



## MEMORANDUM

Date: April 19, 2023

To: Occupant Protection Regional Coordination for the BB Program Applicants

From: Jennifer Voit [jv](#)  
Bureau of Health Improvement and Wellness  
Ohio Department of Health

Subject: Occupant Protection Regional Coordination for the OBB Program (BB24)  
Sunday, Oct. 1, 2023 – Monday, Sept. 30, 2024

The Ohio Department of Health (ODH), Bureau of Health Improvement and Wellness announces the availability of grant funds.

All electronic applications and attachments are **due by 4 p.m., Monday, May 22, 2023**. Applications received after the due date will not be considered for funding. Faxed, hand-delivered, or mailed applications will not be accepted.

Electronic application components must be submitted via the online Grants Management Information System (GMIS). For new staff requiring GMIS access, you must successfully complete GMIS training offered by ODH.

Any award made through this program is contingent upon the availability of funds for this purpose. The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments.

Submission of the **continuation application** constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures (OGAPP) Manual rules, policy, and procedure updates posted on the GMIS Bulletin Board, and any other program-specific requirements as outlined in the competitive solicitation. Reference the competitive solicitation for more information. The competitive solicitation for this grant program can be found on the ODH website[(<https://odh.ohio.gov/about-us/funding-opportunities/ODH-Grants>)]. Allotments will be established in GMIS by ODH. Please refer to the GMIS bulletin board for current allotment percentage.

If you have questions, please contact Tiffany Boykins at [Tiffany.Boykins@odh.ohio.gov](mailto:Tiffany.Boykins@odh.ohio.gov)

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## I. CONTINUATION FUNDING APPLICATION GUIDANCE

### 100% Deliverable Funding

- A. Policy and Procedures:** The Continuation Funding Application consists of three parts: Program Updates(if applicable), Program Budget and Budget Narrative, and Other Required Attachments.

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP(OGAPP) manual rules and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period: Sunday, **Oct. 1, 2023 – Monday, Sept. 30, 2024** of the total project period, Sunday, **Oct. 1, 2022 – Thursday, Sept. 30, 2027**. Reference the competitive solicitation for more information.

All budget justifications must include the following language and be signed by the agency head listed in GMIS. Please refer to the budget justification examples listed on the GMIS bulletin board.

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Subrecipient's budgeted costs are reasonable, allowable, and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

- B. Number of Grants and Funds Available:** The source of funding is the National Highway Safety Transportation Administration, through the Ohio Traffic Safety Office located within the Ohio Department of Public Safety. The entire project period is Sunday, Oct. 1, 2022 – Thursday, Sept. 30, 2027. Funding is based on the number of counties in region compared to total number of counties in Ohio (See Appendix D for state map of each region). Up to eight regional grants will be awarded with a maximum of one per region for a total of \$587,235 (See Appendix B2 for specifics on regional funding amounts). Only those who were awarded this grant year for 2023-2024 are eligible to apply. Applicant agency must maintain a Child Passenger Safety Technician Instructor on staff, as required in the initial competitive application. There are three (3) continuation and one (1) competitive supplemental funding opportunities for a total of \$57,000. The total grant amount is \$644,235, with the addition of the 4 supplemental funding opportunities.

This is the second program year from Sunday, **Oct. 1, 2023 – Monday, Sept. 30, 2024** applicants are eligible for the following according to their region:

Region	Maximum Grant Awarded for Deliverables 1-24
#1	\$76,050
#2	\$82,345
#3	\$64,835
#4	\$69,645
#5	\$83,060
#6	\$71,185
#7	\$81,575
#8	\$58,540

Continuation program years will span 12 months on the following schedule:

**\*Year 3** (Tuesday, Oct. 1, 2024 – Tuesday, Sept. 30, 2025)

**\*Year 4** (Wednesday, Oct. 1, 2025 – Wednesday, Sept. 30, 2026)

**\*Year 5** (Thursday, Oct. 1, 2026 – Thursday, Sept. 30, 2027)

An **additional (4) four OPTIONAL Supplemental Funding Opportunities** are available.

**#1 National Digital Check Form (NDCF) Pilot (CONTINUATION):** Only region #6 is eligible for up to an additional \$15,000 to pilot the integration of the NDCF in their region.

**#2 Child Passenger Safety Technician Instructor Development (CONTINUATION):** Only region #6 is eligible for up to an additional \$10,000 to implement networking and educational opportunities for Child Passenger Safety Technician Instructors in Ohio.

**#3 Buckeye Update with Techs (CONTINUATION):** Only region #1 is eligible for up to an additional \$8,000 to implement networking and educational opportunities for Child Passenger Safety Technicians in Ohio, with the purpose of gathering CPSTs across Ohio to update on state and national news, network opportunities, and gain CEUs.

**#4 Ohio 2024 Child Passenger Safety Conference (COMPETITIVE):** One awardee will be eligible for up to an additional \$24,000 to coordinate the planning and implementation of the Statewide Child Passenger Safety Conference. All regions may apply.

*No grant award will be issued for less than **\$30,000**. The minimum amount is exclusive of any required matching amounts and represents only ODH funds granted. Applications submitted for less than the minimum amount will not be considered for review.*

### C. Formatting Requirements for Attachments:

- Properly label each item of the application packet (ex. budget narrative, program narrative).
- Each section should use 1.5 spacing with one-inch margins.
- Program and budget narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- Number all pages (print on one side only). Place agency name and GMIS number on each page.
- Use a 12-point font.
- Forms must be completed and submitted in the format provided by ODH.

### D. Qualified Applicants:

The following criteria must be met for grant applications to be eligible for review:

1. Applicant does not owe funds in excess of \$1,000 to the ODH.
2. Applicant has not been certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4 p.m. on Monday, May 22, 2023.**

## II. PROGRAM UPDATES:

**Program should review the Evidence of Health Equity Strategies Checklist in Appendix C when drafting the program narrative, objectives, and workplan.**

- A. Program Progress Report:** 1) **Attach the program progress report for the current grant period. If the program progress report is not scheduled to be submitted before the application due date, then it must be submitted with the application.** [This is not required, as agencies submit quarterly program reports with this information]
- B. Program Narrative:** Complete and submit a narrative statement (do not exceed 10 pages) which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding for year 2. [Please see Appendix E as guidance and label Program Narrative "Narrative - Year 2 Changes"]
- C. Objectives and Work Plan:** Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, and Time-Based (SMART) objectives and submit an updated work plan. Reference the competitive solicitation for information. This should be based on a review of the Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity, including current status (met, ongoing or unmet); major findings; and barriers and how barriers were addressed. [Please see "Year 2 Guidance" (Appendix F) for guidance on completing workplan and "Year 2 Workplan" Template (Appendix G) for template]
- D. Documentation and Progress on Health Equity and Disparity Reduction Activities:**  
Please provide detailed updates on the goals, objectives, and deliverables specified in the competitive solicitation relating to health equity. This information must be supported by data. Continuation solicitations should prepare a summary of activities completed, during the previous funding period, to outreach to the priority populations and/or neighborhoods specified in their plan. [Please see Appendix C and include a description of how your agency will work or plans to work with other local occupant protection partners to address the high-risk, vulnerable, and underserved populations in your region related to child occupant protection. This should include immigrant children/families, those with access and functional needs, low-income families, minorities, etc.]

- E. **Program Budget:** Prior to completion of the budget section, reference the competitive solicitation for unallowable costs and review criteria.
- **Budget Narrative:** Provide a budget justification narrative outlining how the deliverable will be met. (A budget justification example can be found on GMIS: <https://odhgateway.odh.ohio.gov/gmis/forms/BulletinForm.aspx>). **Applicants should follow 100% Deliverable Budget Justification, Scenario #3.**

Match or Applicant Share is not required by this program. Do not include match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.

1. **[2024] Budget via GMIS:** Complete requested budget information as follows:

- **Other Direct Costs:** Submit a budget for this section and the necessary form(s) to support costs for the period Sunday, Oct. 1, 2023 to Monday, Sept. 30, 2024.

The applicant shall retain all original fully executed contracts on file.

- **Compliance:** Answer each question on this form. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.

2. **Unallowable Costs:** Funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying.
2. To disseminate factually incorrect or deceitful information.
3. Consulting fees for salaried program personnel to perform activities related to grant objectives.
4. Bad debts of any kind.
5. Contributions to a contingency fund.
6. Entertainment.
7. Fines and penalties.
8. Membership fees — unless related to the program and approved by ODH.
9. Interest or other financial payments (including but not limited to bank fees).
10. Contributions made by program personnel.
11. Costs to rent equipment or space owned by the funded agency.
12. Inpatient services.
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building.
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds.
15. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants.
16. *Per Program, the following are also considered unallowable costs:* Advertising/Public Communications (cost to purchase paid media, including but not limited to television, radio, print, outdoor, or internet); alcohol; phone; equipment; worker compensation; vehicle fuel; entertainment; office furnishings and fixtures; grant proposal preparation and submission; car seats for distribution and food/beverage.

Subrecipients will not receive payment from ODH grant funds used for prohibited purposes. ODH has the right to recover funds paid to subrecipients for purposes later discovered to be prohibited. Please refer to the OGAPP manual for additional information.

**F. Other Application Requirements:**

**Program Specific Attachments:** Complete and submit the following attachments.

- **Narrative - Year 2 Changes (See Appendix E):** (10-page limit) – named “insert agency name\_Year 2 Changes\_2024”
- **Year 2 Workplan (See Appendix G)** – named “insert agency name\_OPRC Workplan\_2024”
- **Letter of Support to travel outside of county for Ohio Injury Prevention Partnership meetings** – named “insert agency name\_Travel Letter\_2024”
- **Resume & Position Description:** required for any new Staff assigned to grant since during the FFY23 grant year. Named – “Insert agency name\_OPRC Resume and Position Descriptions\_2024”

If applying for the Supplemental Funding, you must also submit the following: **(Submit all attachments for each supplemental funding opportunity agency would like to be considered for)**

- **OPRC Supplemental Narrative** (Five-page limit for each supplemental applying for – required for Supplemental #1 and #4) – named “insert agency name\_OPRC Supplemental Narrative\_2024”. (See Appendix H for “Year 2 Supplemental Guidance & Scoring Criteria”)
- **Supplemental Workplan (See Appendix G)** – separate tab on Appendix G for Supplemental funding. Please only complete the tab(s) for which you are applying.
- **Letters of Support for Supplemental Funding** – no page limit – named “insert agency name\_Letters of Support for Supplemental\_2024” Agency must include at least two letters of support from child occupant protection partners’ agencies. Required for Supplemental #4.

**a. Other Required Documentation:**

- Subrecipients are required to maintain their current supplier information in the State of Ohio Supplier Portal. This information includes, but is not limited to, Electronic Funds Transfer (EFT), 1099 Form, and current address.

This information is maintained on the following website: <http://supplier.ohio.gov/>.

**Note:** Subrecipients future payments will be held if the agency receives a paper check due to the EFT information not being properly maintained in the supplier portal.

- **Audit:** Subrecipient agencies are responsible for submitting an audit report. Once an audit is completed, a copy must be sent to ODH via [audits@odh.ohio.gov](mailto:audits@odh.ohio.gov). Reference the GMIS Bulletin Board for more information.

