

Administrative Committee



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, August 26, 2019

4:00 PM

**Council Chambers
206 E. Third St.**

REGULAR AGENDA

1. Approval of Administrative Committee June 10, 2019 Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

2. Harvest Park Concept Approval (ACTION ITEM) - David Schott

Through a collaborative series of public park design workshops, residents, along with the design expertise of Bernardo-Wills Architects PC, developed a final design plan for the future Harvest Park. The 4.09 acre park property is located on the north side of Southview Avenue near the intersection of Highway 95 and Southview Avenue, across from the Grove Apartments. This unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. Harvest Park will include edible fruit and nut trees, shrubs, perennials and ground covers, an accessible pathway and parking, staging area, restrooms, viewing areas, and an amphitheater / educational area. Development funding for the park has not been determined as of yet as a design was a necessary starting point. Harvest Park will be developed incrementally as funding allows over many years. With approval of the conceptual plan, it is anticipated that development of phase 1 will begin in 2021. The Parks and Recreation Commission and Tree Commission both unanimously voted to recommend the conceptual plan for Harvest Park at a special joint meeting held on July 10, 2019.

PROPOSED ACTIONS: Recommend approval of the conceptual plan for Harvest Park, or provide staff further direction.

3. Walmart Grant - Shop with a Cop (ACTION ITEM) - Alisa Anderson / Ryan Snyder

The Moscow Police Department is seeking approval to submit a request to the Walmart Foundation under their Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event to assist less fortunate children that live in Latah County to purchase gifts for their families for Christmas. This program will not only make resources available for children to purchase gifts, but will also encourage community collaboration among local businesses, families and law enforcement. The goal of the program is to have productive, personal interactions between law enforcement and local youth. The Moscow Police Department collaborates with elementary schools to organize a list of children and families to be selected for the event. Each child selected will be served a donated breakfast, paired with a law enforcement

officer, and given a gift card to Walmart to purchase gifts for their family members as well as themselves. Other law enforcement agencies such as the Latah County Sheriff's Office and the Idaho State Patrol will also participate in the event.

PROPOSED ACTIONS: Recommend approval to submit a grant request to the Walmart Foundation Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event in Moscow, Idaho, or provide staff further direction.

4. Idaho's Child Passenger Safety Grant Program (ACTION ITEM) - Alisa Anderson / Meagan Vincello

The Moscow Police Department has participated in the Child Passenger Safety Grant Program since 2003 by applying for funding to purchase safety seats for children, and participate in teaching and hosting Child Passenger Safety Technician certification classes. The Moscow Police Department has been the lead agency and fiscal agent for the program since 2011 and has applied and received funding for purchasing child safety seats, training technicians and managing the distribution of child safety seats. The FY2020 funding requested will be submitted to the Idaho Transportation Department, Office of Highway Safety. The request will include funding to purchase child safety seats, training for new or recertification of child safety seat technicians, public events, and educational materials. The Moscow Police Department will contribute in-kind staff time and supplies for training during the award period for a total program cost not to exceed \$26,000.

PROPOSED ACTIONS: Recommend approval of the proposed funding request to apply and accept an award under Idaho's Child Passenger Safety Grant Program not to exceed \$26,000 from the Idaho Transportation Department, Office of Highway Safety, or provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, June 10, 2019

3:30 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:30 p.m.

PRESENT: Art Bettge, Kathryn Bonzo, Gina Taruscio
ABSENT: Brandy Sullivan
OTHERS: Mayor Bill Lambert
STAFF: Gary Riedner, James Fry, Greg Morrison, Brian Nickerson, Mia Bautista, Bill Belknap, Caylee Birge

REGULAR AGENDA

1. **Approval of May 28, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge**
Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

The minutes were approved as presented.

2. **Ordinance to Amend Moscow City Code to comply with statutory FBI Regulations Regarding Background Check Requirements for City Licensees (ACTION ITEM) - Mia Vowels / James Fry**

Public Law 92-544 allows the Federal Bureau of Investigation (FBI) to exchange criminal history information with state or local governmental entities if required by a state statute approved by the Attorney General of the United States. Idaho State Code 67-3008 provides that any unit of the state, city or local government may submit fingerprints to the FBI for employment or licensing if required to do so by statute, regulation, city or county ordinance. The Criminal Justice Information Law Unit (CJILU) has completed its review of draft of City of Moscow Ordinance which amends Moscow City Code (MCC) Section 9-3-6 authorizing a fingerprint-based background check of applicants for a license as a peddler, solicitor, or canvasser; MCC § 9-4-5 authorizing fingerprint-based background checks of applicants for a secondhand dealer or pawnbroker license; MCC § 9-5-13 authorizing fingerprint-based background checks of applicants for a Taxicab, Pedicab, or Carriage license; MCC § 9-10-7 authorizing a fingerprint-based background checks of every applicant, license, owner, Director, staff individual 13 years of age or older residing at the premises of a daycare; and MCC § 9-11-5 authorizing a fingerprint-based background check of applicants for a vendor license. The CJILU has determined that if enacted as drafted, MCC §§ 9-3-6, 9-4-5, 9-5-13, 9-10-7 and 9-11-5 would qualify for access to FBI CHRI pursuant to Pub. L. 92-544.

