The California Area Injury Prevention Program wants to help you submit the very best application possible, so we are sharing our top 10 tips for a successful application and program.

**California Area Office**

Ms. Carolyn Garcia

DEHS Director

PH: 916-930-3981 x336

Email: carolyn.garcia2@ihs.gov

1. **Keep track of all receipts and purchases**

 Attach all receipts for the helmets, smoke detectors and car seats to the program reporting form.

1. **Turn in a completed program reporting form**

 Programs who do not submit a completed program reporting form will not be eligible for funding during the next funding cycle.

**Escondido District Office**

CAPT Brian Lewelling

District Environmental Health Officer

PH: 760-735-6891

Email: brian.lewelling@ihs.gov

1. **Purchase regular brands items**

 This means no luxury items such as $50 bike helmets or $300 car seats.

**Redding District Office**

LCDR Molly Madson

District Environmental Health Officer

PH: 530-246-5339 x302

Email: molly.madson@ihs.gov

1. **Spend all your money**

 We want to be sure all the money is going toward injury prevention activities for the current year.

**Sacramento District Office**

Ms. Sandra Mastandrea

District Environmental Health Officer

PH: 916-930-3981 x338

1. **Become, or partner with, a Child Passenger Safety Technician**

 Having a certified technician as part of your program will increase your points and lead to more funding.

**Arcata Field Office**

Mr. Aaron Alexander

Field Environmental Health Officer

PH: 707-822-1688 x207

1. **Keep distribution lists, sign-in sheets, and flyers**

 We want to see that not only have the items been purchased, but also distributed in the community.

**Ukiah Field Office**

LCDR Tim Shelhamer

Field Environmental Health Officer

PH: 707-462-5314 x103

Email: tim.shelhamer@ihs.gov

1. **Document success stories**

 Did a parent share a story with you about an incident where injuries were prevented using the items purchased through the mini-grant? We want to hear about it!

1. **Use the provided evaluation tools**

**Clovis Field Office**

Ms. Alyssa Bernido

Field Environmental Health Officer

PH: 559-322-7443

Email: alyssa.bernido@ihs.gov

 Incorporating program evaluation into your program will increase your funding.

**9. Turn in a completed application**

 Partial information is difficult to score and often results in reduced funding.

**10.** **Ask us for help!** Contact your local Environmental Health Specialist to get even more application tips and assistance in making your injury prevention program successful.