

North Carolina Buckle Up Kids Program Permanent Checking Station (PCS) Grants

Funding is available to establish or maintain Permanent Checking Stations (PCS) in North Carolina. This funding is made possible by NC Governor's Highway Safety Program funding administered by Safe Kids NC. The goal of the PCS program is to establish and maintain permanent locations for parents/caregivers to become educated on child restraints (CRs) and seat belts and to have their child restraints checked to insure they are installed and used correctly. This program is not designed to be a distribution program or an installation service, but rather an educational source for the community.

The grants will be awarded based on the criteria listed below. PCS Grant applicants may apply for an amount not to exceed \$1,000 each per program. Funds may be used to purchase supplies and equipment to be used for CR inspections.

Requirements/Criteria:

- The program must provide a station(s) or site(s) as a permanent location(s) for parents/caregivers to receive education on child restraints.
- The Primary Contact for the PCS must be a currently certified National Child Passenger Safety Technician or Instructor (CPST).
- All personnel inspecting, installing, and educating parents on child restraints must be a currently certified CPST. Non-certified personnel may assist the CPST with paperwork and other duties.
- The sponsoring agency must develop and implement protocols to ensure that:
 - All aspects of correct restraint use, including type of restraint selected, harness/shield adjustment, and installation are evaluated
 - The assessment is based on information contained in the CR and vehicle manufacturers' instructions
 - The results of the assessment are communicated to the parent/caregiver and that the parent/caregiver is taught how to use and [as is applicable] how to install the CR in the vehicle
 - The parent/caregiver makes the final decision on how to use and install the CR.
- If the sponsoring agency personnel are subject to emergency response calls, the sponsoring agency must develop and implement protocols to ensure that:
 - Certified CPSTs involved in the checks are designated as the last to be called
 - A back-up plan is in place to complete the check in the event that all involved personnel are called to respond to an emergency, and
 - Prior to beginning the check, the parent/caregiver is made aware of the possibility of having the checkers called out and what the back-up plan is.
- The sponsoring agency must partner with their county's Buckle Up Kids and/or Safe Kids programs where applicable. **A letter of support from your county's Buckle Up Kids and/or Safe Kids coordinator(s) is required as a part of the application.**

- The agency must post a fixed “NC Permanent Checking Station” sign on site. If you are a newly established PCS, 1 free sign per PCS location will be provided by OSFM. Note your need for the sign in the application so that delivery can be arranged through your regional Injury Prevention Specialist.
- The agency must agree to be listed as a PCS on the www.buckleupnc.org website and, upon notification of the award, will submit an application for a new PCS program or verify that information for an existing PCS program is correct. Refer to “Program Management Help and Instructions” found at www.buckleupnc.org/progman/index.cfm for additional information about how to list a program or verify current information.
- The Department/Agency Head (Fire Chief, Rescue Squad Commander, EMS Director, Police Chief, Sheriff, Health Director, etc.) approval/support of the PCS program is required. All required signatures must be included on the application.
- The PCS program Primary Contact or designee must provide online quarterly reports of PCS activities for three years. Appropriate documentation must be maintained for each seat checked, distributed and/or installed. If quarterly reports are not received by the designated deadline or cease prior to the end of the three year period, all equipment purchased with grant funds must be returned to OSFM for distribution to other sites. If quarterly reports are not received by the designated deadline eligibility for future grants will be affected. Instructions on the quarterly reporting process will be provided electronically once grants have been awarded.
- The agency must be a registered vendor with NC E-Procurement and, upon notification of the award, will register with NC E-Procurement if it has not already done so. Refer to “Registering with the NC E Procurement System” below for information on how to do so.
- The agency will be issued a check in the amount of the grant award to purchase eligible equipment and supplies. All grant funding must be spent prior to submitting invoices. Invoices should not be paid until the equipment has been received. Paid invoices must be submitted to OSFM prior to July 1, 2010.
Invoices can be scanned and submitted electronically to allison.cummings@ncdoi.gov.
The total amount for invoices must meet or exceed the amount of the grant awarded – there must be ZERO (\$0.00) balance of grant funds by July 1, 2010.
- All PCS programs must submit a digital picture of each station with signage no later than August 1, 2010.
- The person listed as a contact on this grant application will be the one responsible for submitting invoices and picture of each station with signage.

