MINI-GRANT PROGRAM
Policies and Procedures

CPST Course

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/ prior to submitting a proposal.

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 States car seat technician network directly supports the following **program goals**. The proposal MUST address how this funding will help **low-income and underserved populations.*

- Maintain network of 450 active child passenger safety technicians, host CPST courses, assist in meeting recertification requirements.
- Provide financial and logistical support to at least 100 child passenger safety inspection stations and/or safety events throughout the year.
- Increase proper restraint use (emphasis on booster seat use and children in the back seat).

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.

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

PROPOSED PROJECT COSTS

ALLOWED	NOT-ALLOWED
• Service fees for CPST Instructor team - must follow the *Requirements for Services.* • Travel for CPST Instructor team - must follow travel reimbursement requirements. • Basic class supplies, if needed (paper, pens, post its,…).	• LATCH manuals for every student in CPST Course. • Food/refreshments. • Gifts (gift cards, flowers, etc.). • Vehicle fuel expenses for an agency car. • Promotional, give-a-ways, or branding items

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

After you have watched the Pre-Application webinar

1. Read the Grant Policies and Procedures (found on website).
2. Generate your grant proposal including three sections (a template is provided):
   a. **QUALIFICATIONS** = involvement in child passenger safety (CPS) efforts, traffic safety programs and managing grant funds; and current or future use of the National Digital Check Form (NDCF).
   b. **DELIVERABLES** = explain how this funding will serve low-income/underserved populations.
   c. **BUDGET** = a detailed list of proposed expenditures.
3. Email proposal to Cesi Velez, Project Manager velezc@cobl.us
   Questions? 253-447-3257

After review of the proposal, the potential grantee will be notified of approval or decline. If approved, you will receive the final grant agreement which must be signed by a person with contracting authority with the Grantee agency.

IMPORTANT DATES OF GRANT PROGRAM

JULY 15	**All invoices for goods received or services performed on or prior to June 30** must be received by Cesi Velez, Project Manager.
OCTOBER 15	**All invoices for goods received or services performed between July 1 and September 30** must be received by Cesi Velez, Project Manager.
SUBMIT PERIODIC INVOICES FOR REIMBURSEMENT AS DELIVERABLES ARE MET OR SERVICES PROVIDED.	

IMPORTANT REMINDERS REGARDING TRAVEL REIMBURSEMENT

The following is NOT all inclusive. Visit http://www.ofm.wa.gov/policy/ for additional information.

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**.**
- 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). 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	**6:30a.m. to 8:00a.m.**
Lunch	**11:30a.m. to 1:00p.m.**
Dinner	**5:30p.m. to 7:00p.m.**

- 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".

Many grant submissions will include travel expenses for CPST Instructors/Technicians/Proxies to provide services. Ensure understanding by your service provider.

SUBMITTING FOR REIMBURSEMENT

Submit the following documents in this order:

1. A19 invoice –signed, complete, including Statewide Vendor number (SWV#).
2. Proof of payments made.
3. Copies of Invoices from Instructor Team members; include Travel Expense Voucher, hotel receipt if lodging is included.
4. Evaluations of services provided.

Scan>Email reimbursement documents to Cesi Velez, Project Manager velezc@cobl.us

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.

**Groups that have limited or no access to resources or that are otherwise disenfranchised. These groups may include people who are socioeconomically disadvantaged; people with limited English proficiency; geographically isolated or educationally disenfranchised people; people of color as well as those of ethnic and national origin minorities; women and children; individuals with disabilities and others with access and functional needs; and seniors. (FEMA)*