

Commonwealth of Massachusetts
Office of Grants & Research
Highway Safety Division



Federal Fiscal Year 2026
Massachusetts Child Passenger Safety Program
Statewide Training Provider
Notice of Availability of Grant Funds (AGF)

Posted: August 14, 2025

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Lieutenant Governor

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Secretary

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Executive Director

**Availability of Grant Funds (AGF)
Massachusetts Child Passenger Safety Program
FFY 2026 Statewide Training Provider**

PROGRAM OVERVIEW

The Office of Grants & Research (OGR), a Massachusetts state agency that is part of the Executive Office of Public Safety and Security (EOPSS), serves as the State Administering Agency for federal funds received from the Department of Justice, Federal Emergency Management Agency, and the National Highway Traffic Safety Administration (NHTSA). The funding made available under this AGF is awarded from NHTSA to OGR’s Highway Safety Division (HSD).

The Highway Safety Division’s mission is to reduce fatalities, injuries, and associated economic losses resulting from motor vehicle crashes on Massachusetts roadways through cross-agency collaboration of federal, state, and local organizations. Child Passenger Safety (CPS) is one of HSD’s priority areas; it entails ensuring children are safely restrained while traveling in vehicles. The purpose of this Availability of Grant Funds is to competitively seek a CPS Training Provider.

SECTION 1 - IMPORTANT HIGHLIGHTS

1.1 Key Dates:

| | |
|---------------------------|---|
| AGF Posted: | August 14, 2025 |
| Deadline for Q&A*: | August 22, 2025 |
| Proposals Due: | September 5, 2025, no later than 4:00 pm |
| Award Announcements: | September 2025 |
| Anticipated Grant Period: | October 1, 2025, through September 30, 2026 |

* All questions posed regarding this opportunity must be submitted by prospective applicants in writing to Jennifer Slonina at Jennifer.Slonina@mass.gov by August 22, 2025. Questions received by phone and after the deadline for questions will not guarantee a response. This is a competitive grant program, and therefore, questions about the strengths or weaknesses of potential projects will not be considered or answered. All questions and responses will be posted in an unattributable manner on the [Child Passenger Safety Program - Statewide Training Provider](#) page.

1.2 Eligibility:

- State, local, private, nonprofit, and not-for-profit entities in Massachusetts established to fulfill a primary public purpose may apply. Only one application per organization is permitted. Applicants must demonstrate prior experience with administering a statewide child passenger safety training program.
- Organizations must have in their employ, both at the time of application and for the duration of the contract resulting from this AGF, at least one CPS Lead Instructor with a minimum of ten years of experience as an active instructor in Massachusetts.
- **Preference will be given to applicants who have previously and successfully served as HSD’s CPS Training Provider.** If OGR doesn’t receive interest from an entity that has performed this role previously, OGR will consider new applicants.

1.3 Funding:

OGR is pleased to make available up to \$325,000 in grant funds through this AGF process. OGR reserves the right to adjust or modify the amount of funding being made available, as all awards are contingent upon receipt and subject to the availability of federal funds appropriated by NHTSA.

- OGR will make one award (maximum \$325,000).
- Applicants must provide a budget for twelve (12) months of funding.
- Funding for this grant may come from one or more sources as established in Title 23 Chapter 4, and 23 CFR Part 1300 sections.

1.4 Project Duration:

The anticipated project period will be approximately 12 months – on/around October 1, 2025, to September 30, 2026.

1.5 Funds Disbursement:

This is a cost-reimbursement grant. Grant funds will be awarded via a Commonwealth of Massachusetts ~ Standard Contract Form. Any costs incurred prior to the start date of the contract will not be reimbursed.

1.6 Purpose:

The CPS Training Provider will manage a program that aims to prevent child injuries and fatalities resulting from motor vehicle crashes. This will be achieved via the recruitment and training of CPS technicians and instructors, the organization and staffing of car seat check events, and serving as an educational resource to parents, caregivers, public safety agencies, and other organizations that serve children and families.

