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| **Charles D. Baker**  Governor  **Karyn E. Polito**  Lieutenant Governor | **The Commonwealth of Massachusetts**  **Executive Office of Public Safety & Security**  Office of Grants and Research  Ten Park Plaza, Suite 3720-A  Boston, Massachusetts 02116  Tel: 617-725-3301  Fax: 617-725-0260  617-725-0267  www.mass.gov/ogr | **Thomas A. Turco III**  Secretary  **Kevin J. Stanton**  Executive Director |

**FFY 2020 Child Passenger Safety (CPS) Seat Distribution Grant Program**

**Notice of Availability of Grant Funds (AGF)**

**Release Date- November 26, 2019**

**Deadline for Applications – December 20, 2019**

**Program Overview**

The Executive Office of Public Safety and Security, Office of Grants and Research (OGR) is the State Administering Agency for traffic safety grants provided by the National Highway Traffic Safety Administration (NHTSA).

OGR is pleased to announce the availability of up to $225,000 in NHTSA grant funds to purchase federally-approved child restraints (hereafter may also be referred to as “car seats” or “seats”) for distribution at inspection stations (also known as inspection sites/fitting stations) and checkup events. Primarily, this program aims to reduce child passenger fatalities and injuries by distributing car seats to low-income families and providing outreach and education on their proper installation and usage.

**Background**

Nationwide, traffic crashes are a leading cause of death for children aged 12 and under. Size-appropriate car seats that are installed and used correctly reduce the risk of death and injury to children involved in crashes. Improper seat installation and misuse, however, is widespread. NHTSA estimates that nearly 60 percent of all car seats are installed incorrectly. Additionally, some parents do not have their children in the appropriate seat for their size, with NHTSA reporting that a quarter of all children between the ages of 4-7 are prematurely moved from booster seats to seat belts.

Massachusetts state law requires all children riding in passenger motor vehicles to be in a federally-approved child passenger restraint that is properly fastened according to the manufacturer’s instructions until they are 8 years old or (more importantly) over 57 inches tall. When children reach the age of 8 and/or outgrow their booster seats, they must wear a seat belt.

**Funding Source**

Funding for this program will come from one or more of the following federal grant programs as established in Title 23, Chapter 4, and 23 CFR Part 1300 sections as follows:

* *402*: Highway Safety Programs- Programs (1) to reduce injuries and deaths resulting from motor vehicles being driven in excess of posted speed limits, (2) to encourage the proper use of occupant protection devices (including the use of safety belts and child restraint systems) by occupants of motor vehicles, (3) to reduce deaths and injuries resulting from persons driving motor vehicles while impaired by alcohol or a controlled substance, (4) to prevent crashes and reduce deaths and injuries resulting from crashes involving motor vehicles and motorcycles, (5) to reduce injuries and deaths resulting from crashes involving school buses, and (6) to reduce crashes resulting from unsafe driving behavior (including aggressive or fatigued driving and distracted driving arising from the use of electronic devices in vehicles) and (7) to improve law enforcement services in motor vehicle crash prevention, traffic supervision, and post-crash procedures.
* *405b*: Occupant Protection Grants- This section establishes criteria, in accordance with 23 U.S.C. 405(b), for awarding grants to States that adopt and implement effective occupant protection programs to reduce highway deaths and injuries resulting from individuals riding unrestrained or improperly restrained in motor vehicles. **405b funds may be used to purchase and distribute child restraints to low-income families.**

**Eligibility**

Massachusetts municipal agencies, state agencies, not-for-profit hospitals, and 501 (c)(3) organizations that serve children and/or families are eligible to apply.

