

## MEMORANDUM

Date: April 20, 2021

To: Subrecipient agencies

From: Sara Morman, Section Chief, Violence, and Injury Prevention Section *SM*  
Bureau of Health Improvement and Wellness  
Ohio Department of Health

Subject: Occupant Protection Regional Coordination (BB22)]  
October 1, 2021 to September 30, 2022 ]

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 4:00 p.m., June 1, 2021. 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 on-line 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/wps/portal/gov/odh/about-us/funding-opportunities/resources/grant-solicitations>). 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 Jamison via e-mail at [Tiffany.Jamison@odh.ohio.gov](mailto:Tiffany.Jamison@odh.ohio.gov)

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## 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: [October 1, 2021 – September 30, 2022] of the total project period, [October 1, 2017 – September 30, 2022]. 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).
- Sub-recipient'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. The entire project period is 10/1/2017-9/30/2022. Funding is based on percentage of counties in region compared to total number of counties in Ohio. Up to 8 regional grants will be awarded with a maximum of one per region for a total of \$472,000 (See Appendix D for specifics on regions). Only those who were awarded this grant for 2017-2018 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) competitive Supplemental Funding Opportunities for a total of \$38,000 (please see Appendix H). Supplemental Funding Opportunity #1 will support one agency to plan and implement a spring 2022 Ohio Child Passenger Safety Conference. This is needed to provide the required continuing education credits for the Ohio Buckles Buckeyes Coordinator to maintain their Child Passenger Safety Technician status. Supplemental Funding*

*Opportunity #2 will support one agency to plan and implement Child Passenger Safety Technician Instructor Development trainings and communication within Ohio. This is needed to maintain and increase current number of Child Passenger Safety Technician Instructors and assure continuity of the program provided by the instructors throughout Ohio. Supplemental Funding Opportunity #3 will support one agency to plan and implement Buckeye Update with Techs, to provide communication and trainings to Child Passenger Safety Technicians in Ohio. This is needed to maintain current number of Child Passenger Safety Technicians in Ohio and ensure they are up to date on state and national news and education/resources. This grant is 100% Deliverable. Please see Appendix B1 for specifics on each Deliverable. |*

This is the fifth program year from 10/1/2021-9/30/2022 applicants are eligible for the following, according to their region:

<b>Region</b>	<b>Maximum Grant Awarded</b>
1	\$61,000
2	\$65,000
3	\$53,000
4	\$57,000
5	\$65,000
6	\$57,000
7	\$65,000
8	\$49,000

This total amount is further broken down by base and deliverables in Appendix B2.

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

- \* Year 2 (10/1/2018-9/30/2019)
- \* Year 3 (10/1/2019-9/30/2020)
- \* Year 4 (10/1/2020-9/30/2021)
- \* Year 5 (10/1/2021-9/30/2022)

An additional **OPTIONAL Supplemental Funding Opportunity #1** is available for one region to plan and implement a spring 2022 *Ohio Child Passenger Safety Conference*. Funding will be for program year 5, which will span 12 months from 10/1/21-9/30/22. The awardee will be eligible for up to an additional \$20,000 (\$10,000 if held virtually) to coordinate the planning and implementation of the Statewide Child Passenger Safety Conference.

An additional **OPTIONAL Supplemental Funding Opportunity #2** is available for one region to plan and implement *Child Passenger Safety Instructor Development*. Funding will be for program year 5, which will span 12 months from 10/1/21-9/30/22. The awardee will be eligible for an additional \$10,000 to coordinate the planning and implementation of developmental training and communication for Child Passenger Safety Technician Instructors in Ohio.

An additional **OPTIONAL Supplemental Funding Opportunity #3** is available for one region to plan and implement *Buckeye Update with Techs*. Funding will be for program year 5, which will span 12 months from 10/1/21-9/30/22. The awardee will be eligible for an additional \$8,000 to coordinate the planning and implementation of training and communication for Child

Passenger Safety Technicians in Ohio.

*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 is not certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4:00 p.m. on Tuesday, June 1, 2021.**

## **II. PROGRAM UPDATES:**

**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. Please see **Appendix E** as guidance and label the program narrative **“Year 4 Progress Report and Year 5 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 Appendix F/Year 5 Guidance for guidance on completing workplan and Appendix G/Year 5 Workplan Template for template |

**D. Documentation & Progress on Health Disparity/Inequity 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 must also use the *Place Matters Documentation Guidance* to document where (i.e., addresses, census tracts, census block groups or zip codes) health equity activities will occur during the next funding period. 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. Quarterly applicants will be responsible for completing a REDCap survey to document progress on activities that address health disparities and inequities. |

**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 in the Bulletin section – <https://odhgateway.odh.ohio.gov/gmis/forms/BulletinForm.aspx>)
- Applicants are to follow 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. |

- **2022 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 | 10/1/2021 | to | 9/30/2022. |

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.
- **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: Car seats for distribution; Advertising/Public Communications (cost to purchase paid media, including but not limited to, television, radio, print, outdoor, or internet); alcohol, beverages or food; vehicle fuel; entertainment; office furnishings and fixtures; grant proposal preparation and submission.*

**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.

- **Place Matters Document (See Appendix C):** (2-page limit) – named “insert agency\_Place Matters\_2022”
- **Narrative: Year 4 Progress & Year 5 Changes (See Appendix E):** (10-page limit) – named “insert agency name\_Year 4 Progress and Year 5 Changes\_2022”
- **Workplan (See Appendix G)** – named “insert agency name\_OPRC Workplan\_2022”
- **Letter of Support to travel outside of county for Ohio Injury Prevention Partnership meetings** – named “insert agency name\_Travel Letter\_2022”
- **Resume & Position Description:** required for any new Staff assigned to grant since during the FFY21 grant year. Named – “Insert agency name\_OPRC Resume and Position Descriptions\_2022”

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** (5-page limit for each supplemental applying for) – named “insert agency name\_OPRC Supplemental Narrative\_2022”. See Appendix H for

## Year 5 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\_2022*” Agency must include as least 3 letters of support from child occupant protection partners’ agencies.

“An original of non-Internet compatible attachments must be mailed to the ODH, Grants Services Unit Central Master Files address by 4:00 p.m. on or before the due date. All attachments must clearly identify the authorized program name and program number. On those paper attachments that require a signature, indicate that a signature is required and that it must be in blue ink.”)

### 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:**

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;
  1. At-risk population
  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 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. | See Appendix I | **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.

☒ Program Reports Required      ☐ No Program Reports Required

<i>Period</i>	<i>Report Due Date</i>
<i>October 1 – December 31, 2021</i>	<i>December 31, 2021</i>
<i>January 1 – March 31, 2022</i>	<i>March 31, 2022</i>
<i>April 1 – June 30, 2022</i>	<i>June 30, 2022</i>
<i>July 1 – September 30, 2022</i>	<i>September 30, 2022</i>

- b. **Subrecipient Expenditure Reports:** | Due to ODH's reporting requirements to our funder, the expenditure reports must follow the quarterly scheduled provided below, as it has in all previous years of this grant cycle. Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

<i>Period</i>	<i>Report Due Date</i>
<i>October 1 – December 31, 2021</i>	<i>January 5, 2022</i>
<i>January 1 – March 31, 2022</i>	<i>April 5, 2022</i>
<i>April 1 – June 30, 2022</i>	<i>July 5, 2022</i>

*Note: Obligations not reported on the final monthly or 4<sup>th</sup> 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 4:00 p.m. on or before (October 5, 2022). 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.** Place Matters Documentation Guidance
- D.** Occupant Protection Regional Coordination Map
- E.** Narrative: Year 4 Progress & Year 5 Changes
- F.** Year 5 Guidance
- G.** Year 5 Workplan Template
- H.** Year 5 Supplemental Guidance & Scoring Criteria
- I.** OPRC Program Report Template
- J.** OBB Program Criteria Form
- K.** OPRC Program Income Form
- L.** Conference Call Documentation Template
- M.** OBB Coordinator Contact Template
- N.** OBB Quarterly Summary Template



CONTINUATION SOLICITATION  
REIMBURSEMENT TYPE FORM

Submission  
Required

Ohio Department of Health  
Violence and Injury Prevention Section  
Bureau of Health Improvement and Wellness

See due date below

ODH Program Title:  
Occupant Protection Regional Coordination (BB22)

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 May 4, 2021

Please email completed form to Karen Tinsley ([karen.tinsley@odh.ohio.gov](mailto:karen.tinsley@odh.ohio.gov)).

