

GEORGIA



GRANT MANUAL

Volume I The Application Process

7 Martin Luther King Jr Drive
Suite 643
Atlanta, Georgia 30334
www.gahighwaysafety.org
Telephone: 404-656-6996
Fax: 404-651-9107
Toll Free: 1-888-420-0767

Brian Kemp
Governor

Allen Poole
Director

The Governor's Office of Highway Safety is an Equal Opportunity Employer

GOVERNOR'S OFFICE OF HIGHWAY SAFETY

VOLUME I – THE APPLICATION PROCESS TABLE OF CONTENTS

Revised December 2020

INTRODUCTION	3
MISSION OF GOHS.....	3
GENERAL INFORMATION	4
PROCEDURES FOR RECEIVING HIGHWAY SAFETY FUNDS.....	4
<i>Origin and Purpose</i>	<i>4</i>
F.A.S.T. ACT	4
<i>Purpose</i>	<i>4</i>
<i>Priority Areas</i>	<i>4</i>
<i>Project Funding Period</i>	<i>5</i>
HIGHWAY SAFETY PLANNING PROCESS	6
<i>Highway Safety Planning Process Participants</i>	<i>7</i>
<i>Strategies for Project Selection</i>	<i>7</i>
<i>The Ranking System</i>	<i>7</i>
<i>Request for Proposals (RFP)</i>	<i>8</i>
<i>Discretionary Grants</i>	<i>8</i>
<i>Governor's Office of Highway Safety (GOHS) Renewal Process</i>	<i>8</i>
GRANT APPLICATION PROCESS.....	9
<i>Preliminary Application Workshop</i>	<i>9</i>
GRANT REVIEW PROCESS	10
<i>Grant Selection Notification</i>	<i>11</i>
<i>Agency Training (Grant Training)</i>	<i>11</i>
<i>Funding Formula</i>	<i>11</i>
<i>Project Funding Period</i>	<i>11</i>
<i>Equipment Purchases</i>	<i>12</i>
<i>DOT LEP Guidance</i>	<i>12</i>
<i>Grant Monitoring</i>	<i>12</i>
CALENDAR OF IMPORTANT EVENTS	13

INTRODUCTION

Under the authority and approval of Governor Brian Kemp, the Governor's Office of Highway Safety (GOHS) produces an annual Highway Safety Plan (HSP) which serves as Georgia's programmatic guide for the implementation of highway safety initiatives and an application for federal grant funding from the National Highway Traffic Safety Administration (NHTSA). This document is used to justify, develop, implement, monitor, and evaluate traffic safety activities for improvements throughout the federal fiscal year. National, state and county level crash data along with other information such as safety belt use rates are used to ensure that the planned projects are data driven with focus on areas of greatest need.

Mission of GOHS

The Mission of the Governor's Office of Highway Safety is to educate the public on traffic safety and facilitate the implementation of programs that reduce crashes, injuries, and fatalities on Georgia roadways.

The programs and activities of GOHS are designed to:

- Cultivate collaborative working relationships with all governmental agencies, employers and private advocacy groups that strive for public safety in communities and on highways.
- Encourage and enhance traffic enforcement activities by forming and supporting statewide law enforcement coalitions.
- Foster greater public involvement in highway safety programs with direct feedback between the public and the Governor's Office of Highway Safety.
- Develop local traffic safety coalitions for community outreach.

GENERAL INFORMATION

Procedures for Receiving Highway Safety Funds

Origin and Purpose

The State and Community Highway Safety Grant Program was enacted by the Highway Safety Act of 1966 as Section 402 of Title 23, United States Code. Grant funds are provided to the States, the Indian Nations, and the Territories each year according to a statutory formula, based on population and road mileage. The National Highway Traffic Safety Administration (NHTSA) awards performance-based Section 402 formula grants to help states undertake statewide and local programs aimed at reducing highway fatalities and injuries. In receiving Section 402 funds, states must set their own goals, select appropriate programs, and as part of the performance-based agreement, evaluate and report on their results. Section 402 funds provide technical assistance to states and local communities and are based on national priorities. Over the life cycle of programs funded with Section 402 funds, states and their local municipalities provide the majority of resources to continue programs beyond the start-up phase.