In order to receive a grant award, applicants must:

* Have at least one full-time staff person who is certified as a CPS technician for the duration of the grant. Technician(s) must either be publicly listed on [www.safekids.org](http://www.safekids.org) or submit their Safe Kids Certification Confirmation for verification purposes. If all of your technicians’ (1 or more) certifications are set to expire before the end of the grant (September 30, 2020), you must confirm in your application their intent to be recertified before expiration.
* Develop an outreach plan to notify low-income families in your coverage area about the availability of both seats and your technician(s).
* Advertise the availability of your technician(s) to conduct installations/inspections (e.g., by appointment or drop-in hours). If your technician(s) does not have regular availability, you must have plans to host two checkup events before September 30, 2020.
* Have a seat belt policy in place by the time of award for employees of the organization/agency/department.

**Budget**

This program does not have a traditional financial award process; subrecipients will not be receiving a monetary award and will not be entering into a contract with OGR. Instead, OGR contracts with Mercury Distributing, a wholesale car seat distributor, and coordinates the ordering and delivery process with subrecipients. Applicants will submit an order form with their application based on their projected needs through September 30, 2020. The order form and Mercury Distributing’s price list is provided with this grant program’s posting on our website. The order form should be based on the prices and products listed. Applicants may submit orders up to $5,000.

Supplanting of funds is prohibited. Funds for seats provided through this grant are intended to supplement, not supplant, other non-federal funding sources.

Be advised, the selection of a subrecipient does not guarantee an award.  Funding is subject to adequate federal appropriation and is contingent upon compliance with all grant conditions and eligibility requirements.  If OGR determines that a subrecipient agency is not in compliance with federal and state eligibility requirements, this office will not provide alternative sources of funding.  It is the obligation of the subrecipient agency to ensure compliance with all eligibility requirements.

If more funding becomes available, OGR reserves the right to award additional funding to eligible applicants responding to this AGF.

**Timeline**

AGF Release November 26, 2019

Written questions due December 6, 2019

OGR responses posted December 10, 2019

Application Deadline December 20, 2019 @ 4 PM

Award Announcements January/February 2020

Grant End Date September 30, 2020\*

\*All seats do **not** have to be distributed by the grant end date of September 30, 2020. The highest priority of this grant program is to provide seats to low-income families that are most in need, not to distribute the seats as quickly as possible.

Written questions about the AGF and Application may be submitted via email to John Fabiano, OGR Program Coordinator, at [john.fabiano@mass.gov](mailto:john.fabiano@mass.gov) no later than December 6, 2019. Phone inquiries will not be accepted. Please be aware that questions and responses will be limited to technical assistance about preparing and applying for funds. This is a competitive grant program, and therefore, questions about the strengths or weaknesses of potential applications will not be considered or answered. All questions and OGR’s responses will be posted here: [www.mass.gov/service-details/traffic-safety-grants](http://www.mass.gov/service-details/traffic-safety-grants) by December 10, 2019.

**Selection Criteria**

This is a competitive grant program. OGR will conduct a peer review process consisting of each application being read and scored by three reviewers. The applicants with the highest average scores will receive a grant award. Grant awards may be full or partial. If an award is partial, OGR will work with the subrecipient to resubmit their car seat order.

Applicants who meet all of the eligibility criteria will be scored by a review team as follows:

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| **Element** | **Maximum Points** |
| Demonstrated commitment to providing outreach and seats to low-income families | 40 |
| Demonstrated need for the seats being requested | 30 |
| Quality of current/previous (if applicable) and proposed CPS Programs | 30 |
| **Maximum Score** | 100 |

If the availability or pricing of any seats change, OGR reserves the right to work with awarded subrecipients to resubmit their order.

**Post Award Information**

**Distribution of Seats**

Subrecipients are required to make substantial efforts to ensure seats go to low-income families. This may involve partnering with local organizations that serve low-income families, including, but not limited to food pantries, shelters, churches, neighborhood health centers, schools, public housing authorities, and Women, Infants, & Children (WIC) offices.

