

**“Innovative Grants”
Request for Proposals (RFP)
FFY2023 Initial Proposal**



**The Georgia Governor's Office of Highway Safety (GOHS)
7 Martin Luther King Jr Drive, Suite 643
Atlanta, GA 30334**

**Telephone: 404-656-6996 Toll Free: 1-888-420-0767
Fax: 404-651-9107**

www.gahighwaysafety.org





TABLE OF CONTENTS

GOHS Mission Statement and Problem Identification.....	3
Program Areas	5
Program Parameters	8
Eligibility Criteria	10
The eGOHS Plus: Submission Procedures.....	12
Grant Submissions	12
Grant Selection Types	12
Grant Period	13
Grant Application Workshop	13
Proposal Submission Deadline	14
Attachments	15
➤ Attachment A – Problem ID	
➤ Attachment B – Samples: Program Objectives, Activities & Evaluations	
➤ Attachment C – Allowable and Unallowable Costs	
➤ Attachment D – GOHS Requirements for Non-Profit Organizations	
➤ Attachment E – North Georgia Workshop	
➤ Attachment F – South Georgia Workshop	
➤ Attachment G – Agency Information Form	

Grants to Develop “Innovative” Highway Safety Programs to Save Lives in Georgia

GOHS Mission Statement

The mission of the Governor’s Office of Highway Safety (GOHS) is to educate the public on highway safety and facilitate the implementation of programs that reduce crashes, injuries and fatalities on Georgia roadways.

Description of Highway Safety Problems

In 2019, Georgia experienced 1,491 traffic fatalities¹, 7,308 serious injuries², and 406,290 motor vehicle crashes on Georgia roadways. In 2019, the total number of roadway fatalities decreased by 1% (14 fewer fatalities) in comparison to the previous year. The top five counties with the highest roadway fatalities were: Fulton (144 fatalities, +10% increase from the previous year), DeKalb (79, -27%), Cobb (67, +18%), Gwinnett (61, -2%), and Clayton (51, +13%). GOHS recognizes the need to address specific causes of motor vehicle fatalities across the NHTSA traffic safety performance measures.

- **Unrestrained Fatalities:** In 2019, the observed seat belt usage rate was 95.9% — a 0.4% net decrease compared to the observed usage rate in 2018. Despite this slight drop in observed usage in 2019, the number of unrestrained fatalities decreased by 13% (57 fewer fatalities) since 2018. The number of unrestrained fatalities decreased from 441 in 2018 to 384 in 2019.
- **Alcohol-Related Fatalities:** In 2019 there were 353 fatalities in motor vehicle traffic crashes involving drivers with BACs of .08 g/dL or higher. This is a 7% decrease (26 fewer fatalities) compared to 2018. These alcohol- impaired driving fatalities accounted for 24% of all motor vehicle traffic fatalities in Georgia.
- **Speed-Related Fatalities:** Between 2015 and 2017, the number of speed-related fatalities decreased by 7%. Between 2018 and 2019 where the number of speed-related fatalities decreased by 3% — from the 268 fatalities in 2018 to 260 fatalities in 2019. Speed-related fatalities accounted for 17% of all motor vehicle traffic fatalities in Georgia in 2019.