PROPOSED ACTIONS: Recommend approval of ordinance or provide staff further direction.

Bautista (Vowels) introduced the item as written above. When the City was audited by the FBI it was found that we were non-compliant. The ordinance generally cleans up the City Code so that Moscow is compliant. The Committee recommended this be placed on the regular Council agenda.

3. Beer Garden Request for Rendezvous in the Park 2019 (ACTION ITEM) - Greg Morrison

In accordance with Moscow City Code 5-13-4(B), Rendezvous in the Park is requesting that the City Council pass a Resolution allowing them to have a beer garden catered by a licensed vendor in East City Park for Rendezvous in the Park on July 18, 19 and 20, 2019, from 4:00 p.m. to 10:00 p.m. There will be food vendors, live music, and other activities at the event. As has been approved in the past, the entire fenced off area will be designated as the beer garden to allow families to be together to watch the music festivities, as well as a secured internal alcohol dispensing area. There have been no problems associated with this set-up. Also, the fenced off area will not block public access to the restroom facility (beer garden location map attached). Police Chief James Fry is supportive of Rendezvous in the Park providing its own security as done previously. There have been no problems associated with alcohol at this event in the past. This request has also been reviewed by the City Attorney.

PROPOSED ACTIONS: Recommend approval of beer garden request for Rendezvous in the Park 2019 per the attached Resolution, or provide staff further direction.

Morrison introduced the item as written above. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

4. Surplus of Fire Engine to Rural Fire Districts (Genesee and Wheatland) (ACTION ITEM) – Gary J. Riedner

In April of 2018, the City of Moscow took delivery of a new fire engine to replace the existing Engine 26, and the following spring took delivery of a second new engine to replace Engine 27. The two retired engines have been surplused and retired from service. The City listed retired Engine 26 for sale in the summer of 2018 for \$25,000. No offers were received. The engine was also listed with a consignment fire apparatus dealer in Colorado and no offers have been received. Chief Nickerson has contacted local fire departments to determine interest in the retired engines. In April 2019, Wheatland Fire Protection District contacted the City to offer \$3,500 on several year payment-plan for retired Engine 26. Genesee Fire Department also noted interest in retired Engine 27. With the lack of interest in resale of both retired engines, they will continue to sit idle, requiring storage and maintenance by City staff. Both Wheatland and Genesee agencies face limited resources, as they serve smaller rural communities. As such, City staff proposes selling retired Engine 26 to the Wheatland Fire Protection District for \$1 and retired Engine 27 to the Genesee Fire Department for \$1.

PROPOSED ACTIONS: (1) Recommend sale of retired Engine 26 to Wheatland Fire Protection District for \$1, or provide staff further direction. (2) Recommend sale of retired Engine 27 to Genesee Fire Department for \$1 or provide staff further direction.

Riedner introduced the item as written above. He stated firetrucks do not have a lot of resale value, and that they are usually sold for salvage only. Nickerson said the two fire districts in mind are in need and have expressed interest. The Committee recommended approval and that it be placed on the Council regular agenda.

5. Request by Rendezvous in the Park to Waive Permit Fees (ACTION ITEM) – Gary J. Riedner

Rendezvous in the Park Music and Arts Festival, is an annual event which was originally sponsored by the City of Moscow. The event is now in its 38th consecutive year and Rendezvous in the Park, Inc. a non-profit corporation, has been putting on the event for the past

several decades. Rendezvous in the Park is held annually in East City Park, and is a major signature summertime music and arts festival. Each year Rendezvous in the Park, Inc. requests waiver of fees associated with installation of the downtown banner advertising the event, as well as fees for sanitation services. Staff has authority to waive those fees and has traditionally granted the waiver. Staff has received a request from Rendezvous in the Park, Inc. co-President Cyndi Faircloth, requesting waiver of the following additional fees: 1. Stage rental at \$75 per day for 5 days (\$375); 2. Recycling fee at \$50; 3. Alcohol permit fee at \$100 and tax at 25.50 (\$125.50), for a total cost is \$550.50. The rationale for waiver of these fees is in recognition of Rendezvous in the Park's origin as a City-sponsored event, which continues to benefit the City, and is now being produced by the non-profit organization at no additional cost to the City. Staff is requesting that authority be granted to the City Supervisor to waive such fees at his/her discretion in the future.

