

GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT SPECIAL CONDITIONS

General Grant (*Non-Law Enforcement*)

The Georgia Governor's Office of Highway Safety (GOHS) is pleased to award this grant, with the following **special conditions**:

All GOHS grantees are expected to fulfill the following requirements in addition to the terms and conditions in the attached grant application:

1. All grantees are **required** to promote Georgia's safety belt laws, to include the necessity of drivers and passengers wearing safety belts and placing children in weight/height appropriate child safety restraints. GOHS will provide information on the current Georgia safety belt law to the grantee.
2. All grantees are **required** to publicize their GOHS awarded grant with the media, utilizing print, radio and/or television. This announcement must be made within the first (1st) quarter of the approved grant. A copy of the actual announcement must be forwarded to GOHS. Records **must** be kept and provided to GOHS of all print media articles related to the grant as well as a copy of all announcements sent to radio and television stations. If possible, please provide radio/television station verification of the dates and times when announcements were aired.
3. **NEW! Promotional/Incentive Items:** All promotional/incentive items and printed materials included in grant budgets MUST receive written approval by GOHS prior to purchasing. Prior to purchasing promotional/incentive items, grantees are REQUIRED to provide a plan outlining the purpose of the items to include the following information: (See Form Attached)
 - Activity in which the item will be distributed
 - Promotional item type
 - Proof of Item
 - Quantity
 - Cost
 - Target audience
 - Explanation of how the activity will help meet the objective of the project
 - Description of how the results of the activity will be used and reported
 - GOHS logo: Items that are being printed or produced must have the GOHS logo or have printed in partnership with the Governor's Office of Highway Safety and include a current NHTSA approved traffic safety message. Examples include: "Buzzed Driving is Drunk Driving" and "Drive Sober or Get Pulled Over" For the most recent NHTSA messaging see <http://www.trafficsafetymarketing.gov/>

Promotional/Incentive items cannot be freely distributed to the public without any action on a recipient's part. Persons receiving promotional/incentive items should interact with the grantee in some manner related to the goal of the project to receive them, such as attend a presentation, sign a pledge sheet, fill out a survey form, answer a traffic safety question, etc. The results of the interactive activity must be reported in monthly activity report and include the quantity distributed, the recipient, and the reason for using them. Example: "200 students at North College received 200 key chains for signing the pledge to always designate a sober drive during the Safe Spring Break DUI Simulator event"

Promotional items can only be distributed at activities where traffic safety is emphasized. These items cannot be used in "goody bags" for attendees at fairs or at booths where there is no interaction with the recipient.

Failure to obtain prior written approval from GOHS will result in "non-reimbursement" of expense. This includes, but is not limited to: t-shirts, pens, bags, brochures and all promotional/incentive items.

4. GOHS prior written approval must be given for all out of state travel. DO NOT assume that the GOHS award letter grants permission to make travel arrangements. You must complete and submit a GOHS Training and Travel Request Form at least a month and a half prior to the out of state travel request date.

5. Grantee **must** submit a final report. The established due date will be provided by GOHS prior to the end of grant fiscal year.
6. All grant programs **must** have an evaluation component that is approved by the Governor's Office of Highway Safety.
7. Grantee receiving funding from GOHS must submit programmatic and claim reports MONTHLY, by the 20th of the following month. Monthly reports must document and support the objectives and activities outlined in grant. No financial claim will be processed without a programmatic report which supports the expense.
8. Budget amendments may be done on an as needed basis. **The deadline for the last budget revision is June 30th.**
9. All grant programs must cooperate fully with entities dealing with traffic safety issues to include, but not limited to: SADD, Safe Kids, Public Health, other enforcement agencies, etc.
10. All contractual agreements must receive prior written approval from GOHS. A copy of the contract must be submitted and approved by GOHS prior to execution.
11. Grantee must submit to GOHS a job description for each position listed and budgeted within their application within the first (1st) quarter of the grant period. The description may also be included in the Resource Section of the grant application.

Please direct any questions about your grant and/or these conditions to your GOHS planner.