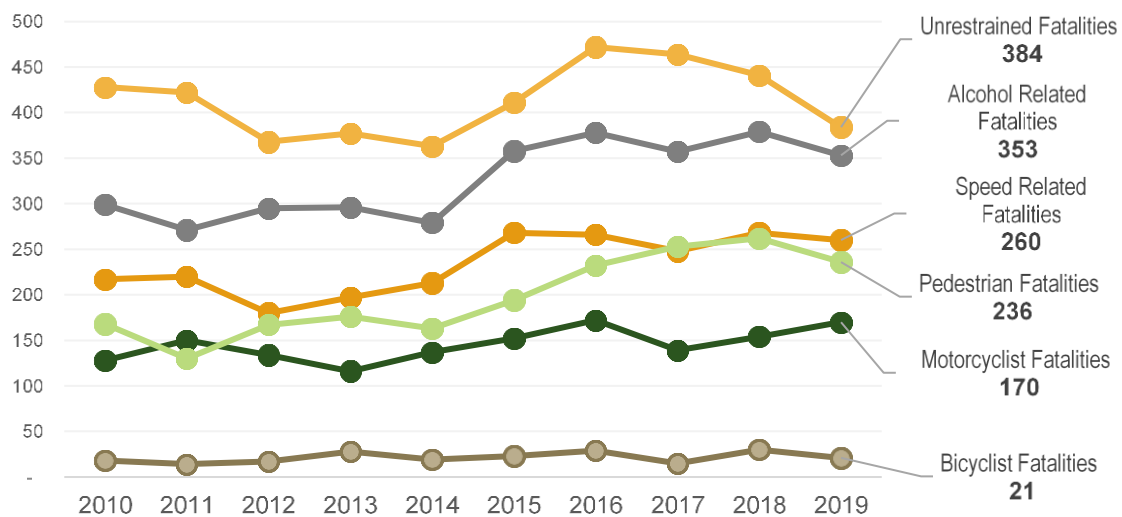
¹2019 FARS Final

² In April 2020, TRCC/CODES revised the ‘serious injury’ the definition and recalibrated the values from serious injury values in previous years. See “Serious Injury Considerations” in Section 4: Performance Plan for more details about the change and adjustments in the datasetC-2 Serious Injury Traffic Safety Performance Measure.

- Pedestrian Fatalities:** Pedestrian fatalities remain a great concern in Georgia. In 2019, there were 236 pedestrian fatalities in the state of Georgia — a 22% increase from 194 pedestrian fatalities in 2014. Sixteen percent of all traffic fatalities were pedestrians in 2019. Preliminary data³ suggest that pedestrian fatalities increased to **283** in 2020.
- Motorcyclist Fatalities:** In 2019, there were 170 motorcyclist fatalities in Georgia motor vehicle traffic crashes – an increase of 10% from the 154 motorcyclists fatally injured in 2018. Eleven percent of all traffic fatalities were motorcyclists. The number of un-helmeted motorcyclist fatalities decreased from 16 in 2018 to 15 in 2019. Preliminary data shows that motorcyclist fatalities remain an issue, with **179** motorcyclist fatalities in 2020.
- Bicyclist Fatalities:** In 2019, there were 21 fatalities in the state of Georgia (9 less fatalities compared to the previous year). One percent of all traffic fatalities were bicyclists in 2019. Preliminary data suggest that this problem area remains an issue, with **28** bicyclist fatalities in 2020.

The figure below shows the trend of each measure from 2010 to 2019.

Georgia Traffic Fatalities by Traffic Safety Performance Measure (2010-2019)



Source: FARS Final Datasets (2010-2019)

³ Preliminary data from the Georgia Department of Transportation: Georgia Traffic Deaths – Yearly Total and Comparison, Office of Traffic Operations. 11 June 2021.

Program Areas

Georgia Governor's Office of Highway Safety has been granted federal funds from the National Highway Traffic Safety Administration (NHTSA) under the Fixing America's Surface Transportation (FAST) Act to promote the development and implementation of **innovative** programs to address highway safety problems relating to alcohol/impaired driving, pedestrian & bicycle safety, motorcycle safety, occupant protection, and other highway safety programs. Proposed programs must be data driven and based on proven countermeasures (see a list of best practices at: <https://www.gahighwaysafety.org/grants/best-practices/> and must address one or more of the following issues:

Motorcycle Safety Education Program

- ◆ A program designed to promote public awareness and outreach programs to enhance driver's awareness of motorcyclists, such as share-the-road safety messages developed using Share-The-Road Model language available on the NHTSA website.
- ◆ A program designed to reduce impaired related motorcyclist crashes, injuries and fatalities in identified high risk areas.

Occupant Protection Programs

- ◆ Education and training programs that increase safety belt usage and lead to increased use of properly installed child safety restraint systems. The program must be designed to reach areas with low safety belt and child safety seat usage, non-English speaking populations, low income populations, and/or pick-up truck drivers.
- ◆ Seeking a booster seat educational program to provide statewide reach. The program must educate children ages 4-10 and their families on Georgia's current child passenger safety law as well as best practice recommendations for the use of booster seats. An exemplary program would target many populations and counties statewide within school systems, childcares, pediatrician offices, or other children oriented organizations. Proposals for pilot programs within targeted high-risk areas, as evident by crash data, will also be considered.

