



CHILD PASSENGER SAFETY MINI-GRANT

**THIS GRANT OPPORTUNITY IS FUNDED THROUGH
THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY AND
THE MATERNAL AND CHILD HEALTH PROGRAM**

RELEASE DATE: FRIDAY, OCTOBER 21, 2011

CLOSING DATE: FRIDAY, NOVEMBER 18, 2011

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OFFICE OF INJURY PREVENTION,
CHILD PASSENGER SAFETY MINI-GRANT
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OFFICE OF INJURY PREVENTION, CHILD PASSENGER SAFETY MINI-GRANT

Background	In 2011 The Department of Public Health (DPH) was created as a separate department from DCH. Within DPH, Office Of Injury Prevention fulfills a vital mission to prevent injuries by empowering state and local coalitions through the provision of data, training, and leadership, and the leveraging of resources for prevention programs.
Purpose	<p>The purpose of the Child Passenger Safety Mini-Grant is to assist local level health agencies in reducing motor vehicle-related morbidity and mortality in Georgia's children by:</p> <ul style="list-style-type: none"> • Reinforcing the importance of the proper use of car seats, booster seats, and seat belts. • Increasing the availability of information about the proper seating positions for children in air bag equipped motor vehicles. • Providing car seats and booster seats to families with an identified financial need. (<i>Over 50% of children born in Georgia receive Medicaid benefits.</i>)
Program Overview	<p>The Department of Public Health, Office Of Injury Prevention (OIP) has partnered with the Governor's Office of Highway Safety (GOHS) and the Maternal and Child Health Program in DPH's in an effort to combat preventable death and injury to children on Georgia's highways. This project coordinates a child safety seat education and distribution program for health agencies in over 135 of Georgia's 159 counties. The goal of OIP involvement is to facilitate this statewide Child Passenger Safety (CPS) program. With the assistance of the OIP, local level health agencies can implement and improve their CPS program with minimal time and monetary investment while providing a valuable community outreach.</p> <p>In addition to providing on- and off-site support for the county level CPS programs, OIP staff will coordinate the purchase and delivery of child safety seats to health agencies.</p>
Grant Funding	Child safety seats are available as a Mini-Grant to local health agencies through the Office of Injury Prevention. This Mini-Grant is made possible by funding from the Governor's Office of Highway Safety and the Maternal and Child Health Program.
Program Eligibility	To be considered for the Child Passenger Safety Mini-Grant, health agencies must complete the Mini-Grant Application contained in this packet and all other required forms.
Deadline for Submission	APPLICATIONS MUST BE RECEIVED BY FRIDAY, NOVEMBER 18, 2011. (<i>Applicants will receive a confirmation of receipt of application via e-mail. If you do not receive this confirmation, please contact the OIP to ensure that your organization's application has been received.</i>)
Awards	Mini-Grant awards will be announced by January 9, 2012. Awardees will receive an initial supply of child safety seats within two to three weeks. Each organization that receives seats as part of the Mini-Grant must confirm receipt of the seats by sending an e-mail to injury@dhr.state.ga.us that includes the quantity of each type of car seat and/or booster seat received. Additional child safety seats can be requested as a participating agency distributes their initial supply.

MINI-GRANT GUIDELINES

AVAILABLE RESOURCES

Agencies selected to participate in this program will receive the following:

- Child safety seats (car seats and booster seats)
- Technical assistance with local program implementation, administration and reporting;
- Additional help with building local coalitions and program improvement;
- Training or referral to training for staff interested in becoming a certified CPS Technician and also for staff needing to recertify to maintain CPS technician status;

We encourage participating agencies to actively seek out resources from other agencies to support this program (e.g., other grant opportunities, personal donations, Lions Club, Rotary Club, Kiwanis, etc.).

PROGRAM ELIGIBILITY

Applicant Organization

Local health agencies are eligible to apply for the CPS Mini-Grant. For the purposes of this Mini-Grant, local health agencies are defined as local health departments, emergency medical service agencies, fire departments, and district health offices. Another community agency or organization may coordinate the local CPS program, but one of the above-mentioned health agencies must sponsor the application as the applicant organization.