## Appendix B1

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

**Budget Period: 10/1/2021-9/30/2022**

**# of Deliverables: 27**

**Use Budget Justification Scenario: #3**

     Base and Deliverables  
XX Deliverables Only

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

**Description:** Between October 1, 2021 and September 30, 2022, the subrecipient's Occupant Protection Regional Coordinator (OPRC) will provide monitoring of region's Ohio Buckles Buckeye (OBB) Sites and provide the required documentation to their Ohio Department of Health (ODH) OPRC Program Consultant via GMIS for the following:

- OBB Program Criteria Forms (Appendix J)
- Annual OBB Regional Meeting
- OBB Site Monitoring spreadsheet (part of OPRC Program Report)

**Objective 1:** By December 31, 2021, the subrecipient will submit to the ODH Program Consultant a signed Ohio Department of Health OBB Program Criteria Forms from each OBB Site Coordinator in that region via GMIS.     2%

**Objective 2:** By June 30, 2022, the subgrantee will submit to the ODH Program Consultant the following documentation for the Annual OBB Regional Meeting held by OPRC via GMIS:  
    2%

- 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 subgrantee will document site monitoring visits with OBB sites. Site monitoring visits should be reported in OBB Site Monitoring tab in the OPRC Program Report and submitted to their ODH Program Consultant via GMIS.     14%

- Document 50% of site monitoring visits with OBB Sites in the region by March 31, 2022 (*once completed 50% of deliverable can be claimed for reimbursement*).
- Document 100% of site monitoring visits with OBB Sites in the region by September 30, 2022 (*once completed 50% of deliverable can be claimed for reimbursement*).

### **Deliverable – Quarterly Program Reports**

**Description:** The subgrantee will keep ODH informed of progress made toward deliverables and challenges faced by completing all components of OPRC Program Report (see Appendix I)

including Place Matters REDCap survey (see Appendix C). If applicable, submit Program Income Form (Appendix K). Report will be completed quarterly with detailed information and submitted via GMIS by due date. Note: OBB reporting template can be found: OBB Quarterly Summary Template (Appendix N) – *not required for submission to ODH*

**Objective 4:** The subgrantee will submit the OPRC Program Report and Place Matters REDCap Survey quarterly to their ODH Program Consultant via GMIS & REDCap (*reimbursement should be submitted quarterly for 25%*). \_\_\_\_ **8%**

- OPRC Program Report & REDCap Survey due by December 31, 2021 for reporting period: Oct. 1 – Dec. 31, 2021
- OPRC Program Report & REDCap Survey due by March 31, 2022 for reporting period: Jan. 1 – March 31, 2022
- OPRC Program Report & REDCap Survey due by June 30, 2022 for reporting period: April 1 – June 30, 2022
- OPRC Program Report & REDCap Survey due September 30, 2022 for reporting period: July 1 – Sept. 30, 2022

## **Deliverable – OPRC Conference Calls**

**Description:** Subgrantee or a representative from their agency will participate in all scheduled OPRC conference calls with ODH. Representative should have updates available for agency as required by ODH.

**Objective 5:** OPRC will participate in all scheduled bi-monthly conference calls and submit the Conference Call Documentation Template (Appendix L) to their ODH Program Consultant via GMIS (*1% of deliverable amount should be submitted for each conference call attended*). \_\_\_\_ **6%**

- By December 31, 2021 (reporting period Oct. 1, 2021-Dec. 31, 2021) the OPRC will have participated in 2 scheduled conference calls with ODH
- By March 31, 2022 (reporting period Jan. 1, 2022-March 31, 2022) the OPRC will have participated in 1 scheduled conference calls with ODH
- By June 30, 2022 (for period April 1, 2022-June 30, 2022) the OPRC will have participated in 2 scheduled conference calls with ODH
- By September 30, 2022 (for period July 1, 2022-September 30, 2022) the OPRC will have participated in 1 scheduled conference calls with ODH

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

**Description:** Subgrantee or a representative from their agency will actively participate in Ohio Injury Prevention Partnership (OIPP) Child Injury Action Group meetings, and Child Passenger Safety subcommittee conference calls.

**Objective 6:** By September 30, 2022, OPRC will attend at least 2 in-person OIPP meetings in Columbus, Ohio or virtually (if held virtually), as evidence by sign-in sheet and submitted Conference Call Documentation Template (Appendix L) to their ODH Program Consultant via GMIS. \_\_\_1%

**Objective 7:** By September 30, 2022, OPRC will participate in at least 2 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 GMIS. \_\_\_1%

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

**Description:** By September 30, 2022, 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), offering at least **1 Child Passenger Safety Technician certification course, at least 2 Continuing Education opportunities**, and offer/provide at least **1 Refresher or Renewal course** within the region per grant year. If applicant agency does not have a Certified Instructor on Staff, they must demonstrate access to one through a sub contractual agreement.

**Objective 8:** The subgrantee will submit documentation to ODH Program Consultant via GMIS showing they continue to be certified as a CPST-I or have access to one through a subcontract agreement and submit documentation to ODH Program Consultant via GMIS. \_\_\_2%

- By December 31, 2021, 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 March 31, 2022, submit documentation showing CPST-I status or access to one through subcontract agreement. *(once completed 50% of deliverable can be claimed for reimbursement)*

**Objective 9:** By September 30, 2022, the OPRC will conduct one 24-hour CPST Certification Class within their region and submit agenda and sign-in sheet to ODH Program Consultant via GMIS. \_\_\_10%

**Objective 10:** By September 30, 2022, 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 GMIS. \_\_\_2%

**Objective 11:** By September 30, 2022, 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 GMIS. \_\_\_2%

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

**Description:** OPRC will act as liaison between ODH and OBB sites and provide technical assistance to all OBB sites, fitting stations and, as needed, community-based organizations in their region.

**Objective 12:** The OPRC will offer at least 2 materials or instances of TA to fitting stations, OBBs or community-based organization in their region during the defined quarters below and submit evidence of TA to ODH Program Consultant via GMIS.   6  %

- By March 31, 2022, submit evidence of TA provided between October 1, 2021 - March 31, 2022
- By June 30, 2022, submit evidence of TA provided between April 1, 2022 - June 30, 2022
- By September 30, 2022, submit evidence of TA provided between July 1, 2022 - September 30, 2022

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

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

**Objective 13:** By September 30, 2022, OPRC will submit documentation to the ODH Program Consultant the following:   4  %

- 2 Child Passenger Safety education presentations 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.

**Objective 14:** By September 30, 2022, OPRC will submit documentation to the ODH Program Consultant the following:   4  %

- 8 examples of Child Passenger Safety public awareness efforts. Documentation should include, social media posts, radio/tv interviews, press conferences, or TV/radio PSA. Documented in quarterly report, Narrative tab.

## **Deliverable – Community Based Seat Checks**

**Description:** By September 30, 2022 the OPRC will educate parents/caregivers on proper restraint use for children of all ages by **conducting 3 Community Based Seat Check events** within the region and **supporting 3 Community Based Seat Check events** within the region, of which **4 events must serve vulnerable, underserved populations in census identified in Place Matters Document.**



**Objective 15:** By September 30, 2022, the OPRC will submit to the ODH Program Consultant via GMIS the following: \_\_ 6%

- 3 advertisements for community-based car seat check events held in OPRC region that OPRC conducted,
- Quarterly Program Report(s) that documents when event was held, where, how many seats were checked, and how many car seats were distributed.

**Objective 16:** By September 30, 2022, the OPRC will submit to the ODH Program Consultant via GMIS the following: \_\_ 6%

- Documentation of 3 community-based car seat check events held in OPRC region that OPRC provided assistance. Documentation could include flyer with date, location, and agency hosting event, or pictures of each car seat event.
- Quarterly Program Report(s) that 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 September 30, 2022 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 17:** By September 30, 2022, the OPRC will provide details on how agency engaged in a mobilization/campaign outside of National Child Passenger Safety Week (e.g. Click it or Ticket, Distracted Driving, etc.) and submit examples to ODH Program Consultant via GMIS. \_\_ 1%

**Objective 18:** By June 30, 2022 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 GMIS. \_\_ 1%

**Objective 19:** By August 30, 2022 the OPRC will submit to ODH in a Word document via GMIS their schedule for the 2022 National Child Passenger Safety Week of September 18-24, 2022, *which is to include a car seat check on National Seat Check Saturday* \_\_ 1%

**Objective 20:** By September 30, 2022 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 GMIS. \_\_ 1%

**Objective 21:** By September 30, 2022 the OPRC will submit pictures of events held during National Child Passenger Safety Week in their region and submit to ODH Program Consultant via GMIS. \_\_ 1%

**Objective 22:** By September 30, 2022 the OPRC will documentation of events held in their region during National Child Passenger Safety Week and submit word document to ODH Program Consultant via GMIS \_\_ 3%

## **Deliverable – OBB Site Updates**

**Description:** The OPRC will keep ODH updated on any changes to the OBB Sites and/or Coordinators within their region to ensure each county receives their allocated seat shipments.

**Objective 23:** The subgrantee will submit quarterly, a current OBB site contact list (Appendix M) to ODH via GMIS. Due dates: December 31, 2021, March 31, 2022, June 30, 2022, September 30, 2022. (*reimbursement should be submitted quarterly for 25%*) 8%

## **FFY21 Occupant Protection Regional Coordination – Optional Deliverables: Fitting Stations**

**Description:** Between October 1, 2021 and September 30, 2022, the subgrantee 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 Quarterly Program Report 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 subgrantee 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 2 of the 3 activities: technical assistance/materials provided; assistance at appointments; or onsite visits for the quarter, to the ODH Program Consultant using OBB and Non-OBB Fitting Station tab in quarterly report via GMIS. (*reimbursement should be submitted quarterly for up to 25%*) 8%

- By December 31, 2021, 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 2 of the 3 activities.
- By March 31, 2022, 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 2 of the 3 activities.
- By June 30, 2022, 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 2 of the 3 activities.
- By September 30, 2022, 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 2 of the 3 activities.