Teen Traffic Safety Programs

- ◆ Peer to peer education and prevention strategies in schools and communities designed to:
 1. Increase safety belt use
 2. Reduce speeding
 3. Reduce impaired and distracted driving
 4. Reduce underage drinking
- ◆ Programs designed to increase the public's awareness of the Teenage and Adult Drivers' Responsibility Act (TADRA) and safe and defensive driving techniques will also be considered.

Young Adult Traffic Safety Program

- ◆ A program designed to reduce the incidence of alcohol and/or drug -impaired driving or distracted driving by persons between the ages of 18 and 24, which must involve at least one of the following components: 1) participation of employers, 2) participation of colleges and universities, or 3) participation of hospitality industry.

Law Enforcement Programs

- ◆ A program designed to implement innovative highly visible and highly publicized law enforcement strategies to reduce highway safety crashes, injuries and fatalities.

Administrative Judges and DUI Court Programs

- ◆ A program designed to train judges and prosecutors on highway safety issues, including but not limited to: Standardized field sobriety testing techniques, innovative sentencing techniques, update on new traffic laws and license sanctioning procedures, effective prosecution of DUI offenders, and incorporating treatment as appropriate into judicial sentencing for drivers between the ages of 21 and 34 who have been convicted of first time DUI/DWI.
- ◆ A program designed to remove repeated DUI offenders from Georgia's roadways through innovative prosecutorial/adjudication programs.

Minority Highway Safety Programs

- ◆ Programs focused on minorities, particularly the populations of non-English as a primary language. Programs must focus on the awareness of the laws relating to safety belt and child restraint uses, impaired driving, or pedestrian safety initiatives.

Non-Motorized Safety Grants

- ◆ **Pedestrian** education and enforcement programs should be designed to reduce pedestrian crashes, injuries, and fatalities within high-risk counties. The development and implementation of pedestrian safety programs should focus on the pedestrian and motorist to enhance knowledge and skills via outreach, community base, awareness and etc.:
- ◆ **Bicycle** educational and enforcement programs should be designed to reduce bicycle injuries and fatalities statewide. Develop and implement bicycle safety programs with a focus on the bicyclist and motorist to enhance knowledge and skills via outreach, community base, awareness and etc.
- ◆ Programs should focus on the following:
 1. Training of law enforcement officials on State laws applicable to pedestrian and bicycle safety
 2. Enforcement mobilizations and campaigns designed to enforce State traffic laws applicable to pedestrian and bicycle safety
 3. Public Information and awareness programs designed to inform motorists, pedestrians, and bicyclists of State laws applicable to pedestrian

Older Drivers and Passengers

- ◆ The aging Georgia population is more susceptible to fatal injury than younger motor vehicle occupants. The number of drivers ages 65+ years involved in fatal crashes increased by 15 percent (from 272 drivers in 2018 to 313 drivers in 2019). Drivers ages 65+ years accounted for 14 percent of all drivers involved in fatal crashes in 2019. Programs targeting this age group need to be developed and implemented to reverse these alarming trends. The program should be a skill-based program for older drivers to enhance driving skill or educational programs that focus on relevant physical cognitive changes of aging.

Evaluation and Survey Program

- ◆ **Evaluation Program** should be designed to evaluate GOHS grants and projects on a monthly and yearly basis. A database should be created and maintained to monitor monthly reporting and activity of grantees.

If you are interested in a **Students Against Destructive Decisions (SADD)** project for a high school or a **Young Adult Driver (YA)** program for a college or university, please contact Mr. Jared Eaves directly at jared.eaves@gohs.ga.gov.

