**Commonwealth of Massachusetts**

**Executive Office of Public Safety and Security**

**Office of Grants and Research**



**Highway Safety Division**

**Availability of Grant Funds**

***FFY19 Child Passenger Safety (CPS)***

***Seat Distribution Grant Program***

**Charles D. Baker Karyn E. Polito**

**Governor Lieutenant Governor**

**Daniel Bennett Angela F.F. Davis**

**Secretary Executive Director**

Deadline for Applications: **October 19, 2018 at 4:00PM**

**AGF Contains**

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**I. Program Overview**

The Executive Office of Public Safety and Security, Office of Grants and Research (OGR) announces the availability of up to $225,000 in federal grant funds to purchase federally-approved car and booster seats for use at fitting stations and checkup events. This program aims to reduce child passenger fatalities and injuries by distributing seats to low-income families, and to provide outreach and education on their proper installation and usage.

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, subrecipients will receive an award letter noting how much they may spend on car and/or booster seats, along with an order form, vendor catalog, and price list. OGR will collect all order forms, submit them to our contracted car seat vendor, and coordinate delivery to all subrecipients.

Funding for this program is being made available to the Executive Office of Public Safety and Security from the National Highway Traffic Safety Administration (NHTSA) via a grant award administered by the OGR’s Highway Safety Division (HSD). Grant awards will be contingent on the availability of adequate federal funds.

For questions pertaining to this program, please contact John Fabiano, HSD Program Coordinator, at [john.fabiano@mass.gov](mailto:john.fabiano@mass.gov).

Eligible Applicants

Massachusetts municipal departments, university/college public safety departments, nonprofit hospitals, and other 501(c)(3) organizations that serve children and families.

In order to be awarded this grant, applicants are required to have:

* At least one full-time staff person who is certified as a CPS technician for the duration of the grant and who is publicly listed on the Safe Kids website for verification purposes. If all of your technicians’ (1 or more) certifications are set to expire before the end of the grant (September 30, 2019), you must confirm in your application their intent to be recertified before expiration.
* An outreach plan to notify low income families in their coverage area about the availability of seats and the CPS services available to them
* Either a regular fitting station with your CPS technician(s) providing inspections and installations (drop-in hours, by appointment, etc.) **OR** plans to host two CPS checkup events within the grant period.

Key Dates

Application Posted: September 25, 2018

Application Deadline: October 19, 2018 at 4:00 PM

Tentative Award Announcements: November 2018

Tentative Grant Period: November 2018-September 30, 2019

**II. Budget Information**

Eligible applicants may apply for up to $3,500 worth of car and/or booster seats.

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

**III. Post-Award Requirements**

* Subrecipients must perform outreach to low income families in their coverage area to notify them about the availability of seats and their CPS services.
* Subrecipients must either publicly advertise and promote access to a regularly scheduled fitting station (drop-in hours, by appointment only, etc.), **OR** host two CPS checkup events during the grant period.
* Seats must not be distributed in a box without installation. The subrecipient’s certified CPS technician(s) must install the seats into vehicles. Subrecipients must properly dispose of the boxes and related packaging materials after installations are completed.
* 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.
* All public communications and/or news releases concerning the grant must state that the grant 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 OGR prior to release. OGR will provide a sample news release to subrecipients to assist with announcing the grant awards.
* Subrecipient fitting station information and upcoming checkup events will be posted on the HSD CPS website at [www.mass.gov/carseats](http://www.mass.gov/carseats).
* All subrecipients who are law enforcement agencies receiving any state or federal grant award from EOPSS/OGR will be required to participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.

Reporting and Record Keeping

* Monthly reporting forms must be completed and submitted by the 15th day of each month detailing the prior month’s activities and any future events or outreach planned. These forms will be made available to subrecipients prior to the delivery of car seats. If no activity occurs in a given month and no future events are planned, an email must be sent to John Fabiano stating as such.
  + An intake checklist must be collected for each grant purchased seat that is distributed and installed. These checklists must be kept on file, along with the grant application, award documents, and monthly reports for 6 years following the end of the grant period. The checklist will be provided to subrecipients prior to the delivery of car seats.

Risk Assessment and Compliance Monitoring

* All subrecipients must fill out a Risk Assessment Form as detailed in Section V below
* All subrecipients are subject to compliance monitoring, including but not limited to site visits and file reviews.
* A subrecipients’ failure to comply with any of the requirements outlined in this AGF, including but not limited to delinquent reporting and submission of incomplete reports, may jeopardize eligibility for future OGR grant funds.

Be advised, the selection of a subrecipient does not guarantee an award.  Funding is subject to federal 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, this office cannot guarantee alternative sources of funding.  It is the obligation of the subrecipient agency to ensure compliance with all eligibility requirements.

**IV. Selection Criteria**

This is not a competitive grant. Applicants who meet all of the eligibility requirements detailed in Section I, and who submit a complete application with the required documents listed in Section V by the deadline, will be awarded this grant.

All applicants must have a documented staff Seat Belt Policy in order to be eligible for a full award. This policy must recommend or require that staff wear their seat belt when on-duty or conducting business, and operating or traveling in a motor vehicle that is equipped with seat belts. An applicant who does not implement a belt policy for staff by the time of award will have their eligible award amount reduced by 50 percent.

Award amounts will be based off of the availability of federal funds, the number of eligible applicants, and whether or not an applicant has a staff Seat Belt Policy in place.

OGR reserves the right to contact any respondent to this AGF with questions about their response and request additional information.

Notification of awards will likely occur in November 2018. Grant winners will be notified individually and a list will be posted at [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety).

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

**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 may be based on a Highway Safety Division evaluation of the program’s prior year efforts in the following areas: performance against goals and outreach plan stated in original application, overall level of program participation, monthly reporting, and undistributed inventory.

1. **Application Submission Instructions**

A qualified application packet must be based on the grant application form and include all required attachments. Incomplete responses or unsigned applications may be disqualified, though OGR does reserve the right to work with applicants to obtain missing or incomplete information.

A signed hard copy of the application, including all required attachments must be received by October 19, 2018 at 4:00 PM. Applications received after this deadline will not be considered for funding. An electronic version of this application is available at https://www.mass.gov/service-details/traffic-safety-grants.

Application Checklist

Please submit one original of each of the following documents (do not staple the documents). All documents requiring a signature must be done so using **blue ink**. All documents must be mailed or hand-delivered to:

EOPSS Office of Grants and Research  
2019 CPS Grant Submission

10 Park Plaza, Suite 3720-A

Boston, MA 02116

Attention: John Fabiano

* FFY 2019 Child Passenger Safety Seat Distribution Grant Program Application Form
* Contractor Authorized Signatory Listing Form\*
  + - If an applicant has submitted this form to HSD in the past 12 months and no changes are being made to the personnel included on it, you are not required to resubmit this form.
* Department/Organization Seat Belt Policy
* Risk Assessment Form
  + - Complete sections B, C, and E.
  + In addition to the original, please email as an attachment an electronic copy of your signed application form to john.fabiano@mass.gov.
  + If you mail your application packet instead of hand delivering, please email John Fabiano at [john.fabiano@mass.gov](mailto:john.fabiano@mass.gov) to confirm receipt. You can also contact John with any questions as you complete your application.

\*For municipal departments, please note that a town or city administrator must complete the Authorized Signatory form with signature at the bottom of page 1, designating the department head or Chief and any other individual(s) as Authorized Signatories. Notarized page 2 is required for all individuals listed in the box on page 1.