- **Civil Rights Review Questionnaire — EEO Survey:** The Civil Rights Review Questionnaire (EEO) Survey is a part of the Application Section of GMIS. Subrecipients must complete the questionnaire as part of the application process. This questionnaire is submitted automatically with each application via the Internet.
- **Assurances Certification:** Each subrecipient must acknowledge the Assurances (Federal and State Assurances for Sub-grantees) form in GMIS. The Assurances Certification sets forth standards of financial conduct relevant to receipt of grant funds and is provided for informational purposes. The listing is not all-inclusive and any omission of other statutes does not mean such statutes are not assimilated under this certification. Review the form and then press the “Complete” button. By submission of an application, the subrecipient agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.
- **Federal Funding Accountability and Transparency Act (FFATA):** All applicants applying for ODH grant funds are required to complete the FFATA reporting form in GMIS. Applicants must ensure that the information contained in SAM.gov, DUN & Bradstreet and the FFATA reporting form match. ODH will hold all payments if an applicant’s information does not successfully upload into the federal system.

All applicants for ODH grants are required to obtain a Data Universal Number System (DUNS), register in SAM.gov and submit the information in the grant application. For information about the DUNS, go to [www.dnb.com](http://www.dnb.com). For information about System for Award Management (SAM), go to <https://beta.sam.gov/>.

Information on Federal Spending Transparency can be located at [www.usaspending.gov](http://www.usaspending.gov) or the Office of Management and Budget’s website for Federal Spending Transparency at <https://www.whitehouse.gov/>.

**(Required by all applicants, the FFATA form is located on the GMIS Application page and must be completed in order to submit the application.)**

- **For Non-Profit Organizations Only:**
  1. **Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations must submit documentation validating current liability coverage. Attach the current Certificate of Insurance Liability in GMIS.
  2. **Non-Profit Organization Status:** Non-profit organizations must submit documentation validating current status. If changed, attach in GMIS the Internal Revenue Services (IRS) letter approving non-tax exempt status.



**G. Human Trafficking:**

Human trafficking is defined by the use of force, fraud, or coercion to compel victims into performing labor or commercial sex acts. Populations at increased risk include but are not limited to LGBTQ individuals, individuals with disabilities, undocumented immigrants, runaway and homeless youth, temporary guest-workers, and low-income individuals.

The ODH is committed to the elimination of human trafficking in Ohio. If applicable to the subrecipient program, ODH will give priority consideration to those subrecipients who can demonstrate the following:

- a. Victims of human trafficking are included in your agency's target population that may include, but are not limited to the following:
  1. Populations at increased risk.
  2. Mental health population.
  3. Homeless population.
- b. Agency promotes the expansion of services to identify and serve those affected by human trafficking.

[ XX Applicable \_\_\_\_ Not Applicable to (**Occupant Protection Regional Coordination**)

**H. Post Submission Requirements:** Continuation applicants are required to submit subrecipient program and expenditure reports.

**Note:** Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.

Reports shall be submitted as follows:

- a. **Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS** by the following dates. **Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

XX Program Reports Required                      \_\_\_\_ No Program Reports Required

Period	Report Due Date
Oct. 1 – Dec, 31, 2023	Dec. 31, 2023
Jan. 1 – March 31, 2024	March 31, 2024
April 1 – June 30, 2024	June 30, 2024
July 1 – Sept. 30, 2024	Sept. 30, 2024

- b. Subrecipient Reimbursement Expenditure Reports:** Subrecipient Quarterly Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

Period	Report Due Date
Oct. 1 – Dec. 31, 2-023	Jan. 5, 2024
Jan. 1 – March 31, 2024	April 5, 2024
April 1 – June 30, 2024 (Quarter 3-obligations should be made on this report)	July 5, 2024
Quarter 4/Final: July 1 – Sept.30, 2024 (final expenditure report due reporting timeframes for ODH funder)	Oct. 5, 2024

**Note:** Obligations not reported on the third quarter expenditure report will not be considered for payment with the final expenditure report.

- c. Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4 p.m. on or before **Oct. 5, 2024**. The information contained in this report must reflect the program’s accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

***Submission of ALL Subrecipient Program and Expenditure Reports via the ODH’s GMIS system indicates acceptance of OGAPP. Clicking the “Submit” or “Approve” button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.***

## APPENDICES

- A. Continuation Solicitation Reimbursement Type Form
- B. B1 Deliverable — Objective Descriptions  
B2 Deliverable — Objective Allocations
- C. Evidence of Health Equity Strategies Checklist
- D. OPRC Map FY24
- E. Narrative - Year 2 Changes
- F. Year 2 Guidance
- G. Year 2 Workplan Template
- H. Year 2 Supplemental Guidance
- I. OBB Reporting Tool
- J. OBB Stipend Agreement
- K. OBB Stipend and Recertification Scholarship Tracking
- L. Conference Call Documentation
- M. TA Tracking Sheet
- N. Fitting Station Tracking
- O. OPRC Program Income Form
- P. OBB Quarterly Summary Template

Appendix A

Submission  
Required

CONTINUATION SOLICITATION  
REIMBURSEMENT TYPE FORM

See due date below

Ohio Department of Health Office of  
Bureau of Health Improvement and  
Wellness

ODH Program Title:  
Occupant Protection Regional  
Coordination for OBB  
BB24 Program

Reimbursement Type (check one)

Monthly

☐

OR

Quarterly

☒

(Please note that no changes to the reimbursement type can be made after the project number is created in GMIS. No  
waivers/appeals will be accepted.)

Please print:

Current Project Number

Applicant Agency/Organization

Applicant Agency Address

Agency Contact Person Name and Title

Telephone Number

E-mail Address

Agency Head (Print Name)

Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS.

Due to ODH by Friday, **April 26, 2024**.  
Please email completed form to Maria Kapenda([maria.kapenda@odh.ohio.gov](mailto:maria.kapenda@odh.ohio.gov)).

## Appendix B1

**Name of Subgrant Program: Occupant Protection Regional Coordination (BB)**

**Budget Period: Sunday, Oct. 1, 2023-Monday, Sept. 30, 2024**

**# of Deliverables: 29**

**Use Budget Justification Scenario: #3**

   **Base and Deliverables**

  X   **Deliverables Only**

### **Deliverable – Ohio Buckles Buckeyes (OBB) Monitoring & Reporting**

**Description:** Between Sunday, Oct. 1, 2023 and Monday, Sept. 30, 2024, the subrecipient’s Occupant Protection Regional Coordinator (OPRC) will provide monitoring and collect quarterly data of region’s Ohio Buckles Buckeye (OBB) Sites, monitor OBB Stipends and provide the required documentation to their Ohio Department of Health (ODH) OPRC Program Consultant via REDCap for the following:

- OBB Program Criteria Forms (*will be provided at start of grant year*).
- Annual OBB Regional Meeting.
- OBB Site Monitoring (Appendix I-*OBB Reporting Tool*).
- OBB Contact List (Appendix I-*OBB Reporting Tool*).
- OBB Quarterly Data Reports (Appendix I-*OBB Reporting Tool*).
- OBB Stipend Agreement (Appendix J).
- OBB Stipend Tracking (Appendix K-*OBB Stipend and Recertification Scholarship Tracking*).

**Objective 1:** By Sunday, Dec. 31, 2023, the subrecipient will submit to the ODH Program Consultant a signed ODH OBB Program Criteria Forms from each OBB Site Coordinator in that region via REDCap.

**Objective 2:** By Sunday, June 30, 2024, the subrecipient will submit to the ODH Program Consultant the following documentation for the Annual OBB Regional Meeting held by OPRC via REDCap:

- Agenda.
- Sign-in sheet with date.
- If needed, documentation that those OBB Coordinators who could not attend the meeting received the required agenda and information.

**Objective 3:** The subrecipient will complete the ‘Site Monitoring’ tab of the OBB Reporting Tool as they are conducted with OBB sites. Site Monitoring visits can be conducted in-person or virtually. (*50% of the deliverable amount can be submitted for reimbursement once half of site visits have been completed*).

**Objective 4:** The subrecipient will complete the ‘Contact Information’ tab of the OBB Reporting Tool quarterly (*reimbursement should be submitted quarterly for 25%*).

**Objective 5:** The subrecipient will complete the ‘Data’ tab of the OBB Reporting Tool quarterly (*reimbursement should be submitted quarterly for 25%*).

**Objective 6:** The subrecipient will monitor OBB stipend requirements quarterly and provide award to each OBB site in region and documentation will be submitted to ODH Program Consultant via REDCap.

- By Sunday, Dec. 31, 2023, the subrecipient will submit signed OBB Stipend Agreement (Appendix J) from each OBB site in that region (*once completed 50% of deliverable can be claimed for reimbursement*).
- By Sunday, June 30, 2024, the subrecipient will submit OBB Stipend tracking (Appendix K) (*once completed 50% of deliverable can be claimed for reimbursement*).

## **Deliverable – Required OPRC & OIPP Conference Calls & Meetings**

**Description:** Subrecipient or a representative from their agency will participate in all scheduled OPRC conference calls with ODH and actively participate in Ohio Injury Prevention Partnership (OIPP) Child Injury Action Group meetings and Child Passenger Safety subcommittee conference calls. Representative should have updates available for agency as required by ODH.

**Objective 7:** OPRC will participate in either one or two scheduled conference calls quarterly and submit the Conference Call Documentation Template (Appendix L) to their ODH Program Consultant via REDCap (*each quarter, deliverable can be claimed for reimbursement for attending the scheduled conference calls*).

- By Sunday, Dec. 31, 2023 (reporting period Sunday, Oct. 1, 2023- Sunday, Dec. 31, 2023) the OPRC will have participated in two scheduled conference calls with ODH.
- By Sunday, March 31, 2024 (reporting period Monday, Jan. 1, 2024- Sunday, March 31, 2024) the OPRC will have participated in one scheduled conference call with ODH.
- By Sunday, June 30, 2024 (for period Monday, April 1, 2024- Sunday, June 30, 2024) the OPRC will have participated in two scheduled conference calls with ODH.
- By Sunday, Sept. 30, 2024 (for period Monday, July 1, 2024- Sunday, Sept. 30, 2024) the OPRC will have participated in one scheduled conference call with ODH.

**Objective 8:** By Sunday, Sept. 30, 2024, OPRC will attend at least two hybrid OIPP meetings in Columbus, Ohio and/or virtually, as evidence by sign-in sheet and submitted *Conference Call Documentation Template* (Appendix L) to their ODH Program Consultant via REDCap.

**Objective 9:** By Sunday, Sept. 30, 2024, OPRC will participate in at least two OIPP Child Injury Action Group subcommittee conference calls related to Child Passenger Safety and will submit the *Conference Call Documentation Template* (Appendix L) to their ODH Program Consultant via REDCap.

## **Deliverable – Child Passenger Safety Technician Level**

**Description:** By Sunday, Sept. 30, 2024, the OPRC will attempt to maintain or increase current levels of Child Passenger Safety Technicians (CPST) in the region by remaining a Child Passenger Safety Technician Instructor (CPSTI), providing recertification scholarships to technicians, offering up to **two Child Passenger Safety Technician certification course, at least two continuing education opportunities**, and offer/provide at least **one refresher or renewal course** within the region per grant year. If the applicant agency does not have a certified instructor on staff, they must demonstrate access to one through a sub contractual agreement.

**Objective 10:** The subrecipient will submit documentation to ODH Program Consultant showing they continue to be certified as a Child Passenger Safety Technician-Instructor (CPST-I) or have access to one through a subcontract agreement and submit documentation to ODH Program Consultant via REDCap.