Program Parameters

For detailed information in completing the referenced program guidelines, applicants must complete each section in eGOHS Plus. All proposals must include the following information:

1. ***Problem Identification:*** The problem ID statement is a detailed written narrative that must clearly define the highway safety issues in the community/jurisdiction. The statement must provide a concise description of the problem(s), where it is occurring, and the population affected, how and when the problem is occurring, etc. Include the 5 most recent consecutive years of crash data (2015-2019), including fatality and serious injury data, to establish the conditions and the extent of the problem(s). (Charts, graphs, and percentages are effective ways of displaying the required data). Refer to the GOHS website for state and county data and/or Attachment A for assistance.
2. ***Program Assessment:*** Identify “what” the community/jurisdiction is currently doing to address the problem(s) identified under the problem identification section. Review and note activities and results of past and current efforts, indicating what did or did not work. Assess resources to determine what is needed to more effectively address the problem(s). Identify local laws, policies, safety advocate groups and organizations that may support/inhibit the success of the project.
3. ***Project Objectives, Activities and Evaluation:*** The objective(s) must indicate exactly what the project will accomplish to impact/correct the problem(s) identified in the Problem Identification section. The activities must clearly identify the steps needed to accomplish each objective. A comprehensive evaluation plan must be developed to explain how the outcomes will be measured for each proposed activity listed in this section. Must follow the **S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, and Time Specific) model**. (See *Sample Objectives, Activities and Evaluation – Attachment B*)
4. ***Milestone Chart:*** This chart must provide a summary of the projected activities to be accomplished on a monthly basis. This section must reflect the activities described in the Project Objectives, Activities and Evaluation Section.
5. ***Media Plan:*** Describe the plan for announcing the award of this grant to the identified community. Identify the media outlets, including social media, available to your project. Discuss how the public will be informed of grant activities throughout the entire project period.
6. ***Resource Requirements:*** Statement must describe and explain the budget (resources) needed in order to accomplish the objectives listed above. Requirements may include but not be limited to personnel, enforcement hours, equipment, supplies, training needs and public information/educational materials. A brief description of how and by whom the resources will be used is also required.

7. **Self Sufficiency:** This statement must reflect a plan of action that explains how the activities of the project will be continued after federal funds are no longer available to implement this project. The self-sufficiency plan must identify potential sources of non-federal funds.
8. **Budget:** Each budget item(s) must be allowable, reflects a reasonable cost and be necessary to carry out the objectives and activities of the project.
 - a. Personnel Services (salaries and fringes – non law enforcement and prosecutors)
 - b. Enforcement/Activity Hours (law enforcement and prosecutors only)
 - c. Regular Operating Expenses (single item less than \$1,000) – see **NOTE** below
 - d. Travel of Employees (employees of grantee)
 - e. Equipment Purchases (items \$1,000 or more)
 - f. Contractual Services
 - g. Per Diem and Fees (employees not employed by grantee)
 - h. Computer Charges and Computer Equipment
 - i. Telecommunications
 - j. Motor Vehicle Purchases

Note: See Attachment C for Allowable and Non Allowable Expenses.

NOTE: Purchase price of an item includes shipping and taxes. EX: If an item costs \$900 plus \$150 for shipping and taxes then this item should be included in the equipment category because the total pushed it over the \$1000 point.

9. **Grant Terms and Conditions:** Applicants are required to meet all applicable federal/state laws and requirements.
10. **Certifications and Signatures:** Applicants must agree to abide by the Grant Terms and Conditions within this section. Certification signatures must be signed in “blue ink” and the original mailed to GOHS no later than **March 25, 2022**.

Eligibility Criteria

1. Potential grantees/partners within the State of Georgia include, but is not limited to: local law enforcement agencies, county health departments, high schools (*private and public*), colleges and universities (*private and public*), citizen groups, civic organizations, churches and faith-based communities, county councils, mayors, EMS, county agencies, not-for-profit organizations (i.e. Safe Kids of Georgia, MADD, etc. and others).
2. For FFY 2023, GOHS grant proposals to a single grantee must not be submitted for less than \$10,000 or greater than \$375,000 for this fiscal year for the General Application (GA). The grants award for colleges and universities will be based on student population. The maximum award for SADD projects is \$6,500 per high school.
3. Law enforcement grants should include “enforcement hours” rather than salary and fringe benefits.
4. Full time positions will be evaluated on a case-by-case basis for grants whose budget exceeds \$100,000. (Job descriptions must be attached for each personnel position required.)
5. Potential grantee(s) must demonstrate its willingness and ability to accept and implement the planned programs by showing staffing, equipment, office space and other resources that will be dedicated to this effort.
6. Potential grantee(s) must report in the grant application whether or not its organization collects and is willing to disseminate critical data necessary to demonstrate the effectiveness of a **before** and **after** project impact. Programs planned, implemented and evaluated **must be “specific” and focused on the issues of saving lives and reducing injuries**. Evaluation tools must measure outcomes and the potential grantees **MUST** be able to show that crash data was decreased or increased as applicable in all emphasis areas at the end of the grant period. All exceptions must be documented and explained. Potential grantees will be required to collect and report to GOHS required data on highway safety programs that are supported by this grant to demonstrate the required change.
7. Programs planned should be necessary programs that will reach the goals stated. Programs that are “nice,” or “feel good,” or evaluated by anecdotal comments should not be proposed. All evaluation plans must be well documented in the application and approved by GOHS.
8. The cost for developing the proposal, including any travel costs associated with the application is the sole responsibility of the potential grantee. GOHS will not provide reimbursement for such costs.
9. GOHS will reimburse awarded grantees based on monthly approved/implemented project activities and expenditures through an Automated Clearing House (ACH) payment.

10. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) recipients of Federal grants and contracts must submit information on sub-grant awards to GOHS prior to implementation. Please contact your agency Accounting Department to obtain the SAM.gov Unique Entity Identifier (**UEI**) Number and Federal Employment Identification Number (**FEIN**). These numbers will be needed in order to complete the agency information form. (Attachment G)

11. Non-profit organizations

- Must be willing to adhere by GOHS requirements for Non-Profit Organizations (See Attachment D).
- Must include letters of support/references from at least two of the following: local law enforcement, school systems, local safety advocate organizations and/or medical organizations. These must be dated within 2 years of date of application.

12. Applications must receive an average final rating of 70% or above to be considered for funding. Applicants receiving an average final rating of 69% and below will not be funded by GOHS.

13. GOHS reserves the right to reject any and all proposals submitted in response to this request.

14. Awarded grantee(s) must be willing to submit monthly activity reports concurrent with a monthly claim for reimbursement report utilizing eGOHS Plus by the 20th of the following month. The claim for reimbursement must be submitted and approved in order to be reimbursed for activities/services rendered. SADD projects will be reporting 4 times during the grant year, effective FFY2022.

15. Catalog of Federal Domestic Assistance (**CFDA**) number

- 20.600 – 402 (State and Community Highway Safety)
- 20.616 – 405 (National Priority Safety Programs)

The Application Submission Procedures

Grant Submissions

ALL grant applications must be submitted through GOHS online Electronic Grants for the Office of Highway Safety (eGOHS Plus) System.

- The link to be website is: <https://georgia.intelligrants.com>
- Certification signature page must be signed in “*blue ink*” and the original mailed to GOHS no later than **March 25, 2022**. Mail to:

Governor's Office of Highway Safety (GOHS)
ATTN: Mrs. Candice Hamilton-Lawless
7 Martin Luther King Jr Drive; Suite 643
Atlanta, Georgia 30334

Special Note: Original signatures on the Certification Page must be in [blue ink](#). Stamped signatures will not be accepted.

Grant Selection Types

- **GA** = General Application (*All Applications except: SADD, TEN and YA*)
 - City Government
 - County Government
 - Emergency Medical Service
 - Individual Consultant/Contractor
 - Non-Profit Organization
 - Police Department
 - Public Health
 - Sheriff's Office
 - State Agency
- **SADD** = Students Against Destructive Decisions
 - Funds only available for Georgia High School (*private and public*).
- **YA** = Young Adult
 - Funds only available for State Universities/Colleges/Technical Schools (*private and public*).

Grant Period – FFY2023

Federal Fiscal Year – October 1, 2022 to September 30, 2023.

Grant Application Workshop

To be eligible for funding, all new applicants who wish to submit an application shall have a representative present at ONE of the grant application workshops. Current FFY2022 grantees are not required to attend.

