

Georgia Driver Education Commission Grant Program
As Administered by the Georgia Governor's Office of Highway Safety
Joshua's Law
Department of Driver Services' Driver Training Course

Eligible Applicants: Georgia Public High Schools

Purpose and Objectives

- To promote, aid and encourage the successful completion of a Georgia Department of Driver Services (DDS) approved driver training course for high school students who desire to qualify for a Georgia Class D driver's license as required per O.C.G.A. § 40-5-22, also known as Joshua's Law.

- To promote the advancement and further the missions of the Georgia Driver Education Commission (GDEC) with a grant program which is administered by the Georgia Governor's Office of Highway Safety (GOHS) in cooperation with the DDS designed to facilitate knowledge and application of traffic safety rules, regulations, and procedures necessary for the safety of young licensed beginning drivers.

Grant Application Guidelines for High Schools

This is a **ONE-TIME** primarily reimbursement grant program to enhance or aid a driver training school start-up and/or expansion opportunity (no more than 33.33% of funds may be provided up-front). Grant applications must demonstrate effective ways to meet high school students' needs and motivation to learn and subsequently drive safely through the offering and managing of the DDS approved driver training methods.

School districts or multiple schools are allowed to submit a joint single grant application. Public schools are allowed to propose partnerships with one another, as well as to propose partnerships

with for-profit and not-for-profit driver training schools to offer and manage DDS approved driver training methods.

If your school/instructor(s) has not been approved for training, you must agree to apply for approval with DDS Forms RC-01 and RC-02 in the event of the grant being awarded. The applicant must submit evidence of DDS approval before any grant funds can be released.

Applicants may acquire the necessary forms at <http://www.dds.ga.gov/FormsandManuals/index>.

For further reference and knowledge of Joshua's Law, please review

<http://www.gateendrivereducation.dds.ga.gov/>.

Applications are to be received not later than June 1, 2007. Applications received after June 1, 2007, will be considered for funding to the extent program grant funds remain available.

The project performance period shall span July 1, 2007 through June 30, 2008.

Applications should be submitted through the eGOHS Grant Management System. The application process is to be completed and submitted online at the GOHS web site

www.gahighwaysafety.org. At the website click eGOHS for viewing the request for proposals, acquiring log in account procedures and to begin the application process.

Authorizing Application Submission Officials

Applications and subsequent claims (if awarded) will be accepted only from authorizing officials such as school superintendents, principals, or local board of education representatives. Each application should also include the designation of two other officials (project director to serve as the day-to-day manager and a financial officer to serve as the bookkeeper for costs, receipts and claims preparation).

The application should include the officials' names, positions, school name, addresses and telephone numbers. **The eGOHS application signature pages for officials should be submitted to:**

Attn: Gary Butler
Georgia Governor's Office of Highway Safety
34 Peachtree Street, Suite 800
Atlanta, GA 30303

Application Components

All submitted grant applications must include the following completed sections:

- Problem Identification
- Project Objectives
- Proposed Activities
- Media Plan
- Self-Sufficiency Assurance (ability to sustain the program after funding ends)
- Resource Requirements
- Implementation Schedule with Milestone Chart
- Evaluation Plan.
- Itemized Budget (See Funding Options I, II, and III)

Important considerations for grant application inclusion are as follow:

- Plans for announcing the award of this grant to the local community through media outlets available.
- Public Schools that currently are not served within a 50+ mile radius by public driver training programs or private driver training programs will receive priority consideration.
- Estimate the number and percent of potential 15, 16, and 17 year-old student trainees for the upcoming 2007-2008 school year.
- Supervise and ensure the teaching and training methods will be in a safe and proper learning location and at times accessible for maximum student participation.
- Acquire and include community letters of support/endorsement from at least the Parent Teacher Student Association and/or local school council and the local sheriff or police department(s).
- Plan at least an initial meeting for new potential students and parents.
- For Behind The Wheel (BTW) practice students, plan one-night parent ride along lesson.

- If applicable, ensure adequate number of simulators and/or computers and provide technology support for simulators and/or computers and related equipment for avoidance of online course interruptions if simulator and/or virtual driver education classroom is a part of the training.
- Ensure student scheduling is maximized to accommodate everyone for classroom instruction, BTW, simulation training and/or multiple car driving range instruction, if applicable.
- Provide remedial materials (i.e. Georgia Drivers Manuals) and other assistance to supplement the educational experience (i.e. DDS 40 Hour Parent/Teen Driving Guide).
- An administrative evaluation of the implementation project is a required component. Within three (3) months of project implementation, a progress report should be sent that will summarize the project experience including the number of students who started, currently enrolled or /and completed each phase of the DDS approved driver training methods, number of simulators and/or computers used for the online course (if applicable), problems incurred and solutions adopted, and how the funds have been used. A similar final report and the attached GOHS Year-End Report must be completed for final release of funds for the grant period.