- By Sunday, Dec. 31, 2023, submit documentation showing CPST-I status or have access to one through a subcontract agreement (*once completed 50% of deliverable can be claimed for reimbursement*).
- By Sunday, March 31, 2024, submit documentation showing CPST-I status or access to one through subcontract agreement (*once completed 50% of deliverable can be claimed for reimbursement*).

**Objective 11:** By Sunday, Sept. 30, 2024, the OPRC will conduct up to two 24-hour CPST Certification Class within their region and target technicians from priority counties identified, **updated data to action metrics will be provided at the start of the grant year**. Funding can be used to support participants, instructors and/or supplies to conduct course(s). Submit agenda(s) and sign-in sheet(s) to ODH Program Consultant via REDCap.

**Objective 12:** By Sunday, Sept. 30, 2024, the OPRC will facilitate two (2) continuing education opportunities for techs in their region and submit flyer or agenda and sign-in sheet to ODH Program Consultant via REDCap.

**Objective 13:** By Sunday, Sept. 30, 2024, the OPRC will offer and/or provide one (1) refresher or renewal course for techs within their region and submit email correspondences offering course, and flyer, agenda, and sign-in sheet, if applicable, to ODH Program Consultant via REDCap.

**Objective 14:** The subrecipient will provide recertification scholarships to child passenger safety technicians within region and documentation will be submitted to ODH Program Consultant via REDCap.

- By Sunday, June 30, 2024, the subrecipient will submit *Recertification Scholarship Tracking* (Appendix K) form.

## **Deliverable – Child Passenger Safety Resources & Technical Assistance**

**Description:** Between Sunday, Oct. 1, 2023 and Sunday, Sept. 31, 2024, the OPRC will act as liaison between ODH and OBB sites. OPRC will provide the required documentation to their ODH Program Consultant via REDCap for the following:

- Technical Assistance conducted via email or phone.
- Sharing of materials or resources for CPS events, CPS education, or OBB classes.

**Objective 15:** OPRC will submit the Technical Assistance Tracking Sheet (Appendix M) to reflect at least two (2) instances of TA or materials provided to OBB Program Sites quarterly in their region to ODH Program Consultant via REDCap (*reimbursement should be submitted quarterly for 25%*).

## **Deliverable – Child Passenger Safety Expert**

**Description:** OPRC will serve as the Child Passenger Safety expert in their region by providing culturally and linguistically appropriate media releases, and occupant protection public awareness and education.

**Objective 16:** By Sunday, Sept. 30, 2024, OPRC will submit the following documentation to the ODH Program Consultant via REDCap:

- One Child Passenger Safety education presentation or outreach done in the community. Documentation should include location of presentation (name of agency, city and county), PowerPoint or handouts provided and number of participants.

## Deliverable – Community Based Seat Checks

**Description:** By Sunday, Sept. 30, 2024, the OPRC will educate parents/caregivers on proper restraint use for children of all ages by **conducting three Community Based Seat Check events** within the region and **supporting three Community-Based Seat Check events** within the region. **At least four events must take place in priority counties, updated Data to Action metrics will be provided at the start of the grant year.**

**Objective 17:** By Sunday, Sept. 30, 2024, the OPRC will submit to the ODH Program Consultant via REDCap the following:

- Three advertisements for community-based car seat check events held in OPRC region that OPRC conducted.
- Detailed description in REDCap documents where the events were held, when, how many seats were checked, and how many seats were distributed.

**Objective 18:** By Sunday, Sept. 30, 2024, the OPRC will submit to the ODH Program Consultant via REDCap the following:

- Documentation of three community-based car seat check events held in OPRC region that OPRC provided assistance. Documentation could include flyers with date, location, and agency hosting event, or pictures of each car seat event.
- Detailed description in REDCap documents where the events were held, when, how many seats were checked, and how many seats were distributed.

## Deliverable – National Mobilizations for Child Passenger Safety

**Description:** By Sunday, Sept. 30, 2024, OPRC will support and promote national or state mobilization/campaigns such as Click it or Ticket and National Child Passenger Safety Week within their region.

**Objective 19:** By Sunday, June 30, 2024, the OPRC will plan for National Child Passenger Safety Week, **to include Car Seat Check Saturday**, and document tentative plans in a Word document and report submitted to ODH Program Consultant via REDCap.

**Objective 20:** By Friday, Aug. 30, 2024, the OPRC will submit to ODH in a Word document via REDCap their schedule for the 2024 National Child Passenger Safety Week of Sept. 15-21, 2024, **which is to include a car seat check on National Seat Check Saturday.**

**Objective 21:** By Sunday, Sept. 30, 2024, the OPRC will submit examples of documents used to advertise events to be held during National Child Passenger Safety Week in their region to ODH Program Consultant via REDCap.

**Objective 22:** By Sunday, Sept. 30, 2024, the OPRC will submit pictures of events held during National Child Passenger Safety Week in their region and submit them to ODH Program Consultant via REDCap.

**Objective 23:** By Sunday, Sept. 30, 2024, the OPRC will document events held in their region during National Child Passenger Safety Week and submit word document to ODH Program Consultant via REDCap.

## Deliverable – Fitting Stations (Optional)

***\*OBB Fitting Station tab of Fitting Station Tracking Document should still be completed and submitted even if OPRC chooses not to complete optional deliverable\****

**Description:** Between Sunday, Oct. 1, 2023 and Sunday, Sept. 30, 2024, the subrecipient will report activities conducted with regional OBB and non-OBB Fitting Stations that go above and beyond what they offer normally in their region. The OPRC should maintain regular communication (email or phone) and complete *Fitting Station Tracking* (Appendix N) document with up-to-date information. Above and beyond activities to complete this deliverable must include:

- Site Visits (virtual or in-person).
- Assistance with appointments (virtual or in-person).
- Technical Assistance/Materials Provided (sharing of materials/resources, response to questions or providing guidance (email or phone).

**Deliverable 24:** The subrecipient will submit an updated and complete list of active OBB and non-OBB Fitting Stations in the region and documentation of involvement with at least 50% of their counties and completing a minimum of two of the three activities: technical assistance/materials provided; assistance at appointments; or onsite visits for the quarter, to the ODH Program Consultant using the Fitting Station Tracking Document (Appendix N) via REDCap (*reimbursement should be submitted quarterly for up to 25%*).

- By Sunday, Dec. 31, 2023, OPRC will submit an updated and complete list of active OBB and non-OBB Fitting Stations in the region and documentation of involvement with at least 50% of their counties and completing a minimum of two of the three activities.
- By Sunday, March 31, 2024, OPRC will submit an updated and complete list of active OBB and non-OBB Fitting Stations in the region and documentation of involvement with at least 50% of their counties and completing a minimum of two of the three activities.
- By Sunday, June 30, 2024, OPRC will submit an updated and complete list of active OBB and non-OBB Fitting Stations in the region and documentation of involvement with at least 50% of their counties and completing a minimum of two of the three activities.
- By Sunday, Sept. 30, 2024, OPRC will submit an updated and complete list of active OBB and non-OBB Fitting Stations in the region and documentation of involvement with at least 50% of their counties and completing a minimum of two of the three activities.

**IF YOU ARE NOT APPLYING FOR THE SUPPLEMENTAL FUNDING, PLEASE STOP HERE.**



## Supplemental Option #1: FY24 Occupant Protection Regional Coordination –National Digital Check Form (NDCF) Pilot

**Description:** Between Sunday, Oct. 1, 2023 and Sunday, Sept. 30, 2024, the OPRC awarded the supplemental funding will

- Recruit additional fitting stations in two counties to participate in pilot.
- Conduct recruitment of new fitting stations by survey of readiness, sign MOU, attend training, and provide supplies, as needed.
- Implement use of NDCF with fitting stations recruited in Year 1.
- Track and update evaluation and policies and procedures to sustain NDCF activities statewide.
- Complete *supplemental survey in REDCap*.

**Deliverable 25:** The subrecipient will submit detailed updates quarterly in REDCap detailing progress of activities listed above (*20% of deliverable amount should be submitted for reimbursement each quarter*).

- By Sunday, Dec. 31, 2023, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, March 31, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, June 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, Sept. 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.

**Deliverable 26:** By Sunday, Sept. 30, 2024, the subrecipient will submit an updated evaluation summary report of the pilot. The updated report should include challenges, successes, barriers, and lessons learned from the grant year. Provide any updates to the procedure template that could serve as guidance for other OPRCs to utilize when implementing the NDCF with fitting stations in their region, and additional suggestions on how to implement project statewide. Report should be submitted as a Word document and uploaded to REDCap.

## Supplemental Option #2: FY24 Occupant Protection Regional Coordination –Child Passenger Safety Instructor Development

**Description:** Between Sunday, Oct. 1, 2023 and Sunday, Sept. 30, 2024, the OPRC awarded the supplemental funding will enhance Ohio's instructor development for Child Passenger Safety Technician-Instructors through the following:

- Develop and disseminate ODH-approved quarterly newsletter.
- Plan and implement ODH-approved quarterly one-hour webinar with at least two offering CEUs to CPST-I recertification.
- Develop and disseminate post webinar survey evaluation.
- Create and manage Facebook group for Ohio Child Passenger Safety Technician Instructor networking.
- Complete *supplemental survey in REDCap*

**Deliverable 27:** The subrecipient will submit documentation of quarterly newsletter, webinar, and Facebook group. This includes, submission of approved newsletter, evidence of dissemination and reach of newsletter, advertisement for webinar, summary of webinar survey results, attendance metrics, and Facebook group posts (*25% of deliverable amount should be submitted for reimbursement each quarter*).

- By Sunday, Dec. 31, 2023, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, March 31, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, June 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, Sept. 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.

### **Supplemental Option #3: FY24 Occupant Protection Region Coordination –Buckeye Update with Techs**

**Description:** Between Sunday, Oct. 1, 2023 and Sunday, Sept. 30, 2024, the OPRC awarded the supplemental funding will support Child Passenger Safety Technicians in Ohio through the following:

- Plan and implement Buckeye Update with Techs quarterly webinar forum with at least two offering CEUs to CPST recertification.
- Develop and disseminate post forum webinar survey evaluation.
- Develop and disseminate ODH-approved quarterly newsletter.
- Complete *supplemental survey in REDCap*.

**Deliverable 28:** The subrecipient will submit documentation of webinar forum conducted, and quarterly newsletter. This includes, submission of approved newsletter, evidence of dissemination and reach of newsletter, advertisement for webinar, summary of webinar survey results, and attendance metrics. *(25% of the deliverable amount should be submitted for reimbursement each quarter).*

- By Sunday, Dec. 31, 2023, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, March 31, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, June 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, Sept. 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.

### **Supplemental Option #4: FY24 Occupant Protection Regional Coordination –Ohio Child Passenger Safety Conference Planning**

**Description:** Between Sunday, Oct. 1, 2023 and Sunday, Sept. 30, 2024, the OPRC awarded the supplemental funding will coordinate the planning and execution of a Spring 2024 Statewide Child Passenger Safety Conference in the Columbus, Ohio area.