District Health Offices may coordinate and support this program; however, program implementation and reporting must be done at the county level. District Health Offices are encouraged to coordinate the grant for their District. Implementation among the various counties within the district should be clearly articulated in the District application.

Certified Child Passenger Safety Technician(s)

Applicants must have a certified Child Passenger Safety (CPS) technician on staff or a letter of support indicating that a certified CPS technician within their community will conduct the educational classes and inspection station. Applicants are encouraged to collaborate with other organizations in their community that have certified CPS technicians available to check child safety seats after the educational classes and during inspection station hours. These collaborative partners could include individuals from community organizations such as health departments, law enforcement, EMS, fire departments, hospitals, and/or family / women's centers but may also include any other CPS technician currently certified by Safe Kids Worldwide.

The Georgia Traffic Injury Prevention Institute (GTIPI), also funded by the Governor's Office of Highway Safety (GOHS), regularly offers the CPS Technician Certification Class. If you would like a member of your staff or coalition to attend to enhance your ability to support this program, please go to GTIPI's website www.ridesafegeorgia.org or call GTIPI at 678-413-4281 or 1-800-342-9819 for more information about upcoming courses. For information on CPS Technician Certification Classes offered by other organizations that may be available in your area, go to <http://cert.safekids.org/> and click on "Find a Course."

Certification for CPS Technicians is valid for two years. CPS Technicians should refer to <http://cert.safekids.org/> for details about the recertification requirements and process. Briefly, CPS technicians must complete the following during the two-year cycle in order to recertify.

- Five (5) verified seat checks
- Community education (one two-hour check up event or four hours of community education)
- Six (6) CPS continuing education units (CEUs). Online and in-person courses are available to assist CPS Technicians in obtaining the required CEUs. More information can be found at www.ridesafegeorgia.org, www.cpsboard.org and <http://cert.safekids.org/>
- Register and pay recertification fee before current certification expiration date

MINI-GRANT GUIDELINES

The OIP is committed to helping CPS Technicians maintain their certification. If you need assistance with completing the recertification requirements or with logging your information into the Safe Kids Certification Management Web site, please contact the OIP at 404-679-0500.

PROGRAM REQUIREMENTS

Child Passenger Safety Educational Class (es)

Applicants must hold at least one educational class per month. The length of CPS education classes may vary; however, classes should be at least 30 minutes. Use of the standardized curriculum developed and distributed by the OIP is recommended. The OIP will provide lecture notes and an electronic copy of the curriculum (available in English and Spanish along with a Booster Seat presentation) on a CD to all Mini-Grantees.

- In conjunction with these educational classes, child safety seats should be distributed to financially eligible individuals who otherwise could not afford a seat and do not have a seat for their child.
- Participating agencies may not charge clients for child safety seats provided through this mini-grant program.
- Participating agencies may choose to charge a fee not to exceed ten dollars (\$10) for the class to cover internal costs. By generating program income, your organization may be subject to a program audit.
- Only a certified CPS technician can provide in-vehicle instruction on seat installation to a parent/caregiver following the educational class. When possible, child safety seats checked during or following the education class should receive a final check by another certified CPS technician.

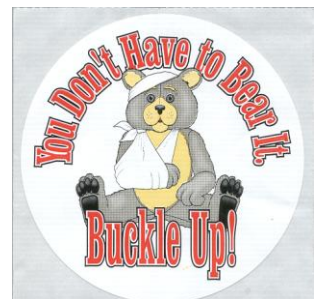
Child Safety Seat Distribution

- Child safety seats received by health agencies through this taxpayer-funded program must go to parents or caregivers for their children who otherwise could not afford a seat and do not have a seat for their child.
- Participating agencies must use a standard protocol for determining client eligibility, e.g., presentation of a WIC, Medicaid or PeachCare card, or other standard financial eligibility criteria used by the health agency, to determine whether a parent or guardian is eligible to receive a child safety seat.
- In support of the OIP's child safety seat program evaluation, staff must place a "You Don't Have to Bear It" Teddy Bear Sticker on each child safety seat received through this program before giving the child safety seat to an eligible parent or caregiver.