PROPOSED ACTIONS: Recommend waiver of City fees associated with 2019 Rendezvous in the Park Music and Arts Festival, and that the City Supervisor be granted the authority to waive such fees in the future at his/her discretion, or provide staff further direction.

Riedner stated that Council President Boland would like to have this agenda item come before the City Council since Rendezvous In The Park was initially a City funded event that later went onto a nonprofit board. The Board assumes the risks and utilizes the funding from the event to pay for the next year's event. Riedner has waived the fees in the past for sanitation and for the banner hanging over Main Street, but he needs permission granted to waive the alcohol and park fees. Not all non-profits are granted fee waivers. That type of request would need to come through Council for approval. Cindy Faircloth, co-chair of Rendezvous In The Park, was available for questions. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 3:47 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, August 26, 2019



RESPONSIBLE STAFF

David Schott, Assistant Parks and Recreation Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Harvest Park Concept Approval (ACTION ITEM) - David Schott

DESCRIPTION

Through a collaborative series of public park design workshops, residents, along with the design expertise of Bernardo-Wills Architects PC, developed a final design plan for the future Harvest Park. The 4.09 acre park property is located on the north side of Southview Avenue near the intersection of Highway 95 and Southview Avenue, across from the Grove Apartments. Council approved the 4.09 acre property parkland exchange and dedication agreement between Indian Hills Trading Company, LLC, and the City of Moscow on April 4, 2018, leading to a future specialized edible forest park. The vision for Harvest Park is a long-term dynamic landscape. This unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. This unique space will create a sense of place and community pride for the City of Moscow for generations to come. Harvest Park will include edible fruit and nut trees, shrubs, perennials and ground covers, an accessible pathway and parking, staging area, restrooms, viewing areas, and an amphitheater / educational area. Development funding for the park has not been determined as of yet as a design was a necessary starting point. Funding options could include general funds, grants, and/or donations. The City is anticipating strong community support for this project by way of donations and maintenance of Harvest Park. Harvest Park will be developed incrementally as funding allows over many years. With approval of the conceptual plan, it is anticipated that development of phase 1 will begin in 2021. The Parks and Recreation Commission and Tree Commission both unanimously voted to recommend the conceptual plan for Harvest Park at a special joint meeting held on July 10, 2019.

STAFF RECOMMENDATION

Approve the conceptual plan for Harvest Park.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the conceptual plan for Harvest Park, or provide staff further direction.

FISCAL IMPACT

N/A

PERSONNEL IMPACT

ATTACHMENTS

1. 08.20.19 PWF Harvest Park Conceptual Plan



COMMITTEE STAFF REPORT

DATE: Monday, August 26, 2019



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, James Fry, Police Chief

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

Walmart Grant - Shop with a Cop (ACTION ITEM) - Alisa Anderson / Ryan Snyder

DESCRIPTION

The Moscow Police Department is seeking approval to submit a request to the Walmart Foundation under their Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event to assist less fortunate children that live in Latah County to purchase gifts for their families for Christmas. This program will not only make resources available for children to purchase gifts, but will also encourage community collaboration among local businesses, families and law enforcement. If awarded the grant request, the event is scheduled to be held at the Moscow Walmart in early December 2019. The goal of the program is to have productive, personal interactions between law enforcement and local youth and to alleviate misconceptions and encourage positive change. The Shop with a Cop program will help reduce disconnect between children and law enforcement and facilitate an opportunity to have a positive impact on children who have not had a chance to meet and get to know a law enforcement officer. The Moscow Police Department will continue to collaborate with the elementary schools located in Latah County to organize a list of children and families to be selected for the event. Each child selected will be served a donated breakfast, paired with a law enforcement officer, and given a gift card to Walmart to purchase gifts for their family members as well as themselves. After gift selections are made, the children will be escorted to a designated area where Walmart employees will assist them in wrapping their gifts. Other law enforcement agencies such as the Latah County Sheriff's Office and the Idaho State Patrol will also participate in the event.

STAFF RECOMMENDATION

Recommend approval to submit a grant request to the Walmart Foundation Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event in Moscow, Idaho.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to submit a grant request to the Walmart Foundation Community Grant Program for \$2,500 to host the 4th annual Shop with a Cop event in Moscow, Idaho, or provide staff further direction.

FISCAL IMPACT

N/A

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. 2019 Walmart LCG

Walmart - Local Community Grants

Our local community grants are awarded through an open application process and provide funding directly from Walmart and Sam's Club facilities to local organizations in the U.S. Don't know how to determine your local facility? Don't worry, the application will assist you.