- Coordinate a committee of conference planners.
- Report agenda, speakers, breakout sessions, and other vendor coordination and development.
- Report advertising methods (social media, emails, flyers, etc.).
- Report process of securing logistics for the conference (registration, meals, parking, etc.).
- Work with ODH on three (3) award guidelines (Technician, Instructor and Fitting Station of the Year).
- Support CPSTs to attend conference through offering of stipends, with preference given to OPRCs/OBBs (minimum of 25 stipends awarded).
- Report development, distribution, and collection of conference evaluation for participants.
- Complete *supplemental survey in REDCap*.

**Deliverable 29:** The subrecipient will submit detailed updates quarterly in OPRC Program Report detailing progress of

activities listed above *(25% of deliverable amount should be submitted for reimbursement each quarter)*.

- By Sunday, Dec. 31, 2023, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, March 31, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, June 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.
- By Sunday, Sept. 30, 2024, the OPRC will submit required documentation to ODH Program Consultant in REDCap.

## Appendix B2

Name of Subgrant Program: Occupant Protection Regional Coordination

Budget Period: Sunday, Oct. 1, 2023 –

Sunday, Sept. 30, 2024

# of Deliverables: 29

Use Budget Justification Scenario #: 3

☐ Base Only

☐ Base and Deliverables

☒ Deliverables Only

	%	Region #1 (ProMedica Toledo Hospital)	Region #2 (Dayton Children's)	Region #3 (Cincinnati Children's)	Region #4 (Vinton County Health Department)	Region #5 (Columbus Public Health)	Region #6 (UH Cleveland Hospital)	Region #7 (Stark County Health Department)	Region #8 (Akron Children's Hospital)	Total
<b>Deliverable - Objective 1 OBB Criteria Forms</b>	<b>2%</b>	\$1,830	\$1,950	\$1,590	\$1,710	\$1,950	\$1,710	\$1,950	\$1,470	\$14,160
<b>Deliverable - Objective 2 Annual Regional Meeting</b>	<b>2%</b>	\$1,830	\$1,950	\$1,590	\$1,710	\$1,950	\$1,710	\$1,950	\$1,470	\$14,160
<b>Deliverable - Objective 3 OBB Site Monitoring</b>	<b>10%</b>	\$7,930	\$8,450	\$6,890	\$7,410	\$8,450	\$7,410	\$8,450	\$6,370	\$61,360
<b>Deliverable - Objective 4 OBB Contact Information</b>	<b>4%</b>	\$3,050	\$3,250	\$2,650	\$2,850	\$3,250	\$2,850	\$3,250	\$2,450	\$23,600
<b>Deliverable - Objective 5 OBB Data</b>	<b>5%</b>	\$3,660	\$3,900	\$3,180	\$3,420	\$3,900	\$3,420	\$3,900	\$2,940	\$28,320
<b>Deliverable - Objective 6 OBB Stipend</b>	<b>16%</b>	\$12,000	\$14,000	\$8,000	\$10,000	\$14,000	\$10,000	\$14,000	\$6,000	\$88,000
<b>Deliverable - Objective 7 OPRC Conference Calls</b>	<b>2%</b>	\$1,830	\$1,950	\$1,590	\$1,710	\$1,950	\$1,710	\$1,950	\$1,470	\$14,160
<b>Deliverable - Objective 8 OIPP Meetings</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720

<b>Deliverable - Objective 9 CIAG/CPS Meetings</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable - Objective 10 CPST-I Certification</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable - Objective 11 CPST Course</b>	<b>18%</b>	\$13,540	\$14,100	\$12,420	\$12,980	\$14,100	\$12,980	\$14,100	\$11,860	\$106,080
<b>Deliverable - Objective 12 CEU Opportunities</b>	<b>2%</b>	\$1,830	\$1,950	\$1,590	\$1,710	\$1,950	\$1,710	\$1,950	\$1,470	\$14,160
<b>Deliverable - Objective 13 Refresher/Renewal</b>	<b>2%</b>	\$1,830	\$1,950	\$1,590	\$1,710	\$1,950	\$1,710	\$1,950	\$1,470	\$14,160
<b>Deliverable - Objective 14 Recertification Scholarship</b>	<b>1%</b>	\$1,100	\$1,595	\$1,485	\$495	\$2,310	\$2,035	\$825	\$990	\$10,835
<b>Deliverable - Objective 15 TA Tracking</b>	<b>6%</b>	\$4,270	\$4,550	\$3,710	\$3,990	\$4,550	\$3,990	\$4,550	\$3,430	\$33,040
<b>Deliverable - Objective 16 CPS Education/Outreach</b>	<b>3%</b>	\$2,440	\$2,600	\$2,120	\$2,280	\$2,600	\$2,280	\$2,600	\$1,960	\$18,880
<b>Deliverable - Objective 17 OPRC Led Car Seat Check Events</b>	<b>6%</b>	\$4,880	\$5,200	\$4,240	\$4,560	\$5,200	\$4,560	\$5,200	\$3,920	\$37,760
<b>Deliverable - Objective 18 OPRC Supported Car Seat Check Events</b>	<b>6%</b>	\$4,880	\$5,200	\$4,240	\$4,560	\$5,200	\$4,560	\$5,200	\$3,920	\$37,760
<b>Deliverable - Objective 19 CPS Week Plans</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable - Objective 20 CPS Week Schedule</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable - Objective 21 CPS Week Ads</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable - Objective 22 CPS Week Pictures</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable - Objective 23 CPS Week Summary</b>	<b>2%</b>	\$1,220	\$1,300	\$1,060	\$1,140	\$1,300	\$1,140	\$1,300	\$980	\$9,440

Deliverable - Objective 24 Fitting Stations (Optional)	5%	\$3,660	\$3,900	\$3,180	\$3,420	\$3,900	\$3,420	\$3,900	\$2,940	\$28,320
TOTAL for 1-24:	100%	\$76,050	\$82,345	\$64,835	\$69,645	\$83,060	\$71,185	\$81,575	\$58,540	\$587,235
Deliverable - Objective 25 NDCF (Supplemental #1)		\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0	\$12,000
Deliverable - Objective 26 NDCF Evaluation Summary Report (Supplemental #1)		\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$3,000
Deliverable - Objective 27 CPST Instructor Development (Supplemental #2)		\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
Deliverable - Objective 28 Buckeye Update with Techs (Supplemental #3)		\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
TOTAL with Continuation Supplementals:		\$84,050	\$82,345	\$64,835	\$69,645	\$83,060	\$96,185	\$81,575	\$58,540	\$620,235
Supplemental #4 - Competitive										
Deliverable - Objective 29 CPS Conference Planning (Supplemental #4)	\$24,000	Grant Total: \$644,235								

## Appendix C

### ODH Evidence of Health Equity Strategies Checklist

This checklist should be used to support planning, implementation, and evaluation of equitable strategies to reduce disparities and overcome social determinants of health. This checklist is a guide to establish a baseline criterion that all projects funded by ODH to support alignment with established priorities to achieve optimal health for all Ohioans.

#### Health Disparities, Health Inequities, Social Determinants of Health & Health Equity

Racial and ethnic minorities, those living in rural communities, people with disabilities, the LGBTQ community, and Ohio's economically disadvantaged residents do not have the same opportunities as other groups to achieve and sustain optimal health. Health disparities occur when these groups experience more disease, death, or disability beyond what would normally be expected based on their relative size of the population. Health disparities are often characterized by such measures as disproportionate incidence, prevalence and/or mortality rates of diseases or health conditions. Health is largely determined by where people live, learn, work, play, and age. Health disparities are unnatural and occur because of low socioeconomic status, race/ethnicity, sexual orientation, gender, disability status, geographic location, or some combination of these factors. Those most impacted by health disparities also tend to have less access to resources like healthy food, safe housing, quality education, safe neighborhoods, and freedom from racism and other forms of discrimination. These are referred to as **social determinants of health (SDOH)**. SDOH are a root cause of health disparities. The systematic nature of health disparities is considered unjust and is referred to as **health inequities**. The ability of everyone to have the same opportunity to achieve the best health possible is referred to as **health equity**. Programs that incorporate social determinants into the planning and implementation of interventions will greatly contribute to advancing health equity.

The ODH is committed to the elimination of health disparities and achieving health equity for all Ohioans. The items below are requirements for all applicants to ensure health equity is embedded within all components of the application (e.g., Goals, Program Narrative, and Objectives.)

- 1) Identify specific groups who experience a disproportionate burden of disease, health condition, or health outcome targeted by this solicitation. See Ohio's State Health Assessment Ohio's health data. <https://odh.ohio.gov/wps/portal/gov/odh/explore-data-and-stats/interactive-applications/2019-online-state-health-assessment>
- 2) [Identify geographic reference points \(i.e., census tracts, census block groups or zip codes\) to specify where program activities are focused.](#)
- 3) Use direct or indirect feedback from the prioritized population, community, group, or community agency to identify specific social and environmental conditions (social determinants of health) associated with health disparities and health inequities.
- 4) Identify measurable health equity targets that demonstrate reducing disparities and improving health equity are critical goals to be achieved through program activities. This information must also be supported by data.

For guidance on methodology to establish equity targets, review [2030 Target Setting Methodologies for Objectives in Healthy People 2030](#).

- 5) Outline specific evaluation strategies to measure the impact of program activities on decreasing and/or eliminating health disparities and health inequities.

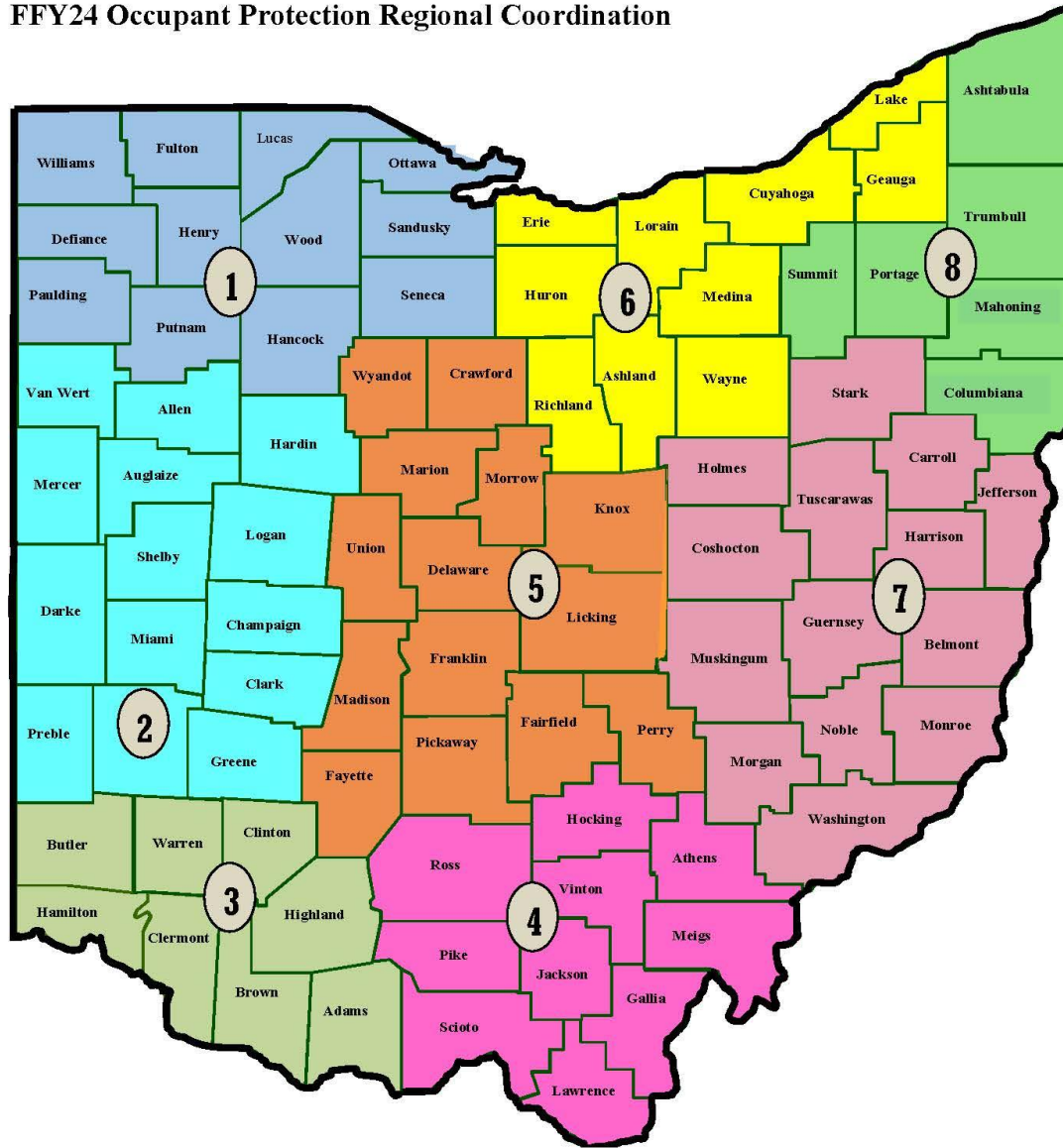
The following are best practices toward eliminating disparities and achieving health equity and are not required, but highly encouraged.