**IF YOU ARE NOT APPLYING FOR THE COMPETITIVE  
SUPPLEMENTAL FUNDING(S), PLEASE STOP HERE**

**Supplemental Option #1: FFY22 Occupant Protection Regional Coordination  
–Ohio Child Passenger Safety Conference Planning**

**Description:** Between October 1, 2021 and September 30, 2022, the OPRC awarded the supplemental funding will coordinate the planning and execution of a Spring 2022 Statewide Child Passenger Safety Conference.

- 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.)
- Report development, distribution, and collection of conference evaluation for participants
- Complete *corresponding supplemental* tab in Quarterly Program Report

**Deliverable 25:** The subgrantee 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*).     **100%**

- By December 31, 2021, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By March 31, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By June 30, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By September 30, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.

**Supplemental Option #2: FFY22 Occupant Protection Regional Coordination  
–Child Passenger Safety Instructor Development**

**Description:** Between October 1, 2021 and September 30, 2022, 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 2 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 *corresponding supplemental* tab in Quarterly Program Report

**Deliverable 26:** The subgrantee 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*). 100%

- By December 31, 2021, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By March 31, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By June 30, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By September 30, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.

### **Supplemental Option #3: FFY22 Occupant Protection Region Coordination – Buckeye Update with Techs**

**Description:** Between October 1, 2021 and September 30, 2022, 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 2 offering CEUs to CPST recertification
- Develop and disseminate post forum webinar survey evaluation
- Develop and disseminate ODH approved quarterly newsletter
- Complete *corresponding supplemental* tab in Quarterly Program Report

**Deliverable 27:** The subgrantee 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 deliverable amount should be submitted for reimbursement each quarter*). 100%

- By December 31, 2021, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By March 31, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By June 30, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.
- By September 30, 2022, the OPRC will submit required documentation to ODH Program Consultant in GMIS.

Appendix B2

Form# OFA-011

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

Budget Period: 10/1/21-09/30/2022

# of Deliverables: 27

Use Budget Justification Scenario #: 3

\_\_\_ Base Only

\_\_\_ Base and Deliverables

\_\_XX\_\_ Deliverables Only

total		61,000	65,000	53,000	57,000	65,000	57,000	65,000	49,000	
		Region 1 (ProMedica Toledo)	Region 2 (Dayton Children's)	Region 3 (Cincinnati Children's)	Region 4 (Portsmouth City HD)	Region 5 (Columbus City HD)	Region 6 (Cleveland- Rainbow Babies)	Region 7 (Stark County HD)	Region 8 (Akron Children's)	Total
Deliverable: Ohio Buckles Buckeye Monitoring Objective 1	2%	\$1,220	\$1,300	\$1,060	\$1,140	\$1,300	\$1,140	\$1,300	\$980	\$9,440
Deliverable: Ohio Buckles Buckeye Monitoring Objective 2	2%	\$1,220	\$1,300	\$1,060	\$1,140	\$1,300	\$1,140	\$1,300	\$980	\$9,440
Deliverable: Ohio Buckles Buckeye Monitoring Objective 3	14%	\$8,540	\$9,100	\$7,420	\$7,980	\$9,100	\$7,980	\$9,100	\$6,860	\$66,080
Deliverable: Quarterly Program Reports Objective 4	8%	\$4,880	\$5,200	\$4,240	\$4,560	\$5,200	\$4,560	\$5,200	\$3,920	\$37,760
Deliverable: OPRC Conference Calls Objective 5	6%	\$3,660	\$3,900	\$3,180	\$3,420	\$3,900	\$3,420	\$3,900	\$2,940	\$28,320

<b>Deliverable: OIPP Conference Calls &amp; Meetings Objective 6</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable: OIPP Conference Calls &amp; Meetings Objective 7</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable: Child Passenger Safety Technician Level Objective 8</b>	<b>2%</b>	\$1,220	\$1,300	\$1,060	\$1,140	\$1,300	\$1,140	\$1,300	\$980	\$9,440
<b>Deliverable: Child Passenger Safety Technician Level Objective 9</b>	<b>10%</b>	\$6,100	\$6,500	\$5,300	\$5,700	\$6,500	\$5,700	\$6,500	\$4,900	\$47,200
<b>Deliverable: Child Passenger Safety Technician Level Objective 10</b>	<b>2%</b>	\$1,220	\$1,300	\$1,060	\$1,140	\$1,300	\$1,140	\$1,300	\$980	\$9,440
<b>Deliverable: Child Passenger Safety Technician Level Objective 11</b>	<b>2%</b>	\$1,220	\$1,300	\$1,060	\$1,140	\$1,300	\$1,140	\$1,300	\$980	\$9,440
<b>Deliverable: Child Passenger Safety Resources &amp; TA Objective 12</b>	<b>6%</b>	\$3,660	\$3,900	\$3,180	\$3,420	\$3,900	\$3,420	\$3,900	\$2,940	\$28,320
<b>Deliverable: Child Passenger Safety Expert Objective 13</b>	<b>4%</b>	\$2,440	\$2,600	\$2,120	\$2,280	\$2,600	\$2,280	\$2,600	\$1,960	\$18,880
<b>Deliverable: Child Passenger Safety Expert Objective 14</b>	<b>4%</b>	\$2,440	\$2,600	\$2,120	\$2,280	\$2,600	\$2,280	\$2,600	\$1,960	\$18,880

<b>Deliverable: Community Based Seat Checks Objective 15</b>	<b>6%</b>	\$3,660	\$3,900	\$3,180	\$3,420	\$3,900	\$3,420	\$3,900	\$2,940	\$28,320
<b>Deliverable: Community Based Seat Checks Objective 16</b>	<b>6%</b>	\$3,660	\$3,900	\$3,180	\$3,420	\$3,900	\$3,420	\$3,900	\$2,940	\$28,320
<b>Deliverable: National Mobilizations for Child Passenger Safety Objective 17</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable: National Mobilizations for Child Passenger Safety Objective 18</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable: National Mobilizations for Child Passenger Safety Objective 19</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable: National Mobilizations for Child Passenger Safety Objective 20</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable: National Mobilizations for Child Passenger Safety Objective 21</b>	<b>1%</b>	\$610	\$650	\$530	\$570	\$650	\$570	\$650	\$490	\$4,720
<b>Deliverable: National Mobilizations for Child Passenger Safety Objective 22</b>	<b>3%</b>	\$1,830	\$1,950	\$1,590	\$1,710	\$1,950	\$1,710	\$1,950	\$1,470	\$14,160

<b>Deliverable: OBB Site Updates Objective 23</b>	<b>8%</b>	\$4,880	\$5,200	\$4,240	\$4,560	\$5,200	\$4,560	\$5,200	\$3,920	\$37,760
<b>OPTIONAL Deliverable: Fitting Stations Objective 24</b>	<b>8%</b>	\$4,880	\$5,200	\$4,240	\$4,560	\$5,200	\$4,560	\$5,200	\$3,920	\$37,760
<b>Total %</b>	<b>100%</b>	\$61,000.00	\$65,000.00	\$53,000.00	\$57,000.00	\$65,000.00	\$57,000.00	\$65,000.00	\$49,000.00	\$472,000.00

**Three (3) additional Supplemental Funding awards will be awarded with the following below deliverables.**

<b>Supplemental Funding for Ohio Child Passenger Safety Conference Planning: up to \$20,000</b>			Supplemental Funding: \$38,000 Total Grant: \$510,000							
<b>Deliverable: Supplemental: Ohio CPS Conference Planning Objective 25</b>	<b>100%</b>	\$20,000								
<b>Supplemental Funding for Child Passenger Safety Instructor Development: \$10,000</b>										
<b>Deliverable: Supplemental: CPST-I Development Objective 26</b>	<b>100%</b>	\$10,000								
<b>Supplemental Funding for Coordination of Buckeye Update with Techs: \$8,000</b>										
<b>Deliverable: Supplemental: Buckeye Update with Techs Objective 27</b>	<b>100%</b>	\$8,000								



### Place Matters Document Guidance

**FFY22 Continuation application:** Agency will submit a Word document (2 page max.) that outlines proposed target census codes for each ODH identified activities listed below planned based for high risk, vulnerable and underserved populations as identified in the solicitation, and disparate population you intend to serve. Please read over FFY21 language as well (also listed below). To find census code, please visit:

<https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

**Quarterly Reporting:** Agencies will provide Place Matters updates quarterly in REDCap to provide a full picture of activities being conducted to address health inequities within specified programs/focus areas.

