TERMS AND CONDITIONS FOR FISCAL YEAR 2027
OFFICE OF HIGHWAY SAFETY PLANNING
FUNDED CHILD PASSENGER SAFETY TRAINING

Grantee (Project Director)	
Course type	
Projected Budget*	
Certification fees	
Counties	
Approved dates	
Changes to application	

**Some supplies will be supplied by the Michigan Office of Highway Safety Planning (OHSP), if necessary.*

The conditions listed below apply to all Child Passenger Safety (CPS) training grant awards from the OHSP for the Fiscal Year 2027. The Project Director (PD) must sign and date this agreement before course finalization takes place. Please return the form to Kara Rueckert via email at RueckertK1@michigan.gov ***no later than February 10, 2027.***

Training activities shall not begin before March 1, 2027, and must be completed by September 10, 2027.

PROJECT DIRECTOR RESPONSIBILITIES
The PD must either be the Lead Instructor teaching the course or work closely with the Lead Instructor. The PD must assume responsibility for all services included in the proposal. The OHSP will consider the PD to be the sole point of contact regarding all course-related matters. This includes, but is not limited to, recruiting students, securing a location, providing invoices and receipts, and ensuring all other instructors abide by all conditions laid out in this agreement.

COURSE ENROLLMENT
Courses must have a minimum of 11 students formally enrolled in the Safe Kids Worldwide (SKW) system 10 calendar days prior to the first day of class or the course will be cancelled. There are no exceptions to this requirement.

Written confirmation of the number of students registered must be provided to the OHSP no later than 10 days prior to the first day of class. This must be provided in the form of an official roster from the SKW website.

Students will be limited to ONE OHSP-funded certification and ONE renewal class registration throughout the course of their certification.

CURRICULUM
The Safe Kids Worldwide certified CPS Technician Certification and Certification Renewal Course curriculums must be used for all CPS Certification and Certification Renewal courses, respectively.

The PD must ensure all CEU course curriculums are approved for no less than either six CEU credits by SKW or three CEU credits paired with a seat check where students have sign-off opportunities. Renewal courses must include a minimum two-hour car seat check component to allow the instructors time to observe the students' interaction with caregivers.

INSTRUCTOR TO STUDENT RATIO
Courses must have a minimum of 11 students formally enrolled for courses to take place. Instructor stipends will be honored based on the SKW recommended instructor to student ratio of 5 to 1. Additional instructors will not be paid unless the ratio is met with registered students 10 days prior to the start of the class. The OHSP will only reimburse instructors based on this ratio, with no exceptions.

The PD may select one instructor for the course. If the PD is not the Lead Instructor, the PD must select the Lead Instructor. If more than 11 students are enrolled and additional instructors are required, the PD must offer the opportunity to teach to those instructors with a low number of teaching hours. The OHSP will provide a list of instructors to contact.

PROJECT CONTROL AND REPORTS
The PD will carry out project activities in consultation with and the approval of the OHSP. The OHSP Occupant Protection (OP) Program Coordinator will be the OHSP point of contact for the PD.

The PD must submit a summary of activity and financial report upon course completion in accordance with the OHSP-provided reporting deadline outlined under Payment Schedule. Failure to submit these reports by the OHSP-provided deadlines may delay or void payment and negatively impact future funding awards from the OHSP.

PAYMENT SCHEDULE
Instructors will need to create SIGMA account at www.michigan.gov/SIGMAVSS to be reimbursed through the State of Michigan. Name and Address ID on the invoice MUST match that in the electronic state system. Please ensure instructors verify their contact information in the State payment system prior to the class.

Within 10 days of course completion, the PD must submit the following through the OHSP's electronic grants system, MGX. To submit a reimbursement request, please go to https://mgx.intelligrants.com/IGXLogin

- Reimbursement Request
- Course roster
- Course agenda, with instructor teaching hours
- Each student's signed CPS Certification Course Information and Agreement
- Evaluation forms
- Event summary including total budget spent
- Receipts for any meals paid for during the course
- Any other documents requested by the OHSP, if any

Additional instructors for the course must submit the first three items above before their request can be reviewed. All expenses exceeding those listed above must have prior approval from the OHSP.