Guidelines

- Local Community grants range from a minimum of **\$250** to a maximum of **\$5,000**.
- Eligible nonprofit organizations must operate on the local level (or be an affiliate/chapter of a larger organization that operates locally) and directly benefit the service area of the facility from which they are requesting funding.
- The 2019 grant cycle begins **Feb. 15, 2019** and the application deadline is **Dec. 31, 2019**.
- Applications may be submitted at any time during this funding cycle. Please note that applications will only remain active in our system for 90 days, and at the end of this period they will be automatically rejected.
- Organizations may only submit a total number of 25 applications and/or receive up to 25 grants within the 2019 grant cycle.

Eligibility Checklist

Organizations applying must meet one of following criteria:

- An organization holding a current tax-exempt status under Section 501(c)(3), or (19) of the Internal Revenue Code, listed on the IRS Master File and conducting activities within the United States (excluding nationally sponsored organizations, such as American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network and United Way)
- A recognized government entity: state, county or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes
- A K-12 public or nonprofit private school, charter school, community/junior college, state/private college or university; or a church or other faith-based organization with a proposed project that benefits the community at large, such as food pantries, soup kitchens and clothing closets.

Selection Process

- Management at the facility to which you are applying will review the application and make initial funding recommendations on all submitted requests.
- Each facility manager may set the frequency and process in which application determinations are made.
- The facility manager and the grant administrator reserve the right to adjust the amount awarded to each organization without prior notice.
- Organizations will be notified of any decision via e-mail. All funding decisions are final.
- If an organization is approved, grant checks will be mailed directly to the recipient's address listed in the Cybergrant's profile for the organization. Please allow two to four weeks for delivery.
- In the event of being awarded a grant, organizations should contact the local facility from which funds were awarded in order to schedule a formal recognition event.

All grant applications are made subject to review of the organization's reputation and activities and its agreement to comply with applicable terms and conditions. Submission of an application does not guarantee funding.

[SUBMIT A LOCAL COMMUNITY GRANT APPLICATION](#)

COMMITTEE STAFF REPORT

DATE: Monday, August 26, 2019



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, James Fry, Police Chief

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

Idaho's Child Passenger Safety Grant Program (ACTION ITEM) - Alisa Anderson / Meagan Vincello

DESCRIPTION

The Moscow Police Department has participated in the Child Passenger Safety Grant Program since 2003 by applying for funding to purchase safety seats for children, and participate in teaching and hosting Child Passenger Safety Technician certification classes. The Moscow Police Department has been the lead agency and fiscal agent for the program since 2011 and has applied and received funding for purchasing child safety seats, training technicians and managing the distribution of child safety seats. The FY2020 funding requested will be submitted to the Idaho Transportation Department, Office of Highway Safety. The request will include funding to purchase child safety seats, training for new or recertification of child safety seat technicians, public events, and educational materials. The Moscow Police Department will contribute in-kind staff time and supplies for training during the award period for a total program cost not to exceed \$26,000.

STAFF RECOMMENDATION

Approve the proposed funding request to apply and accept an award under the Idaho's Child Passenger Safety Grant Program not to exceed \$26,000 from the Idaho Transportation Department, Office of Highway Safety.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the proposed funding request to apply and accept an award under Idaho's Child Passenger Safety Grant Program not to exceed \$26,000 from the Idaho Transportation Department, Office of Highway Safety, or provide staff further direction.

FISCAL IMPACT

In-kind contribution from Moscow Police Department.

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. FFY 2020 CPS Grant CCSR Attachment



FEDERAL FISCAL YEAR 2020 “FFY 2020”

IDAHO’S CHILD PASSENGER SAFETY

GRANT POLICIES AND PROCEDURES

Monies are made available by the Idaho Transportation Department Office of Highway Safety “OHS” through Sherry Jenkins, Occupant Protection Program Manager. All grant requests will be reviewed by Sherry Jenkins and Carma McKinnon, Statewide Coordinator of Idaho’s Child Passenger Safety Program.

All CPST training courses, partially or fully reimbursed with grant funds, will be coordinated through the Statewide Coordinator of Idaho’s Child Passenger Safety Program, Carma McKinnon.

A list of Acronyms is provided; see page 11.

1. FUNDING ELIGIBILITY

Grant requests should be from a school, government agency or non-profit [501(c)(3)] organization within Idaho that provides child passenger safety efforts intended to reduce the number of deaths and serious injuries to children resulting from traffic crashes on Idaho roads. They must be able to demonstrate their commitment to child passenger safety and ensure efficient and effective management of funds.

→ **Consistently providing reports to the ITD Office of Highway Safety and CPS Statewide coordinator is required.**

2. PROPOSALS ACCEPTANCE

Grant requests may be received by an organization anytime during each federal fiscal year of October 1 through September 30. This grant process is ongoing and will remain open as long as funds are available.