Teddy Bear Sticker (TBS) Program

We encourage participating agencies to work within their community to ensure that at least one local emergency response agency (i.e. law enforcement, EMS, or fire department) is participating in the Teddy Bear Sticker program.

By reporting when a child safety seat has been involved in a crash, you help the OIP document serious injuries prevented and children's lives saved as a result of this program. Collecting this data is essential to justify future funding for this program.



- Agencies can participate in the Teddy Bear Sticker Program by completing the Fax Back Form for each motor vehicle crash involving a stickered car seat or booster seat.
- Complete separate forms for each stickered seat and fax the form(s) back to OIP.
- Child safety seats with Teddy Bear Stickers are eligible for replacement through the TBS Program.
- The OIP also provides safety incentive items for all Fax Back Forms received. Safety incentive items include bike helmets, smoke alarms, carbon monoxide detectors, educational coloring books, safety brochures, buckle up stickers, and buckle up bears.

MINI-GRANT GUIDELINES

Child Safety Seat Inspection Station

Applicants are strongly encouraged to offer an inspection station at least one hour per month to instruct caregivers on child safety seat installation at their vehicle. If an agency is unable to offer a regularly scheduled inspection station, child safety seat inspections should be made available by appointment.

PROGRAM COMMUNICATION, REPORTING AND DOCUMENTATION

- An e-mail address for the CPS Coordinator must be provided. E-mail will be the main method of communication concerning grant activities.
- Each participating agency will be assigned a username and password to access the OIP's electronic grants management system (www.health.state.ga.us/CPS). All participating organizations will use the electronic grants management system to submit brief monthly reports and requests for additional child safety seats. Monthly reports are due by the 5th of the month. Monthly reports document the number of child safety seats distributed, the number of classes held, inspection station hours, and any public information and educational materials disseminated. If the agency was unable to hold the mandatory monthly class, the reason for this should be documented in the monthly report. The monthly reports permit the OIP to provide additional resources and/or assistance based on communicated needs.
- The program clients and the certified CPS technician must complete a Child Passenger Safety Checklist for each seat that is checked (**See Page 13**). A copy of the completed form will remain on file at the health agency, and this information must be stored in accordance with HIPPA.
- The participating agency must also maintain records documenting each client's eligibility (i.e. WIC, PeachCare, Medicaid, etc.) and must store that information in accordance with HIPPA.
- The OIP develops quarterly press releases to increase awareness of life saving benefits of car seats, booster seats, and safety belts. These press releases are approved by GOHS and DPH Communications and are disseminated to the media statewide as well as all Mini-Grantees. We encourage each agency awarded the Mini-Grant to take part in these quarterly media campaigns and share the press releases with their local media contacts.

CPS MINI-GRANT AWARDS

Mini-Grant awards will be announced by January 9, 2012. Awardees will receive an initial supply of child safety seats within two to three weeks.

- **Maximum initial allotment is a total of 50 child safety seats.** Agencies supporting multiple counties may request more than 50 seats.
- The OIP may adjust the number of seats awarded based on the agency's reported inventory and/or the number of counties participating in the program.
- Each organization that receives seats as part of the Mini-Grant **must** confirm receipt of the seats by sending an e-mail to injury@dhr.state.ga.us that includes the quantity of each type of car seat and/or booster seat received.

Supplemental child safety seats can be requested as a participating agency distributes their initial supply of child safety seats.

- The agency must submit a Supplemental Seat Request via the OIP's electronic grants management system which indicates the number(s) and type(s) of additional seats requested. The request must be submitted by the 5th of the month in order to receive seats by the end of that month.
- The agency must be in compliance with the monthly reporting requirement (i.e. reports must be current and submitted in a timely manner) in order to request supplemental seats.
- **A maximum of 8 of each type of seat may be requested.** The agency should have no more than 8 of any type of seat(s) requested in inventory before placing an order for supplemental seats.
- The number of seats awarded will be determined through the agency's communication with OIP staff and through program monitoring.