For FFY 2023, the workshops will be held in-person.
To register for the workshop, click on the appropriate link below for the workshop you plan to attend prior to January 3, 2022

January 5, 2022

10:00am

Chattahoochee Tech North Metro Campus
5198 Ross Road, Bldg D
Acworth, GA 30102
See Attachment E

<https://www.eventbrite.com/e/2023-gohs-grant-application-training-mandatory-tickets-221987930877>

January 6, 2022

10:00am

Wiregrass Technical College
Charles House Learning Center
667 Perry House Rd
Fitzgerald, Ga 31750
See Attachment F

<https://www.eventbrite.com/e/2023-gohs-grant-application-training-mandatory-tickets-222017118177>

Once registered, you will receive notification of the workshop

The Agency Information Form should be completed and emailed to Mrs. Candice Hamilton-Lawless at chamilton@gohs.ga.gov prior to the training (Attachment G)

Grant Proposal Submission

Grant Applications must be submitted via eGOHS Plus no later than 11:59 p.m. on **Monday, February 28, 2022.**

All questions must be addressed via email, letter or telephone to:

Mr. Jimmy Sumner, GOHS Deputy Director

Jimmy.sumner@gohs.ga.gov

or

Governor's Office of Highway Safety

ATTN: Mr. Jimmy Sumner

7 Martin Luther King Jr. Dr.; Suite 643

Atlanta, GA 30334

Office: (404)-656-6996 Toll Free: (888)-420-0767

Application DUE DATE: February 28, 2022

Don't forget to click "submit."



Problem ID Worksheet

1 Name of applicant

2 Demographics/ Population (day vs. night)

Demographics (race, ethnicity, gender, age, education, profession, occupation, income level, and marital status)

3 Urban/Rural

Population less than 50,000 is considered Rural

4 Roadway description- Where are the crashes occurring?

Interstates Yes/no How much? List interstates

State Routes Yes/no How much? List State Routes

Local Roads How much? List interstates

Speed limits

Avg Speeds

5 Restaurants/ bars? Bar district? Number of bars? Concert venues?

Open container law with pedestrians? Ride Share?

6 Schools/Universities?- Name and Describe

Student population

Pedestrians

Bicycles

e-scooters

7 Business District

Pedestrians

To-Go Alcoholic Beverages

8 55 Plus Communities?

yes/no

Describe (% of population)

9 Minority population

yes/no

Describe (% of population)

10 Native American Communities

yes/no

Describe (% of population)

11 Seatbelt usage rate

State rate

94.90%

2021 rate

Local rate

Date of survey

12 Local Crash Data

5 consecutive years of data - Use FARS Data where applicable

	2015	2016	2017	2018	2019	2020 (if available)
Crashes						
Injuries (FARS)						
Fatalities (FARS)						

13 Number of unrestrained fatalities (include years of data used)

Percentage of unrestrained fatalities vs. overall fatalities

14 Number of unrestrained injuries (include years of data used)

Percentage of unrestrained injuries.

15 Speed related fatalities -percent of overall fatalities

State rate

23%

2020

Local rate

what year of data?

16 Impaired related fatalities- percent of overall fatalities

State rate

24%

2020

Local rate

what year of data?

17 Pedestrian fatalities

State rate

17%

2020

Local rate

what year of data?

18 Bicycle fatalities

State rate

2%

2020

Local rate

what year of data?

19 Motorcycle fatalities

State rate	12%		2020
Local rate	<input type="text"/>	what year of data?	<input type="text"/>

20 Drivers involved in Fatal Crashes

2020 State	2,365	2020 Local	<input type="text"/>
Young Drivers (15-20)	206	Young Drivers (15-20)	<input type="text"/>
Age 21 and over)	2,101	Age 21 and over)	<input type="text"/>

21 Are other languages are spoken in your community?

If so, what other languages are spoken? Percentage of individuals who speak

22 Document data sources

23 Data Sources for Grant Applications:

GOHS website: Crash Data Dashboard - https://www.gahighwaysafety.org/research/data-by-county/
GOHS website: Traffic Safety Facts Sheets - https://www.gahighwaysafety.org/highway-safety/shsp/
2021 NHTSA Countermeasures that work- https://www.ghsa.org/resources/countermeasures
FARS Data- https://www.nhtsa.gov/research-data/fatality-analysis-reporting-system-fars
GEARS (must be an approved agency) - https://www.gearsportal.com/Pages/Public/Home.aspx
NHTSA Tools, Publications, and Data - https://cdan.nhtsa.gov/
GA OASIS (This has different criteria then the FARS data)- https://oasis.state.ga.us/
CDC Motor Vehicle Safety - https://www.cdc.gov/transportationsafety/states/index.html
GHSA Publications- https://www.ghsa.org/resources/BTSCR
Children's Hospital of Philadelphia- https://injury.research.chop.edu/
County Health Rankings- https://www.countyhealthrankings.org/app/georgia/2021/downloads

