

Birth to Age 8, Child Passenger Safety Seats and Booster Seats for All Kids

**Project Specifications
FFY 2011**

Revised 11/09)

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I. INTRODUCTION

Motor vehicle crashes (MVC) remain the number one killer of children ages 3 to 14 in the United States of America. According to the National Highway Traffic Safety Administration (NHTSA), 98 percent of America's infants and 93 percent of children ages 1 to 3 are regularly restrained. However, only 10 to 20 percent of children ages 4 through 7 who should be using booster seats to protect them are actually in them. Illinois is implementing the "Birth to Age 8, Child Passenger Safety Seats and Booster Seats for All Kids" grant program to raise child passenger safety and booster seat usage throughout the state. This is not strictly a free safety seat program. Parents will be allowed to purchase child passenger safety and belt positioning booster seats at low cost, through grantees, to increase overall usage and decrease motor vehicle death and injury rates. In 2008, 15 children, from birth through 9 years of age, were killed and 3,491 were injured as a result of motor vehicle crashes in Illinois. Researchers estimate that deaths could be reduced by 71 percent and injuries by 67 percent with the proper use of federally-approved child safety seats.

Public Act #93-0100, The Child Passenger Protection Act, has been in effect in Illinois since July 1, 1983. The law, amended effective January 1, 2008, requires anyone who transports children in Illinois to do so according to the following rules:

- 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 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.

The penalties for not complying with this law are as follows:

- **First offense:** \$50 fine waived with proof of possession of a child safety seat.
- **Second offense:** Up to \$100 fine for all subsequent offenses.

In order to aid local communities in reducing the death and injury rate to children age birth to 8 years, the Illinois Department of Transportation's Division of Traffic Safety (IDOT/DTS), established a child safety seat education and distribution program. That program has been

expanded to include increased emphasis on children between the ages of 4 through 8 who should be in booster seats. The program is designed to conduct public information and education campaigns targeting parents and caregivers, and to aid agencies in the distribution of child safety seats to underserved populations. A study reported in the 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 both get adults to buckle up and to properly buckle up their children. Local agencies meeting various program requirements detailed in the following pages may apply for funding to purchase approved seats and other safety materials.

The booster seat portion of this program will require 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 select child safety seats which meet federal standards and address the needs of targeted families;
2. 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);
3. 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;

4. To use all funding generated by this program to purchase additional belt positioning booster seats and child safety seats;
5. To verify that the lead staff member is a currently certified child passenger safety technician that has successfully completed the National Standardized Child Passenger Safety Training program approved by the National Highway Traffic Safety Administration (NHTSA) ;
6. To provide each parent with complete instructions on correct installation of the child passenger 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;
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 list accurate child safety seat fitting station information on NHTSA and IDOT/DTS websites at www.nhtsa.dot.gov and www.buckleupillinois.org;
10. To design and keep on file a distribution form which meets the requirements of the agency's legal representative and is signed by both the parent and staff who provide instructions on correct installation to the parent;
11. To evaluate the effectiveness of their child passenger safety program;
12. To participate in statewide CPS Awareness Week and Click It or Ticket Campaigns;
13. The applicant agency shall participate in public hearings and promotional events at the request of DTS; and
14. To complete and submit in a timely manner all IDOT/DTS forms required by the grant.

B. How to Apply

Applications for funding are to be submitted on a **Highway Safety Project Application** form. All projects will commence on **October 1, 2010 and conclude September 30, 2011.** The Highway Safety Project application can be found as form TS-56 on IDOT's website at <http://www.dot.il.gov/trafficsafety/tsforms.html> . The deadline for applications is February 1, 2010.

The instructions for completing the application are detailed in the following pages. Division of Traffic Safety (hereafter, DTS) personnel are available to help in the preparation of your request.

1. **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.

2. **Project Title** – enter the title of your project.

3. **Project Description** - the application shall include :

- A. **Problem Statement.** The applicant agency shall describe why a Birth to Age 8, Child Passenger Safety Seats and Booster Seats for All Kids Program is being requested. (Include crash data, the absence of or insufficient number of safety seat education programs and the population target).
- B. **Background.** A description of the community, population and locations where Birth to Age 8, Child Passenger Safety Seats and Booster Seats for All Kids Program can be implemented should be provided.
- C. **Program Goals and Objectives.** The objectives for Phase I shall address the tasks to be accomplished in establishing the Birth to Age 8, Child Passenger Safety Seats and Booster Seats for All Kids Program. The objectives for Phase II shall address the actual distribution or loan of the seats. 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 and Phase II of this program.

Overall goals you may wish to consider include:

- The successful establishment of the Birth to Age 8, Child Passenger Safety Seats and Booster Seats for All Kids Program.
- The number of children who will benefit from this program. (The number of seats to be distributed).
- The public information and education campaign you will use to stress the benefits of child safety seats and booster seats.
- Partnership with other organizations that can coordinate purchase of child safety seats, collection of parent co-pay, education of children and distribution of child safety seats if applicable.
- 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).

D. **Methods of Procedure.** The project is to be divided into Phase I and II. Actual distribution of the seats (Phase II) cannot begin until all tasks in Phase I are completed.

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

- Consult with DTS staff or the Regional Occupant Protection Resource Coordinator for input prior to the selection and purchase of child safety seats. A list of the Regional Occupant Protection Resource Coordinators and the areas they cover can be found on the internet at <http://www.buckleupillinois.org/>
- Attend a **NHTSA Standardized Child Passenger Safety Training** program and complete all activities necessary for certification as a technician.
- Design a public information and education campaign. Describe the initiating or continuance of the program.
- Plan and conduct specific activities for Child Passenger Safety (CPS) Week and Click It or Ticket Campaigns. Please note: Birth to Age 8, Child Passenger Safety Seats and Booster Seats for All Kids grants can be used for National Seat Check Saturday held during CPS Week.
- In recognition of **Child Passenger Safety Week** and **Click It Or Ticket Campaigns**, each project will be required to:
 - a) conduct at least one media event, press conference or multiple-media activity for each campaign and involve key community leaders and/or local activists;
 - b) plan week-long activities for both campaigns that increase public awareness of the issues;
 - c) submit a list of planned activities to IDOT for CPS Week and for Click It or Ticket Campaigns.
 - d) submit a report of completed activities for CPS and Click It or Ticket Campaigns two weeks after each campaign.
- Prepare and submit for approval a Distribution Agreement form which meets the legal requirements of the applicant agency.
- 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.

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

- 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.
- 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.

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

- The timetable shall depict the time allotted to complete each task within Phase I and Phase II. 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.

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 item is eligible for federal reimbursement in a Child Passenger Safety Program:

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.

Contractual Services: fees for standardized child passenger safety certification classes, update classes, renewal fees and state conferences.

Travel: Travel expenses for standardized child passenger safety certification classes, update classes, renewal courses and state conferences. Lodging, mileage and meal expenses shall not exceed the applicant agency or state allowable rate, whichever is less.

Equipment: Purchase of vehicle demonstrator seat, training dolls and child passenger safety educational programs costing over \$100.

- 7A. **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.
- 7B. **Authorizing Representative** - The person who will have 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.

The original completed request and one (1) copy along with a copy of these specifications is to be mailed to:

Grants Process Coordinator
Illinois Department of Transportation
Division of Traffic Safety
P O Box 19245
Springfield, Illinois 62794

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.dot.il.gov/trafficsafety/tsforms.html> . 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 Website at

<http://www.dot.il.gov/trafficsafety/tsforms.html> 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.