3. IMPORTANT DATES

FISCAL GRANT YEAR IS OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020	
SEPTEMBER 1, 2019 – OCTOBER 31, 2019	Grant proposals submitted Proposals submitted after 9/30/19 will be considered if all funds haven’t been allocated.
OCTOBER 1, 2019 – NOVEMBER 30, 2019	Notification of grant approval or decline.
JULY 31, 2020	All invoices for goods received or services performed on or prior to June 30th , must be received by Carma McKinnon, CPS Statewide Coordinator.
OCTOBER 31, 2020	All invoices for goods received or services performed between July 1st and September 30TH , must be received by Carma McKinnon, CPS Statewide Coordinator.
YOU MAY SUBMIT PERIODIC INVOICES FOR REIMBURSEMENT AS DELIVERABLES ARE MET. You do not need to wait until all deliverables are complete.	

4. PROPOSED PROJECT FOR YOUR COMMUNITY

The proposed projects must demonstrate a direct link to one or more of the following **goals** as the goals relate to your community:

PROGRAM GOALS:

1. Increase local community's knowledge of the proper use of child restraints by offering car seat safety checks and/or participating in child safety events.
2. Educate parents, caregivers and grandparents regarding the proper selection and installation of child passenger safety restraints.
3. Maintain and support the statewide network of child passenger safety technicians and inspections stations.
4. Use National Child Passenger Safety Week as opportunity to increase visibility of child passenger safety in Idaho.

5. FUNDING REQUEST AMOUNTS ALLOWED

You may submit a grant funding request from **\$500 - \$5,000 (Local Costs)**. OHS reserves the right to award an amount based on the grant request and/or funding availability. Make every attempt to include all anticipated expenses for the coming year. If applicable, see CPST Course and Event Costs for additional funding request.

Child Restraint Purchases:

- **Organizations requesting grant funding must provide an estimated number of restraints distributed during each year of 2017 and 2018. This information must be provided with Anticipated Local Costs in Grant Proposal.**
- Child restraint purchases can be MULTIPLE to accommodate the organization's storage capacity or financial restrictions; final amount of multiple purchases cannot exceed grant award amount.
- Organizations that provide restraints to other inspection sites within their community will receive ample funding awards to purchase restraints to store and give to inspection sites. Again, MULTIPLE purchases can be made however total amount of purchases cannot exceed grant award amount. Inspection sites distributed grant-funded restraints MUST BE LOCATED IN IDAHO.

CPST COURSE AND EVENT COSTS: If you intend to host a CPST training course, contact Carma McKinnon (208) 742 1683 to collaborate course with existing statewide schedule or to verify if similar courses are scheduled in or near your community. See Requirements for Courses for allowable expenses. Costs associated with training courses will be evaluated and awarded separately from Local Costs.

- CPST training opportunities must be offered to Idaho CPSTs and CPST candidates, CPST-Instructors and Instructor Candidates first. Place non-Idaho course attendees and instructors on waiting list.
- Grant-funded training courses must be available to any organization/individual interested in getting certified or recertified. Course is limitable based on number of instructors available (example: one instructor to five attendees based on course curriculum).

6. PROPOSED PROJECT COSTS

Make every attempt to include all anticipated expenses for the coming year. Costs that may be approved must relate to the implementation of strategies which address the program's **goals**. All projects must follow appropriate state and federal funding regulations. Each recipient certifies that the Child Passenger Safety grant will not be used to replace existing state or local funds, defined as supplanting.

7. GRANT PROPOSAL AND AGREEMENT REVISION

Original grant proposal may be revised. Revision request is required PRIOR to sub/grantee initiating or activating any revisions to the OHS approved proposal and agreement. Revision request must be submitted to Sherry Jenkins, ITD Office of Highway Safety, P.O. Box 7129, Boise, ID 83707-1129, or scan/emailed to sherry.jenkins@itd.idaho.gov. The revision will be effective the date it is approved and signed by the OHS Manager.

8. ALLOWABLE AND UNALLOWABLE COSTS

ALLOWED	NOT ALLOWED
- Child Passenger Safety Technician courses listed on "Requirements for Courses" document - SKWW registration fees for Fire/EMS/Law Enforcement personnel - CPST Instructor stipend ➔ Stipend defined as "...a fixed regular sum paid as an allowance." - Equipment and materials needed to conduct car seat inspections - Equipment and materials needed to conduct training - Convertible, combination, and booster car seats - Educational materials* - Car seat manufacturer CD - LATCH Manual(s) - limit the distribution of manuals to active car seat technicians who perform inspections on their own. Teams should have a couple available at inspection sites. - Car and booster seats (must meet FMVSS 213 standard) • distribution must target families with a demonstrated financial need • come with education provided by a certified car seat technician • be on a by-donation basis	- Food/refreshments (water and coffee allowed without prior approval)** - SKWW registration fees for non-Idaho course attendees - Office furniture - Gifts (no gift cards, flowers, etc.) - Entertainment - Construction - Promotional, give-a-ways, or branding items - Clothing - Wages for technician/instructor attending a class, training or car seat event ➔ Wage defined as "...a fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee." - Vehicle fuel expenses for an organization's car - Restraints purchased for car seat "loaner" programs - Infant car seats - Required "donations" or fees for car seat checks.