F.A.S.T. ACT

Purpose

On December 4, 2015, the President signed into law the “Fixing America’s Surface Transportation Act” (FAST Act), Public Law 114-94. The FAST Act amended NHTSA’s highway safety grant program (23 U.S.C. 402 or Section 402) and the National Priority Safety Program grants (23 U.S.C. 405 or Section 405). Specifically, the FAST Act made limited administrative changes to the Section 402 grant program and made no changes to the contents of the Highway Safety Plan. The interim final rule was published on May 23, 2016 and was open for public comment until the final rule was published and effective on February 26, 2018.

Priority Areas

Through public rule making processes, it was determined that certain highway safety programs funded under Section 402 are most effective in reducing crashes, injuries, and fatalities. These programs, designated as National Priority Program Areas, and more importantly are also Georgia highway safety priority areas. These priority program areas are listed below:

1. *Alcohol and Other Drug Countermeasures*
2. *Occupant Protection*
3. *Traffic Records*
4. *Speed Control*
5. *Police Traffic Services*
6. *Pedestrian & Bicycle Safety*
7. *Community Traffic Safety Program (CTSP)*
8. *Motorcycle Safety*
9. *Emergency Medical Services*
10. *Paid Media*

In accordance with F.A.S.T., for a state to receive a 402 funding it must provide satisfactory assurances that it will implement activities in support of national highway safety goals that also reflect the primary data-related factors within a state, as identified by the state highway safety planning process including: national traffic safety law enforcement mobilizations; sustained enforcement of impaired driving, occupant protection and speeding-related laws; an annual safety belt use survey conducted in accordance with DOT criteria; and development of statewide data systems.

Project Funding Period

The federal government operates on a fiscal year that commences on October 1 and ends on September 30.

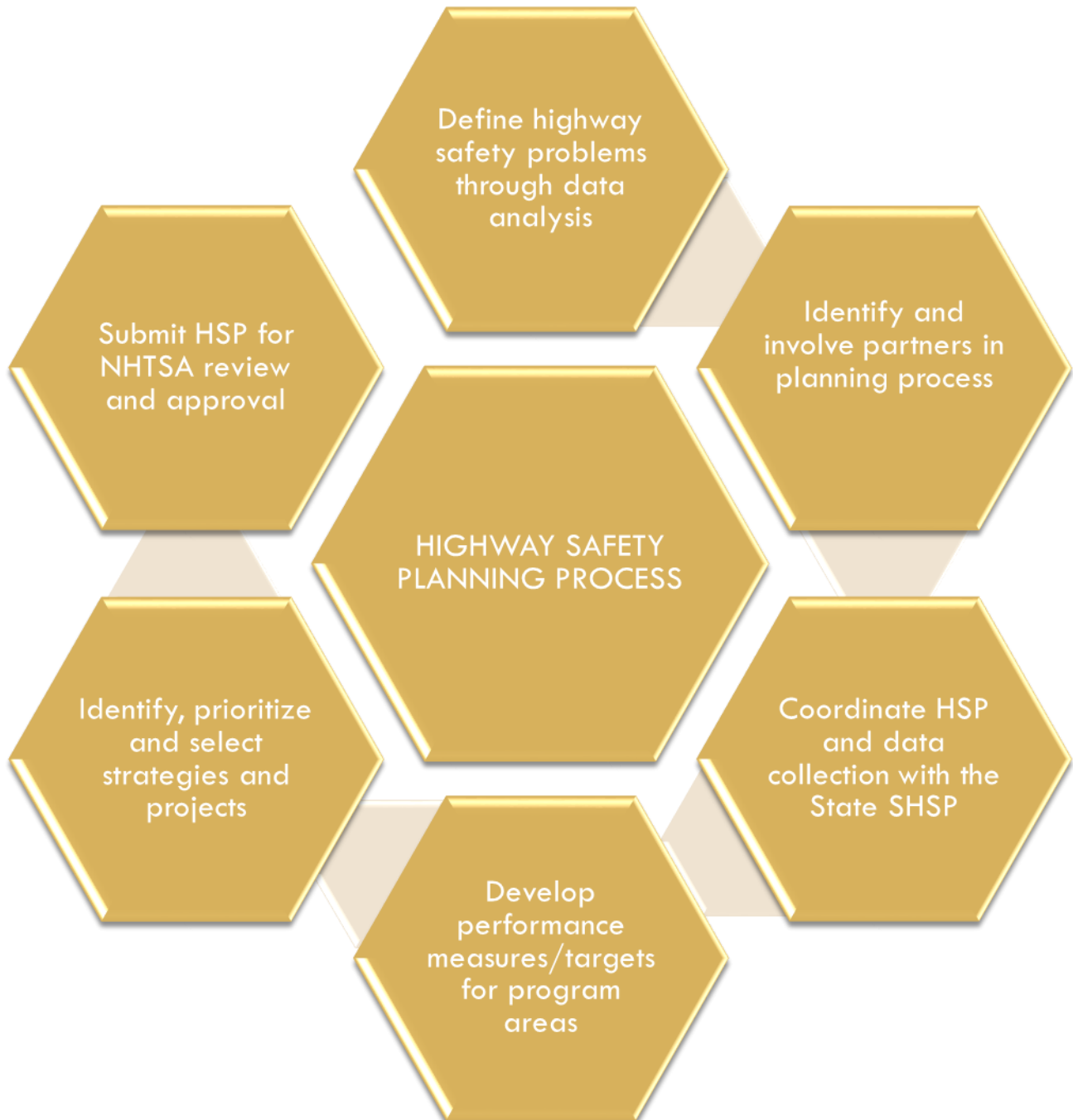
Contingent upon congressional allocation of funding and satisfactory performance, projects funded by the Governor's Office of Highway Safety (GOHS) are eligible for continuous funding for a maximum of three (3) years, unless otherwise negotiated. Projects shall be evaluated annually for performance and a renewal application must be submitted and approved each year.

