

GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT SPECIAL CONDITIONS

Young Adult (YA) Highway Safety Program Grants

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

1. **Amendments:** Budget revisions may be done on an as needed basis. **The deadline for the last budget revision is June 30th.**
2. **NEW! Promotional Items:** All promotional and printed materials included in grant budgets MUST receive written approval by GOHS prior to purchasing. Prior to purchasing promotional items, grantees are REQUIRED to provide a plan outlining the purpose of the items to include the following information:
 - Activity
 - 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 (SEE FORM ATTACHED)

Promotional items cannot be freely distributed to the public without any action on a recipient's part. Persons receiving promotional 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 driver 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 incentive items. Items that are being printed or produced must have the GOHS current logo or have printed "in partnership with the Governor's Office of Highway Safety". If the materials are being printed with GOHS funds, they must include a current NHTSA approved underage drinking prevention message or an impaired driving prevention message. Examples include: "Buzzed Driving is Drunk Driving" and "Over the Limit Under Arrest" For the most recent NHTSA messaging see <http://www.trafficsafetymarketing.gov/>

3. **Travel:** 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.
4. **Contractual Services:** All contractual agreements (ex: speakers and DUI simulators) must have a preventative impaired driving and/or underage drinking focus, and must receive prior written approval from GOHS. A copy of the contract must be submitted and approved by GOHS prior to execution.

-All YA grantees will be limited to a maximum of \$1,000.00 reimbursable amount per contracted speaker.

5. **Grant Announcement:** All grantees are **required** to publicize their GOHS awarded grant with the media, utilizing print, internet, 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. Documentation **must** be kept and provided to GOHS of all print media articles related to the grant as well as a copy of all announcements.

6. **Monthly Reporting:** All schools receiving grant funding from GOHS must submit programmatic reports and claims MONTHLY, by the 20th of the following month. Example: October's report must be submitted before or on November 20th. Monthly reports must document preventative underage drinking and impaired driving initiatives. No financial claim will be processed without a programmatic report which supports the expenses.
7. **Safety Belt Survey:** All schools are required to complete at least two observational safety belt surveys by the end of the **grant year** and report findings to GOHS. Reporting includes submitting a copy of the survey, as well as tallying up results and demonstrating % of seat belt usage rate. **This grant is funded with dollars that are mandated by Congress to be used for impaired driving programs. As a result of these funding requirements, schools will not be reimbursed for any costs incurred in association with the seat belt surveys.**
8. **Core Survey:** All YA grants must complete a CORE or ACHA-NCHA Survey (long form), at least once every two years.
9. **Final Report:** Grantee **must** submit a final report. The established due date will be provided by GOHS prior to the end of grant fiscal year.
10. **Partnerships:** At least one (1) educational program must be in partnership with a local police department, non-profit or high school near the college/university campus.
11. **Job Description:** 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.

YOUNG ADULT PROGRAM GRANT

Unallowable Items

Due to Federal Funding Guidelines, the following expenses will not be allowable under the terms of your young adult program grant:

1. Entertainment costs including amusement, social activities and any cost directly related to entertainment (such as tickets to shows, sporting events, meals, lodging, rentals, transportation and gratuities).
2. Gifts or prizes.
3. Food at meetings and social events, i.e. pizza parties, cookouts, and other. Cost of meals is **allowable ONLY in a formal setting** where highway safety information is disseminated, and is limited to \$100 at a maximum of twice per year. With all allowable meal functions, a list of participants, a copy of the agenda and photos of the event must be submitted when requesting reimbursement.
4. Cost for construction, rehabilitation or remodeling of any buildings, structures or for purchase of **office furnishings and fixtures**. Examples include: desks, chairs, bookcases, filing cabinets, storage cabinets, etc.
5. Candy is **not** allowable, **however**, if utilized for a specific event and includes an underage drinking prevention and/or impaired driving prevention message it may be considered a reimbursable incentive item. (Seek GOHS approval prior to purchasing).
6. Costs are allowable to support underage drinking prevention and/or impaired driving prevention highway safety projects with **promotional activities**, which offers incentives or encourages the general public to adopt highway safety practices. Documentation must be available to show that such activities do not violate state law. Promotional items and activities **must directly** relate to project objectives. Printed promotional items purchased with GOHS grant funds should have in partnership with GOHS or the GOHS logo on them, and must receive prior approval as noted in the Special Conditions.
7. All expenses must be reasonable, necessary and allocable in order to be reimbursed.

If you have any concerns as to whether an expense may be reimbursed, please contact GOHS prior to any questionable purchase.

These guidelines are from the National Highway Transportation Safety Administration (NHTSA) Highway Safety Grant Manual.