MINI-GRANT APPLICATION

OFFICE OF INJURY PREVENTION'S CHILD PASSENGER SAFETY MINI-GRANT APPLICATION FORM

Instructions: Complete all sections of this application and submit to the Injury Prevention Program no later than 4:00 PM EST, Friday, November 18, 2011.

SECTION I. CONTACT INFORMATION

Date of Application:

Applicant Organization:

Type of Health Agency (check one): County Health Dept. EMS Agency Fire Dept. District Health Office

Address:

Address 2 (e.g. suite):

City:

State:

ZIP Code:

County(ies) covered by this application:

Organization Representative

Name:

Title/Position:

Phone:

Fax:

E-mail:

Child Passenger Safety Coordinator (If different from Organization Representative. The person who will receive all correspondence for the program and implement the information, regulations and program goals.)

Name:

Title/Position:

Phone:

Fax:

E-mail:

SECTION II. PROGRAM ELIGIBILITY

1. CERTIFIED CHILD PASSENGER SAFETY (CPS) TECHNICIAN

We have at least one certified CPS technician on staff in our agency.

How many certified CPS technicians are currently on staff at your agency? _____

We will use the services of a certified CPS technician(s) from a partner agency or program within our community.

How many certified CPS technicians from partner agencies are available to assist with your CPS program? _____

You MUST submit a copy of each certified CPS technician's card with your application. Copies of certification may be obtained by logging on to <http://cert.safekids.org/> and following these steps: Click on "Log In". Then click "Click here to Log In" for CPS Tech/tech to be". Enter the CPS technician's User Name and Password and under Action Items, click on "Click here for Your Wallet Card/Certificate (pdf)."

Name of Technician:

Certification Number:

Agency:

Expiration Date:

Name of Technician:

Certification Number:

Agency:

Expiration Date:

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Name of Technician:	Certification Number:
Agency:	Expiration Date:
Name of Technician:	Certification Number:
Agency:	Expiration Date:

2. CHILD PASSENGER SAFETY EDUCATION CLASS(ES)

Please estimate how often your organization will hold a child passenger safety education class (es) of at least 30 minutes per class.

- _____ times per Month Week
 One-on-one classes by appointment
 Other (please explain):

_____ # of attendees anticipated for each class (Note: At least one CPS technician per five car seats is recommended.)

3. CHILD SAFETY SEAT INSPECTION STATION (recommended)

Please estimate how often your agency will operate a child safety seat inspection station(s).

- We will have a regularly scheduled inspection station (e.g., 1-4pm every third Wednesday of the month)
 Please specify _____
 We will have flexible inspection station hours in increments of at least one-hour, totaling _____ hours per month.
 We will offer child safety seat inspections by appointment
 Other (please explain):
 No inspection station (please explain):

SECTION III. LOCAL PROGRAM ADMINISTRATION AND COLLABORATION

1. Please indicate the criteria your agency will use to determine financial eligibility in order to ensure that the neediest clients receive child safety seats through this program.

Check all that apply:

- PeachCare eligible
 WIC eligible
 Medicaid eligible
 Other (please specify): _____

2. How will your agency reach high-risk populations? Please write one sentence explaining how your agency will refer parents to the child safety seat education course. Example: Our WIC coordinators will provide child safety seat course referrals.

3. How will your agency facilitate the child safety seat program? Please write a few sentences explaining how your agency will conduct the classes/inspection stations. (e.g.; *Our health department will partner with the CPS technicians at the EMS to provide a 1-hour course with in-vehicle instruction after the classroom training.*)

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4. Participating agencies are encouraged to build a local coalition and collaborate with other community organizations interested in child passenger safety to support this program. Collaborative partners could include health departments, DFCS, law enforcement, EMS, fire departments, judicial systems, hospitals, family / women's centers, Head Start, or other local child advocacy centers. In addition, any other currently certified CPS technician could support the program.