Criteria Rating

By definition, Permanent Checking Stations (PCSs) are fixed locations where parents and caregivers can obtain information about child restraints and receive assistance with installation. Individual technicians are not considered checking stations; therefore, individuals will not be considered for a PCS grant. Competitive ratings will be earned by agencies that provide the most consistent educational program and will be compared for:

- The number of certified technicians in comparison to the number of hours PCS services are provided. Agencies are neither required nor expected to make PCS services available during all hours of operation, but agencies must justify that the number of CPSTs available are sufficient to provide PCS services during the time PCS services are made available.
- The number of Permanent Checking Stations per agency.

- Training programs that are scheduled: update refresher, renewal and technician certification.
- A plan to keep the PCS self-sustaining after the initial grant period. (Has the applicant identified sources of funding to extend program life and/or has plans for funding resources?)
- Partnerships with Safe Kids NC and Buckle Up Kids where applicable. (Has the applicant provided documentation of existing collaborations with fire/rescue/EMS, law, health, hospital, and/or child passenger safety advocates?)

Application for Grant

Your packet must include all of the following:

- Cover letter on department letterhead written and signed by department head
- Signed and complete application form
- Project Narrative (not to exceed 2 pages double spaced), please include specific plans on keeping technicians current. The narrative can be filled in using the questions on the application form.
- Budget Request Summary with itemized expenditures.
- Letters of support from partnering agencies/organizations
- Letter of support from County Safe Kids coordinator and/or Buckle Up Kids coordinator (where applicable)
- A list of current Child Passenger Safety Instructors and Technicians, along with their Certification numbers and expiration dates, that will be assisting at the PCS must be included. If needed, contact your regional Injury Prevention Specialist for assistance in obtaining this information.

Approved Supplies and Equipment

Signage (temporary or permanent)

- Car Seat Clinic signs or banners
- Exit /Enter
- Permanent Checking Station
- Hours of availability

Installation/Inspection/Training Supplies

- Traffic cones
- Locking clips/belt shortening clips
- Rubber shelf liner
- Clipboards, pens, markers
- Up-to-date printed educational CPS materials
- Tents (if PCS has no other shelter for inclement weather)
- Portable table or chairs
- Scales
- Storage boxes for clinic equipment
- Sand bags
- LATCH manuals
- Safe Ride News Subscription
- Child restraint manufacturers instructions (from SafetyBeltSafe USA)

Email reanae.harris@ncdoi.gov for questions about purchasing materials not listed above.

NOTE: APPLICATIONS ARE DUE MARCH 26, 2010.

Applicants will be notified of approval or denial of their applications by April 16, 2010.

Invoices received after July 1, 2010 WILL NOT be reimbursed.

Faxed applications will NOT be accepted.

Purchases should not be made until an OSFM approval letter is received.

**Mail to: NC Department of Insurance
Office of State Fire Marshal
322 Chapanoke Road, Suite 200
Raleigh, NC 27603
Attention: Allison Cummings, Injury Prevention Coordinator**

Registering with the NC E Procurement System

To register as a "vendor" with the NC E Procurement system:

- Go to the NC Government website: www.ncgov.com
- Select NC E-Procurement from the drop down menu
- Select "Vendor Login"
- Begin the "New Vendor" registration process.

Should there be any questions or problems with the registration process, contact E-Procurement directly at: 888-211-7440

If you have any questions concerning the application process, please contact Allison Cummings at 919-661-5880 ext. 314. E-mail: allison.cummings@ncdoi.gov

**OSFM /SAFE KIDS NC PERMANENT CHECKING STATION
GRANT APPLICATION**

*NOTE: This application is formatted as a protected MS Word form.
Press the "Tab" key to navigate from field to field.*

- 1. Application Type: Establish new PCS Maintain/Expand existing PCS
- 2. Contact Person _____ CPS Certification # _____
(Contact person is also responsible for quarterly reports)
- 3. Contact Person Phone No. () _____ Fax: () _____
- 4. E-mail _____
- 5. Mailing Address
City State Zip _____ County _____
- 6. Street Address *(if different)*
City State Zip _____ County _____
- 7. Permanent Checking Station physical location(s) Number of PCS Locations: _____
(If more than one, submit information with narrative)
- 8. Street Address
City State Zip _____ County _____
- 9. Location Phone () _____
- 10. Make check payable to _____
- 11. Federal Tax ID _____

To the best of my knowledge and belief, all data in this application is true and correct. The governing body of the applicant has duly authorized the document and the applicant will comply with all attached assurances upon receipt of grant.