Submission of a project application for a new or renewal project does not assure approval and absolutely no authorization exists to expend funds or obtain reimbursement from GOHS until on or after the effective date indicated on the signed approval letter by the Director of GOHS. In order to comply with federal regulations, grantees must assure that federal funds are not substituted for state and local highway safety program expenditures.

Applications will be reviewed against identified statewide problem areas and existing plans for program activities. They will also be judged on probable impact on crashes, decreasing injuries and fatalities, opportunities for enhancing highway safety delivery systems, and improvement in using existing resources to increase cost effectiveness of highway safety endeavors.

Governor's Office of Highway Safety (GOHS) generally funds innovative traffic safety projects at the rate of 100% the first year, with the second and third year level of funding discussed and approved during the review team scoring process with final approval from the GOHS Director. The diminishing levels of funding are designed to encourage the grantee to become self-sufficient, allowing the project to develop into an ongoing part of the agency. At the discretion of the Governor's Office of Highway Safety (GOHS) Director and a Governor's Office of Highway Safety (GOHS) application review committee, a project may be funded beyond 3 years and at different rates. The local agency is expected to establish precedents and develop procedures that support continued operation of the traffic safety program using local funding.

HIGHWAY SAFETY PLANNING PROCESS



Problem Identification Process

Problem analysis is completed by Governor's Office of Highway Safety (GOHS), law enforcement, Department of Transportation, the contracted epidemiologist with the Governor's Office of Highway Safety, and other involved agencies and groups. The Performance Identification process for performance measures and targets are evidence-based and is consistent with the "Traffic Safety Performance Measures for States and Federal Agencies" (DOT HS 811 025). Governor's Office of Highway Safety (GOHS) will regularly review the performance measures and coordinate with other above mentioned agencies for input and update on our performance measures. A state-level analysis was completed, using the most recent data available (currently 2018 FARS data). Motor vehicle crash data, occupant protection survey results, roadway fatality data, and other data on traffic safety problems are analyzed statewide and on county levels. Program level evaluation findings for major issues (impaired driving, safety belts, and pedestrian/bicycle safety) were also included in the problem identification process. Surveillance data along with evaluation findings were used directly to link the identified crash issues, statewide performance goals, strategic partners, the State Strategic Highway Safety Plan, funding opportunities, and capacity to implement sound programs to address the problem.