Invoices will be processed and payment will be made directly to the instructor or agency indicated on the Invoice tab in MGX, as verified by the SIGMA ID and Address ID provided by the submitter. Invoices submitted more than 10 days after class completion may not be paid.

ALLOWABLE EXPENSES
Travel expenses for instructors must receive prior approval from the OHSP and will include:

- Mileage to and from the course location and overnight hotel accommodations
    - Maps of travel route with mileage shown must be included (Google Maps or Mapquest)
    - Reimbursement can only be paid if a personal vehicle is used
- Overnight hotel accommodations
    - Reimbursed at the current approved State of Michigan Travel Reimbursement Rates (DTMB Travel Services: https://www.michigan.gov/dtmb/services/travel)
    - Allowable if the instructor is traveling more than 60 miles from the instructor's home and the training location is not the instructor's assigned work site
    - Hotel rates should be tax exempt; a tax exemption letter will be provided by the OHSP upon request
    - Receipt with name, dates of stay, and nightly rate must be provided
- Meal reimbursement for meals not provided by the course
    - Reimbursed at the current approved State of Michigan rates

Stipend limits for classes:

- PD/Lead Instructor stipend for technician certification course may be up to $1,500 per 32-hour class.
- Instructor stipends for technician certification courses may be up to $1,200 per 32-hour class.
- Instructor Candidate or Lead technician stipends for technician certification courses (limit one per class) may be up to $500 per 32-hour class.
- PD/Lead Instructor stipend for a one-day CEU or renewal courses is up to $500, including planning time.
- Instructor stipends for a one-day CEU or renewal course is up to $300, including planning time.

ADDITIONAL FEES

The OHSP will pay SKW certification fee for all first-time students enrolled in an OHSP-funded CPS certification course using the purchase order process.

Technicians may only attend one OHSP-funded CPS certification renewal course. Renewal fees for technicians are not covered by the OHSP.

Meals during class hours may be covered by each attendee on their own, or by the OHSP. If covered by the OHSP, current approved State of Michigan rates must be used. Receipts for meals purchased for class must be attached to the final submission in MGX. Anything above the maximum approved pre-arranged per person group meeting breakfast and/or lunch rates will be denied.

CAR SEATS

Car seats used for post-certification course car seat check events must be acquired using the OHSP Community Car Seat Distribution Program. Reimbursement requests for seats purchased outside of the OHSP Program will not be honored, except for specialty seats required for teaching the class that are purchased with prior approval from the OHSP. Training car seats purchased for use during this course must be made available to other instructors for future training courses.

PURCHASING

Prior written approval from the OHSP, is required for all purchases. Receipts for all supply and operating purchases must be added to the reimbursement request and proof of manufacture location may be requested. No purchase over $5,000 is allowable.

ADDITIONAL REQUIREMENTS

Representatives of the OHSP reserve the right to visit any grant-funded class at any time, with or without prior notice.

The PD is responsible for ensuring timely communication with the OHSP. Emails and phone calls should be returned as soon as possible.

Any questions regarding this agreement, any classes, or additional funding should be directed to the OHSP OP Program Coordinator.

Instructors taking part in any OHSP-funded courses must have their SKW profile contact information available to the public and CPS technicians to provide assistance.

PD must make every effort to plan a seat check event in each OHSP-funded certification course county within 18 months of course completion to provide students who participated in the course assistance in obtaining their seat sign-offs required for recertification.

I, _____, agree to the above conditions as a requirement of receiving training
(Project Director Name)

grant awards for Child Passenger Safety training. I understand failure to comply with the above conditions may result in denied reimbursement of expenses and/or disqualification from future grant opportunities.

_____ _____
Project Director Signature Date