SECTION 2 - SCOPE OF WORK

The CPS Training Provider will be expected to provide the following services including but not limited to:

- Plan and conduct training classes that will certify a minimum of 200 individuals as CPS technicians utilizing Safe Kids Worldwide’s curriculum.
 - Recruit and compensate certified CPS instructors to teach these classes
 - Recruit individuals to attend these classes
 - Classes must be held in different counties across the state to ensure widespread coverage of CPS services to the public
- Plan, conduct, and/or promote the following opportunities, which will help recertify the existing corps of CPS technicians:
 - CPS Renewal classes
 - Annual state CPS Conference
 - Car seat check events
 - Webinars and other opportunities for technicians to earn technical continuing education units (CEUs)
 - Other opportunities for seat check sign-offs
- Plan and conduct the following training classes based on demand
 - CPS Safe Travel for All Children
 - CPS on School Buses
 - CPS Ambulance

- CPS Awareness
- Maintain a linguistically and geographically diverse instructor pool capable of handling the ongoing training needs of the Massachusetts CPS Program.
- Attend pertinent meetings and/or training conducted by organizations, including but not limited to OGR, NHTSA, and Safe Kids Worldwide.
- Act as a CPS resource for technicians, instructors, OGR staff, traffic safety stakeholders, and the public.

SECTION 3 - GRANT COMPLIANCE DETAILS

3.1 Award Recipient Requirements:

- Award recipients must abide by the grant requirements below, as well as the OGR Subrecipient Grant Conditions which must be completed at the time of contracting. Applicants should thoroughly review and be familiar with these conditions prior to applying for funds – a copy of is available at [Child Passenger Safety Program - Statewide Training Provider](#) for reading only purposes.
- Submission of satisfactory, accurate, and timely monthly financial reports is required. OGR shall provide a monthly expenditure reporting template after a contract has been executed. Backup must include:
 - Payroll,
 - Contractor invoices, and
 - Receipts/invoices for purchases and any other direct expenses.
- Submission of monthly programmatic activity reports is required. OGR shall provide a template after a contract has been executed. Backup must include:
 - State and National CPS technician recertification rate report from Safe Kids Worldwide and
 - Class rosters from any CPS technician or specialized trainings (not including Awareness) that are held during the reporting month.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, and attendance at technical assistance meetings is expected.
- Award recipients must accept their award no later than 30 days from the award date. Failure to accept a grant award within the 30-day timeframe may result in a loss of funds.
- Award recipients are expected to initiate program activities within 90 days of a contract being executed, unless there are extenuating circumstances. The subrecipient is responsible for reporting such circumstances to OGR.

3.2 Procurement:

- Grant recipients choosing to further subgrant all or any part of the amount of the CPS Training Provider award to an implementing agency or an independent contractor shall require the subgrantee to also follow the OGR Standard Grant Conditions and enter a written contract or Memorandum of Understanding (MOU) with the implementing agency or independent contractor.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and nonprofit entities and the Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

- It is the responsibility of the award recipient to report alleged waste, fraud, or abuse, including any alleged violations, serious irregularities, sensitive issues, or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations and appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
 John W. McCormack State Office Building
 One Ashburton Place, Room 1311
 Boston, MA 02108
 800-322-1323 | IGO-FightFraud@state.ma.us

U.S. Department of Justice
 Office of the Inspector General Investigations Division
 ATTN: Fraud Detection Office
 950 Pennsylvania Ave., NW - Washington, DC 20530
 (202) 616-9881 (fax)
<https://oig.justice.gov/hotline/grant-complaint>

SECTION 4 - APPLICATION PROCESS

4.1 Application Documents:

All applicants must submit the following documents by email to CarSeatInfo@mass.gov and Jennifer.Slonina@mass.gov by 4:00 p.m. on September 5, 2025.

Program Narrative

Applicants must submit a narrative no longer than five pages that provides details on their CPS Training Plan for FFY 2026 and assurances that the Scope of Work in [Section 2](#) will be achieved. *(Electronic submission of this narrative in PDF is preferred)*

Budget Excel Worksheet (Attachment B)

Utilize [Attachment B](#) to document the proposed costs for each allowable cost category (see [4.2](#) and [4.3 below](#)). Estimated costs must be identified in detail.

Budget Narrative

For each cost category that has an associated funding request in the Budget Excel Worksheet (Attachment B), please provide an overall description and justification of that cost category. The budget category narratives should describe what the budget entails, why the items in that category are needed, and how the budgeted amount was determined.

Federal Indirect Cost Rate and Fringe Rate Agreement (if applicable)

Resume for CPS Lead Instructor

OGR Subrecipient Risk Assessment Form

Commonwealth of Massachusetts - Contractor Authorized Signatory Listing

The Budget Excel Worksheet (Attachment B), OGR Subrecipient Risk Assessment Form, and Contractor Authorized Signatory Listing Form are available on the [Child Passenger Safety Program - Statewide Training Provider](#) page.