**FFY21 RFP language:** *Due to COVID-19, this update is not required for the FFY21 application. However, it is the expectation of this program that all subgrantees continue 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.*

**Activities that must be included in summary and reported in quarterly in REDCap:**

- **Ohio Buckles Buckeye Program Seat Distribution and Education:** census codes of families that received OBB car seat and education and disparate population targeted.
- **Car Seat Check Event or Fitting Station Appointment (OPRC only activity):** census codes of location where car seat checks were held (in-person) or census code of where family resides if seat check was conducted virtually, and identification of disparate population targeted.
- **Child Passenger Safety Outreach (OPRC only activity):** census codes where child passenger safety education was provided to families or community-based organization not included above, and disparate population targeted.

Ohio Department of Health  
FFY22 Occupant Protection Regional Coordination Map



Region	OPRC	Agency	Phone	Email
1 - Toledo				
2 - Dayton				
3 - Cincinnati				
4 - Portsmouth				
5 - Columbus				
6 - Cleveland				
7 - Stark				
8 - Akron				

## FFY22 Occupant Protection Regional Coordination Year 4 Progress Report & Year 5 Changes/Goals

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 monitoring visits.*
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
2. **Quarterly Program Reports** – *to include Place Matters REDCap survey and Program Income Form*
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
3. **OPRC Conference Calls** – *to include sharing of best practices during at least 1 conference call*
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
4. **Attending Ohio Injury Prevention Partnership Meetings** – *to include attending OIPP meetings and Child Passenger Safety subcommittee conference calls*
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
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 a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
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 a description of challenges and successes for year 4

- b. Please provide any changes agency will make in year 5 to address the challenges from year 4
- 7. **Child Passenger Safety Expert** – *to include providing occupant protection public awareness and education in region*
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
- 8. **Community Based Seat Checks** – *to include OPRC held events and providing support and/or assistance to OBB events*
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
- 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 a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
- 10. **OBB Site Updates**
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
- 11. **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 appointment*
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
- 12. **Prioritizing Vulnerable, Underserved Populations**
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4
- 13. **Establishing Regional Misuse Rate**
  - a. Please provide a description of challenges and successes for year 4
  - b. Please provide any changes agency will make in year 5 to address the challenges from year 4

## FFY22 Occupant Protection Regional Coordination Year 5 Guidance

The following items should be completed with your application:

- Submit Appendix A by May 4, 2021 to [Karen.Tinsley@odh.ohio.gov](mailto:Karen.Tinsley@odh.ohio.gov)
- Complete budget in GMIS
- Budget Justification
- Place Matters Document (Appendix C)
- Narrative: Year 4 Progress & Year 5 Changes (Appendix E)
- Workplan (use Appendix G template)
- Letter to authorize travel to OIPP meetings
- Other required federal forms indicated by GSU in GMIS

### Additional Workplan Guidance:

Please address all deliverables found in Appendix B1 in the Year 5 Workplan template (Appendix G). An example is found on page 29 of solicitation.

- 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:
  1. **Process Objective:**
    - Deliverable language outlined in Appendix B1. This should include the required deliverables that will be completed throughout the grant year.
  2. **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?
  3. **Timeline (Month/Year):**
    - Each **activity/step proposed** should include a timeline with a start and end date. These dates should not span the entire grant year. Consider the length of time each **process objective** will take to accomplish and note those dates here.
  4. **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. ODH understands this is a tentative plan and might change as the grant year progresses. Updates should be reflected in OPRC Program Reports.
  5. **Evaluation Measure:**
    - Consider how you will measure success once the process objective is complete. What metrics or information will be collected?

## Deliverables 1-3: Ohio Buckles Buckeyes (OBB) Monitoring

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>Deliverable 1: submit signed Ohio Department of Health OBB Program Criteria Forms from each OBB Site Coordinator in that region.</b>	OPRC, OBB Coordinators	10/1/21	11/1/21	Email OBB Program Criteria forms to all OBB coordinators. Include explanation of any changes and provide a due date	Signed OBB Criteria Forms from all OBB coordinators
	OPRC	12/1/21	12/31/21	Review submitted and signed OBB Criteria Forms for completion. Upload to GMIS	Completed and signed OBB Criteria Forms uploaded to GMIS
<b>Deliverable 2: Submit documentation for the Annual OBB Regional Meeting held by OPRC</b>	OPRC, OBB Coordinators	10/1/21	11/1/21	Survey OBB Coordinators on availability to attend annual regional meeting and location preference.	Email communication between OBB Coordinators
	OPRC	11/1/21	12/31/21	Schedule date and time for annual meeting, reserve room and meeting logistics and prepare materials and agenda.	Prepared agenda and meeting materials
	OPRC, OBB Coordinators	1/1/22	3/31/22	Conduct annual regional meeting, record attendance and meeting minutes. Uploaded agenda, sign in sheets, and any documentation of OBB coordinators that could not attend	Required documentation from meeting uploaded to GMIS
<b>Deliverable 3: Document site monitoring visit with 50% of OBB sites in the region.</b>	OPRC, OBB Coordinators	10/1/21	3/31/22	Coordinate at least X (number) of site visits with OBB coordinators via email or phone. Prepare materials, resources, and compliance check items to review with OBB Coordinator.	Completion of information in site visit tab in OPRC Program Report
<b>Deliverable 3: Document site monitoring visit with 100% of OBB sites in the region.</b>	OPRC, OBB Coordinators	4/1/22	9/30/22	Coordinate at least X (number) of site visits with OBB coordinators via email or phone. Prepare materials, resources, and compliance check items to review with OBB Coordinator.	Completion of information in site visit tab in OPRC Program Report

FFY22 Occupant Protection Regional Coordination ANNUAL WORK PLAN 2021-2022					
OPRC County:			Agency:		
Grant#:			Contact Name:		
Project Title:	Occupant Protection Regional Coordination (OPRC)				
SECTION I - ANNUAL WORK PLAN (2021 - 2022)					
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. This should include both in-person and virtual delivery plans where possible.</u></b>					
Deliverables 1-3: Ohio Buckles Buckeyes (OBB) Monitoring					
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 4: Quarterly Reports					
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 5: OPRC Conference Calls					
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 6-7: Ohio Injury Prevention Partnership Involvement

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 8-11: 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 12: 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 13-14: 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 15-16: 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 17-22: 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 23: Ohio Buckles Buckeye Site Updates

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: OPTIONAL Fitting Station

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		

FFY22 Supplemental Funding for Occupant Protection Regional Coordination ANNUAL WORK PLAN 2021-2022					
County/Counties:		Agency:			
Grant#:		Contact Name:			
Project Title:					
<b>SECTION I - ANNUAL WORK PLAN (2021 - 2022)</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. The planning should include both in-person and virtual conference considerations.</u></b>					
<b>Deliverables 25: Ohio Child Passenger Safety Conference Planning</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		
<b><i>Copy cell and insert copied cells for additional objectives</i></b>					

FFY22 Supplemental Funding for Occupant Protection Regional Coordination ANNUAL WORK PLAN 2021-2022					
County/Countries:		Agency:			
Grant#:		Contact Name:			
Project Title:					
<b>SECTION I - ANNUAL WORK PLAN (2021 - 2022)</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 26: Child Passenger Safety Technician Instructor State Lead</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		
<b><i>Copy cell and insert copied cells for additional objectives</i></b>					

FFY22 Supplemental Funding for Occupant Protection Regional Coordination ANNUAL WORK PLAN 2021-2022					
County/Countries:		Agency:			
Grant#:		Contact Name:			
Project Title:					
<b>SECTION I - ANNUAL WORK PLAN (2021 - 2022)</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 27: 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		
<b><i>Copy cell and insert copied cells for additional objectives</i></b>					

## FY22 Occupant Protection Regional Coordination Competitive Supplemental Funding Guidance

There are three (3) separate optional competitive supplemental funding opportunities for FFY22. Scoring criteria can be found in this guidance document. Only one OPRC region will be funded for each opportunity. Each opportunity will be funding for program year 5 which will span 12 months from October 1, 2021 to September 30, 2022.

### Supplemental Option #1 - Ohio Child Passenger Safety Conference Planning

Awardee will be eligible for **up to an additional \$20,000 for in-person delivery or \$10,000 for virtual delivery** (subgrantee should budget for \$20,000 on application) to coordinate the planning and implementation of a Spring 2022 Ohio 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 3 conference call planning meetings. Meeting minutes for these calls should be uploaded into GMIS within 2 weeks of meeting occurring. Agency must demonstrate in meeting minutes they are working collaboratively with this planning committee.
- b. Secure approval from ODH for agenda by March 1, 2022.
- c. Secure the location within the central Ohio area for a Spring 2022 conference, if in-person
- d. Secure date and time of conference and inform ODH by January 30, 2022 (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. Develop, distribute, collect, and evaluate conference based on participant surveys.
- j. Analyze evaluations and send report to ODH by June 30, 2022.
- k. Ensure attendees can receive 6 continuing education units required for Certified Passenger Safety Technicians
- l. Provide updates on all activities in your scheduled quarterly report

### 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 3 conferences



**Submit the following with application:**

- a. Submit Project Narrative (5-page maximum) to address the following:
  - Description of applicant agency: describe how your agency meets eligibility requirements for the supplemental funding.
  - 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.
  - 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.
  - 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 determined and organized, modes of advertising, methods to collect feedback and evaluate conference, etc. It should include who, how, when, and where, when applicable.
- b. Complete “Supplemental: CPS Conference” tab in Supplemental Workplan template (use Appendix G). 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.
- c. Submit at least 3 letters of support from external partners who support agency planning a child passenger safety conference.