Are letters of support attached to this application from other local agencies that will assist with or support the child safety seat program? Yes No

If yes, how many letters of support are attached? _____ (up to 3)

Note: Letters of support should indicate how the organization will assist with the program (i.e. provide referrals; provide certified CPSTs or other staff / volunteers to assist with classes and/or inspection stations; etc.). Agencies are strongly encouraged to include health departments, law enforcement, EMS, fire departments, DFCS and other local child advocacy centers in the collaborative effort.

SECTION IV. PAST MINI-GRANT INFORMATION

1. Has your organization previously received this Mini-grant? Yes No

If yes, does your organization have any child safety seats remaining from previous years? Yes No

2. Please indicate the number and type of child safety seats your organization has remaining from previous years?

_____ Convertible Seats (Rear-facing and forward-facing)

_____ High Back Booster Seats

_____ Combination Seats (Forward-facing with harness and booster)

_____ No Back Booster Seats

3. Did your local emergency response agencies (i.e. law enforcement, EMS or fire departments) submit any Teddy Bear Sticker forms in the previous grant year? Yes No

If yes, please list the organization(s) that participated:

V. CHILD SAFETY SEAT REQUEST

The initial grant award will be limited. **The maximum initial grant is a total of 50 child safety seats.** Agencies supporting multiple counties may request more than 50 seats.

1. What is your initial request for child safety seats? Please request even numbers of seats only.

_____ Convertible Seats (Rear-facing and forward-facing)

_____ High Back Booster Seats

_____ Combination Seats (Forward-facing with harness and booster)

_____ No Back Booster Seats

VI. SHIPPING INFORMATION FOR RECEIVING CHILD SAFETY SEATS

Name:

Address (may not be a P.O. Box):

Address 2 (e.g. suite):

City:

State:

Zip Code:

Phone:

Fax:

E-mail:

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VII. PROGRAM ADHERENCE AND DOCUMENTATION

I/we have read the document titled "Application and Grant Guidelines". I/we agree to adhere to the program guidelines and provide the appropriate documentation as outlined in the "Application and Grant Guidelines" in a timely manner. This documentation includes the required monthly report and the supplemental seat request form or Teddy Bear Sticker form, as needed. Additional documentation that will be completed and kept at the local health agency includes a child passenger safety checklist and waiver form for each seat checked/distributed and documentation on how each client met financial eligibility requirements to receive a child safety seat. This information must be stored in accordance with HIPPA.

I/we have obtained all of the necessary letters to support for this application and have demonstrated an ability to reach high-risk populations and facilitate an effective child passenger safety program.

The individual who is responsible for implementing this program at the health department/EMS and their supervisor must sign this application in order for the application to be considered.

SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

MINI-GRANT APPLICATION

TERMS AND CONDITIONS

Indemnification

Contractor's Indemnification Obligation. The Contractor agrees to indemnify and hold harmless the State Government Tort Claims Fund, the Department, and its officers, employees, agents, and volunteers (collectively "Indemnified Parties") from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, related to or arising from:

- (i) Any breach of the Contract;
- (ii) Any negligent, intentional, or wrongful act or omission of the Contractor or its employees, agents, or subcontractors;
- (iii) Any failure of Goods and Services to comply with applicable specifications, warranties, and certifications under the Contract;
- (iv) The negligence or fault of the Contractor in design, testing, development, manufacture, or otherwise with respect to the Goods and Services provided under the Contract;
- (v) Claims, demands, or lawsuits that, with respect to any goods that may be furnished under this Contract, allege product liability, strict product liability, or any variation thereof;
- (vi) The Contractor's performance or attempted performance of the Contract, including any employee, agent or subcontractor utilized or employed by the Contractor;
- (vii) Any failure by the Contractor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Georgia or the United States;
- (viii) Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or
- (ix) Any failure by the Contractor to adhere to the confidentiality provisions of the Contract.

Compliance with the Law. The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders now or hereafter in effect when performing under the Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or contractors. The Contractor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding

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business permits and licenses that may be required to carry out the work performed under the Contract. Contractor and Contractor's personnel shall also comply with all State and Department policies and standards in effect during the performance of the Contract, including but not limited to the Department's policies and standards relating to personnel conduct, security, safety, confidentiality, and ethics.

