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| **FY:** | **2018** |  |  | **DUE DATE:** | **3/15/2018** |

**Section A: Agency Application Information**

**Contracting Agency/Applicant: ­­­­­­­­­­**

Federal Tax ID Number:       Federal DUNS Number:

County:

**Authorizing Official’s Name:**

Title:

Address:

City:       State:       Zip Code:

Telephone #:       Fax #:

**Project Director/Coordinator: (cannot be the same as Authorizing Official or Fiscal Officer)**

Name:

Title:

Address:

City:       State:       Zip Code:

Telephone #:       Fax #:

E-mail:

**Fiscal Officer/Payroll Clerk:**

Title:

Address:

City:       State:       Zip Code:

Telephone #:       Fax #:

E-mail:

|  |
| --- |
| TO BE COMPLETED BY KOHS STAFF |
| Grant #: |  |
| Grant period: | 1/1/2018 – 9/30/2018 |
| Approval/Start date: |  |
| CFDA Title: |  |
| CFDA Number: |  |
| Program Manager: |  |
| Local Benefit: | [ ] Yes [ ] No |

**Project Title:** Kentucky Office of Highway Safety State Child Passenger Safety (CPS) Program Coordinator

**Project Description:** This project is to establish a State CPS Program Coordinator to administer and coordinate CPS programs and services on a statewide level. This coordinator will also serve as the statewide designated point of contact for KOHS on all CPS programs and services. Total budget for this grant is $80,000.

**State CPS Program Coordinator Responsibilities:**

**1. Administrative:**

* + - * Meet the designated CPS program requirements and complies with KOHS grant policies and procedures.
			* Must have a current CPS Technician Certification and is required to obtain a certification as a CPS Instructor within the life of the grant.
			* Provide input on SHSO documents such as the Highway Safety Plan, CPS grant applications, National Highway Traffic Safety Administration (NHTSA) Annual Report and all CPS informational materials and presentations.
			* Deploy and utilize the KOHS CPS Trailer for seat checkup events and trainings.
			* Maintain and update contact information for all new and current CPS Technicians and Instructors statewide.
			* Submit monthly grant reports and financial claims to the SHSO for any CPS activities and expenditures that occurred during that timeframe.
			* Collect data and maintain database on statewide fitting stations activities/seat checks.
			* Provide updated CPS trainings and fitting station information that can be accessed on the SHSO website.
			* Review and update SHSO CPS informational materials as needed and make available for distribution thru printed or electronic version.

**2. Coordination:**

* + - * Coordinate, assist and implement monthly car seat checkup events with current CPS fitting stations across the state (IE; schedule, recruit and supervise technicians, prepare supplies and materials, observe technicians for correct seat installation and provide educational materials for customers)
			* Serve as a senior checker/mentor for CPS Technicians at car seat checkup events to help CPS Technicians to acquire car seat checkoffs in order to maintain their current CPS Technician Certification.
			* Coordinate and plan an annual KOHS CPS Technician Re-certification training for all CPS Technicians statewide, in need of CEU credits. (Training will be funded by KOHS)
			* Provide educational and training opportunities, as well as technical assistance, for law enforcement, emergency medical services, health departments, child care services personnel and other relevant agencies in order to recognize proper and improper child restraint use in motor vehicles as so to be in line with Kentucky laws and regulations.
			* Build statewide network of CPS Advocates in order to support State CPS strategies and activities
			* Coordinate initial CPS Technician trainings in partnership with Safe Kids.

**3. Communication:**

* Provide weekly updates on State CPS strategies and activities to all new and current CPS Technicians statewide.
	+ - * Provide technical assistance and support for all new and current CPS Instructors and Technicians statewide.
			* Serve as the CPS Lead Contact for any questions concerning child occupant protection laws, child safety seats, child safety seat installs, CPS fitting stations, best practices and CPS trainings for the CPS community and general public.
* Promote National CPS week and National Seat Check Saturday checkup events, which is held the third week of September every year.
* Collect and report data on monthly statewide CPS activities and the National CPS Week activities, to the SHSO and NHTSA Regional CPS Coordinator, as requested.

### Review NHTSA Child Car Seat Inspection Station listings and submits updates as needed to NHTSA Regional CPS Coordinator.

* Ensure the “CPS Training Contacts by State” listing is updated for his/her state. Changes should be sent to the NHTSA Regional CPS Coordinator, who will notify NHTSA Headquarters and Safe Kids Worldwide to update CPS Technician database access.
* Promote other traffic safety campaigns as deemed appropriate for target audiences.

