment Grant Program

Availability of Grant Funds (AGF)

Deadline for Applications: **August 18, 2017 @ 4:00PM**

AGF Contains

- I. **Program Overview**
- II. **Program Details**
- III. **Budget Information**
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I. Program Overview

The Executive Office of Public Safety and Security, Office of Grants and Research - Highway Safety Division (EOPSS/OGR/HSD) announces the availability of up to \$200,000 in federal funds to purchase federally-approved child passenger safety seats for use at CPS checkups and fitting stations. This program aims to help reduce child passenger fatalities and injuries by distributing federally-approved car seats to residents in need. The program also educates parents, grandparents, and child caregivers on the proper installation and usage of child safety seats, as well as provides information on age and size appropriate car and booster seats.

Seats will be purchased through a selected statewide vendor and shipped directly to each subrecipient. Upon receipt of award, subrecipients will be required to submit a budget based on the vendor's yet-to-be finalized catalog and price list. Delivery of child seats to subrecipient will likely take place during February 2018.

Equipment will be 100% awarded with funds from the National Highway Traffic Safety Administration (NHTSA). Funding will be based on the availability of federal funds. If federal funding is reduced or discontinued, no further funding will be available.

Eligible Applicants

Massachusetts municipal departments, University and College Police Departments, not-for-profit hospitals and regional non-profit organizations with a public purpose, that can adhere to the grant's purpose of distributing federally approved car seats to residents in need and that have at least one staff person who is currently a certified CPS technician are eligible to apply.

Key Dates

Application Posted:	July 7, 2017, 2017
Application Deadline:	August 18, 2017 at 4:00 PM
Award Announcements:	Fall/Winter of 2017
Grant Period:	Through September 30, 2018

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II. Program Details

Scope of Service

Subrecipient will provide instruction to Massachusetts residents on the proper installation of child passenger safety seats. All child safety seats must be distributed by subrecipient at no cost to Massachusetts residents and subrecipient must document seats distributed via an intake form that EOPSS/OGR/HSD will provide. The child safety seats must not be part of a fundraiser or raffle and may not be sold. As the intention of the grant is to provide seats to those in need, subrecipient must perform outreach to low income families to let them know about their CPS program.

Applicants must have in their employ or as a contractor at least one staff member currently certified as a CPS technician. Applications for grant funding must provide the certification number and expiration date for validation purposes and CPS technicians must be publicly listed on the Safe Kids website. National certification refers to certification earned in the National Standardized Child Passenger Safety Training Program.

Subrecipient must either advertise and promote access to a regularly scheduled fitting station (drop-in hours, by appointment only, etc.) OR conduct two CPS checkup events during the grant period. The subrecipient will receive child safety seats and will receive assistance from EOPSS/OGR/HSD in the form of educational materials and media support to publicize program activity.

Subrecipient must provide monthly reports to their EOPSS/OGR/HSD grant program coordinator. Report forms must detail all CPS Program activities for the reporting month, any future checkup or educational events planned, and information related to inspections, installations, and grant funded seats that were distributed that month. Failure to meet submission of reports in a timely manner and/or lack of activity may adversely impact your agency's ability to receive an EOPSS/OGR/HSD grant in the future

If no grant-funded activity was conducted in the prior month and no future checkup or educational events are planned, subrecipient must send an email to the EOPSS/OGR/HSD grant program coordinator stating no CPS program activity took place.

All intake forms that include the distribution of a seat provided by this grant **MUST** be kept on file at the grantee location for 6 years from the end date of the grant.

III. Budget Information

Applicants may apply for funding amounts as outlined below.



Applicant Status	Maximum Award Amount
Municipal Department /College or University Police Department	\$3,500
Not-for profit hospital or regional non-profit with a public purpose	\$5,500

Upon notification of award, subrecipient will be required to submit a budget based on the vendor's catalog and price list.

Supplanting

- Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- Supplanting of funds is prohibited.

IV. Post-Award Requirements

- Subrecipient fitting station information and upcoming checkup events will be posted on the EOPSS/OGR/HSD CPS website at www.mass.gov/carseats.
- Car seats must not be distributed in a box without installation. Subrecipient tech(s) must install the car seat in the vehicle. Subrecipient must dispose of the car seat boxes and related packaging materials after installation.
- All public communications and/or news releases concerning the grant must state that the project is “funded by the Massachusetts Executive Office of Public Safety and Security, Office of Grants and Research-Highway Safety Division” and must be approved by EOPSS/OGR/HSD prior to release. EOPSS/OGR/HSD will provide a sample news release to subrecipient to assist with announcing the grant award.

Reporting and Record Keeping

- EOPSS/OGR/HSD monthly reporting form must be completed and submitted by the 15th day of each month for the month prior. If no activity occurs in a given month and no future events are planned, an email must be sent to the EOPSS/OGR/HSD grant program coordinator. These forms will be made available to subrecipient prior to the start of the grant period.
- Intake checklists must be collected for each grant purchased seat that is distributed and installed. These checklists must be kept on file, along with your application, award information, and monthly reports, for 6 years following the grant end date.