**Competitive Supplemental Option #1 - Ohio Child Passenger Safety Conference Planning - Eligibility Requirements**

Reviewer Note: The word “satisfactorily” is implied in each statement throughout 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 (48 points)	Reviewer's Score	Comments
<p><b><u>Eligibility Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency has ability to support logistics of planning a statewide conference <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Agency has history of experience in planning and executing statewide Child Passenger Safety Conference <b>(maximum 5 points)</b></li> </ul> <p><b><u>Project Description:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describes agency's experience with planning and executing statewide child occupant protection conference <b>(maximum 10 points)</b></li> <li><input type="checkbox"/> Included detailed list of staff that will directly work on the conference planning project <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Detailed description of how conference calls will be planned and partners that will be included <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Detailed description of timeline of conference planning, how sessions will be determined, contracts to be executed, if applicable, and modes of advertising <b>(maximum 10 points)</b></li> <li><input type="checkbox"/> Detailed description of conference evaluation and how feedback will be collected <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Required due dates established by ODH are included in narrative <b>(maximum 3 points)</b></li> </ul>		
<b>Total Supplemental Narrative</b>		<b>48 points</b>

Category II. Supplemental Work Plan (38 points)	Reviewer's Score	Comments
<ul style="list-style-type: none"> <li><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 for both in-person and virtually delivery <b>(10 points maximum)</b></li> <li><input type="checkbox"/> Process objectives are population-based and written in S.M.A.R.T. format <b>(5 points maximum)</b></li> <li><input type="checkbox"/> Each activity identifies agency and staff person responsible for completing <b>(5 points maximum)</b></li> <li><input type="checkbox"/> Includes a specific timeline for each activity (e.g., all activities should not say 10/1 – 9/30) <b>(5 points maximum)</b></li> <li><input type="checkbox"/> Describes how the population-based process objectives will be achieved by listing activities/steps proposed in detail <b>(8 points maximum)</b></li> <li><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></li> </ul>		
<b>Total Base Work Plan</b>		<b>38 points</b>
Category III. Other Requirements (4 points)	Reviewer's Score	Comments
<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes letters of support from at least 3 key partners related to child occupant protection and supports agency planning a child passenger safety conference. Must be on agency letterhead from individuals and/or agencies that specifically work on child passenger safety <b>(3 points maximum)</b></li> <li><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></li> </ul>		
<b>Other Requirements</b>		<b>4 points</b>

## **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 (2 out of the 4 must offer CEU opportunities)
- b. Quarterly newsletters to include data to ODH on reach
- c. Submit tentative webinar agenda's and newsletters to ODH at least one month prior for ODH approval
- d. Maintain Facebook group

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

- a. At least 4 years' experience as a CPST-I in Ohio
- b. Agency has ability to support distribution of statewide newsletter and hosting webinars with evaluation

### **Submit with application the following:**

- a. Submit Project Narrative (4-page maximum) that addresses the following:
  - Description of applicant agency: describe how your agency meets eligibility requirements for the supplemental funding (experience with instructor development outside of holding CPS classes, experience with statewide newsletter development and managing social media page, etc.).
  - Staffing/Personnel: identify all CPST-Is who will administer the supplemental deliverables and certification dates for CPST-I
  - Ability to collect reach of activities developed and implemented (# of instructors engaged, educated, etc.)
  - Methodology to complete the required project activities: please see the "Required Project Activities" above. Methodology must describe in detail plans to develop and distribute newsletter, including plans for dissemination, evaluation and how reach will be collected of newsletter. Detailed plans to develop and plan webinars and plan for offering at least 2 CEUs, including plans for dissemination, evaluation and how reach will be collected of instructors engaged in webinar. And management of Facebook group, including post development. It should include who, how, when, and where, when applicable.
- b. Complete "Supplemental: CPSTI Development" tab in Supplemental Workplan template (use Appendix G). 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.
- c. Submit at least 3 letters of support from external partners to support your agency in CPST-I instructor development.

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

Reviewer Note: The word “satisfactorily” is implied in each statement throughout 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 (48 points)	Reviewer's Score	Comments
<p><b><u>Eligibility Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identified Child Passenger Safety Technician Instructor that has the required minimum 4 years of experience in Ohio <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Identified that agency has ability to support distribution of newsletter and hosting webinars with evaluation component <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Agency has history of experience in CPST Instructor development <b>(maximum 5 points)</b></li> </ul> <p><b><u>Project Description:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describes agency's experience with instructor development outside of holding CPS courses, experience with statewide newsletter and webinar development, and managing social media page <b>(maximum 10 points)</b></li> <li><input type="checkbox"/> Detailed description of development of quarterly newsletters (content development, how reach will be measured) <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Detailed description of development of webinars (plan for offering at least 2 CEUs) <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Detailed description of management of Facebook group (post development, group engagement) <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Detailed description of evaluation metrics and reach that will be collected from webinar, newsletter, and Facebook Group <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Required due dates established by ODH are included in narrative <b>(maximum 3 points)</b></li> </ul>		
<b>Total Supplemental Narrative</b>		<b>48 points</b>

Category II. Supplemental Work Plan (38 points)	Reviewer's Score	Comments
<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 S.M.A.R.T. 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 10/1 – 9/30) <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>(8 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?</b> <b>(5 points maximum)</b>		
<b>Total Base Work Plan</b>		<b>38 points</b>
Category III. Other Requirements (4 points)	Reviewer's Score	Comments
<input type="checkbox"/> Includes letters of support from at least 3 key partners related to child occupant protection and supports your agency in CPST-I instructor development. LOS must be on agency letterhead and should be from individuals and/or agencies that specifically work on child passenger safety <b>(3 points maximum)</b> . May use same LOS if applying for supplemental funding #3 for Buckeye Update with Tech, but letter(s) must indicate what project partner is supporting. <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>4 points</b>

### **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 (2 out of the 4 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 agenda's 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

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

- a. Agency has ability to support distribution of newsletter and hosting webinars with evaluation
- b. At least 2 years' experience in meeting and/or webinar facilitation
- c. At least 2 years' experience as a CPST-I in Ohio

#### **Submit with application the following:**

Submit project narrative that addresses the following:

-Description of applicant agency: describe how your agency meets eligibility requirements for the supplemental funding (experience with webinar facilitation, and newsletter development)

-Staffing/Personnel: identify CPST-I staff that will facilitate the webinar forums and other staff involved in content development for newsletter

-Ability to collect reach of activities developed and implemented (# of technicians engaged, educated, etc.)

-Methodology to complete the required project activities: please see the "Required Project Activities" above. Methodology must describe in detail plans to develop and distribute newsletter, including plans for dissemination, evaluation and how reach will be collected of newsletter. Detailed plans to develop and plan webinar forums and plan for offering at least 2 CEUs, including plans for dissemination, evaluation and how reach will be collected of technicians engaged in webinar. It should include who, how, when, and where, when applicable.

- a. Complete "Supplemental: Buckeye Update" tab in Supplemental Workplan template (use Appendix G). 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.

- b. Submit at least 3 letters of support from external partners to support your agency in leading a state webinar forum.



**Competitive Supplemental Option #3 – Buckeye Update with Techs - Eligibility Requirements**

Reviewer Note: The word “satisfactorily” is implied in each statement throughout 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 (48 points)	Reviewer's Score	Comments
<p><b><u>Eligibility Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identified Child Passenger Safety Technician Instructor that has the required minimum 2 years of experience in Ohio <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Identified agency has ability to support distribution of newsletter and hosting webinars with evaluation <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Identified that agency has experience in meeting and/or webinar facilitation <b>(maximum 5 points)</b></li> </ul> <p><b><u>Project Description:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describes agency's experience with webinar facilitation and newsletter development <b>(maximum 10 points)</b></li> <li><input type="checkbox"/> Detailed description of development of quarterly newsletters (content development, how reach will be measured) <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Detailed description of development of webinars (plan for offering at least 2 CEUs) <b>(maximum 5 points)</b></li> <li><input type="checkbox"/> Detailed description of evaluation metrics and reach that will be collected from webinar and newsletter <b>(maximum 10 points)</b></li> <li><input type="checkbox"/> Required due dates established by ODH are included in narrative <b>(maximum 3 points)</b></li> </ul>		
<b>Total Supplemental Narrative</b>		<b>48 points</b>

Category II. Supplemental Work Plan (38 points)	Reviewer's Score	Comments
<ul style="list-style-type: none"> <li><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></li> <li><input type="checkbox"/> Process objectives are population-based and written in S.M.A.R.T. format <b>(5 points maximum)</b></li> <li><input type="checkbox"/> Each activity identifies agency and staff person responsible for completing <b>(5 points maximum)</b></li> <li><input type="checkbox"/> Includes a specific timeline for each activity (e.g., all activities should not say 10/1 – 9/30) <b>(5 points maximum)</b></li> <li><input type="checkbox"/> Describes how the population-based process objectives will be achieved by listing activities/steps proposed in detail <b>(8 points maximum)</b></li> <li><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></li> </ul>		
<b>Total Base Work Plan</b>		<b>38 points</b>
Category III. Other Requirements (4 points)	Reviewer's Score	Comments
<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes letters of support from at least 3 key partners related to child occupant protection and supports your agency in leading state webinar forums. LOS must be on agency letterhead and should be from individuals and/or agencies that specifically work on child passenger safety. You may utilize same LOS if applying for this funding and the 2<sup>nd</sup> optional funding for CPST-I Development letter(s) must indicate which project(s) partner is supporting. <b>(3 points maximum)</b></li> <li><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></li> </ul>		
<b>Other Requirements</b>		<b>4 points</b>

**The Ohio Department of Health - Occupant Protection Regional Coordination Quarterly Report  
(10/01/2021-9/30/2022) Region: X**

\*\*\* Please list information in quarter for which activity occurred and provide an explanation of how agency met or did not meet deliverable.