### Promote Diversity Resource Library maintained by the National CPS Board.

**Section A: Goals and Objectives - ALL APPLICANTS**In the space below is the Goal and Objectives for this State CPS Program Coordinator project. The Goal and Objectives for this project are **specific, measurable, action-oriented, realistic, and time-framed** statements of what this project will accomplish. The Goal and Objectives are set by the SHSO and cannot be modified in any way.

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**Goal:** To decrease the number of deaths and injuries relating to Child Passenger Safety by 9/30/2018.

**Objectives**:

1. To increase the number of CPS Technician recertification’s from **124** to **135**.

2. To maintain **40** out of **89** CPS fitting stations established statewide in high risk population areas as defined in the Annual Highway Safety Plan.

3. To increase the number of CPS Technicians statewide in order to have **2** CPS Technicians in each county statewide.

4. Provide current CPS best practices information to the public through the KOHS website, informational handouts and social media.

**Section B: Strategies and Activities - ALL APPLICANTS**

In the space below are the Strategies and Activities that you will perform to achieve the Goal and Objectives for this project. The Strategies and Activities describe **what will be done, who will do it, and time-frame it will take place**. The Strategies and Activities are realistic, achievable and specifically relate to the Goal and Objectives of this project. All personnel, training, and equipment needed in order to perform each task has been considered. The Strategies and Activities are set by the SHSO and cannot be modified in any way.

1. The State CPS Program Coordinator will coordinate an annual CPS Technician Re-certification training for all current CPS Technicians and Instructors in need of CEU credits and child safety seat check-offs. The Program Coordinator will develop and coordinate a 6 hour CPS CEU Training that can be provided as needed to all CPS Technicians and Instructors on a statewide basis. The Program Coordinator will provide technical assistance, support and weekly updates on State and National CPS activities for all new and current CPS Technicians and Instructors in order to keep them engaged in CPS initiatives on a statewide level.

2. The State CPS Program Coordinator will seek new partnerships with CPS Advocates, Community Groups, Hospitals, Car Dealerships, Retail Outlets, Charitable Organizations, Schools and Local Health Departments in an effort to increase the number of CPS fitting stations statewide.

 2a. As part of the above process, the State CPS Program Coordinator will conduct an annual review of the CPS activities that are taking place statewide, to ensure that all CPS activities are being documented and reported.

3. The State CPS Program Coordinator will offer CPS training to all Technicians and Instructors, who have let their CPS Certification expire and want to become re-certified. These partnerships will be used to increase the number of CPS Technicians statewide.

4. The State CPS Program Coordinator will seek to recruit and provide current CPS Certified Technicians the opportunity to become Certified CPS Instructors to increase the number of CPS Instructors statewide.

5. The State CPS Program Coordinator will maintain current CPS best practices information and CPS informational materials that will be published to the KOHS website by the Content Manager for the SHSO website. The CPS Program Coordinator will maintain and update all CPS information that is posted to the SHSO’s social media outlets.

6. Provide input on SHSO documents such as the Highway Safety Plan, CPS grant applications, National Highway Traffic Safety Administration (NHTSA) Annual Report and all CPS informational materials and presentations.

7. Serve as a member of the Statewide OP Task Force, and as Chair of the CPS Subcommittee of the OP Task Force.

**Section C – Project Summary - ALL APPLICANTS**

Please provide a one page narrative to the following questions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your experience with CPS and program coordination?

2. Describe the process you would use to achieve the Goal and Strategies outlined in this application?

**Section D: Detailed Budget** - **ALL APPLICANTS**

Indicate costs required to accomplish each activity. All costs should be reasonable, necessary and allowable, and should fall into the cost categories below, not to exceed total budget:

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**1. Personal Services** (Salaries, Hourly Wages, Benefits) $55,000.00

Coordinator salary including benefits = $55,000

**Total Personal Services: $55,000.00**

**2. Travel and Training** (All expected travel and training expenses – List each separately) –

CPS Events

 Technician/Instructor Trainings

 **Total Travel and Training: $10,000.00**

**3.** **Contractual Services** (Estimated costs of outside services – list each service separately)

Internet/phone **=** $1,200.00

**Total Contractual Services: $1,200.00**

**4.** **Educational Materials** (Example: brochures, posters, etc.)

Training seats = $3,000.00

 Dolls (set) = $3,000

 Newsletter Subscription = $250

 Latch Books = $1,500.00

 Other = $2,250.00

**Total Equipment: $10,000.00**

**5.** **Equipment** (cost of equipment items including shipping, installation, etc. – list each separately)

Laptop = $1,500.00

**Total Equipment: $1,500.00**

**6. Other Costs** (Cost of expenditures that do not fit above categories – list each item separately)

Registration fees = $1,000.00

 Office Supplies = $1,000.00

 Miscellaneous = $300

**Total Other Costs:** **$2,300.00**

**Total Budgeted Costs: $80,000.00**