Risk Assessment and Compliance Monitoring

- All subrecipients must fill out a Risk Assessment Form as detailed in section VI below
- All subrecipients are subject to compliance monitoring.
- If EOPSS/OGR/HSD perceives issues relating to any of the requirements above, appropriate action will take place including, but not limited to, a site visit, file reviews, and suspension of funding.
- Subrecipients that do not observe reporting deadlines, submit incomplete reports, or engage in other practices not in keeping with grant requirements will be at risk for becoming ineligible for receiving any future EOPSS/OGR/HSD grant funding.

Be advised, EOPSS selection of a subrecipient agency does not guarantee award. Funding is subject to appropriation and is contingent upon compliance with all grant conditions and eligibility requirements. If the federal government determines that a subrecipient agency is not in compliance with federal eligibility requirements, EOPSS cannot guarantee alternative sources of funding. It is the obligation of the subrecipient agency to ensure compliance with all eligibility requirements.

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V. Selection Criteria and Award Process

Applications will be reviewed and scored by an EOPSS/OGR/HSD Review Team based on the following criteria:

- The current and/or proposed CPS programming
- Definitive and data-backed problem statement that demonstrates an understanding of community need
- Use of census data to identify citizens in need, with an emphasis on low-income and diverse populations
- Exactly how CPS educational outreach will be conducted through community awareness, education efforts, community group/agency collaborations, social media, and/or local media partnerships with an emphasis on targeting low-income and diverse populations
- Organization's previous CPS equipment grant performance with EOPSS/OGR/HSD during FFY 2011 - FFY 2017, including number of car seats remaining in inventory (if applicable). We will specifically consider past inventory distribution, activity during previous grant years, history of adhering to grant conditions, and timely submission of required reports.
- Current certified CPS Technician(s) information, including: valid Safe Kids certification number and current work schedule
- Fitting station information (if applicable) including scheduled hours of operation and what sources will be used to publicize the hours (town website, dept. Facebook page, etc.)
- In lieu of a fitting station, two planned CPS checkup events with dates and locations listed
- Sponsorships and collaborations intended to support your CPS initiatives
- Seat belt policy
- Self-sufficiency statement with plan to continue CPS programming beyond grant funding through partnerships, sponsorships, and/or community support.

EOPSS/OGR/HSD reserves the right to contact any respondent to this AGF with questions about his/her response and request additional information.

Grant awards will be made based on the recommendations of the Review Team to EOPSS/OGR/HSD. Final award determinations will be made by EOPSS.

If more funding should become available, EOPSS/OGR/HSD reserves the right to award additional funding to applicants not originally selected for this CPS Equipment grant.

Important Note:

Based on our efforts to best utilize federal funds, increase program participation, and administer with fairness to all participating subrecipients, please note that in a subsequent year of an award, a department's eligibility and funding level will be based on a Highway Safety Division evaluation of the program's prior year efforts in the following areas: performance against goals, benchmarks and performance measures stated in original application, overall level of program participation, and unspent funding rate.

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VI. Submission of Application

A qualified application packet must be based on the grant application form and all required attachments. Incomplete responses or unsigned applications may be disqualified, though EOPSS/OGR/HSD does reserve the right to work with departments to obtain missing or incomplete information. Departments will be notified of their award amounts as contracts and applications are approved.

The completed hard-copy of the application, along with all completed requirements, must be submitted by mail or hand-delivered. An electronic version of this application is available at <http://www.mass.gov/eopss/funding-and-training/hwy-safety/grants/ffy2018-EOPSS/OGR/HSD-opportunities-for-grant-funding.html>

The deadline for receipt of application is August 18, 2017 at 4 PM. Applications received after the deadline will not be accepted.

Application Checklist

Please submit one original and one copy with no staples of each of the following documents:

- 2018 Contractor Authorized Signatory Listing*
 - If the current Authorized Signatory or Signatories will not change then **this form is not needed.** If unsure of which police department personnel is listed, please contact EOPSS/OGR/HSD staff person listed below for verification.
- Departmental Seat Belt Policy
 - Please note: If your department does not implement a safety belt policy for personnel, your grant award will be reduced by 50%.
- Risk Assessment Form
 - Please complete sections B, C, and E.
- **One signed original** (signed in blue ink and stamped “original”) **and one copy** (stamped “copy”) of the application must be mailed or hand-delivered to:

EOPSS/OGR Highway Safety Division
2018 CPS Grant Submission
10 Park Plaza, Suite 3720
Boston, MA 02116
Attn: Alisa Leduc

 - In addition to the hard copy please email a copy of your application (in Word Document format) to alisa.leduc@state.ma.us

Verify with EOPSS/OGR/HSD receipt of application prior to deadline due to potential mail delivery problems. Please contact Alisa (Ali) Leduc at (617) 725-3367 or alisa.leduc@state.ma.us to verify receipt, or with any questions related to this grant.

Notification of awards will occur Fall/Winter 2017. Grant winners will be notified individually and a list of all subrecipient will be posted on the EOPSS/OGR/HSD website at www.mass.gov/highwaysafety.