Ineligible expenditures:

- Construction of buildings, driving ranges, buying land and renovations to school facilities.
- Furniture and clothing purchases.
- Field trips or other travel funding activities as the primary budget item.

Eligible expenditures:

The following options, components and items are presented for the applicant's consideration of important program features. Although the following options are cumulative, in preparing the application, the potential grantee may select across various items to maximize the effectiveness of the driver training program which is unique and manageable to its school and community setting.

Driver Training Specific Funding Areas

Option I Basic Classroom Instructional Assistance

- a. On-line courses, computers and servers if necessary to be utilized in a classroom setting.
- b. In-class educational expenses (text books, DVDs, teaching aids, etc)
- c. Full time/part-time use of DDS approved instructor(s).
- d. Government travel mileage expenses for DDS approved Instructor In-service training (state approved rate which is currently is .485 cents per mile).
- e. Instructor application fees for DDS approval.
- f. Student driver training fees are reimbursable only for free/reduced lunch students. Reimbursement for students cannot exceed \$15,000 per application. Student records must be maintained and accessible to the state.

Option II Basic Behind The Wheel Program Assistance

- a. Practice driving passenger motor vehicles meeting DDS guidelines under the supervision of a DDS approved instructor. The applicant school will be responsible for necessary maintenance, insurance, signage, and gasoline.
- b. Training aids (traffic cones, *equipment for handicapped students-a special justification is needed to accompany the application*, first aid kits, fire extinguishers, etc.).
- c. Full time/part-time use of DDS approved instructor(s).
- d. Instructional materials (In-car lesson plan guides, student record forms in-car traffic illustration boards, clip boards, etc.).
- e. Government travel expenses for DDS approved Instructor In-service training (state approved rate which is currently is .485 cents per mile).
- f. Instructor application fees for DDS approval.
- g. Student driver training fees are reimbursable only for free/reduced lunch students. Reimbursement for students cannot exceed \$40,000 per application. Student records must be maintained and accessible to the state.

Option III Advance Teaching/Learning Assistance

- a. Driver simulation system and additional simulator units.
- b. Communication systems for DDS approved multiple vehicle driving ranges.
- c. Traffic pavement markings and traffic control devices for DDS approved multiple vehicle driving ranges.

MAXIMUM ALLOWABLE GRANT AWARD IS \$200,000.00. (GOHS reserves the right to reduce the maximum award amount if it proves necessary to facilitate greater program participation.)

Review Process

The standards to be employed in evaluation of grant applications will be broad in nature. However, the grant funding principle of expenditures being necessary and reasonable will be applied to all requests. Specifically the review process will include:

- A Grant Review Committee of at least 3 GOHS staff members will evaluate the applications. A senior GOHS planner will take the lead in the review process.
- Each application will be numerically scored based on the established guidelines.
- Each team member will complete an individual rating sheet and an average overall score will be determined. A minimum score of 75 of a maximum 100 points is necessary to be considered acceptable.
- Based on the merits of the application and recommendations of the review team, a priority ranking of eligible grantees will be established.
- The Grant Review Committee, taking all acceptable grant applications into consideration and the amount of funds available, will propose funding decisions and recommend action to be taken by the GOHS.
- The total amount to be awarded will be determined by the GOHS.
- The GOHS Director and Deputy Director will review the recommendations of the Grant Review Committee and will make decisions based upon the availability of funds and priorities that have been established.

- Any rejection or acceptance of a grant application by the GOHS Director and Deputy Director that is contrary to the recommendation of the review team will have a written explanation.

Grant Selection Notification

After the Director approves the application, a copy, which includes GOHS Grant Terms, Conditions and Certifications, is forwarded to the authorizing official and project director. The applicant is notified in writing of the approval or disapproval of the Grant Application. Upon receiving notification of the grant award, the grantee is able to implement the grant on the approved effective date.

GOHS Grant Funding Report

GOHS will prepare and present a year-end report to the GDEC on the grants that were administered during the funding period not later than 30 days after the conclusion of the award cycle.