Third Party Beneficiaries. There are no third-party beneficiaries to the Contract. The Contract is intended only to benefit the State and the Contractor.

Choice of Law and Forum. The laws of the State of Georgia shall govern all matters arising out of or in connection with this Contract without regard to the choice of law provisions of State law. In the event any civil action is commenced in connection with this Contract, such civil action shall be brought in the State or Superior Court of Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to the State.

BY SIGNING THIS AGREEMENT, I THE UNDERSIGNED ACKNOWLEDGE AND AGREE THAT:

- I have received, read, and understand this form.
- I agree to comply with each provision on this form.

Agency Name

Authorized Representative

Printed Name

Date

MINI-GRANT APPLICATION

SHIPPING INFORMATION			
Name:			
Shipping Address:			
Shipping Address 2:			
City:	State: GA	ZIP Code:	County:
Phone:		E-mail:	
REQUESTED ITEM	QUANTITY	CHECK BOX	
2012 Educational Curriculum Presentation and Booster Seat Presentation (provided in English and Spanish) CD format & Notes - NEW	1	<input checked="" type="checkbox"/>	
2011 LATCH/Tether Manual (ONLY if you do not have a current LATCH Manual)	1	<input type="checkbox"/>	
GTPi's 2011/2012 CPS Training Schedule Brochure	1	<input checked="" type="checkbox"/>	
Sammy's Safety Coloring Books - English	25	<input type="checkbox"/>	
Sammy's Safety Coloring Books - Spanish	25	<input type="checkbox"/>	
NEW GA CPS Law brochure (English Only)	25	<input checked="" type="checkbox"/>	
USAA "Installing Child Safety Seats" Booklet	25	<input type="checkbox"/>	
"Car Safety Seats - It's Safe It's the Law" Brochure - English	25	<input type="checkbox"/>	
"Car Safety Seats - It's Safe It's the Law" Brochure - Spanish	25	<input type="checkbox"/>	
2012 Fact Sheets (SafetyBeltSafe) (available March 2012)	1	<input type="checkbox"/>	
You Don't Have to Bear It - Teddy Bear Stickers (to be placed on each child restraint)	100 / roll	<input checked="" type="checkbox"/>	
Buckle Up or SPLAT Stickers	100 / roll	<input type="checkbox"/>	
Silver Permanent Marker (Used to mark CRs with agency name, Identification #s, and/or "Not for resale")	1	<input type="checkbox"/>	
Pre-cut Pool Noodles	8	<input type="checkbox"/>	
Child Passenger Safety Checklist Forms (50 sheets - Padded)	1 set	<input checked="" type="checkbox"/>	
FOR DPH USE ONLY: Date filled _____ / _____ / _____ MM DD YYYY			

MINI-GRANT APPLICATION

OFFICE OF INJURY PREVENTION'S CHILD OCCUPANT SAFETY MINI-GRANT APPLICATION CHECKLIST

Organization Representative:

Applicant Organization:

Address:

Address 2:

City:

State: GA

ZIP Code:

County(ies) covered by this application:

Phone:

Fax:

E-mail:

Applications are due on or before Friday, November 18, 2011. Your organization will receive a confirmation of receipt of application via e-mail. If you do not receive this confirmation, please contact the Office of Injury Prevention @ 404-679-0500 to ensure that your organization's application has been received. Mini-Grant awards will be announced by January 9, 2012. The initial supply of child safety seats will be delivered within two to three weeks.

All Applicants

- Completed Mini-Grant Application and Terms and Agreement with all required signatures
- Copies of each CPS technician's certification card
- Attached letters of support from other local agencies that will assist with or support the program
- Completed the Public Information and Educational Tools Order Form

Applications must be submitted to the Office of Injury Prevention no later than 4:00 PM EST, Friday, November 18, 2011.

Mailing Address for Application Delivery

Attn: Zetta Jones
Office of Injury Prevention
Georgia Department of Public Health
2600 Skyland Drive, NE
Upper Level, Room 5
Atlanta, Georgia 30319

FOR DPH USE: Date Received ___/___/___