Highway Safety Planning Process Participants

In developing the Highway Safety Plan, the Governor's Office of Highway Safety (GOHS) collaborates and receives input from the following agencies, entities, and groups:

1. Georgia Department of Drivers Services
2. Georgia Department of Public Safety
3. Georgia State Patrol
4. Georgia Department of Public Health
5. Georgia Department of Transportation
6. Georgia Public Safety Training Center
7. Georgia Data Driven Approaches to Crime and Traffic Safety (DDACTS)
8. Prosecuting Attorneys Council of Georgia
9. Georgia Traffic Records Coordinating Committee
10. University of Georgia (third-party evaluator)
11. Previously funded GOHS grantees from state agencies, community-based agencies and local groups
12. Strategic Highway Safety Plan Task Teams

Strategies for Project Selection

The Governor's Office of Highway Safety provides funding opportunities to law enforcement agencies, government entities, and highway safety advocacy organizations for the purpose of addressing motor vehicle crash problems in local jurisdictions. Grant Proposals are received through responses to request for proposals (RFP) and through unsolicited submissions where documented highway safety problems exist.

The Ranking System

Georgia GOHS staff met with the contract epidemiologist early in the planning process and requested a county ranking profile. This county ranking was requested in overall fatalities, alcohol impaired, speed-related, motorcycle, pedestrian, and bicycle fatalities based on the most current data. From this data, Georgia GOHS had the ability to work with staff within those counties to help formulate data driven projects.

Request for Proposals (RFP)

For the FFY 2021 grant year, GOHS developed specific and tailored RFPs that were distributed and advertised through many outlets including, but not limited to, the GOHS website, Georgia Municipal Association, Georgia Chief's Association, Georgia Sheriff's Association, Georgia Regional Commissions, Association County Commissioners of Georgia (ACCG), Georgia Association of Metropolitan Planning Organizations (GAMPO), Georgia Public Safety Training Center (GPSTC), and the Georgia Strategic Highway Safety Plan (SHSP) Partners.

Discretionary Grants

Funds are also used to support governmental entities furthering The Georgia Governor's Office of Highway Safety's (GOHS) mission. In these instances, the purpose, scope, and funding requirements are subjected to GOHS staff review and scoring prior to GOHS Director approval. Milestones and performance objectives are tailored to the specific project/purpose and established prior to any commitment of funds. All prospective applicants must follow GOHS procedures in applying for highway safety funds.

Governor's Office of Highway Safety (GOHS) Renewal Process

Projects that have been deemed vital to the Governor's Office of Highway Safety mission by the Director may receive funding for multiple years based on the availability of funds. All renewal applications are reviewed along with other potential funding requests.

Grant Application Process

Applications are generally accepted six to nine months before the beginning of each federal fiscal year, which begins October 1st. However, applications that address emerging, high-priority traffic safety concerns can be submitted anytime during the fiscal year.

Preliminary Application Workshop

After extending request for proposals (RFPs), a grant funding procedures application workshop is arranged during which the Governor's Office of Highway Safety (GOHS) grant application and reporting documents are explained and the grant application submission date is established.

The Preliminary application workshop is required and facilitated for potential agencies that have never received Governor's Office of Highway Safety (GOHS) grant funding, does not have a grant with GOHS for the previous fiscal year, or does have a current grant with GOHS but is seeking funds for a new project. Requests for proposals (RFP) are only extended to new agencies based on the availability of federal funds. If sufficient funding is not available to consider the addition of new grants, the Preliminary workshop will not be held. If a potential grant project is established after the preliminary conference is held, GOHS can set up an individual meeting with the potential grantee.

All prospective grantees must submit their application using Electronic Grants of Highway Safety (eGOHS) Plus and are required to include the following in their applications:

Programmatic Description – A clear definition of the highway safety problem(s) planned to be addressed using recent data and information; identification of existing resources that the community/jurisdictions are currently using to address the problem(s) identified; list of specific, measurable, attainable, realistic, and time focused objectives/activities/milestones that align to the target problem(s) identified; summary of the projected activities to be accomplished monthly; list of resources needed to accomplish the objectives; media plan for announcing the award of the grant to the local community; and a self-sufficiency statement that explains how the activities of the project will be continued after federal funds are no longer available to implement the project.