*Educational material examples: Safe Ride News publication and fact sheets, KIDZ DVD curriculum, Simple Steps to Child Passenger Safety DVD

**Contact Carma McKinnon, 208 742 1683, to discuss if food (or meals) is to be considered for training course. If food purchase is allowed for training course, requesting organization must pay for food and submit expense on reimbursement claim.

9. PROJECT REQUIREMENTS

Refer to the FFY 2020 Requirement for Courses to meet criteria to receive funding.

Other curricula may be used when different trainings are provided however it must be provided to and approved by the CPS Statewide Coordinator and the ITD Office of Highway Safety.

Evaluation summary of class and instructors are required on all classes and must be provided to the CPS Statewide Coordinator and the ITD Office of Highway Safety; class and instructor evaluation summaries required if class and/or instructors are partially or fully grant-funded.

Grant-funded child restraints must be provided by and installed by a certified car seat technician; recommend technicians use the Statewide CPS check list form for car seat checks. Grant-funded child restraints must also meet the Federal Motor Vehicle Safety Standard 213 (FMVSS 213). Restraints purchased for “loaner” programs will not be reimbursed. Example: Special Needs restraints. **If a parent or caregiver donates funds when provided a grant-funded child restraint, the donation or “handling fee” total amount must be reported as Program Income* on the 0259 voucher.** “Required donations” or required fees for distribution of grant-funded car seats not allowed.

*As noted under CFR §1200.34, “...program income shall be used to further the objectives of the program area under which it was generated.”

10. GRANT PROPOSAL PROCESS

Read these grant policies and procedures in their entirety before applying. Grant Proposal Example provided. Submit a letter of request which includes the following:

Generate your grant proposal including three sections:

- A) QUALIFICATIONS** = explain your organization’s involvement in child passenger safety (CPS) efforts. Include your work with traffic safety programs and experience managing public funds efficiently and ethically.
- B) DELIVERABLES** = explain expected results from grant and how it will support the program’s **goals** (see page 2 for program goals). Include how you will collect, analyze and evaluate your efforts in addition to estimated dates of courses, classes, etc.
- C) BUDGET** = a detailed list of funding requirements to complete the project.

Submit a signed copy of your proposal in **only one format** (mail, scan/email, or hand deliver – no faxes). Submit to Sherry Jenkins, ITD Office of Highway Safety, P.O. Box 7129, Boise, ID 83707-1129. GRANT PROPOSAL MAY BE SCAN/EMAILED ELECTRONICALLY TO sherry.jenkins@itd.idaho.gov

11. GRANT PROPOSAL APPROVAL OR DECLINE

A proposal approval or disapproval should be received within 30 days of submission. Contact Sherry Jenkins, (208) 334 4460, sherry.jenkins@itd.idaho.gov for status of grant proposal.

12. GRANT PROPOSAL REVIEW PROCESS

Grant proposals will be reviewed, evaluated, and approved by the CPS Statewide Coordinator and the ITD Office of Highway Safety based on Qualifications, Deliverables, and Budget. OHS reserves the right to table any grant request for further consideration or to obtain additional information.

13. SUBMITTING FOR REIMBURSEMENT

- Costs will be REIMBURSED; payments will not be made in advance.
- All costs/expenses will be paid for by the grantee and billed for reimbursement (including travel expenses at **the State of Idaho’s per diem rates and according to the attached APPENDIX D - TRAVEL AND PER DIEM REIMBURSEMENT document, pages 9 and 10**).
- For course expense reimbursements, course agenda and attendee list must be provided with claim documentation.
- Reimbursement paperwork may be submitted upon completion of a deliverable; or at the completion of the grant AND grantee must adhere to deadlines for reimbursements (below).

