



# **SIGNATURE PAGE**

CHEAT SHEET 01/2020

# WHEN IS THE SIGNATURE PAGE REQUIRED?

- THE SIGNATURE PAGE IS REQUIRED:
  1. BEFORE APPLICATIONS ARE EXECUTED
  2. WHEN THERE IS A CHANGE (AN AMENDMENT MUST BE DONE) WITHIN THE AGENCY OF THE FOLLOWING PEOPLE:
    - AUTHORIZED OFFICIAL
    - AGENCY ADMINISTRATOR
    - AGENCY STAFF
- IF THE NEW USER HAS NOT BEEN ADDED, SEE THE “**ADDING USERS**” CHEAT SHEET

FROM THE MAIN SCREEN:

➤ **CLICK ON  
APPLICATIONS/GRANTS**

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY**

# eGOHS *Plus*

GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

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SHOW HELP

Welcome AgencyAdministrator  
Agency Administrator  
[Change Picture](#)

Instructions:  
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello AgencyAdministrator, please choose an option below.

**View Available Proposals**

You have 19 opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES**

**My Inbox**

You have 18 new messages.  
Select the **Open Inbox** button below to open your system message inbox.

**OPEN INBOX**

**My Tasks**

You have 89 new tasks.  
You have 24 tasks that are critical.  
Select the **Open Tasks** button below to view your active tasks.

**OPEN TASKS**

**SEARCH FOR THE APPLICATION/GRANT THAT YOU NEED TO CHANGE**

**NOTE: DO NOT COMPLETE ALL THE FIELDS ON THIS SCREEN—LESS INFORMATION IS BEST**

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## Applications/Grants

Use the search functionality below to find a specific Application/Grant.

Search Applications/Grants

Application/Grant Types

Application/Grant Name

Status

Year

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**SELECT THE  
APPLICATION/GRANT  
UNDER THE “NAME”  
COLUMN THAT NEEDS TO BE  
CHANGED**



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## Applications/Grants

Use the search functionality below to find a specific Application/Grant.

### Search Applications/Grants

Application/Grant Types

Application/Grant Name

Status

Year

Export Results to  Sort by

Number of Results 6

Document Type	Organization	Name	Current Status	Year
General Application 2021	<a href="#">GOHS Testing Inc</a>	<a href="#">GA-2021-GOHS Testi-00001</a>	Application Submitted	2021
General Application 2021	<a href="#">GOHS Testing Inc</a>	<a href="#">GA-2021-GOHS Testi-00002</a>	Application in Process	2021
Students Against Destructive Decisions 2021	<a href="#">GOHS Testing Inc</a>	<a href="#">SADD-2021-GOHS Testi-00002</a>	Application Submitted	2021
Students Against Destructive Decisions 2021	<a href="#">GOHS Testing Inc</a>	<a href="#">SADD-2021-GOHS Testi-00003</a>	Application in Process	2021
Traffic Enforcement Networks 2021	<a href="#">GOHS Testing Inc</a>	<a href="#">TEN-2021-GOHS Testi-00001</a>	Application in Process	2021
Young Adults 2021	<a href="#">GOHS Testing Inc</a>	<a href="#">YA-2021-GOHS Testi-00002</a>	Application in Process	2021

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- HOVER OVER FORMS MENU
- SELECT CERTIFICATION AND SIGNATURES

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SHOW HELP

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Forms Menu

- Per Diem & Fees
- Computer Charges and Computer Equipment
- Telecommunication
- Motor Vehicle Purchase
- Rent/Real Estates
- Cost Category Summary
- Contract Forms
- Grant Terms and Conditions
- Certification and Signatures**

Current Status	Period Date / Date Due
Application in Process	10/01/2020 - 09/30/2021 N/A

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	Application Project Information			
	General Additional Information			
	Problem Identification			
	Documentation Attachment			
	Program Assessment			
	Program Assessment Chart		AgencyAdministrator GOHSUser	11/26/2019 1:10:48 PM
	Project Objectives			
	Project Activities Evaluations			
	Media Plan			
	Resource Requirements			
	Self-Sufficiency			