Budget Justification – A detailed justification of each budget item that is allowable, reflective of a reasonable cost, and necessary to carry out the objectives and activities of the project.

Grant Terms and Conditions/Certifications – The legal and regulatory requirements pertaining to the receipt of federal grant funds with which the grantee must agree to comply.

Application Scoring and Ranking

Once applications are submitted through the eGOHS-Plus system, they are reviewed using a staggered-review process. All external applications are assigned to a review panel which includes a GOHS Grant Manager, a staff member from the finance division, the contracted injury epidemiologist, and for new applications, an external reviewer.

The applications are rated against several criteria that include, but not limited to, the strength of the proposed program to address traffic safety problems, potential traffic safety impact, crash injury and fatality rankings with the region of focus, pre-award risk assessment, and performance

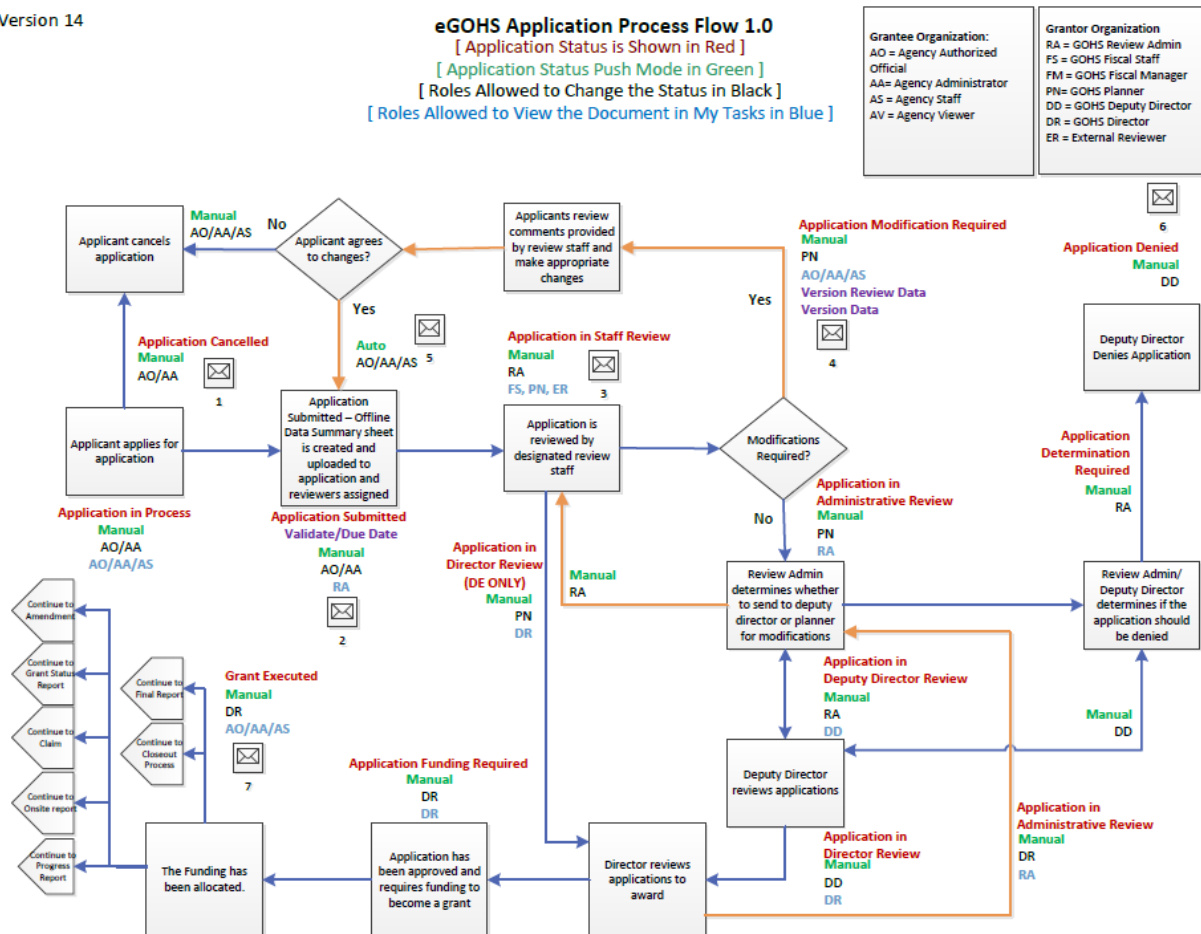
on previous grants. The final review includes the GOHS Compliance Manager, Deputy Director, and the Director. The applications selected are those that address the prioritized highway safety problems and have the greatest likelihood of success. Projects that have been deemed vital to the GOHS mission may receive funding for multiple years based on the availability of funds.

