

Child Passenger Safety Program (CPS)

**Project Specifications
FFY 2013**

CHILD PASSENGER SAFETY

I. INTRODUCTION

Despite recent advances in vehicle and child safety seat technology and increased educational messages to the general public, motor vehicle crashes (MVC) remain the number one killer of children ages 3 to 14 in the United States of America. For every child fatally injured in a motor vehicle crash in America, an additional 18 are hospitalized and 400 receive medical attention for their injuries. Research has shown time and again that a properly adjusted child safety seat or booster seat is the best defense a child has during a motor vehicle crash. According to Safe Kids USA, child safety seats reduce fatal injury to infants younger than 1 year of age by 71% and 54% for toddlers age 1-4. Children age 2-6 are approximately 28% less likely to be killed when riding in a car seat or booster seat compared to children of the same age riding in a safety belt alone.

With the goal of reducing motor vehicle-related injuries and fatalities to children in Illinois, The Illinois Department of Transportation's Division of Traffic Safety will continue to offer the Child Safety Seat and Booster Seat Education and Distribution Program in FY13. The main objective of the program is to increase not only the overall use of child safety seats and booster seats but also to ensure that seats are being used properly through education. Data from the 2011 Annual Child Passenger Safety survey in Illinois revealed that 90.2% of children were riding in some type of child safety seat. However, when looking at correct usage, the numbers drop to only 48.2%. Data also shows that in 2010, ten Illinois children age birth through 9 years of age was killed and an additional 3,525 were injured as a result of motor vehicle crashes in Illinois.

The Illinois Child Safety Seat and Booster Seat Education and Distribution Program is designed to provide local agencies with financial support to provide underserved, low-income, or at-risk families the opportunity to obtain a child safety seat or booster seat either for free or for a nominal fee. These families will receive the education necessary to understand the importance of using their new seat correctly on every trip. The grant also provides support for child safety seat checks for the general public as well as resources necessary to conduct public information and education campaigns.

Through this project, parents and caregivers will also gain a better understanding of Public Act #93-0100, The Child Passenger Protection Act. In general, this act requires the following:

- Children under the age of 8 years must be secured in an approved child restraint system, more commonly called a child safety seat or booster seat.
- Children 8 years and up to 19 years of age must be secured by a safety belt or in an approved child restraint system.
- All drivers, regardless of guardianship, are responsible for transporting children under the age of 8 years in an approved child restraint system.

A new amendment to the Child Passenger Protection Act will take effect on January 1, 2012. The changes to the Act affect the penalties for not complying with the law:

- **First Offense:** \$75 fine. The violator must attend an educational session with a nationally certified Child Passenger Safety Technician and provide proof on a form approved by the Illinois Department of Transportation in order to be eligible to receive court supervision for the offense.
- **Second Offense:** Up to a \$200 fine for all second and subsequent offenses. Court supervision is not allowed.

A study previously reported in the medical journal *Pediatrics* concluded, “**Driver restraint use was the strongest predictor of child restraint use ... A restrained driver was three times more likely to restrain a child.**” The bottom line is that **adults, who do not buckle up themselves, do not buckle up their children.** It is imperative that a comprehensive safety seat program be implemented to not only persuade adults to buckle up but also to properly buckle up their children. A new law will take effect on January 1, 2012 requiring everyone in the vehicle to use a restraint device no matter what their age or where they are seated. Local agencies meeting various program requirements detailed in the following pages may apply for funding to purchase approved seats and other safety materials.

Agencies requesting funding to provide booster seats will need to consider different tactics and methods of reaching parents and children than the traditional child passenger safety seat program. More emphasis will need to be made on community outreach and nontraditional events. Traditional car seat checks and fitting stations are not the best way to reach the target audience.

II. APPLICANT AGENCY REQUIREMENTS

A. Eligibility

Approved projects are funded on a reimbursement basis; that is, **eligible documented project expenditures will be reimbursed to the applicant agency**. Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

The applicant agency agrees to the following:

1. To allow only Child Passenger Safety Technician(s) or Instructor(s) certified through the nationally standardized curriculum to assist with the education and distribution of child safety seats.
2. To select child safety seats which meet federal standards and address the needs of targeted families;
3. To consider using up to twenty five percent (25%) or greater of child safety seat funding to purchase belt positioning booster seats (high-back without harness or low back).
4. To work with local school districts, head starts or other youth organizations to implement the booster seat portion of the program wherein students will be educated on proper belt positioning booster seat usage and parents will be allowed to purchase belt positioning booster seats at low cost.
5. To use all funding generated by this program (program income) to purchase additional child safety seats, booster seats, and supplies necessary to advance the program.
6. To provide each parent with complete instructions on correct installation of the child safety seat or belt positioning booster seat and document the information given.
7. To keep an inventory listing of all belt positioning booster seats and child safety seats distributed including the name, address and phone number of the person receiving the seat as well as the name of the seat, model number and date of manufacture.
8. To report data on the number of child safety seats and booster seats checked, distributed, and replaced through the www.buckleupillinois.org website or other means specified by IDOT/DTS.
9. To report program income and inventory to IDOT-DTS on a monthly basis or as requested.
10. To list accurate child safety seat fitting station information on NHTSA website at www.nhtsa.gov.
11. To design and keep on file a check form which meets the requirements of the agency's legal representative and is signed by the parent and includes the name of the staff who provide instructions on correct installation to the parent.
12. To evaluate the effectiveness of their child passenger safety program by conducting pre and post-tests for all educational programs and a pre-test designed by IDOT-DTS for all seat distributions.

13. To provide IDOT-DTS with a report of the name and address for all parents/caregivers receiving a seat for post-test follow-up.
14. The applicant agency is required to participate in statewide CPS Awareness Week (September) and Click It or Ticket Campaigns (November and May).
15. The applicant agency shall participate in media and promotional events at the request of DTS.
16. To complete and submit in a timely manner all IDOT/DTS forms required by the grant.

B. How to Apply

1. **Complete Application** (TS 60) online at www.trafficsafetygrantsillinois.org.
2. **Applicant Agency** - Enter the name and address of the agency requesting funding (i.e., civic organization, hospital, health department, farm bureau, home extension, local governmental agency, etc.). Enter your Taxpayers Identification Number (TIN) on the appropriate space.
3. **Project Title** – Enter the title of your project.
4. **Project Description** - The application shall include :
 - a) **Problem Statement.** The applicant agency shall describe why a Child Safety Seat and Booster Seat Education and Distribution for All Kids Program are being requested. (Include crash data, the absence of or insufficient number of safety seat education programs and the population target). This is the key portion of your application and sufficient detail should be provided to enable the grants selection committee to make an informed decision on whether to fund this grant application.
 - b) **Background.** A description of the community, population and locations where the Child Safety Seat and Booster Seat Education and Distribution for All Kids Program can be implemented should be provided.
 - c) **Program Goals and Objectives.** The objectives for Phase I (new programs only) shall address the tasks to be accomplished in establishing the Child Safety Seat and Booster Seat Education and Distribution for All Kids Program. The objectives for Phase II shall address the actual distribution or loan of the seats as well as any outreach or educational programs for children and parents/caregivers. A long-range goal shall be developed which details the overall purpose of the program and states the results you expect from this project. Goals shall reflect what you plan to

achieve during Phase I (if appropriate) and Phase II of this program. Previously established programs can begin with Phase II.

Overall goals and objectives you may wish to consider including:

1. The successful establishment of the Child Safety Seat and Booster Seat Education and Distribution for All Kids Program.
2. The number of children who will benefit from this program. (The number of seats to be distributed).
3. The public information and education campaign you will use to stress the benefits of child safety seats and booster seats.
4. Partnerships with other organizations that can coordinate the purchase of child safety seats, collect the parent co-pay, assist with the education of children and parents/caregivers and distribute child safety seats if applicable.
5. Evaluation of long-term and correct usage of child safety seats by targeted population. (Evaluation can be held on a quarterly or bi-yearly basis to determine long term correct usage). All grantees are required to provide contact information for parents/caregivers on a monthly basis for evaluation purposes.

d) **Methods of Procedure.** The project is to be divided into Phase I and II. New programs should focus on both Phases. Actual distribution of the seats (Phase II) cannot begin until all tasks in Phase I have been completed. Previously established programs can begin with Phase II.

1. The following tasks shall be identified in Phase I:

- a) Consult with DTS staff or the Regional Traffic Safety Liaison for input prior to the selection and purchase of child safety seats. A list of the Regional Traffic Safety Liaisons and the areas they cover can be found on the internet at <http://www.buckleupillinois.org/>
- b) Required to attend a **NHTSA Standardized Child Passenger Safety Training** program and complete all activities necessary for certification as a technician.
- c) Develop promotional materials to support the program. All materials must include IDOT-DTS logo and receive approval prior to distribution.
- d) Design a public information and education campaign. Describe the initiating or continuance of the program.