		Quarter 1 Explanation/Comments	Quarter 2 Explanation/Comments	Quarter 3 Explanation/Comments	Quarter 4 Explanation/Comments
<b>Ohio Buckles Buckeyes (OBB) Monitoring</b>					
<b>Deliverable 1</b>	OPRC will have each current and subsequent new OBB Coordinator sign the OBB Program Criteria Form. Forms should be returned to ODH. <i>Note: Current OBB Coordinator forms are due to ODH by 12/31/21</i>				
<b>Deliverable 23</b>	OPRC will maintain an updated regional list of local OBB site contacts in the region and provide to Ohio Department of Health (ODH) as needed. And ensure information about the OBB Program and contacts is found on agency website and/or social media accounts.				

<b>Deliverable 2</b>	OPRC will conduct an annual regional OBB meeting. <b>Required documentation-agenda, sign in sheets and documentation of OBBs that could not attend and how they received required agenda and information. Note: agenda and sign in sheet due to ODH by 6/30/22.</b>				
<b>Deliverable 23</b>	OPRC will coordinate the distribution of child safety seats and booster seats by the designated OBB distribution sites within the region, and when necessary, transfer seats from low distribution sites to OBB sites in counties with greater needs. Please explain if seats were redistributed, where they were taken from and where they were given. Please upload <i>OBB Transfer</i> form into GMIS if you transferred outside of your region.				
<b>Child Passenger Safety Technician Level</b>					
<b>Deliverable 8</b>	OPRC will maintain current certification as a CPSTI and train new technicians for the region.	# of new technicians trained:	# of new technicians trained:	# of new technicians trained:	# of new technicians trained:
		Total # of existing technicians trained in region:	Total # of existing technicians trained in region:	Total # of existing technicians trained in region:	Total # of existing technicians trained in region:
<b>Deliverable 9</b>	OPRC will conduct one 24-hour CPST Certification class. <b>Required documentation-agenda and sign in sheet (include date and number of participants).</b>				
<b>Deliverable 10</b>	OPRC will facilitate 2 continuing education opportunities for techs in their region. <b>Required documentation-flyer or agenda and sign in sheet.</b>	# of CEU opportunities offered:	# of CEU opportunities offered:	# of CEU opportunities offered:	# of CEU opportunities offered:
		# of individuals who participated:	# of individuals who participated:	# of individuals who participated:	# of individuals who participated:

<b>Deliverable 11</b>	OPRC will offer 1 refresher or renewal course for techs in region. <b>Required documentation-email correspondence offering course or flyer, agenda and sign in sheet (if applicable).</b>	# of refresher/recertification courses offered/held:	# of refresher/recertification courses offered/held:	# of refresher/recertification courses offered/held:	# of refresher/recertification courses offered/held:
		# of individuals who participated:	# of individuals who participated:	# of individuals who participated:	# of individuals who participated:
<b>Child Passenger Safety Resources &amp; Technical Assistance</b>					
<b>Deliverable 12</b>	OPRC will offer at least 2 materials or instances of technical assistance (TA) to fitting stations, OBBs or community-based organizations. Include any challenges or successes in outreach. <b>Required documentation-email communication, type of material and amount provided. Reporting &amp; documentation required quarterly beginning Q2.</b>				
<b>Child Passenger Safety Expert</b>					
<b>Deliverable 13</b>	OPRC will conduct 2 Child Passenger Safety education presentations or outreach in the community. Include any challenges or successes in outreach and location of presentation (agency name, city, and county). <b>Required documentation-PowerPoint or handouts provided and number of participants.</b>				
<b>Community Based Seat Checkup Events</b>					
<b>Deliverable 15</b>	OPRC will conduct a minimum of 3 community-based car seat checkup events conducted by OPRC in OPRC region. Include date, location of each car seat event, # of seats checked, # of OBB seats distributed. <b>Required documentation-advertisement used to promote event.</b> *Please report the misuse rate if you are not the OBB*				

<b>Deliverable 16</b>	OPRC will provide assistance at a minimum of 3 community-based car seat checkup events. <b>Include date, location of each car seat event, # of seats checked and # of OBB seats distributed. Required documentation-advertisement used to promote event or pictures at event.</b>				
<b>National Mobilizations for Child Passenger Safety</b>					
<b>Deliverable 17</b>	OPRC will provide details on how agency engaged in a mobilization/campaign outside of National Child Passenger Safety Week (e.g. Click it or Ticket it, Distracted Driving, etc.)				
<b>Deliverable 18 &amp; 19</b>	OPRC will plan for National Child Passenger Safety Week (September 18-24th), <i>to include Car Seat Check Saturday on September 24th.</i> -Due 6/30/22: Tentative plans for 2022 National Child Passenger Safety Week. -Due by 8/30/22: Schedule for 2022 National Child Passenger Safety Week.				
<b>Deliverable 20 &amp; 21</b>	OPRC will submit examples of documents used to advertise events and pictures of events held during National Child Passenger Safety Week.				
<b>Deliverable 22</b>	OPRC will submit summary report of CPS week as a separate Word document and upload into GMIS.				

QUARTER 1	
1. Please provide status on Ohio Buckles Buckeye (OBB) Sites and/or Coordinators (has there been any changes, challenges, success stories?)	
2. Expand on community-based car seat check events reported in Workplan tab ( <i>Deliverable 15 &amp; 16</i> ). Provide confirmation of events that served vulnerable, underserved populations. Include zip codes of those events and any other outreach efforts conducted that address health disparities.	
3. Fund Raisers/In-Kind services/donations leveraged from OPRC and what funds were used for	
4. New Partnerships Developed by OPRC	
5. Special Events participated in by OPRC dealing with child occupant protection not identified in Workplan tab.	
6. Law enforcement outreach or educational materials provided throughout region. Include amount of LE materials provided and to whom.	
7. Summary of Materials distributed by OPRC. Include, type, amount provided and to whom.	
8. # of non-OBB seats distributed by OPRC ( <i>only complete if OPRC is not OBB Coordinator for county</i> )	
9. Please list dates and name of individual who attended Ohio Injury Prevention Partnership meeting this quarter ( <i>Deliverable 6</i> ).	

<b>10. # of hours Staff assigned to grant spent on deliverable and base activities</b> <i>(OBB Coordinator should report hours in OBB Summary tab. All other Staff report here. If you are the OBB Coordinator for your county, do not include your numbers here)</i>		
<b>11. Public Awareness Efforts</b> <i>(Deliverable 14 - required documentation should be uploaded to GMIS):</i>	<b># of Newspaper Articles or other written materials published (provide date and name):</b>	
	<b># of radio/tv interviews (provide date and station):</b>	
	<b># of press conferences held (provide date and station):</b>	
	<b># of social media post (provide # and social media topic):</b>	
	<b>TV or radio PSAs developed (provide date and station):</b>	
<b>12. COVID-19 impact on the car seat programs in your region:</b> Please describe challenges and/or successes in your region. Please include any suggested next steps or opportunities for assistance from ODH.		
<b>13. Other:</b>		
<b>QUARTER 2</b>		
<b>1. Please provide status on Ohio Buckles Buckeye (OBB) Sites and/or Coordinators (has there been any changes, challenges, success stories?)</b>		



2. Expand on community-based car seat check events reported in Workplan tab (Deliverable 15 & 16). Provide confirmation of events that served vulnerable, underserved populations. Include zip codes of those events and any other outreach efforts conducted that address health disparities.	
3. Fund Raisers/In-Kind services/donations leveraged from OPRC and what funds were used for	
4. New Partnerships Developed by OPRC	
5. Special Events participated in by OPRC dealing with child occupant protection not identified in Workplan tab.	
6. Law enforcement outreach or educational materials provided throughout region. Include amount of LE materials provided and to whom.	
7. Summary of Materials distributed by OPRC. Include, type, amount provided and to whom.	
8. # of non-OBB seats distributed by OPRC (only complete if OPRC is not OBB Coordinator for county)	
9. Please list dates and name of individual who attended Ohio Injury Prevention Partnership meeting this quarter (Deliverable 6).	
10. # of hours Staff assigned to grant spent on deliverable and base activities (OBB Coordinator should report hours in OBB Summary tab. All other Staff report here. If you are the OBB Coordinator for your county, do not include your numbers here)	