Grant Review Process

All grant applications are submitted through the Electronic Grants for the Office of Highway Safety (eGOHS Plus) System.

eGOHS Plus Application Review Workflow

Version 14



Applications are assigned to a review panel which includes one grant manager and a staff member from the finance division. For new applications there is also an external reviewer assigned to review and score the application. During the review phase local, county, and state data is included in the review of applications. The Electronic Grants of Highway Safety (eGOHS Plus) system maintains the information and issues the notifications regarding each step. Each member of the review panel completes scoring based on established guidelines and eGOHS Plus calculates each score. Once the review panel, along with the Compliance Manager, Deputy Director and the Agency Director complete their review, accepted applications receive a grant number and the grant is executed.

As new applications are reviewed, they are placed in “Application Funding Required” or “Application Determination Required” status until the availability of federal funding is verified, as well as the need for special programs, based on ‘data’ for new projects. Once amounts are verified, the applications are executed and become a grant.

Grant Selection Notification

The Authorizing Official and the Agency Administrator of the awarded grants receives written notification of grant award which includes the Governor’s Office of Highway Safety (GOHS) Grant Terms, Conditions and Certifications. The applicant is notified electronically via eGOHS Plus and hard copy via U.S. Mail of the approval or denial of the Highway Safety Grant Application. Upon receiving notification of the grant award, the grantee is authorized to implement the grant activities during the current FFY effective October 1st through September 30th.

Agency Training (Grant Training)

Following grant award notification, grantees are invited to attend training to learn about GOHS procedures. This training is intended to inform grantees, especially new grantees of GOHS’ expectations for the grant year. This activity may be conducted via webinar, in a group setting or individually, based on the number registered for training. Grantees are trained on the use of eGOHS Plus for the submission of claims, progress reports, travel requests, amendments, and final reports. GOHS’ Grant Terms and Conditions are also highlighted.

Funding Formula

The Section 402 formula is:

75% based on the ratio of the State’s population in the latest Federal census to the total population in all States.

25% based on the ratio of the public road miles in the State to the total public road miles in all States.

In addition, it requires that at least 40% of the total federal annual obligation limitation must be used by or for the benefit of political subdivision of the State.

Project Funding Period

The federal government operates on a fiscal year that commences on October 1 and ends on September 30. Generally, projects will only be funded during this time span. Occasionally, prior year funds are rolled over into the current fiscal year to continue a project, but this practice is neither encouraged nor frequent.

Governor’s Office of Highway Safety (GOHS) generally funds innovative traffic safety projects at the rate of 100% the first year, with the second and third year level of funding discussed and approved during the review team scoring process with final approval from the GOHS Director. The diminishing levels of funding are designed to encourage the grantee to become self-sufficient, allowing the project to develop into an ongoing part of the agency. At the discretion of the Governor’s Office of Highway Safety (GOHS) Director and a Governor’s Office of Highway Safety (GOHS) application review committee, a project may be funded beyond 3 years and at different rates. The local agency is expected to establish precedents and develop procedures that

support continued operation of the traffic safety program using local funding.