- If your organization hired an instructor for an event; your organization must pay him/her for all expenses (including travel, lodging, meals at state per diem) THEN submit for reimbursement through this grant process.
➔ CPST-Instructor travel expense reimbursement amount(s) must be reviewed and pre-approved by the Office of Highway Safety.
- The State of Idaho Voucher Form 0259 must be used with supporting documentation (receipts, etc.); identify your organization as “Vendor” or “Claimant”; include Federal Tax ID Number, and signature of authorizing organization official. *THE VOUCHER MAY BE USED FOR REPORTING PROGRAM INCOME.*
Completed claim with supporting documentation may be mailed or scan/emailed. If mailed, mail to CPS Statewide Coordinator for review (instructions on 0259 form). If scan/emailed, submit claim to the CPS Statewide Coordinator and the Office of Highway Safety.
Access to 0259 form: <http://apps.itd.idaho.gov/apps/formfinder2dmz>
- For reimbursement of travel expenses, Grantee must use their organization’s travel expense voucher.

IMPORTANT NOTE REGARDING TRAVEL REIMBURSEMENTS:

The following is derived from the Idaho State Controller’s Office Travel Policy, and is not all inclusive. For additional information, review Idaho’s policy in its entirety at:

<https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

Lodging

Reimbursement for reasonable lodging costs will be approved for in-state or out-of-state travel according to state guidelines. If it is feasible to travel home after the last meeting, no lodging will be allowed for that night. **Note:** *Reimbursement will not be made for travel and lodging expenses when leaving the home station earlier than reasonably necessary to meet an airport’s recommended pre-departure time.*

Timeframes for Partial Day per Diem Allowance

The amount of the Per Diem allowance for official State travel that does not involve an overnight stay, or for the first and last day of a multiple day trip, shall be calculated based on the percentages of the daily Per diem allowance as established by the State Board of Examiners.

- 1) 25% for breakfast (leave at 7:00am or earlier/return at 8:00am or later)
- 2) 35% for lunch (leave at 11:00am or earlier/return at 2:00pm or later)
- 3) 55% for dinner (leave at 5:00pm or earlier/return at 7:00pm or later)

14. GRANT PROCESS DOCUMENTS

- Idaho Transportation Department Invoice Voucher 0259; form may be accessed on <http://apps.itd.idaho.gov/apps/formfinder2dmz>
- State W-9/Direct Deposit form
- FFY 2019 Requirements for Courses
- Grant Proposal EXAMPLE

15. REIMBURSEMENT DEADLINES

Yes. All invoices for goods received or services performed on or prior to June 30th, **must be received by CPS Statewide Coordinator and the ITD Office of Highway Safety no later than July 31st.**

Invoices for goods received or services performed between July 1st and September 30th, **must be received by CPS Statewide Coordinator and the ITD Office of Highway Safety no later than October 31st.**

THE 0259 VOUCHER MAY BE USED FOR REPORTING PROGRAM INCOME.

16. OTHER GRANT REQUIREMENTS:

- A. Contractor/sub-grantee agrees to the CERTIFICATIONS AND ASSURANCES, Attachment 1 (pages 12-22), and will comply with the certification and assurances, as applicable.

-> ATTACHMENT 1 MUST BE SIGNED AND SUBMITTED WITH GRANT PROPOSAL.

- B. System for Award Management (SAM) is required when receiving federal awards or federal funds. This may be accessed at <http://www.sam.gov>

- 1) If it has not already done so, Contractor/sub-grantee shall obtain a Data Universal Numbering System (DUNS) number, which may be obtained from Dun and Bradstreet, Inc. (D&B) by telephone (currently 866-705-5711) or the Internet - currently <http://fedgov.dnb.com/webform>
- 2) Contractor/sub-grantee agrees it shall maintain current registrations in the System for Award Management (SAM) at all times during which it has active federal awards.
- 3) If ITD Office of Highway Safety discovers Contractor/sub-grantee, or its principals or affiliates, is disbarred, suspended, or ineligible from federal contracting, grant may be terminated immediately.

- C. MONTHLY reports that contain following minimum information:

- Number *and types* of car seats purchased with grant funds
- Number of car seat checks performed (please do not limit check number to grant-funded car seat distribution checks; include ALL car seat checks in report)
- Number *and types* of grant-funded car seats distributed
- Number of volunteer (and employee) hours dedicated to conducting checks
- Number of We Have A Little Emergency (WHALE) kits* distributed
- Number of Children's Hospital of Philadelphia Child Restraint Basics cards* distributed
- Other educational materials distributed
- Program Income (donations received)
- If applicable, training activity:
 - Promotion/support for training
 - Instruction provided
 - Number of participants

****WHALE kits and CHOP cards are available (English AND Spanish) at no cost, and can be requested from the ITD Office of Highway Safety.***

- D. If a parent or caregiver donates funds when provided a grant-funded child restraint, the donation or "handling fee" total amount must be reported as Program Income on the 0259 voucher.

➔ Include 0259 voucher with monthly report.