➤ **SELECT THE APPROPRIATE PEOPLE FOR THE SIGNATURE PAGE:**

- **AGENCY ADMINISTRATOR**
- **AGENCY STAFF**
- **AUTHORIZED OFFICIAL**

➤ **CLICK SAVE**

➤ **CLICK PRINT VERSION TO GENERATE THE PDF SIGNATURE PAGE**

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY** **eGOHS Plus** GOHS - SHARDDEV  
Electronic Grants For The Office of Highway Safety

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SAVE SAVE/NEXT NEXT PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

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Document Information: [GA-2021-GOHS Testi-00002](#)  
Details

You are here: > [General Applications 2021 Menu](#) > [Forms Menu](#) > Contract Forms

### CERTIFICATION AND SIGNATURES

Instructions:

- All required fields are marked with an \*.
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- The signature page must be printed, signed in blue ink and mailed to GOHS. Please click the Print Version button at the top of the page.**

Select the individuals required to sign the Certification and Signatures form:

Agency Administrator: (Primary Contact) AgencyAdministrator GOHSUser \*

Agency Staff: (Financial Contact) Ms. Anne Taylor \*

Authorized Official: \*

NOTE: THE AGENCY ADMINISTRATOR, AGENCY STAFF, AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL.

STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE THE SAME PERSON WITHOUT GOHS APPROVAL

AgencyAdministrator GOHSUser

AgencyAuthorizedOfficial GOHSUser

Mr. New User Jr.

Ms. Anne Taylor

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**THE SIGNATURE PAGE MUST BE  
PRINTED, SIGNED IN BLUE INK AND  
MAILED TO:**

**GOHS  
ATTN: CANDICE HAMILTON-LAWLESS  
7 MARTIN LUTHER KING JR. DR. SW  
SUITE 643  
ATLANTA, GA 30334**

**General Application 2021  
Organization: GOHS Testing Inc  
GA-2021-GOHS Testi-00002  
Certification and Signatures**

I certify that I understand and agree to comply with the general and fiscal year terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the applicant to perform the tasks as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the grantee; and, that the receipt of grantor funds through the Governor's Office of Highway Safety will not supplant state or local funds. **Monthly reimbursement claim submissions filed electronically are in effect, "electronically signed".**

**Agency Administrator \***

Name:	AgencyAdministrator GOHSUser	Title:	
Agency:	GOHS Testing Inc	Address:	555 Atlanta, GA, 55555
Phone Number:	(555) 555-5555	Email Address:	demotest@agatesoftware.com
Fax Number:		Date:	12/3/2019
Signature:	_____		

**Agency Staff \***

Name:	Ms. Anne Taylor	Title:	Program Manager
Agency:	GOHS Testing Inc	Address:	555 Test Testing, GA, 55555
Phone Number:	(555) 555-5555	Email Address:	rhayes@gohs.ga.gov
Fax Number:		Date:	12/3/2019
Signature:	_____		
FEI Number:	98-7654321		

**Authorized Official \***

Name:	AgencyAuthorizedOfficial GOHSUser	Title:	
Agency:	GOHS Testing Inc	Address:	555 Atlanta, GA, 55555
Phone Number:	(555) 555-5555	Email Address:	demotest@agatesoftware.com
Fax Number:		Date:	12/3/2019
Signature:	_____		

**\* NOTE: AGENCY ADMIN, AGENCY STAFF AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT GOHS APPROVAL.**

# WHAT'S NEXT?

- FOR NEW APPLICATIONS, IF ALL FORMS ARE COMPLETE AND ERROR FREE, SUBMIT THE APPLICATION.
- FOR ASSISTANCE WITH SUBMITTING THE APPLICATION, SEE THE “SUBMITTING APPLICATION” CHEAT SHEET.



**GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY**

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Atlanta, Georgia 30334

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