- 1) Link proposed activities to health equity strategies identified in local, state or national planning documents. These documents include, but are not limited to strategies, goals and objectives outlined in [Healthy People 2030](#), the [State Health Improvement Plan \(SHIP\)](#), and local Community Health Assessments .
  - State Health Improvement Plan – <https://odh.ohio.gov/wps/portal/gov/odh/about-us/sha-ship>.
  - Healthy People 2030 - <https://health.gov/healthypeople>.
- 2) Develop staffing plans where board members, leadership, and program staff reflect the race, ethnicity, background, and/or culture of the population being served.
- 3) Identify up- and downstream approaches to address social determinants of health and reduce disparities. Upstream factors like food, housing, and income insecurity that focus on addressing social determinants of health decrease barriers and improve supports that provide opportunity for people to achieve their full health potential. Downstream approaches focus on providing equitable access to care and services to reduce the negative impact of social determinants on health outcomes.
- 4) Establish non-traditional partnerships among different sectors of the community (e.g., faith-based organizations, local industries, businesses, universities, businesses, healthcare) that can provide valuable insight, new perspective, and more effective ways to achieve program goals. Non-traditional partners create opportunity to collaborate across sectors and may serve as a new source of support for the program.



**Ohio Department of Health**  
**FFY24 Occupant Protection Regional Coordination**

Appendix D - effective 10.1.23



Region	OPRC	Agency	Phone	Email
1 – Toledo	Shacara Sneed	ProMedica Toledo Children's Hospital	419-291-5206	shacara.sneed@ProMedica.org
2 – Dayton	De'Ayera Glover	Dayton Children's Hospital	937-641-5763	GloverD1@childrensdayton.org
3 – Cincinnati	Nichole Aldridge	Cincinnati Children's Hospital	513-636-0172	Marquetta.Aldridge@cchmc.org
4 – Vinton	Nioka Thacker	Vinton County HD	740-596-9705	nthacker@vintonohhealth.org
5 – Columbus	Andrea Hauser	Columbus City HD	614-645-1667	ALHauser@columbus.gov
6 – Cleveland	Heidi Dolan	Rainbow Injury Prevention Center	216.983.1109	Heidi.Dolan@UHHospitals.org
7-Stark	Nicole Dorsey	Stark County HD	330-451-1589	dorseyn@starkhealth.org
8-Akron	Mark Harper	Akron Children's Hospital	330-543-3093	mharper@akronchildrens.org

## FFY24 Occupant Protection Regional Coordination Narrative - Year 2 Changes

Please address the following topics and structure your response as indicated below (maximum 10-page limit):

1. **OBB Monitoring** – *to include OBB Program Criteria Forms, Annual OBB Regional Meeting, and OBB site visits and data collection.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
2. **Quarterly Program Reports** – *to include REDCap survey and Program Income Form.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 2.
3. **OPRC Conference Calls** – *to include sharing of best practices during at least 1 conference call.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
4. **Attending Ohio Injury Prevention Partnership Meetings** – *to include attending OIPP meetings and Child Passenger Safety subcommittee conference calls.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
5. **Child Passenger Safety Technician Level** – *to include having a CPST-I in the region; holding at least 1 CPS class each year; and offering at least 2 continuing education opportunities and 1 refresher or renewal opportunity.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
6. **Child Passenger Safety Resources & Technical Assistance** – *to include providing technical assistance and/or materials to fitting stations, OBBs or community-based organizations in region.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
7. **Child Passenger Safety Expert** – *to include providing occupant protection public awareness and education in region.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 2.
8. **Community Based Seat Checks** – *to include OPRC held events and providing support and/or assistance to OBB events.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
9. **National Mobilizations for Child Passenger Safety** – *to include planning for a national mobilization and specifically National Child Passenger Safety Week planning, including advertising and providing pictures of the events.*
  - a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.

- 10. Fitting Stations** – *to include reporting all details of locations and maintaining regular communication. If completing optional deliverables, include providing technical assistance, conducting site visits, and assisting with appointments.*
- a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
- 11. Prioritizing Vulnerable, Underserved Populations** – *to include inclusion of Data to Action and priority populations into grant activities. At the beginning of year 2, ODH will provide you with an updated data spreadsheet with high priority areas identified. For year 2 application, please address generally agency plans making sure to include how agency will ensure Health Improvement Zones with high Social Vulnerability Index scores will be addressed. To help conceptualize the needs of your community, please use the Community Wellbeing-Social Determinants of Health Dashboard. <https://odh.ohio.gov/know-our-programs/health-equity/comm-wellbeing-sdoh-dashboard>*
- a. Please provide any changes agency will make in year 2 to address the challenges from year 1.
- 12. Establishing Regional Misuse Rate** – *to include data collection process and any innovative practices.*
- a. Please provide any changes the agency will make in year 2 to address the challenges from year 1.
- 13. Human Trafficking Statement** – Please describe how your child passenger safety program will address human trafficking.

## FFY24 Occupant Protection Regional Coordination Year 2 Guidance

The following items should be completed with your application:

- Submit Appendix A by April 26, 2023 to [Kathryn.Berkemeyer@odh.ohio.gov](mailto:Kathryn.Berkemeyer@odh.ohio.gov).
- Complete budget in GMIS.
- Budget Justification.
- Narrative - Year 2 Changes (Appendix E).
- Workplan (use Appendix G template).
- Letter to authorize travel to OIPP meetings.
- Provide position description and resume for any new staff assigned to the grant since FFY23.
- Other required federal forms indicated by GSU in GMIS.

### Additional Workplan Guidance:

Please address all deliverables found in Appendix B1 in the Year 2 Workplan template (Appendix G):

- The workplan must include S.M.A.R.T. (Specific, Measurable, Achievable, Results-Oriented, and Time-Based) goals and objectives and clearly demonstrates steps you will take to complete each activity. The following detail should be included for each deliverable:
  - **Process Objective:** Each deliverable should be outlined as a Process Objective. Deliverable language can be found in Appendix B1.
  - **Person and Agency Responsible:** Include additional staff, agencies, or partners that will contribute to the completion of the process objectives. Who will contribute in moving the work and activities forward?
  - **Timeline (Month/Year):** Each activity/steps proposed should include a timeline with a start and end date. Consider the length of time each process objective will take to accomplish and note those dates here. Activity/steps proposed that span a full year is discouraged.
  - **Activities/Steps Proposed:** For each process objective write the required activities/steps proposed that explain what you are going to do and how you are going to do it. Activities/steps proposed should logically connect and illustrate how the process objectives will be completed.
  - **Evaluation Measures:** Evaluation can help identify needed changes, find out how well objectives are being met, determine the effects of the program, and identify ways to improve the program. Consider how you will measure success once the process objective is complete. What metrics or information will be collected?

**2024 Occupant Protection Regional Coordination  
ANNUAL WORK PLAN 2023-2024**

<b>OPRC County:</b>		<b>Agency:</b>	
<b>Grant/GMIS #:</b>		<b>Contact Name:</b>	
<b>Project Title:</b>	<b>Occupant Protection Regional Coordination (OPRC)</b>		

**SECTION I - ANNUAL WORK PLAN (2023 - 2024)**

The purpose of the Annual Work Plan is to state your intended activities for each objective to demonstrate how the project intends to move the required activities forward. **Please enter the program objectives that you intend to work on in the appropriate section and complete the tables that follow.**

**Deliverables 1-6: Ohio Buckles Buckeyes (OBB) Monitoring & Reporting**

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

### Deliverable 7-9: Required OPRC & OIPP Conference Calls & Meetings

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

### Deliverables 10-14: Child Passenger Safety Technician Level

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

### Deliverable 15: Child Passenger Safety Resources and Technical Assistance

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

### Deliverables 16: Child Passenger Safety Expert

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

### Deliverables 17-18: Community-Based Seat Checks

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

### Deliverables 19-23: National Mobilization for Child Passenger Safety

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

## Deliverable 24: Fitting Stations (OPTIONAL)

*(OBB Fitting Station tab of Fitting Station Tracking Document should still be completed and submitted even if OPRC chooses not to complete optional deliverable)*

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		



**2024 Supplemental Funding for Occupant Protection Regional Coordination  
ANNUAL WORK PLAN 2023 - 2024**

<b>County/Counties:</b>		<b>Agency:</b>	
<b>Grant/GMIS #:</b>		<b>Contact Name:</b>	
<b>Project Title:</b>			

**SECTION I - ANNUAL WORK PLAN (2023 - 2024)**

The purpose of the Annual Work Plan is to state your intended activities for each objective to demonstrate how the project intends to move the required activities forward. **Please enter the program objectives that you intend to work on in the appropriate section and complete the tables that follow.**

**Deliverables 25 & 26: National Digital Check Form (NDCF) Pilot**

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

**2024 Supplemental Funding for Occupant Protection Regional Coordination  
ANNUAL WORK PLAN 2023 - 2024**

<b>County/Counties:</b>		<b>Agency:</b>	
<b>Grant/GMIS #:</b>		<b>Contact Name:</b>	
<b>Project Title:</b>			

**SECTION I - ANNUAL WORK PLAN (2023 - 2024)**

The purpose of the Annual Work Plan is to state your intended activities for each objective to demonstrate how the project intends to move the required activities forward. **Please enter the program objectives that you intend to work on in the appropriate section and complete the tables that follow.**

**Deliverables 27: Child Passenger Safety Technician Instructor State Lead**

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

<b>2024 Supplemental Funding for Occupant Protection Regional Coordination ANNUAL WORK PLAN 2023 - 2024</b>					
County/Counties:			Agency:		
Grant/GMIS#:			Contact Name:		
Project Title:					
<b>SECTION I - ANNUAL WORK PLAN (2023 - 2024)</b>					
The purpose of the Annual Work Plan is to state your intended activities for each objective to demonstrate how the project intends to move the required activities forward. <b><u>Please enter the program objectives that you intend to work on in the appropriate section and complete the tables that follow.</u></b>					
<b>Deliverables 28: Support CPSTs statewide through Buckeye Update with Techs</b>					
Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

**2024 Supplemental Funding for Occupant Protection Regional Coordination  
ANNUAL WORK PLAN 2023 - 2024**

<b>County/Countries:</b>		<b>Agency:</b>	
<b>Grant#:</b>		<b>Contact Name:</b>	
<b>Project Title:</b>			

**SECTION I - ANNUAL WORK PLAN (2023 - 2024)**

The purpose of the Annual Work Plan is to state your intended activities for each objective to demonstrate how the project intends to move the required activities forward. **Please enter the program objectives that you intend to work on in the appropriate section and complete the tables that follow.**

**Deliverables 29: Ohio Child Passenger Safety Conference Planning**

Process Objective (Write objective)	Person and Agency Responsible (list all partners)	Timeline (Month/Year)		Activities/Steps Proposed (Describe the significant activities/steps proposed for each process objective)	Evaluation Measure (How do you know you are successful?)
		Start	End		

## FFY24 Occupant Protection Regional Coordination Supplemental Funding Guidance

There are four (4) separate optional supplemental funding opportunities for FFY24. Only one OPRC region will be funded for each opportunity. **For Supplemental Opportunities #1 - #3, only those previously awarded can apply for funding.** For Supplemental Opportunity #4, to be considered for funding, the applicant must meet a minimum score of 70%. Scoring criteria can be found in this guidance document.