<b>11. Public Awareness Efforts</b> <i>(Deliverable 14 - required documentation should be uploaded to GMIS):</i>	# of Newspaper Articles or other written materials published (provide date and name):	
	# of radio/tv interviews (provide date and station):	
	# of press conferences held (provide date and station):	
	# of social media post (provide # and social media topic):	
	TV or radio PSAs developed (provide date and station):	
<b>12. COVID-19 impact on the car seat programs in your region:</b> Please describe challenges and/or successes in your region. Please include any suggested next steps or opportunities for assistance from ODH.		
<b>13. Other:</b>		
<b>QUARTER 3</b>		
<b>1. Please provide status on Ohio Buckles Buckeye (OBB) Sites and/or Coordinators (has there been any changes, challenges, success stories?)</b>		
<b>2. Expand on community-based car seat check events reported in Workplan tab (Deliverable 15 &amp; 16). Provide confirmation of events that served vulnerable, underserved populations. Include zip codes of those events and any other outreach efforts conducted that address health disparities.</b>		

3. Fund Raisers/In-Kind services/donations leveraged from OPRC and what funds were used for		
4. New Partnerships Developed by OPRC		
5. Special Events participated in by OPRC dealing with child occupant protection not identified in Workplan tab.		
6. Law enforcement outreach or educational materials provided throughout region. Include amount of LE materials provided and to whom.		
7. Summary of Materials distributed by OPRC. Include, type, amount provided and to whom.		
8. # of non-OBB seats distributed by OPRC (only complete if OPRC is not OBB Coordinator for county)		
9. Please list dates and name of individual who attended Ohio Injury Prevention Partnership meeting this quarter (Deliverable 6).		
10. # of hours Staff assigned to grant spent on deliverable and base activities (OBB Coordinator should report hours in OBB Summary tab. All other Staff report here. If you are the OBB Coordinator for your county, do not include your numbers here)		
11. Public Awareness Efforts (Deliverable 14 - required documentation should be uploaded to GMIS):	# of Newspaper Articles or other written materials published (provide date and name):	
	# of radio/tv interviews (provide date and station):	

	# of press conferences held (provide date and station):	
	# of social media post (provide # and social media topic):	
	TV or radio PSAs developed (provide date and station):	
<b>12. COVID-19 impact on the car seat programs in your region:</b> Please describe challenges and/or successes in your region. Please include any suggested next steps or opportunities for assistance from ODH.		
<b>13. Other:</b>		
<b>QUARTER 4</b>		
<b>1. Please provide status on Ohio Buckles Buckeye (OBB) Sites and/or Coordinators (has there been any changes, challenges, success stories?)</b>		
<b>2. Expand on community-based car seat check events reported in Workplan tab (Deliverable 15 &amp; 16). Provide confirmation of events that served vulnerable, underserved populations. Include zip codes of those events and any other outreach efforts conducted that address health disparities.</b>		
<b>3. Fund Raisers/In-Kind services/donations leveraged from OPRC and what funds were used for</b>		
<b>4. New Partnerships Developed by OPRC</b>		

5. Special Events participated in by OPRC dealing with child occupant protection not identified in Workplan tab.		
6. Law enforcement outreach or educational materials provided throughout region. Include amount of LE materials provided and to whom.		
7. Summary of Materials distributed by OPRC. Include, type, amount provided and to whom.		
8. # of non-OBB seats distributed by OPRC (only complete if OPRC is not OBB Coordinator for county)		
9. Please list dates and name of individual who attended Ohio Injury Prevention Partnership meeting this quarter (Deliverable 6).		
10. # of hours Staff assigned to grant spent on deliverable and base activities (OBB Coordinator should report hours in OBB Summary tab. All other Staff report here. If you are the OBB Coordinator for your county, do not include your numbers here)		
11. Public Awareness Efforts (Deliverable 14 - required documentation should be uploaded to GMIS):	# of Newspaper Articles or other written materials published (provide date and name):	
	# of radio/tv interviews (provide date and station):	
	# of press conferences held (provide date and station):	
	# of social media post (provide # and social media topic):	

	TV or radio PSAs developed (provide date and station):	
<b>12. COVID-19 impact on the car seat programs in your region:</b> Please describe challenges and/or successes in your region. Please include any suggested next steps or opportunities for assistance from ODH.		
<b>13. Other:</b>		

## OBB Fitting Stations for 10/1/2021 - 9/30/2022

<p><b>Fitting station (FS) is defined as a place that takes appointments or walks-in for car seat checks/installs and has a tech that conducts these checks/installs. Fitting station list should include all known FS in your region.</b></p> <p><b>Optional Deliverable 24</b>            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>  <i>*Regular communication and completion of 2 out of the 3 indicated activities each quarter.</i></p>							<p><b>Quarter 1</b></p> <p><i>In addition to regular communication, OPRCs must indicate 2 out of the 3 activities completed below. **please be prepared to share documentation during annual ODH site visit or upon request**</i></p>			<p><b>Quarter 2</b></p>				<p><b>Quarter 3</b></p>				<p><b>Quarter 4</b></p>				
Fitting Station Agency	Fitting Station County	FS Coord. 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												

## Non-OBB Fitting Stations for 10/1/2021 - 9/30/2022

Fitting station (FS) is defined as a place that takes appointments or walks-in for car seat checks/installs and has a tech that conducts these checks/installs. Fitting station list should include all known FS in your region.							Optional Deliverable 24 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> : *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 2 out of the 3 indicated activities each quarter.				Quarter 1  <i>In addition to regular communication, OPRCs must indicate 2 out of the 3 activities completed below. **please be prepared to share documentation during annual ODH site visit or upon request**</i>				Quarter 2				Quarter 3				Quarter 4			
Fitting Station Agency	Fitting Station County	FS Coord. 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																



Appendix I

County	Quarter # (auto filled 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 receive d this quarter by ODH	# of seats transfere d out to another county this quarter	# of seat receive d by another county this quarter	Comments about transfers in and out (should include county and date)	# of OBB seats distribut ed this quarter	Total # of OBB Seats remaining in inventory (Please confirm this number is the same as on the OBB Form submitted)	# on your curren t wait list	# of non- OBB seats that have been distributed this quarter	Comme nts
	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			

Appendix I

# 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 <i>(includes classes, Fitting Stations, and events)</i>	# of seats installed in all events in column S	# of seats checked that were not installed correctly in Column S	Misuse rate <i>(calculated automatically)</i>	# of hours OBB Coordinator spent on program for quarter	Amount of \$ from Fund Raisers/In-Kind services/donations leverage	How were funds in previous column utilized	Does your agency have access to other funds for car seats? Please explain	New Partnerships formed
						#DIV/0!					
						#DIV/0!					
						#DIV/0!					
						#DIV/0!					

## OBB Annual "Site Visit" Quality Assurance Checks for Oct. 1, 2021 - Sept. 30, 2022

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)	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.										

### Description of Supplemental Deliverables

OPRC FFY22 Supplemental Funding Narrative Reporting - <b>ONLY</b>	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4

## OHIO DEPARTMENT OF HEALTH - VIOLENCE and INJURY PREVENTION PROGRAM FFY22 Ohio Buckles Buckeye (OBB) Program Criteria

### Parent Eligibility Criteria

1. Income is within current WIC income guidelines
2. Caregiver must provide verification of income to prove WIC eligibility to include one of the following: paystubs for the last 30 days, WIC card, Medicaid Card, W2s/most recent tax transcript, or benefits/award letter for unemployment. ODH will follow the most recent WIC Income Eligibility Guidelines found <https://www.fns.usda.gov/wic>
3. Caregiver must have a child who is within the age/weight/height requirements for a car seat as follows:
  - a. Child is over 5 lbs. and does not exceed the weight limits for a convertible car seat, or
  - b. Child is at least one-year old, over 22 lbs. and does not exceed the weight limits for a combination forward-facing seat, or
  - c. Child is 40 lbs. or over and does not exceed the weight or height limits of the booster seat.
4. Caregiver must be present to receive seat and must attend an educational session.