There are a number of sources of data and information that can be used to identify specific traffic safety concerns. However, applicants are encouraged to use or incorporate the crash data available on the GOHS data dashboard page:

<https://public.tableau.com/app/profile/gahighwaysafety/viz/ProblemIDCountyWorksheets/Dashboard1>

This page will pre-fill the Problem ID Worksheet with crash data for various traffic topic areas for each county. The GOHS application review team will use these county-level worksheets to evaluate and score each grant application. Applicants are welcome to present additional information to further describe the traffic safety concerns in their region and support their application.

SAMPLES OBJECTIVES, ACTIVITIES AND EVALUATIONS

OBJECTIVE:

- A. Grantee will provide educational programming on _____ [insert type of program] to _____ [number of participants] _____ [description of participants] in [location] during the grant year.

Example 1: (*Grantee*) will provide educational programming on the importance of wearing safety belts to 1200 students in local high schools in (*City/County*), Georgia by end of grant year.

Example 2: (*Grantee*) will provide educational programming on the importance of wearing safety belts to 120 Latino participants at community events in (*City/County*), Georgia by end of grant year.

ACTIVITY:

Important: if the educational program and supporting materials are already available, skip directly to activity "c".

- A. Develop an education curriculum/program by _____ [date] [reported on milestone chart].

Example 1: *Develop an educational program appropriate to high school students on the importance of wearing safety belts by the end of November 2021.*

Example 2: *Develop an educational program in Spanish on the importance of wearing safety belts by the end of November 2021.*

- B. Prepare educational materials appropriate for _____ [description of participants] by [date] [reported on milestone chart].

Example 1: *Prepare educational materials stressing the importance of wearing safety belts that are appropriate to high school students by the end of January 2022.*

Example 2: *Prepare educational materials in Spanish stressing the importance of wearing safety belts by the end of January 2022.*

- C. During the grant period, deliver educational curriculum/program to _____ [number of participants] per month in [location].

Example 1: *During the grant period, deliver the educational program on the importance of wearing safety belts to 100 high school students in (*City/County*), Georgia per month.*

Example 2: *During the grant period, deliver the educational program tailored for Latino populations to 10 students per month in (*City/County*), Georgia.*

EVALUATION

- A. Determine whether the appropriate number and type of students received the educational program during the grant period. This is an example of a process evaluation. Process evaluations measure if the program is being implemented as planned.

Example 1: Determine whether 1200 students in local high schools in (City/County), Georgia received educational programming on the importance of wearing safety belts during the grant period.

-keep a calendar of events conducted

-count attendees (use a sign-in sheet, observation, or use attendance sheet)

Example 2: Determine whether 120 Latino participants at community events in (City/County), Georgia received educational programming on the importance of wearing safety belts.

-keep a calendar of events conducted

-count attendees (use a sign-in sheet, observation, or use attendance sheet)

- B. Determine whether learning has occurred during the teen driving safety presentation during the grant period. This is an example of an impact evaluation. Impact evaluations measure the change in attitude, knowledge, skills, and behavior.

Example: Determine whether 1200 students in local high schools in (City/County), Georgia learned new traffic safety knowledge on the importance of wearing safety belts during the grant period.

- All participants take five question pre-test before the presentation begins and the same five question post-test after the presentation ends

- Average pre-test and post-test scores. If scores improved amongst participants, then learning has occurred and there is a change in knowledge.

EXAMPLES OF OBJECTIVES: OCCUPANT PROTECTION SAFETY BELT USAGE RATE

OBJECTIVE 1:

To assess changes in overall safety belt usage rate within the appropriate jurisdiction over the grant period.

Activities for Objective 1:

- a. Conduct a baseline observational safety belt survey within the appropriate jurisdiction
- b. Conduct a post-program observational safety belt survey within the appropriate jurisdiction.

Evaluation for Objective 1:

- a. Compare safety belt usage rates from the baseline survey to the survey at the end of the period, and report findings in Final Report to GOHS.
- b. Determine whether the seatbelt surveys were conducted on schedule.