- e) Submit for approval a distribution agreement or check form which meets the legal requirements of the applicant agency.
- f) Verify that all staff involved in direct distribution and installation of child safety seats have attended and passed a National Standardized Child Passenger Safety Training course and have remained current in the field.

2. **The following tasks shall be identified in Phase II.**

- a) Distribution of the seats shall only be made to the target audience by current nationally Certified Child Passenger Safety Technicians. Details of the safety seat distribution program shall be approved by IDOT/DTS.
- b) An evaluation of the program will be developed and administered by the grantee to monitor increased and correct usage of child safety seats by target population.
- c) Plan and conduct specific activities for Child Passenger Safety (CPS) Week and Click It or Ticket Campaigns. Please note: Child Safety Seat and Booster Seat Education and Distribution for All Kids Program grants can be used for National Seat Check Saturday activities held during CPS Week.
- d) In recognition of **Child Passenger Safety Week** (September) and **Click It Or Ticket Campaigns (November and May)**, each project will be required to:
 - 1. Conduct at least one earned media event for each campaign and involve key community leaders and/or local activists;
 - 2. Plan week-long activities designed to increase public awareness of the issues for all campaigns;
 - 3. Submit a list of planned activities to IDOT for CPS Week and for Click It or Ticket Campaigns.
 - 4. Submit a report of completed activities for CPS and Click It or Ticket Campaigns two weeks after each campaign.

3. **A timetable shall accompany the request.**

The timetable shall depict the time allotted to complete each task within Phase I and Phase II. For new projects, typically three months would be needed to complete Phase I and nine months for Phase II. Phase II is not to begin until the tasks listed under

Phase I have been completed and approved by IDOT/DTS. Established programs should use all twelve months to implement the program.

- e. **Assessment and Evaluation.** The applicant agency shall acknowledge that the program will be evaluated administratively by IDOT/DTS. The evaluation will include:
1. Timely completion of activities scheduled in Phase I and Phase II.
 2. The development and implementation of the public information and education campaigns for the program and in recognition of **Child Passenger Safety Week** and **Click It or Ticket** Campaigns.
 3. An evaluation of the effectiveness of the program in increasing long-term correct usage of child safety seats.
- 5F. **Project Description Summary.** Using the information from 5A-E, summarize in 100 words or less the proposed project plan.
- 5G. **Project Budget.** The following line items are eligible for federal reimbursement in a Child Passenger Safety Program:
- a) **Personal Services: Personal Service expenses will be considered for staffing the program if the applicant agency shows a need for financial support and presents a solid plan for the following criteria:**
 1. **Distribution of at least 250 child safety seats during the grant year.**
 2. **Must have an inspection station open a minimum of 12 hours per month.**
 3. **At least 4 community car seat checks.**
 - b) **Travel:** Travel expenses for standardized Child Passenger Safety Certification classes, update classes, skills enhancement sessions, renewal courses, special needs training, and state conferences. Lodging and meal expenses shall not exceed the applicant agency or state allowable rate, whichever is less.
 - c) **Contractual Services:** Fees for standardized Child Passenger Safety Certification classes, update classes, skills enhancement sessions, renewal fees, special needs training, and state conferences.

d) **Printing:** Printing expenses for project-related materials up to \$500. Grantees should consider ordering free educational materials from IDOT/DTS for general educational purposes. Printing funds can be utilized to print program –specific information such as check event flyers, recall lists, surveys, etc. All printing must be pre-approved by IDOT/DTS.

e) **Commodities:** Child safety seats and belt positioning booster seats (a minimum of 25 percent should be high back without harness or low back belt positioning booster seats), pool noodles and locking clips. Other check event supplies such as tubs, clipboards, scissors, etc. can be purchased within reason. Postage up to \$300 is also allowed. Up to two LATCH manuals per inspection site can be purchased.