Each opportunity will be funded for program year 1 which will span 12 months from Sunday, Oct. 1, 2023 to Sunday, Sept. 30, 2024.

### Supplemental Option #1 – National Digital Check Form (NDCF) Pilot

**One Awardee** will be eligible for **up to an additional \$15,000** to pilot the integration of the NDCF in their region. Awardee will be responsible for the following:

- a. Continue expansion of the pilot by recruitment of additional fitting station locations. Must be in two counties not already participating in pilot.
- b. Newly recruited fitting stations will receive readiness survey, sign MOU, attend training and receive materials, as needed.
- c. Provide technical assistance with fitting stations already participating in pilot, to ensure continued use of NDCF for all seat checks.
- d. OPRC will update evaluation summary.
  - i. submit evaluation summary of project to include summary of pilot for the entire grant period; challenges, barriers, successes, and lessons learned; procedure template for other OPRCs to utilize when working with fitting stations to implement NDCF, and suggestions on how to implement statewide.
- e. Provide updates on all activities in your quarterly REDCap survey.

**\*Applicant must still meet eligibility requirements outlined in FY23 competitive solicitation. Submit the following with application:**

- a. Submit **Project Narrative (five page maximum)** to address the following:
  - i. Ability to expand pilot into additional counties and ensure data is being collected and feedback is continuously received.
  - ii. Ability to track and ensure NDCF use in pilot of existing participating fitting stations and provide technical assistance.
  - iii. Ability to collect evaluation measures in order to update the existing evaluation summary at the end of the grant year.
  - iv. Methodology to complete the required project activities: please see the “Required Project Activities” above. Methodology must describe in detail how your agency will accomplish the activities, timeline of how activities will be completed to execute successful expansion of pilot, how new fitting stations

will be recruited, and existing fitting stations will be maintained, how evaluation will be continued, modes of communication with fitting stations to ensure data is inputted correctly, plan for updating evaluation summary report, etc. It should include who, how, when, and where, when applicable.

Complete “**Supplemental: NDCF**” tab in *Workplan template* (use Appendix G). The workplan should include sufficient detail to describe how the agency intends to move the required activities forward and capacity to successfully perform required activities. Process objectives should be written in SMART objectives and described by listing activities/steps proposed in detail. Each activity should identify agency and staff responsible for completing and specific timeline. Evaluation measure should also indicate achievement of process objectives.

## **Supplemental Option #2 - Child Passenger Safety Technician Instructor Development**

Awardee will be eligible for **up to an additional \$10,000** to implement networking and educational opportunities for Child Passenger Safety Technician Instructors in Ohio. Awardee would be responsible for the following:

- a. Quarterly webinars (two out of the four must offer CEU opportunities)
- b. Quarterly newsletters to include data to ODH on reach.
- c. Submit tentative webinar agendas and newsletters to ODH at least one month prior for ODH approval.
- d. Maintain Facebook group.
- e. Provide updates on all activities in your quarterly REDCap survey.

**\*Applicant must still meet eligibility requirements outlined in FY23 competitive solicitation. Submit with application the following:**

- a. Complete **“Supplemental: CPST-I Development”** tab in **Supplemental Workplan** template (use Appendix G). The workplan should include sufficient detail to describe how the agency intends to move the required activities forward and its capacity to successfully perform required activities. Process objectives should be written in SMART-IE (Smart, Measurable, Achievable, Realistic, Timeframe, Inclusivity, Equitable) objectives and described by listing activities/steps proposed in detail. Each activity should identify the agency and staff responsible for completing and specific timeline. Evaluation measure should also indicate achievement of process objectives.

### **Supplemental Option #3 - Buckeye Update with Techs**

Awardee will be eligible for **up to an additional \$8,000** to implement networking and educational opportunities for Child Passenger Safety Technicians in Ohio, with the purpose of gathering CPSTs across Ohio to update on state and national news, network opportunities, and gain CEUs. Awardee would be responsible for the following:

- a. Facilitate quarterly webinar forum (two out of the four must offer CEU opportunities) for Ohio technicians.
- b. Develop quarterly newsletters aimed at CPSTs in Ohio to include the following, state and national level technician updates, networking opportunities, additional CEU opportunities, recertification updates, available resources, and education.
- c. Submit tentative webinar agendas and newsletters to ODH at least one month prior for ODH approval and additions of state updates.
- d. Include feedback from Safe Kids Ohio and Occupant Protection Regional Coordinators (OPRCs) in activities.
- e. Provide updates on all activities in your quarterly REDCap survey.

**\*Applicant must still meet eligibility requirements outlined in FY23 competitive solicitation. Submit with application the following:**

- a. Complete “**Supplemental: Buckeye Update**” tab in *Workplan* template (use Appendix G). The workplan should include sufficient detail to describe how the agency intends to move the required activities forward and its capacity to successfully perform required activities. Process objectives should be written in SMART objectives and described by listing activities/steps proposed in detail. Each activity should identify the agency and staff responsible for completing and specific timeline. Evaluation measures should also indicate achievement of process objectives.



## **Supplemental Option #4 - Ohio Child Passenger Safety Conference Planning**

Awardee will be eligible for **up to an additional \$24,000** to coordinate the planning and implementation of an in-person Spring 2024 Statewide Child Passenger Safety Conference. Awardee will be responsible for the following:

- a. Coordinate a committee of conference planners (including all OPRCS, ODH, Safe Kids Ohio, CIAG Members, and other partners, etc.) and facilitate at least three conference call planning meetings. Meeting minutes for these calls should be uploaded into GMIS within two weeks of the meeting occurring. Agency must demonstrate in meeting minutes they are working collaboratively with this planning committee.
- b. Secure approval from ODH for agenda by Friday, March 1, 2024.
- c. Secure the location within the central Ohio area for a Spring 2024 conference, if in-person.
- d. Secure date and time of conference and inform ODH by Tuesday, Jan. 30, 2024 (for in-person or virtual).
- e. Ensure keynote speaker(s), break-out sessions, and other vendors needed for the conference are secured.
- f. Coordination of registration; meals; parking; and other logistics for the conference, (plan for at least 125 participants).
- g. Promote conference through various advertising modes (social media, emails, flyers, etc.).
- h. Responsible for obtaining and printing materials for conference (to be included in budget).
- i. Responsible for offering a minimum of 25 conference stipends to CPST attendees, with preference given to OPRCs and OBBs.
- j. Provide awards for fitting station, technician and instructor of the year, with ODH approval.
- k. Develop, distribute, collect, and evaluate the conference based on participant surveys.
- l. Analyze evaluations and send report to ODH by Sunday, June 30, 2024.
- m. Ensure attendees can receive six continuing education units required for Certified Passenger Safety Technicians.
- n. Provide updates on all activities in your quarterly REDCap survey.

### **To be considered for this funding, applicants must meet the following requirements:**

- a. Agency has experience in state or regional child occupant protection conference planning.
- b. Agency has experience planning at least three conferences.

**Submit the following with application:**

- c. Submit Project Narrative (**five page maximum**) to address the following:
  - v. Description of applicant agency: describe how your agency meets eligibility requirements for the supplemental funding.
  - vi. Staffing/Personnel: list all personnel who will directly work on the conference planning project and program activities. Include the relationship between program staff members, staff members of the applicant agency and other partners and agencies that will be working on this project.
  - vii. Contracts agency plans to use to complete the supplemental work, if applicable: list all contractor responsibilities, cost of contractor, and objectives contractor will be required to complete. If contracts are to be determined, they will need to be pre-approved by ODH before contract initiation.
  - viii. Methodology to complete the required project activities: please see the “Required Project Activities” above. Methodology must describe in detail how your agency will accomplish the activities, timeline of how activities will be completed to execute successful conference, how conference calls will be planned, how sessions will be determined and organized, modes of advertising, method to offer conference stipends to CPST attendees, methods to collect feedback and evaluate conference, etc. It should include who, how, when, and where, when applicable.
- d. Complete “Supplemental: CPS Conference” tab in Supplemental Workplan template (use Appendix G). The workplan should include sufficient detail to describe how the agency intends to move the required activities forward and capacity to successfully perform required activities. Process objectives should be written in SMART objectives and described by listing activities/steps proposed in detail. Each activity should identify the agency and staff responsible for completing and specific timeline. Evaluation measures should also indicate achievement of process objectives.
- e. Submit at least two letters of support from external partners who support the agency planning a child passenger safety conference.

**Supplemental Option #4 - Ohio Child Passenger Safety Conference Planning - Eligibility Requirements**

Reviewer Note: The word “satisfactorily” is implied in each statement throughout the review sheet. Points should be awarded accordingly. Poor quality responses should receive points at the lower end of the scale and high quality/high detail at the high end.

