



# MINI-GRANT PROGRAM

## Policies and Procedures

### CPST COURSES

Washington’s Child Passenger Safety Program is happy to announce the availability of mini-grants intended to reduce the number of deaths and serious injuries to children resulting from traffic crashes on Washington roads. The available funds will be provided to support the hosting of a Child Passenger Safety Technician (CPST) course.

You must view the Pre-Application webinar at <https://wacarseats.com/mini-grants/>

**NEW: GRANT REQUESTS FOR LOCAL CAR SEAT ACTIVITIES ARE NOW DONE UNDER A SEPARATE APPLICATION.**

#### ROLES AND RESPONSIBILITIES



Grant requests should be from a school, government agency or non-profit (501c3) organization within Washington State. All costs/expenses will be paid for by the grantee and billed for reimbursement. Hosting a CPST course and increasing our State’s car seat technician network directly support the **program goals**.

- GOAL #1:** Implement countermeasure strategies to maintain a sufficient number of child passenger safety technicians and remove barriers to recertification.
- GOAL #2:** Implement countermeasures strategies to maintain an active network of child passenger safety inspection stations and/or inspection events.
- GOAL #3:** Increase awareness of and engagement in child passenger safety among law enforcement the community, tribes, and other target audiences.

- Each applicant certifies the Child Passenger Safety grant will not be used to replace existing state or local funds, defined as supplanting.
- Refer to the *Requirements for Services* to meet criteria to receive state funding.
- All projects must follow appropriate state and federal funding regulations.

<b>FISCAL GRANT YEAR IS OCTOBER 1 THROUGH SEPTEMBER 30</b>	
<b>AUGUST</b>	<b>Distribution of Grant program; attend Pre-application webinar.</b>
<b>SEPTEMBER 15 5:00PM</b>	<b>Grant proposals due to WA CPS Program.</b> Must be signed by a person with contracting authority.
<b>SEPTEMBER 30</b>	<b>Review of proposals; notification of grant approval or decline by email.</b> Evaluation is based on Qualifications, Deliverables, Budget and CPST course schedule.

## PROPOSED PROJECT COSTS

 <b>ALLOWED</b>	 <b>NOT-ALLOWED</b>
<ul style="list-style-type: none"> <li>• Stipends for CPST Instructor team - must follow the <i>Requirements for Services</i>.</li> <li>• Travel for CPST Instructor team - must follow travel reimbursement requirements.</li> <li>• LATCH Manual(s) - limit the distribution of manuals to car seat technicians who plan to perform inspections on their own and list the services on NHTSA website.</li> <li>• Basic class supplies, if needed (paper, pens, post its,...).</li> </ul>	<ul style="list-style-type: none"> <li>• LATCH manuals for every student in CPST Course.</li> <li>• Food/refreshments.</li> <li>• Gifts (gift cards, flowers, etc.).</li> <li>• Vehicle fuel expenses for an agency car.</li> <li>• Promotional, give-a-ways, or branding items</li> </ul>

## THE GRANT APPLICATION PROCESS – EASY AS 1, 2, 3

1. Read these grant policies and procedures in their entirety before applying.
2. Generate your grant proposal including three sections (an example is provided):
  - QUALIFICATIONS** = 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. Provide any past experience with hosting CPST courses. Timely submission of quarterly activity reports will be considered.
  - DELIVERABLES** = share anticipated class size, location, and method to recruit student participation. Include proposed course dates.
  - BUDGET** = a detailed list of funding requirements to complete the CPST course.
3. Scan/email a **signed** proposal to Cesi Velez, Project Manager [velezc@cobl.us](mailto:velezc@cobl.us) Questions? 253-447-3257

## IMPORTANT DATES OF GRANT PROGRAM

<b>JULY 20</b>	<b>All invoices for goods received or services performed on or prior to June 30<sup>th</sup>, must be received by Cesi Velez, Project Manager.</b>
<b>OCTOBER 20</b>	<b>All invoices for goods received or services performed between July 1<sup>st</sup> and September 30<sup>th</sup>, must be received by Cesi Velez, Project Manager.</b>
<b>SUBMIT PERIODIC INVOICES FOR REIMBURSEMENT AS DELIVERABLES ARE MET OR SERVICES PROVIDED.</b>	

## IMPORTANT REMINDERS REGARDING TRAVEL REIMBURSEMENT

The following is NOT all inclusive. Visit <http://www.ofm.wa.gov/policy/> for additional information. Lodging and meal rates are adjusted on October 1<sup>st</sup>; mileage on January 1<sup>st</sup>, if applicable or as appropriate.

### **LODGING**

#### **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.

#### **10.30.30**

#### **What types of lodging costs are reimbursable?**

- Basic commercial lodging (ensure the current state per diem is charged – refer to map – higher rates will not be fully reimbursed), applicable taxes, hotel/motel taxes  
Attach hotel receipt to travel voucher
- Campsites must follow Non-High Cost lodging rates.  
<https://ofm.wa.gov/sites/default/files/public/legacy/policy/10.90a.pdf>

### **MEALS**

#### **When may a traveler be reimbursed for meal costs?**

10.40.50.a For **overnight** travel assignments, the agency-determined meal periods are used to determine when a traveler is entitled to a meal.

10.40.50.b For **non-overnight** travel assignments, the following two criteria must be met to receive a meal allowance:

1. **Three Hour Rule** – a traveler may be reimbursed for meal expenses only after the traveler is in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler's regularly scheduled working hours for the day.
2. **In travel status during the entire meal period** – travelers must be in travel status during the **entire** agency-determined meal period(s) in order to qualify to collect meal payments for meal(s), except as provided in subsection 70.15.10. The traveler may not stop for a meal just to meet the three-hour rule.

Receipts are not required with travel voucher. Use per diem rates according to your final destination.

#### **The meal periods are:**

**Breakfast**      **6:30 to 8:00**

**Lunch**            **11:30 to 1:00**

**Dinner**            **5:30 to 7:00**

- If hotel provides a full meal with eggs, bacon, sausage (protein); do NOT claim breakfast.
- Any meals provided by the conference/meeting/training; do NOT claim.

**Camping:** must use Non High-Cost Location meal rates

<https://ofm.wa.gov/sites/default/files/public/legacy/policy/10.90a.pdf>

### **MILEAGE**

Always ensure the correct mileage rate is used by visiting

<https://ofm.wa.gov/accounting/administrative-accounting-resources/travel> or refer to map.

Include city name on travel voucher; do not use "home" or "work".

## **SUBMITTING FOR REIMBURSEMENT**

Submit the following documents in this order:

1. A19 invoice –signed, complete, including State Wide Vendor number (SWV#).
2. Copy of signed grant (**NOT including this will delay reimbursement**).
3. Proof of payments made.
4. Copies of Invoices from Instructor Team members; include Travel Expense Voucher, hotel receipt if lodging is included.
5. Evaluations of services provided.

### **Choose ONE method of sending to Cesi Velez, Project Manager:**

1. Scan/email to [velezc@cobl.us](mailto:velezc@cobl.us)
2. Fax to 253-863-2661
3. Mail to Bonney Lake Police Dept., 18421 Veterans Memorial Dr. E., Bonney Lake, WA 98391

It is the grantee's responsibility to ensure their payment of products/services is correct and for grant appropriate expenses.

## **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.