This grant is not intended to be a general giveaway/free-for-all to the general public. As such, the availability of seats may not be advertised publicly (e.g., social media, press release), but rather subrecipients of this grant are expected to make direct contact with staff from organizations serving low-income families to inform them about the availability of seats and technician(s). Likewise, when advertising a checkup event, subrecipients must not publicly advertise the potential availability of free seats. OGR does, however, recommend that subrecipients utilize social media and other media to promote CPS laws/best practices and their CPS program including the capabilities and availability of technicians.

Seats must be installed into vehicles by certified technicians, unless the caregiver does not own a vehicle and intends on using the seat for travel in someone else’s vehicle, in which case the technician may provide a pre-registered and unboxed seat to the caregiver and provide as much instruction as possible on its proper installation.

All seats must be distributed by subrecipients at no cost. The seats cannot be part of a fundraiser or raffle and may not be sold.

A subrecipient may only transfer seats purchased through this grant to another organization with prior written approval from OGR. For example, a subrecipient may have seats remaining in inventory that expire in two years and does not foresee a need for them. They may give them to another organization that has a certified technician on staff and an immediate need for them only after receiving approval from OGR.

OGR does not require subrecipients to establish income criteria for seat distribution, however, subrecipients are allowed to establish criteria so long as it is included in their application and aligns with the purpose of this grant program.

**Reporting and Record-Keeping**

Subrecipients are required to submit monthly report forms to OGR detailing low-income outreach efforts, checkup events, and inventory tracking. The report form template will be provided to subrecipients prior to their order being delivered. Reports will be submitted until all seats are distributed.

An intake checklist must be collected for each grant purchased seat that is distributed, regardless of whether the seat is installed in a vehicle or the seat is being given to a caregiver who does not own a vehicle. These checklists must be kept on file, along with a copy of the grant application packet, OGR Award Letter, and monthly reports for six years following the end of the grant period (until September 30, 2026). The checklist will be provided to subrecipients prior to the delivery of car seats. If subrecipients have a different checklist they would like to use, they must submit via email to OGR for pre-approval.

Subrecipient inspection station information and upcoming checkup events may be posted on the OGR website at [www.mass.gov/carseats](http://www.mass.gov/carseats).

**Compliance Monitoring**

* All subrecipients are subject to compliance monitoring, including but not limited to site visits and file reviews.
* A subrecipient’s failure to comply with any of the requirements outlined in this AGF may jeopardize eligibility for future OGR grant funds.
* 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, an applicant’s eligibility and funding level may be based on an OGR evaluation of the subrecipient’s prior efforts in the following areas: low-income outreach, technician recertification, inventory distribution, and monthly reporting.

**Application Submission Instructions**

A qualified application packet must be based on the grant application form and include all required attachments. It is the responsibility of the applicant to ensure that a complete application packet is submitted by the deadline. Applicants should not submit documents that were not specifically asked for in this AGF. All materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Applications must demonstrate that all program eligibility requirements have been met.

Application packets must include the following documents:

1. Application
2. Car Seat Order Form
3. Contractor Authorized Signatory Listing Form
4. OGR Subrecipient Risk Assessment Form
5. Safe Kids Certification Confirmation (if applicable)
6. IRS 501(c)(3) Exemption Determination Letter(if applicable)
7. Letters of Support (optional)
8. Seat Belt Policy (unless noted in the application that one will be provided before the Award is made)

Incomplete packets may be disqualified. Only application packets with original signatures will be accepted.

All original application packets must be submitted either via U.S. Postal Service (USPS), United Parcel Service (UPS), FedEx, or hand delivery to OGR at the address below. Applicants are encouraged to use tracking numbers if submitted via USPS, UPS, or FedEx.

OGR Highway Safety Division  
Attn: John Fabiano

FFY 2020 CPS Grant

10 Park Plaza, Suite 3720-A

Boston, MA 02116

Please contact [john.fabiano@mass.gov](mailto:john.fabiano@mass.gov) to verify receipt due to potential mail delivery problems.