**Review by Sections**

**Category I. Supplemental Narrative (53 points)**

**Reviewer's  
Score**

**Comments**

**Eligibility Requirements:**

- ☐ Agency has ability to support logistics of planning a statewide conference **(maximum 5 points)**
- ☐ Agency has history of experience in planning and executing statewide Child Passenger Safety Conference **(maximum 5 points)**

**Project Description:**

- ☐ Describes agency's experience with planning and executing statewide child occupant protection conference **(maximum 10 points)**
- ☐ Included detailed list of staff that will directly work on the conference planning project **(maximum 5 points)**
- ☐ Detailed description of how conference calls will be planned and partners that will be included **(maximum 5 points)**
- ☐ Detailed description of timeline of conference planning, how sessions will be determined, contracts to be executed, if applicable, and modes of advertising **(maximum 10 points)**
- ☐ Detailed description of execution of stipend for CPST attendees with preference given to OPRCs and OBBs **(maximum 5 points)**
- ☐ Detailed description of conference evaluation and how feedback will be collected **(maximum 5 points)**
- ☐ Required due dates established by ODH are included in narrative **(maximum 3 points)**

**Total Supplemental Narrative**

**53 points**

<b>Category II. Supplemental Work Plan (35 points)</b>	<b>Reviewer's Score</b>	<b>Comments</b>
<input type="checkbox"/> Includes sufficient detail to describe how the agency intends to move the required activities forward and capacity to successfully perform required activities <b>(10 points maximum)</b> <input type="checkbox"/> Process objectives are population-based and written in <b>S.M.A.R.T.</b> format <b>(5 points maximum)</b> <input type="checkbox"/> Each activity identifies agency and staff person responsible for completing <b>(5 points maximum)</b> <input type="checkbox"/> Includes a specific timeline for each activity (e.g., all activities should not say Oct. 1 – Sept. 30) <b>(5 points maximum)</b> <input type="checkbox"/> Describes how the population-based process objectives will be achieved by listing activities/steps proposed in detail <b>(5 points maximum)</b> <input type="checkbox"/> Provides a satisfactory evaluation measure to indicate achievement of process objectives. <b>How will the grantee determine if they are successful? (5 points maximum)</b>		
<b>Total Base Work Plan</b>		<b>35 points</b>
<b>Category III. Other Requirements (2 points)</b>	<b>Reviewer's Score</b>	<b>Comments</b>
<input type="checkbox"/> Includes letters of support from at least two key partners related to child occupant protection and supports agency planning a child passenger safety conference. Does not have to be on agency letterhead, but LOS should be from individuals and/or agencies that specifically work on child passenger safety <b>(1 points maximum)</b> <input type="checkbox"/> Supplemental deliverables included in the budget justification and used the correct format indicated in the solicitation (scenario 3 required from template) <b>(1 point maximum)</b>		
<b>Other Requirements</b>		<b>2 points</b>

## OBB Annual "Site Visit" Quality Assurance Checks for Sunday, Oct. 1, 2023 – Sunday, Sept. 30, 2024

1	2	3	4	5		6	7	8	9	10
Please list each county in Region	OBB Site Coordinator Name	Date of Site Visit	Is OBB Coordinator a certified CPS-T? ** (Y/N)	Evidence demonstrated compliance with OBB Program Criteria established by ODH (Y/N)	Non-compliance issues identified and addressed? Please explain.	Properly completion of the ODH Child Safety Seat Distribution and Education checklist (Y/N)	Reporting of OBB seat tracking data on a quarterly basis. (Y/N)	Compliant with minimum educational requirements for instructing seat recipients about proper installation and use (Y/N)	Dissemination of approved educational materials? (Y/N)	Verified that OBB information listed on agency website? (Y/N)
At least one "site visit" must be conducted with each OBB site on an annual basis. If "N" on any, please explain in the space below.										

### FY24 OBB Site Coordinator Contact List - Region \_

County	Contact Name & Agency	Shipping Address for Car Seats	Shipping Address Outside of Seats	Phone	Email

County	Quarter # (autofilled by ODH)	Date shipment received	Types of seats received in quarter	# of seats left from when you submitted your last report (should be column H after first quarter)	# of each seat received this quarter by ODH	# of seats transferred out to another county this quarter	# of seat received by another county this quarter	Comments about transfers in and out (should include county and date)	# of OBB seats distributed this quarter	Total # of OBB Seats remaining in inventory (Please confirm this number is the same as on the OBB Form submitted)	# on your current wait list	# of non- OBB seats that have been distributed this quarter	Comments
COUNTY	Quarter #1		Convertibles							0			
			High Back Booster							0			
			Backless Booster							0			
	Quarter #2		Convertibles	0						0			
			High Back Booster	0						0			
			Backless Booster	0						0			
	Quarter #3		Convertibles	0						0			
			High Back Booster	0						0			
			Backless Booster	0						0			
	Quarter #4		Convertibles	0						0			
			High Back Booster	0						0			
			Backless Booster	0						0			

# of community-based car seat checks held	# of Fitting Station dates held	# of Education Classes held for OBB seats	# of seats checked total for this quarter at all events (includes classes, Fitting Stations, and events)	# of seats installed in all events in column S	# of seats checked that were not installed correctly in Column S	Misuse rate (calculated automatically)	# of hours OBB Coordinator spent on program for quarter	New Partnerships formed
						#DIV/0!		
						#DIV/0!		
						#DIV/0!		
						#DIV/0!		

**FY2024 Occupant Protection Regional Coordination (OPRC)  
Ohio Buckles Buckeyes (OBB) Site Stipend Agreement**

Through funding provided by the Ohio Department of Health, the OPRC in your region has a set amount of funding available for each OBB site to support administration of the OBB program in your county. The purpose of this funding is to support some administrative costs and needs in order to sustain the OBB program at your agency and continue to serve Ohio families in need.

**OBB Site Requirements:**

- OBB Data Report (Appendix O: OBB Quarterly Summary) submitted on time to OPRC.
- OBB maintains regular communication with OPRC.
- OBB distributes seats regularly and schedules seat checks and OBB classes on a regular basis.
- OBB site agency has CPS technician on staff at the agency or partnering with nearby CPS technician within the county at beginning and end of grant year.

<b>Name:</b>						
<b>Agency:</b>						
<b>Select which categories funding is requested (check all that apply):</b>	<input type="checkbox"/> Personnel costs	<input type="checkbox"/> Certification fees	<input type="checkbox"/> Recertification fees	<input type="checkbox"/> Materials/Supplies	<input type="checkbox"/> Storage costs	<input type="checkbox"/> Conference fees
<b>OBB Coordinator Signature:</b>						



### **OBB Site Stipends Guidance (for OPRCs)**

Using funds in Deliverable 6, OPRC can award funding from a minimum of \$500 to a maximum of \$1,500 to each OBB site within the criteria listed under 'Requirements of OBB Site'. Funding amounts should be determined based on the OBB site's level of activity and engagement within their county.

#### Requirements of OBB Site

1. OBB Data Report (Appendix O: OBB Quarterly Summary) submitted on time to OPRC.
2. OBB maintains regular communication with OPRC.
3. OBB distributes seats regularly and schedules seat checks and OBB classes on a regular basis.
4. OBB site agency has CPS technician on staff at the agency or partnering with nearby CPS technician within the county at beginning and end of grant year.

#### OPRC distribution of funds to OBB sites

1. All requirements must be met by OBB site.
2. Fund distribution should not go beyond the max amount in funding outlined in B2 for Deliverable 6.
3. Fund distribution frequency is up to OPRC discretion (monthly, quarterly, bi-annually, annually).

#### Allowed expenses

1. Personnel costs to conduct CPS activities related to OBB program.
2. Initial certification fees.
3. Recertification/renewal/refreshers fees.
4. Materials/Supplies.
5. Storage costs.
6. Conference costs (registration fees or travel costs).

#### Unallowed expenses

1. Car seats for distribution.
2. Food and drinks.

#### Requirements of OPRC

1. Submit received OBB Site Stipend Agreements (Appendix J) and submit by December 31, 2023.
2. Using tracking template (Appendix K), track the number of stipends provided and submit by June 30, 2024

OBB Site Record for OBB Stipend

OBB Site Agency	CPST on staff or partnership with nearby CPST (Y/N)	All other requirements outlined in guidance were met. (Y/N)	Expenses Reimbursed	Expenses Reimbursed Cont. (if needed)	Distribution frequency of funds	Total Amount Reimbursed	Comments/Feedback

CPST Record for Recertification Scholarship

Agency	CPST Name	CPST ID#	Date Recertified	Proof of recertification fee payment provided before reimbursement. (Y/N)	Total Amount Reimbursed	Comments/Feedback

**Ohio Department of Health  
Occupant Protection Regional Coordination (OPRC)  
FFY24 Conference Call Documentation**

The OPRC Grant with the Ohio Department of Health (ODH) stipulates that subgrantee or their agency representative will participate in all scheduled OPRC conference calls with ODH, **at least two** OIPP Child Injury Action Group subcommittee conference calls related to Child Passenger Safety and participate in **at least 2** OIPP conference calls. In order to receive compensation for these deliverables, written documentation must be submitted via REDCap. This is a progressive form, so please don't delete previously entered information.

Please complete and submit the following form in GMIS on the following dates:

Quarter 1: Sunday, Dec. 31, 2023

Quarter 3: Sunday, June 30, 2024

Quarter 2: Sunday, March 31, 2024

Quarter 4 (final): Sunday, Sept. 30, 2024

**Check quarter you are submitting for:**

1<sup>st</sup> ☐

2<sup>nd</sup> ☐

3<sup>rd</sup> ☐

4<sup>th</sup>/Final ☐

**OPRC Conference Calls**

Quarter	Month	Date of Conference Call	Name of individual at your agency that participated
1	October		
1	December		
2	February		
3	April		
3	June		
4	August		

**CIAG – CPS Subcommittee Conference Calls**

Quarter	Date of Conference Call	Name of individual at your agency that participated

**OIPP Conference Calls**

Quarter	Date of Conference Call	Name of individual at your agency that participated

\_\_\_\_\_  
Signature of OPRC

\_\_\_\_\_  
Date

## Appendix M: Technical Assistance Tracking Sheet

*This form should be completed as documentation for deliverable 15 (Child Passenger Safety Resources & Technical Assistance (TA)) One form should be completed for each instance of TA.*

*Agency should complete two instances of TA with OBB Sites each quarter.*

**Description:** Between Sunday, Oct. 1, 2023 and Sunday, Sept. 31, 2024, the OPRC will act as liaison between ODH and OBB sites. OPRC will provide the required documentation to their ODH Program Consultant via REDCap for the following:

- Technical Assistance via email or phone.
- Sharing of materials or resources for CPS events, CPS education, or OBB classes.

**Objective 15:** OPRC will submit the Technical Assistance Tracking Sheet (Appendix M) to reflect at least two (2) instances of TA or materials provided to OBB Program Sites quarterly in their region to ODH Program Consultant via REDCap (reimbursement should be submitted quarterly for 25%).