### OBB Coordinator Site Requirements

1. Ensure *OBB WIC Income Verification Form* has been complete.
2. Provide caregiver with a written referral for WIC to include location and phone number of closest WIC clinic using the *OBB Referral and Follow-up Form*.
3. An educational session (virtual or in-person) and virtual or hands-on installation must be provided to each caregiver receiving a child restraint system. Anyone conducting virtual education, installation or seat checks must be following national guidance:
  - a. <https://live-skcert.panthesite.io/sites/default/files/2020-08/2020%20Virtual%20CPS%20EDUC-GUIDE.pdf>
  - b. [https://www.saferidenews.com/wp-content/uploads/2020/03/Guide\\_CPSTs\\_Virtual\\_Car\\_Seat\\_Check\\_2.pdf](https://www.saferidenews.com/wp-content/uploads/2020/03/Guide_CPSTs_Virtual_Car_Seat_Check_2.pdf)
4. ODH requires that each OBB site have a certified CPS technician available to conduct the education/installation sessions with the caregiver. If the OBB Coordinator is not a technician, a CPS tech on staff at the agency or partnering with nearby CPS technician within the county, is permitted. Clear written documentation of this partnership should be provided to the OPRC and ODH.
5. Coordinator/Technician distributing restraint must complete the *ODH Child Restraint System Distribution and Education Checklist* or similar checklist as approved by OPRC for each restraint distributed.
6. Educational session content must include the following:
  - Use of the *ODH Child Restraint System Distribution and Education Checklist* or other similar OPRC-approved checklist to guide the session.
  - Provide hands-on installation demonstration for correct use and installation of the restraint being issued or follow virtual installation guidelines established by Safe Kids Worldwide.
  - Provide up-to-date information about Ohio's Child Restraint Law.
  - View up-to-date educational video ("*Don't Risk Your Child's Life*") as provided by OPRC through ODH. (Established Fitting Stations, that are not OBB Sites, and Community-Based Car Seat Events are exempt, but OBB must provide caregiver with the equivalent verbal education)
  - Provide written and/or other media educational materials provided and approved by OPRC through ODH.
7. Maintain all records, either printed or electronic, for five years from the time of the initial education session with the parent, or according to your agency's policy.
8. Coordinator is responsible for submitting the following data each quarter: (submitted in *OBB Quarterly Summary Form*):
  - Current car seat inventory, seats shared with other counties, seat distribution (both OBB and non-OBB seats and type of seat), number of seats checked at OBB Seat Distributions, Car Seat Check Events, Educational Events and Fitting Stations, county misuse rate based on seats checked, hours coordinator spent on OBB program, # of funds raised/donations leveraged/services in-kind, and any other information deemed important.
9. Review child restraint allocations and adjust seat type and quantities as needed and provide changes to OPRC on an annual basis.
10. Agency must include information about Ohio Buckles Buckeye Program on their website for their county.  
*\*These materials will be provided to the OPRCs or OBB sites by ODH.*

# OHIO DEPARTMENT OF HEALTH - VIOLENCE and INJURY PREVENTION PROGRAM

## Ohio Buckles Buckeye (OBB) Program Criteria (continued)

### ODH Policy on Collecting Donations for OBB Seats

ODH prohibits selling OBB seats or requiring a co-pay from eligible families for the OBB seats that ODH provides. OBB seats are intended for families who are WIC income-eligible in all 88 counties. Demand has always exceeded the supply of and need for OBB seats in most counties. OBB sites may collect donations in conjunction with the distribution of OBB seats to purchase additional seat but this information must be reported to the OPRC utilizing the *OBB Quarterly Summary Template*. OBB sites may inform clients that there is a suggested donation and/or may have a donation box present, but this should not be done in a manner or with language that would imply a mandatory charge. These seats are meant to be a safety net program for children from low income families statewide. OBB sites that receive additional non-ODH seats through other mechanisms may handle the distribution of those seats per their parent organization's established procedures. OBB seats, however, need to remain separate, be tracked on the OBB tracking form and be provided to families demonstrating eligibility free of charge or for a suggested donation only. OBB Sites must submit *OBB Quarterly Summary* report to their OPRC, as instructed.

### ODH Responsibilities

As defined in ORC 4511.81, all revenue deposited into the Child Highway Safety Fund is used by ODH to administer the Child Passenger Safety Program. These funds are primarily used to purchase child safety seats to be distributed by the OBB sites to low income families. To support the OBB sites, ODH will:

- Provide child safety seats and booster seats in regular shipments as program funding allows.
- Provide an annual opportunity for OBB sites to adjust their shipments in terms of the quantities of seat type.
- Provide up-to-date educational materials such as manuals, fact sheets, brochures, videos and access to CPS technician resources.
- ODH will assist OBB sites in accessing training and continuing education opportunities such as the bi-annual CPS Conference as funding allows.
- ODH will share up-to-date and relevant guidance on COVID-19 and virtual activities with OPRCs, who will then share with OBB sites.
- Providing reporting template for OBBs to send to their respective OPRCs quarterly: *OBB Quarterly Summary Template*

### Acknowledgement of OBB Criteria

County: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

OBB Coordinator Email Address: \_\_\_\_\_

OBB Site Coordinator Name: \_\_\_\_\_

Site Coordinator Supervisor Name: \_\_\_\_\_

Site Coordinator Supervisor phone and email: \_\_\_\_\_

\_\_\_\_\_  
OBB Site Coordinator Signature

\_\_\_\_\_  
Date

Please keep the original and send a copy to your OPRC. Your OPRC will then send ODH a copy at: [Ashton.Grigley@odh.ohio.gov](mailto:Ashton.Grigley@odh.ohio.gov)

## For New OBB Sites Only: OBB Site and OPRC Responsibilities

- Conduct **meeting** with OPRC, agency head and staff who will be responsible for seat distribution. Please specify meeting date and who was in attendance?
  - **Meeting date:** \_\_\_\_\_
  - **Attendance:**
    - **OPRC:** \_\_\_\_\_
    - **Agency Head or Designee:** \_\_\_\_\_
    - **OBB Program Staff:** \_\_\_\_\_
    - **Other, please specify:** \_\_\_\_\_
- The meeting should include discussion of the following:
  - **Commitment of at least 24 months**– Can the agency commit to these responsibilities for a minimum of 24 months?
  - **Contingency plans** – What are the contingency plans if the staff person who is trained is unable to continue these duties? Is the agency willing and able to commit additional staff to the project? Will they allow additional staff to attend a minimum 24-hour CPS technician training? Who will distribute seats in the interim period?
  - **Data Collection** –What data is required to be submitted quarterly (*OBB Quarterly Summary template*); type of format for data collection; in what format (i.e., electronic or paper copies) and how often (must be at least quarterly) will the required data from the **OBB Child Restraint Distribution Checklist** forms or hard copies of the completed forms be sent to the OPRC.
  - **WIC Referral**– How to complete the WIC Income Verification Form
  - **Income Eligibility**-What is the process to determine the income eligibility of the families and what are acceptable forms of income verification?
  - **Program Funding** - The main source of funding for the seats is the Child Highway Safety Fund as defined in ORC 4511.81. The number and timing of seats received is variable depending on the amount of money collected because of child restraint violation fines. We currently estimate 64 seats per year, but this will be dependent on funds.
  - **ODH Seat Donation Policy** – See above.

**For new OBB sites, the agency head's signature is required.**

**Agency Head Name:** \_\_\_\_\_

\_\_\_\_\_  
**Agency Head Signature**

\_\_\_\_\_  
**Date**

Please keep the original and send a copy to your OPRC. Your OPRC will then send ODH a copy at:  
Ashton.Grigley@odh.ohio.gov

**Questions?** Please email Ashton Grigley @ Ashton.Grigley@odh.ohio.gov

**Ohio Department of Health Child Passenger Safety Program  
FFY21 Program Income Breakdown  
(Occupant Protection Regional Coordination-BB Grant)**

**\*Report Quarterly – If no Program Income this quarter, please place a note in GMIS.**

<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.**

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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.

**Ohio Department of Health  
Occupant Protection Regional Coordination (OPRC)  
FFY22 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 2** 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 GMIS. 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: December 31, 2021

Quarter 3: June 30, 2022

Quarter 2: March 31, 2022

Quarter 4: September 30, 2022

**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

**OBB Site Coordinator Contact List: Region xx - FFY22**  
**Ohio Department of Health - OPRC Program**  
**Last updated: xx/xx/xx**

COUNTY	CONTACT NAME & AGENCY	SHIPPING ADDRESS FOR SEATS	ADDRESS FOR ALL OTHER	PHONE	EMAIL ADDRESS

\*\* Indicates OPRC for the region. If OPRC is not the OBB in the region, please add a line and indicate you are the OPRC only

## Appendix N

### Region xx - OBB Quarterly Summary for 10/01/2021 to 9/30/2022

#### **Contact Information (A)**

County	
Agency	
Name	
Phone	
Email	

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

October 1, 2020 to December 30, 2020	January 1, 2021 to March 31, 2021	April 1, 2021 to June 30, 2021	July 1, 2021 to September 30, 2021

#### **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			
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**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

**(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 seats might be checked or education only 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 (leave blank for other categories)	How many non-OBB car seats distributed per zip code (leave blank for other categories)

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

Type of event	# Seats Checked	# Installed	# Uninstalled	# Correct	# Incorrect	Mis-Use Rate (For Official Use Only)
<b>OBB</b>						
<b>CSC</b>						
<b>EE</b>						
<b>FS</b>						
<b>total</b>	<b>(S)</b>	<b>(T)</b>			<b>(U)</b>	



**Additional Information**

<b>(W)</b>	# Hours Spent on OBB Program	
<b>(X)</b>	Amount of \$ fundraised or donated/in-kind	
<b>(Y)</b>	How were above funds used?	
<b>(Z)</b>	What types of funds (if any) does your agency have access to for other car seats?	
<b>(AA)</b>	New partnerships formed	

**Comments/Feedback**

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