Equipment Purchases

Under the provisions of Section 402, the purchase of equipment cannot be approved unless it is an actual component of a highway safety program. Cost of purchase for new or replacement equipment with a useful life of one year or more and an acquisition cost of \$5,000 or more, must be pre-approved by the grant approving officials. Equipment must have prior approval from both The Governor's Office of Highway Safety (GOHS) and National Highway Traffic Safety Administration (NHTSA), comply with Buy America, AND go through the applicants' procurement policy.

DOT LEP Guidance

The Georgia Governor's Office of Highway Safety (GOHS) will comply and inform its sub-recipient to comply with the "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons" (DOT LEP Guidance).

Grant Monitoring

Process evaluation is continual throughout the grant year. The Governor's Office of Highway Safety (GOHS) utilizes an evaluation team to complete data sheets for each application as they are submitted as well as throughout the course of the grant. The evaluation team reviews applications to make certain that stated objectives and activities are reasonable and attainable. Grants can then be revised if updates are necessary. The evaluation team continues to work with grantees throughout the grant year to ensure an accurate evaluation is ongoing within each grant. At the completion of the grant year, the evaluation team reviews the accomplishments of each grant to determine the overall outcome obtained from Governor's Office of Highway Safety (GOHS) grantees.

The Governor's Office of Highway Safety (GOHS) conducts desktop reviews of all grantees as a means of ensuring compliance with state and federal regulations. By the 20th of each month during the grant cycle, grantees are required to submit a monthly progress report and financial claim documenting the previous month's activities. Beginning in Federal Fiscal Year (FFY) 2008, Governor's Office of Highway Safety (GOHS) accepted electronic signatures to expedite the claim process. Currently, reimbursement for claims is delivered within 30 days from receipt of the claim and programmatic reports. Effective January 1, 2012, grantees are encouraged to receive their claim for reimbursement payment electronically via Automatic Clearing House (ACH).

Governor's Office of Highway Safety (GOHS) grant managers complete a Grant Status Report on all awarded grants to document the progress of the project. Grant managers then make a recommendation for continued and future funding based on the overall performance and reach of the grant. Governor's Office of Highway Safety (GOHS) Grant managers must conduct a minimum of one (1) onsite visit per year with each grantee receiving \$25,000 or more in federal grant funds and/or grantees receiving equipment items of \$1000 or more. High Risk projects will also have a minimum of one onsite visit during the year. Additionally, 50% of grants assigned to a grant manager (less than \$25,000) must have one (1) onsite visit. No federally funded grant should go 2 years without an onsite visit from the grant manager. During the onsite visit, planners

discuss problems identified, progress of the project, record keeping and support documents, accountability of equipment, budget, as well as verifying that funds obligated were spent in accordance with the grant agreement.

CALENDAR OF IMPORTANT EVENTS

PLANNING CALENDAR

Oct – Nov	Produce an annual ranking report and develop program's Request for Proposals (RFPs).
Dec	Define the highway safety problem through data analysis, outcomes, and results for prior year planning and implementation. Prepare and submit the Annual Report to NHTSA for the previous FFY.
Nov – Jan	Create and post Request for Proposals (RFPs), host grant application workshops, and open the Governors' Office of Highway Safety electronic grant system.
Dec – May	Data analysis to define highway safety problem and to develop program area performance targets and measures.
Jan – Feb	Receive grant applications. Complete and submit internal grant applications.
Jan – June	Identify and involve partners in the HSP planning process. Coordinate HSP and data collection for the state with SHSP.
Feb – June	Identify, review, and summarize external applications. Host recommendations meeting with GOHS executive staff. Prioritize, select strategies, and finalize projects and grant applications. Submit draft HSP to NHTSA
July 1	Submit Highway Safety Plan for NHTSA review and approval.
Aug – Sept	Respond to NHTSA comments/recommendations. Award projects
Oct	Beginning of the Federal Fiscal year.
Dec	Evaluate outcomes and results for use in next planning cycle and Annual Report to NHTSA.

Application training is offered annually, typically in January. The video and PowerPoint presentations are available on our website at <https://www.gahighwaysafety.org/grants/applying-for-a-grant/>.

Located on this webpage are links to the audio presentation along with PowerPoint presentation that will assist users in applying for a grant with GOHS.