*Upon request, agency should provide documentation that reflects the activities reported in this form.*

TA #1:

<b>County:</b>			
<b>Agency:</b>			
<b>Date of TA provided:</b>			
<b>Method of Communication:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			
<b>Materials Provided?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, Quantity?</b>			
<b>Type of Materials:</b>			
<b>Description of TA provided:</b>			

TA #2:

<b>County:</b>		
<b>Agency:</b>		
<b>Date of TA provided:</b>		
<b>Method of Communication:</b>	<input type="checkbox"/> Phone	<input type="checkbox"/> Email <input type="checkbox"/> In-person
<b>Materials Provided?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, Quantity?</b>		
<b>Type of Materials:</b>		
<b>Description of TA provided:</b>		

*Please copy and paste chart above for additional counties to be added.*

**OBB Fitting Stations for Sunday, Oct. 1, 2023 – Sunday, Sept. 30, 2024**

**Appendix N**

<p align="center"><b>Optional Deliverable 24</b></p> <p>In order for OPRC to be eligible for reimbursement, OPRC is required to complete the following at <u>Fitting Stations in 50% of counties in Region</u>: <i>*An updated and complete list of active OBB FS in the region. This includes all information below to be completed fully.</i></p> <p><i>*Regular communication and completion of two out of the three indicated activities each quarter.</i></p>						<p align="center"><i>In addition to regular communication, OPRCs must indicate two out of the three activities completed below. **please be prepared to share documentation during annual ODH site visit or upon request**</i></p>			<p><b>Quarter 1</b></p>
<p><b>Fitting Station Agency</b></p>	<p><b>FS Coordinator Contact Name</b></p>	<p><b>FS complete address to be posted on NHTSA website</b></p>	<p><b>FS phone number to be posted on NHTSA website</b></p>	<p><b># of CPS Techs normally utilized at this Fitting Station</b></p>	<p><b>Indicate is this FS serves rural ( R), urban (U), low-income (L), or minority populations (M)-please indicate corresponding letter(s) in column below</b></p>	<p><b>Technical Assistance (TA) &amp; Materials Provided</b> <i>(please indicate date of TA or # and type of materials provided)</i></p>	<p><b>Onsite or Virtual assistance with appointments</b> <i>(yes or no - please include dates)</i></p>	<p><b>Onsite or Virtual Visit</b> <i>(yes or no)</i></p>	

# Non-OBB Fitting Stations for Sunday, Oct. 1, 2023 – Sunday, Sept. 30, 2024

Appendix  
N

## Optional Deliverables 24

In order for OPRC to be eligible for reimbursement, OPRC is required to complete the following at Fitting Stations in 50% of counties in Region:

*\*An updated and complete list of active OBB FS in the region.*

*This includes all information below to be completed fully.*

*\*Regular communication and completion of two out of the three indicated activities each quarter.*

*In addition to regular communication, OPRCs must indicate two out of the three activities completed below. (\*\*please be prepared to share documentation during annual ODH site visit or upon request\*\*)*

Quarter 1

Fitting Station Agency	Fitting Station County	FS Coordinator Contact Name	FS complete address to be posted on NHTSA website	FS phone number to be posted on NHTSA website	# of CPS Techs normally utilized at this Fitting Station	Indicate is this FS serves rural ( R), urban (U), low-income (L), or minority populations (M)-please indicate corresponding letter(s) in column below	Technical Assistance (TA) & Materials Provided (please indicate date of TA or # and type of materials provided)	Onsite or Virtual assistance with appointments (yes or no - please include dates)	Onsite or Virtual Visit (yes or no)	Regular Communication Conducted: include type (email or phone) and dates of communication

Region xx - OBB Quarterly Summary for Sunday, Oct. 1, 2023 to Sunday, Sept. 30, 2024

**Contact Information (A)**

County	
Agency	
Name	
Phone	
Email	

**What quarter are you reporting for? (please check box) (B)**

Oct. 1, 2023 to Dec. 30, 2023	Jan. 1, 2024 to March 31, 2024	April 1, 2024 to June 30, 2024	July 1, 2024 to Sept. 30, 2024

**Shipments during this reporting quarter (add additional rows as necessary) (C) & (F)**

Date Received	# Convertible	# High Back Booster	# Backless Booster

**Car Seat Inventory (E)**

	# Convertible	# High Back Booster	# Backless Booster
# of seats left from when you submitted your last report			

**# of seats transferred out to another county this quarter (add additional rows as necessary) (G) & (I)**

Date Received	County receiving seats	# Convertible	# High Back Booster	# Backless Booster

**# of seats received by another county this quarter (add additional rows as necessary) (H) & (I)**

Date Received	County sending seats	# Convertible	# High Back Booster	# Backless Booster

**OBB Seat Distribution (J)**

# Convertible	# High Back Booster	# Backless Booster



**Ending OBB Car Seat Inventory (K)**

	# Convertible	# High Back Booster	# Backless Booster
Inventory on last day of reporting period			

**Wait List (L)**

	# Convertible	# High Back Booster	# Backless Booster
# currently on wait list			

**# of non-OBB seats that have been distributed this quarter (M)**

# Convertible	# High Back Booster	# Backless/No Back Booster

**Record type of event per ZIP Code (refer to descriptions & abbreviations provided below)**

**(J) OBB Seat Distribution:** car seat education & installation of OBB seats (regular car seat distribution process)

**(P) Car Seat Check Event:** one time event (i.e., non-routine event open to the public, scheduled car seat check appointment at a special event, etc.)

**(R) Educational Event:** booth where CPS education only is being provided (i.e., health fair, education class with JFS caseworkers, etc.)

**(Q) Fitting Station:** permanent site that takes car seat check appointments on a routine basis (i.e., scheduled car seat check appointment)

Type of Event OBB Seat Distribution=OBB, Car Seat Check Event=CSC, Educational Event=EE, and Fitting Station=FS	How many events occurred	ZIP Code	How many OBB car seats distributed per ZIP code	How many non- OBB car seats distributed per ZIP code

**All Events** *(all sections must be completed)*

Type of event	# Seats Checked, <i>upon arrival</i>	# Installed, <i>upon arrival</i>	# Uninstalled	# Correct	# Incorrect	Misuse Rate (For Official Use Only)
CSC						
EE						
FS						
total	(S)	(T)			(U)	

**Additional Information**

(W) # Hours Spent on OBB Program	
(X) New partnerships formed	

**Comments/Feedback**

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**Ohio Department of Health Child Passenger Safety Program  
FFY24 Program Income Breakdown  
(Occupant Protection Regional Coordination-BB Grant)**

**\*Report Quarterly – If no Program Income this quarter, note in REDCap.**

<b>Name of Agency:</b>	
<b>Name of Individual Completing:</b>	<b>Date:</b>
Program Income: CPST Class <input type="checkbox"/> OBB Program Donations <input type="checkbox"/> Other Grant Funded Car Seat Activity Donations <input type="checkbox"/> Conferences <input type="checkbox"/>	

**CPST Class**

Class Name/Type: <input type="checkbox"/> Certification <input type="checkbox"/> Recertification	Class Dates:	
Class Location/Address:		
Safe Kids Cost per Student: \$ Local Fee Cost per Student: \$		
Lead CPSTI (name, email, telephone, address):		
<b>Anticipated Income</b>		
<i>Item</i>	<i>Details</i>	
Registration Fee (provide detail):	# of Days:      # of People:      Cost per Person:	
Local Fee (provide detail):	Amount of Local Fee (per person):	
<b>Total Program Income from Local Fee</b>	\$	
<b>Anticipated Expenses for Program Income</b>		
<i>Items</i>	<i>Details</i>	<i>Amount</i>
CPSTIs	(Instructor/Instructor Candidate (Name & Safe Kids ID #)): 1. 2.	
Miscellaneous Items	(Type, quantity & amount per item): 1. <i>LATCH manual, pens, clipboards, face mask, hand sanitizer, etc.</i> 2.	
<b>Total Expenses</b>	\$	

**OBB Program Donations**

Quarter of Distribution:		
<b>Program Income Received</b>		
<i>Item</i>	<i>Name of Event</i>	<i>Amount</i>
Donations	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Total Income</b>	\$	
<b>Expenses</b>		
<i>Item</i>	<i>Details</i>	<i>Amount</i>
Supplies	(Type, Quantity & Amount per item): 1. <i>LATCH manuals, car seats, printing, etc.</i> 2. 3.	Total Amount: 1. 2. 3.
Personnel	(Staffing for activities not paid by grant): 1. 2. 3.	1. 2. 3.
Misc.		
<b>Total Expenses</b>	\$	

### Other Grant-Funded Car Seat Activity Donations

Quarter of Distribution:			
<b>Program Income Received</b>			
<i>Item</i>	<i>Date</i>	<i>Name of Event</i>	<i>Amount</i>
Donations	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Total Income</b>	\$		
<b>Expenses</b>			
<i>Item</i>	<i>Details</i>		<i>Amount</i>
Supplies	(Type, quantity & amount per item): 1. <i>LATCH manuals, car seats, printing</i> 2. 3.		Total Amount: 1. 2. 3.
Personnel	(Staffing for activities not paid by grant): 1. 2. 3.		1. 2. 3.
Misc.			
<b>Total Expenses</b>	\$		

## Conferences

Date(s) of conference:			
<b>Program Income Received</b>			
<i>Item</i>	<i>Details</i>		
Registration (provide detail):	# of Days:	# of People:	Cost per Person:
<b>Total Program Income</b>	\$		
<b>Expenses</b>			
<i>Item</i>	<i>Details</i>		<i>Amount</i>
Supplies	(Type, Quantity & Amount per item): 1. <i>printing, badges, pens etc.</i> 2. 3.		Total Amount: 1. 2. 3.
Personnel	(Staffing for activities not paid by grant): 1. 2. 3.		1. 2. 3.
Misc.	(Rentals, equipment, speaker fees, etc.)		
<b>Total Expenses</b>	\$		

**Please Note: Food/beverages cannot be purchased with program income, and agency must be able to provide receipts of expenses upon ODH request.**

Per Code of Federal Regulations, **program income** means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided in §200.307 paragraph (f).

### §200.307 Program income.

(a) *General.* Non-Federal entities are encouraged to earn income to defray program costs where appropriate. (OBB Class donations, OBBs seeking non-profit donations and small grants - to leverage funds).

(b) *Cost of generating program income.* If authorized by federal regulations or the federal award, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the federal award.

(c) *Governmental revenues.* Taxes, special assessments, levies, fines, and other such revenues raised by a non-federal entity are not program income unless the revenues are specifically identified in the federal award or federal awarding agency regulations as program income.

(d) *Property.* Proceeds from the sale of real property, equipment, or supplies are not program income; such proceeds will be handled in accordance with the requirements of the Property Standards §§200.311, 200.313, and 200.314, or as specifically identified in federal statutes, regulations, or the terms and conditions of the federal award.

(e) *Use of program income.* If the federal awarding agency does not specify in its regulations or the terms and conditions of the federal award or give prior approval for how program income is to be used, paragraph (e)(1) of this section must apply. For federal awards made to IHEs and nonprofit research institutions, if the federal awarding agency does not specify in its regulations or the terms and conditions of the federal award how program income is to be used, paragraph (e)(2) of this section must apply. In specifying alternatives to paragraphs (e)(1) and (2) of this section, the federal awarding agency may distinguish between income earned by the recipient and income earned by subrecipients and between the sources, kinds, or amounts of income. When the federal awarding agency authorizes the approaches in paragraphs (e)(2) and (3) of this section, program income in excess of any amounts specified must also be deducted from expenditures.

(1) *Deduction.* Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-federal entity did not anticipate at the time of the federal award must be used to reduce the federal award and non-federal entity contributions rather than to increase the funds committed to the project.

(2) *Addition.* With prior approval of the federal awarding agency (except for IHEs and nonprofit research institutions, as described in this paragraph (e)) program income may be added to the federal award by the federal agency and the non-federal entity. The program income must be used for the purposes and under the conditions of the federal award.

(3) *Cost sharing or matching.* With prior approval of the federal awarding agency, program income may be used to meet the cost sharing or matching requirement of the federal award. The amount of the federal award remains the same.

(f) *Income after the period of performance.* There are no federal requirements governing the disposition of income earned after the end of the period of performance for the federal award, unless the federal awarding agency regulations or the terms and conditions of the federal award provide otherwise. The federal awarding agency may negotiate agreements with recipients regarding appropriate uses of income earned after the period of performance as part of the grant closeout process. See also §200.344.

(g) *License fees and royalties.* Unless the federal statute, regulations, or terms and conditions for the federal award provide otherwise, the non-federal entity is not accountable to the federal awarding agency with respect to program income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under a federal award to which 37 CFR part 401 is applicable.