Authorized Representative:

Name (print/type) _____ Title _____
Signature _____ Date: _____
Phone () _____ E-mail _____

Department Head:

Name (print/type) _____ Title _____
Signature _____ Date: _____
Phone () _____ E-mail _____

Project Narrative (use the space below to answer questions or attach separately)

Instructions: Please be sure that your narrative addresses each of the following areas, to the best of your ability, while being as concise as possible.

Have you received a PCS grant from OSFM before? No Yes:

If you have received a PCS grant from OSFM before, the year received =

Provide a schedule of hours that the Permanent Checking Station will be available. Include days, hours and location (if more than one location). Example- "Every Friday 10:00am - 2:00pm," "Everyday 8:00am to 5:00pm," or "By appointment only".

Provide a plan of operation in the event of emergency response during PCS availability hours. Example - - Technicians are not on emergency call during PCS availability hours or signage is posted indicating "Out on Emergency Call"

Provide plan for training including participation in Technician training and CEU/update classes

Explain plans for continuation of program and obtaining additional resources after grant.

The sponsoring agency must post a fixed "NC Permanent Checking Station" sign on site for each PCS location. If this will be a newly established PCS, 1 free sign per PCS location will be provided from OSFM. What is the number of signs that will be needed for new PCS locations?

Provide any additional relevant information that you would like us to consider when evaluating your application.

Provide a Budget Request Summary listing materials and equipment requested. (If item is not listed on “approved supplies and equipment list” give explanation of usage.) Only approved items will be funded.

Item	Cost
Signage (temporary or permanent)	
Car Seat Clinic signs or banners	
Exit / Enter	
Permanent Checking Station	
Hours of availability	
Other:	
Other:	
Other:	
Other:	
Installation/Inspection/Training Supplies	
Traffic cones	
Locking clips/belt shortening clips	
Clipboards, pens, markers	
Shelf liner	
Tents (if no other shelter available at PCS)	
Portable table or chairs	
Scales	
Storage boxes for clinic equipment	
Sand bags	
Printed educational CPS materials: Titles and source -	
Safe Ride News Subscription	
LATCH manuals (from Safe Ride News)	
Manufacturers Instructions from SafetyBeltSafe USA	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	
TOTAL	

Additional budget items and justification:

Vendors

To assist you in purchasing additional equipment or replacing equipment, several vendors are listed below.

Also check with your local retailers who may be able to help you print custom traffic signs, banners and yard signs to advertise your PCS.

Manuals and Educational Materials**Safe Ride News Publications, Inc.**

PO Box 38
Edmonds, WA 98020
Phone: 800-403-1424 / 425-640-5710
Fax: 425-640-5417
E: info@saferidenews.com
www.saferidenews.com

The LATCH Manual
Safe Ride News Fact Sheets

SafetyBeltSafe U.S.A.

PO Box 553
Altadena, CA 91001
310-222-6860
www.carseat.org

Child Restraint Manufacturers'
Instructions (CD or printed)

Equipment and Supplies**TVI Corporation**

7100 Holladay Tyler Road
Glenn Dale, MD 20769
P: 301-352-8800
F: 301-352-8818
E: sales@tvicorp.com
www.tvicorp.com

Topper Tents
V-board Signs
Repair Nodes
(See TVI price list for parts)

Innovative Concepts, LLC

Steve Ager
10321 Three Doctors Road
Dunkirk, MD 20754
P: 240-417-8824
E: stevecpr@aol.com

Van Interior Build-out
Traffic Cones
Orange "Car Seat Check" signs
Express Van Back Window Decals

Web resources for signage and other items: www.tvicorp.com, www.escommunications.net, www.usa-traffic-signs.com. Please keep in mind that you are not limited to, nor required to purchase from these sites. They are three options being provided where a few of the specialty items can be found.