4.2 Allowable Cost Categories:

| Allowable Budget Cost Categories | Explanation of Allowable Costs |
|----------------------------------|--|
| Personnel | <ul style="list-style-type: none"> Full or part-time regular salaried employees working on the grant. |

| | |
|---|---|
| <p style="text-align: center;">Fringe</p> | <ul style="list-style-type: none"> • Employer Fringe benefits requested to be paid by this grant can be based on either: 1) actual known paid costs for each benefit category, or 2) an established formula applied to the base salary numbers, broken out by the benefit category. Fringe benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the project. You may also include employer paid payroll taxes here as a separate cost. • Must include a copy of the federally approved rate agreement in the application response for eligible costs that include the employer’s share of the applicable costs. |
| <p style="text-align: center;">Indirect</p> | <ul style="list-style-type: none"> • Applicants that want to charge indirect costs using an indirect cost rate may use a federally approved indirect cost rate agreement or charge a de minimis rate of 15%. If the applicant’s accounting system permits, indirect costs may instead be allocated in the budget, including the category “Other” if the costs being identified do not fit into one of the direct cost categories. For more information, see Title 2 CFR Part 200, in particular 200.414. • Must include a copy of the federally approved rate agreement in the application response. |
| <p style="text-align: center;">Contracts/Consultants</p> | <ul style="list-style-type: none"> • Consultant or contractor fees. • The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation of over \$650 per day requires prior written approval by OGR. • Contracts – a competitive process based on the agency’s procurement policy should be followed when procuring contracted services. • Contract salary, fringe benefit, travel, and other costs should follow instructions within direct salary, fringe benefit, travel, and other cost categories. |
| <p style="text-align: center;">Equipment (Communication, IT, etc.)</p> | <ul style="list-style-type: none"> • Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment. |
| <p style="text-align: center;">Lead Instructor Travel</p> | <ul style="list-style-type: none"> • Travel directly related to the purpose of the grant. • Review pages 27-29 of the OGR General Subrecipient Grant Conditions for detailed travel guidelines and cost allowability. |
| <p style="text-align: center;">Supplies</p> | <ul style="list-style-type: none"> • General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.). • Items used for training or demonstrations (e.g., car seats, dolls, tablets). |
| <p style="text-align: center;">Other</p> | <ul style="list-style-type: none"> • Items (e.g., rent costs, telephone costs, reproduction costs). • Printing costs. • Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/contracts, travel and/or supplies cost category can be included in the “Other” cost category. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated. |

4.3 Unallowable Cost Categories:

| Unallowable Budget Cost Categories | Explanation of Unallowable Costs |
|------------------------------------|--|
| Other | <ul style="list-style-type: none"> • No grant funds may be spent for construction, office furniture, or other like purchases. • Travel expenses for other instructors unless specifically authorized by OGR. • Any restrictions as outlined in Rule 23 CFR Part 1300, Title 2 CFR Part 200, and NHTSA Guidance that applies to Section 402 and 405 funds. |

SECTION 5 - REVIEW PROCESS

5.1 Review Criteria and Scoring:

Grant Review Process:

Grant applications will be subject to a competitive review process, and all proposals will be numerically assessed by three peer reviewers based on the following factors:

- **Program Narrative - 50 points**
 - Including organization’s proven experience, capacity and expertise in subject matter, and clear concept as to how Scope of Work and Grant Compliance will be completed.
- **Budget – 30 Points**
 - Reasonable and cost-effective proposal demonstrating allowable costs and compliance with OGR Grant Conditions, Final Rule 23 CFR Part 1300, Title 2 CFR Part 200, and NHTSA Guidance that applies to Section 402 and 405 funds.
- **Grant Compliance and Submission Procedures – 20 Points**
 - Adherence to rules and guidelines for submitting this grant (*See 4.1*), such as signatures, submitting required attachments, completing required sections/forms, etc.
- **Bonus Points for Previous HSD CPS Training Providers – 10 Points**
 - Applicants who have previously performed successfully as HSD’s Statewide CPS Training Provider will be given preference for consideration of an award.

SECTION 6 - NOTIFICATION OF AWARD(S)

All funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. It is anticipated that this grant award will be announced in September 2025 and start on October 1, 2025.

Successful applicants may be selected, at OGR’s discretion, for two years of continuation funding (each for a period of one year), essentially making this a three-year grant opportunity. Continuation funding will be contingent upon OGR receiving additional NHTSA funding, successful project implementation and meeting deliverables, and ability to adhere to all state and federal rules and regulations.