Approximate Pricing for Seats:

1. Infant Seat - \$65 per seat
2. Convertible Seat - \$60 per seat
3. Combination Seat - \$50 per seat
4. High Back Booster - \$30 per seat
5. Backless Booster - \$20 per seat
6. Higher Weight Harness Seats (must identify a need) - \$100 - \$150 per seat.

f) **Equipment:** Purchase of training videos, vehicle demonstrator seat, training dolls, signs, cones, sandbags and child passenger safety educational programs costing over \$100. IDOT/DTS will consider the purchase of one tent per inspection location if appropriate need is identified in the grant proposal.

g) **Operation of Auto/Equipment:** Mileage reimbursement for travel directly associated with grant- related programs. Expenses shall not exceed the applicant agency or state allowable rate, whichever is less.

h) **Indirect Costs:** Not available for this grant program.

- 6A. **Project Director** - The person who will have direct knowledge of the day-to-day operation of the project. Type name, title, mail and e-mail addresses, telephone and fax numbers. The project director must sign the proposed agreement.
- 6B. **Authorizing Representative** - This person has the capability to obligate funds on behalf of the grantee. Type name, title, address, telephone and fax numbers. The authorizing representative must sign the proposed agreement.

C. Application Submittal

1. Complete Application (TS 60) online at www.trafficsafetygrantsillinois.org
Once the application is completed, the following must be done:
 - a) A completed (original) application is to be mailed to:

Grants Process Coordinator
Illinois Department of Transportation
Division of Traffic Safety
1340 North 9th Street
Springfield, IL 62702
 - b) An electronic copy (in Microsoft Word) of the application emailed to:
DOT.trafficsafetyreports@illinois.gov
2. Applications will not be evaluated and considered for funding without the above steps a & b completed.
3. Grant Applications must be received at the Division of Traffic Safety by **February 17, 2012**.
4. Projects will **begin October 1, 2012** and **conclude September 30, 2013**.

III. IDOT REQUIREMENTS

A. Project Approval

Each request for funding will be assigned to a DTS Liaison who will work directly with the applicant agency. Project approval depends on the availability of funds and project compliance with these specifications. If the request is approved, a Highway Safety Project Agreement form will be sent to the local agency for signatures of the project director and the authorizing representative. When the agreement is returned, it is signed by the Governor's Highway Safety Representative. The executed agreement becomes a legally binding contract by which the project will be administered.

B. Reimbursement

Highway Safety Projects are funded on a reimbursement basis. The local agency pays the cost for program operation using local funds. The agency then submits monthly a form TS 600, "Highway Safety Project Claim for Reimbursement LAP and Non Law Enforcement". This form is available on IDOT's Website at <http://www.trafficsafetygrantsillinois.org> under Forms. Procedures for completing the claim for reimbursement are attached to the form.

Claims for Reimbursement will not be processed until required reports have been submitted. Final claims must be submitted by **November 1st**. Failure to submit the final claim and final reports by the November 1st due date will significantly delay payment as it may need to be processed through the Illinois Court of Claims.

Any expenditure made prior to the agreement approval date is the responsibility of the local agency.

C. Reporting Requirements

DTS's overall assessment of the effectiveness of the program will be based on the successful completion of the scheduled tasks (administrative evaluation).

(1). **Progress reports** must be submitted monthly throughout the project period. The report is due by the 10th of the following month. The report should be completed using form TS 07 Performance Report for Non-Law Enforcement Grants and shall include the progress of the project in terms of the

established timetable and any modifications that were necessary. This report shall provide the progress for **each objective**, according to the agreement. Additionally, form TS 203, Child Safety Seat Income Report and form TS 204, Child Safety Seat Distribution, which are all available on IDOT's Grant Website at <http://www.trafficsafetygrantsillinois.gov> under Forms and should be submitted monthly.

(2) A **final report** must be submitted by **November 1st**, following the expiration date of the project. It shall include a summary of the activities conducted during the entire project period, whether or not all the objectives were met, problems or successes encountered and how the project activities affected occupant protection usage.

D. Project Monitoring

DTS will conduct on-site visits to ensure that project activities are on schedule, to provide assistance as needed and to observe the conduct and adequacy of the project. Failure to maintain operation of the project at the level agreed upon in the approved highway safety agreement could result in the termination of funding. DTS will conduct planned and unannounced on-site visits during the project period.

E. Revisions

No revisions and/or alterations to the approved Highway Safety Project are to be made in the Agreement or Enforcement Plan of Activity without prior approval by DTS.

Any revision must be requested in writing as stated in the "Agreement Conditions and Certifications". Typical reasons for a request for revision could be a revised timetable, operational change or a budget revision. Justification must be furnished at the time of the request.

The Project Director should not implement the alteration until a written response from the Division is received.