➔ ***THE VOUCHER MAY BE USED FOR REPORTING SOLELY PROGRAM INCOME.***

- ➔ **Monthly reports are due by the 15th of the following month.** Example: a report for January must be submitted no later than February 15th. **Consistently providing monthly reports to the ITD Office of Highway Safety and CPS Statewide coordinator is required.**

- E. If CPST course (Certification, CEU, Recertification/Renewal, Instructor Development, Special Needs) and/or Car Seat Sign-Off event is approved, and paid partially or fully with grant funding, class and instructor evaluation summary must be submitted to the CPS Statewide Coordinator within 15 calendar days of the course completion.

- F. A FINAL Report of the utilization of all grant funds to ITD Office of Highway Safety no later than October 31, 2020. Please note that final report must include an inventory of child restraints (location, and restraint make, model, and year manufactured) as of September 30, 2020.

REGION X, Sub-grantee:	
No. of Car Seats Purchased (Total)	_____
Types of Car Seats Purchased	_____
Infant	_____
Convertible	_____
Booster	_____
Special Needs	_____
No. of Car Seat Checks	_____
No. of Car Seats Distributed	_____
Inventory of Car Seats as of 9/30/17 (Total)	_____
Infant	_____
Convertible	_____
Booster	_____
Special Needs	_____
No. of WHALE Kits Distributed	_____
Expired Seats	_____
Number of volunteer hours	_____
Collaborative Partners (list):	_____
Educational/Outreach Materials Distributed?	Yes No
Promotional Items Distributed?	Yes No

➔ FINAL report must also include:

- All activities performed that met goals selected and objectives outlined in sub/grantee grant proposal. Examples: CPS educational activities attended and/or held in local community, educational and/or promotional materials distributed, local educational classes held for parents and caregivers, participation in National CPS week, etc.
- List of inspection sites provided grant-funded child restraints, and quantity provided each inspection site.
- Grant-funded child restraints distributed at car seat events held in Idaho.

17.FINAL REIMBURSEMENT

YOU MAY SUBMIT PERIODIC INVOICES FOR REIMBURSEMENT AS DELIVERABLES ARE MET. You do not need to wait until all deliverables are complete.

Refer to the [Reimbursement Deadlines](#) section.

Your documentation must include the following:

- Signed 0259
- Proof of payment
- Supporting documents (invoice, travel expense voucher, receipts, etc.)
- Class and instructor evaluation summary results (if applicable)

Failure to submit correct and complete reimbursement documents may result in non-payment.

NOTE: If your organization hired an instructor for an event, your organization must pay him/her for all expenses (including travel, lodging, and meals at state per diem) THEN submit for reimbursement through the grant process.

18. OTHER IMPORTANT INFORMATION

MONTHLY REPORTS

In the event an organization chooses not to apply for grant funding but has grant-funded restraint and educational material inventory from a previous grant year, monthly reports must be completed and submitted during current grant period. If an organization does not submit its monthly reports on a timely basis, the lack of reports may affect the organization's subsequent FFY grant award.

CAR SEAT DISTRIBUTION AND DONATION

Grant-funded car seats may not be provided or distributed to non-Idaho inspection sites or CPSTs located outside Idaho. "Required donations" or required fees for distribution of grant-funded car seats not allowed. Donation can be requested however, if parent/caregiver cannot afford the donation, provide them a pre-addressed envelope and request they send a donation on their next pay day.

IDAHO STANDARDIZED CAR SEAT CHECKLIST FORM

If your organization is awarded funds to host a CPST course, the Idaho standardized car seat checklist form must be presented at the course. Presentation must outline purpose of the form and its benefits.

AGREEMENT DISPUTE RESOLUTION

Disputes arising under this agreement shall be resolved by a panel consisting of one representative of the ITD Office of Highway Safety, one representative from your organization and a mutually agreed upon third party. This dispute panel shall thereafter decide the dispute with a majority prevailing.

LIABILITY WAIVER

The Organization receiving Child Passenger Safety (CPS) grant funds understands and agrees that the sole purpose of CPS grant funds is to help reduce the incidence of improper child safety seat installation; that any inspection provided in association with a program receiving CPS grant funds is provided by the Organization as a free educational service and not an evaluation of the quality, safety or condition of the child safety seat, child safety seat provided or any component of any vehicle involved in the inspections. The Organization releases Idaho Transportation Department by and through the State of Idaho, its officers, agents and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorney's fees and suits whatsoever caused by or arising out of Organization's negligent or wrongful performance, acts or omissions under the grant program or Organization's failure to comply with any state or federal statute, law, regulation or rule. Nothing contained herein shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby expressly reserved.

AGREEMENT TERMINATION

Either party may terminate this agreement upon (30) days of written notice to the other party. In the event of termination of this agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination. In the event of termination of this agreement, all remaining grant-funded seat and materials inventory must be returned to the ITD Office of Highway Safety.