OBJECTIVE 2:

To increase the safety belt usage rate in the jurisdiction by 5% from baseline by the end of the grant period. (To use percentages increase/decrease you must determine the baseline number)

Activities for Objective 2:

- a. Participate in all "Click It or Ticket" mobilizations initiated by GOHS.
- b. [insert other activities appropriate to Agency.]

Evaluation for Objective 2:

- a. Compare safety belt usage rates from the baseline survey to the survey at the end of the period and determine whether a 5% increase in safety belt usage rate has occurred.

Other Examples -

Objective: During the FFY23 grant period, (Grantee) will work with local partners to hold 4 kids bike safety classes featuring on-bike safety skills drills and 4 bike safety classes featuring a classroom presentation, with an emphasis on helmet safety, visibility, and rules of the road.

Activity: During the FFY23 grant year, (Grantee) will host 4 bike safety classes featuring a classroom presentation with an emphasis on helmet safety, visibility, and rules of the road. Class size is expected to be 20 children per class.

Evaluation: (Grantee) will supply the syllabus, pictures, and attendance sheets for each event in the monthly programmatic reports. By the end of the lesson, the students will be able to properly fit a helmet, know what clothes to wear, which lights to use, and the students will be able to know the most important age-specific bike traffic laws.

Objective: During the grant year, (Grantee) will implement a comprehensive, hands-on, program that will educate 1800 school aged motorists and pedestrians on required safety behaviors that will help reduce pedestrian fatalities.

Activity: (Grantee) will provide pedestrian education to 150 students each month during the grant period, either at a school or school affiliated summer program either at a school or at a school-based summer program.

Evaluation: (Grantee) will provide pre/post-test evaluations and document the number of participants of the education. (Grantee) will provide this information in a monthly report throughout the grant period.

ALLOWABLE AND UNALLOWABLE COSTS

ALLOWABLE COSTS

Payment for costs incurred shall be on a reimbursable basis. An advance of funding is not allowable for Highway Safety activities. Cost incurred means the grant must have established a liability for payment.

Items must meet all of the following criteria to be an admissible cost for reimbursement of an approved highway safety grant:

All items must:

- be an item or service approved in the grant.
- represent an actual expenditure and be chargeable to the grant.
- be incurred on or after the authorized effective date of the grant and on or before the ending date of the grant period.
- be necessary for proper and efficient administration of the project and be allocated to the activities in the grant
- be reasonable when compared to unit value.
- be reduced by all applicable credits.
- be in the pro-rata share of the approved project (when allowable costs are to be allocated or pro-rated to a project, an allocation or pro-ration worksheet must be prepared and retained by the agency for audit).
- be permissible under federal, state and local laws, regulations and practices.
- not result in a profit or other increment to the grantee, unless the profit is used to advance the project within the grant limits.
- not be allocated to, or included, as a cost of any other federally financed program.

UNALLOWABLE COSTS

- Promotional/ Incentive type items
- Compensation for time spent in court.
- Compensation for overtime paid at one and a half times pay unless the following conditions are met:
 - 1) Payments for overtime, which are clearly defined, and separately delineated in the grant application, exhibited as a separate cost category in the budget pages of the grant application, **and pre-approved by GOHS.**
 - 2) A plan for overtime payment, including the existing departmental or agency overtime policy for non-project personnel, must be submitted for review and approval by GOHS prior to expense being incurred.
- Employee's salary/enforcement hours while pursuing training nor to pay the salary of the employee's replacement, except where the employee's salary is supported with federal funds under an approved GOHS project.

GOHS REQUIREMENTS FOR NON-PROFIT ORGANIZATIONS

Title 50. Chapter 20 of the Official Code of Georgia Annotated. **Relations with Non-profit Contractors** requires State agencies entering into agreements with non-profit organizations to provide the following financial and compliance information:

1. Identification of any state funds included as part of the contract. Such identification should include the contract number.
2. Identification of any federal pass-through assistance included as part of the contract. Such identification should include the Catalog of Federal Domestic Assistance number.
3. Identification of requirements imposed by federal laws, regulations, and the provisions of contracts as well as any state or supplementary requirements imposed by state law or the contributing state organization.

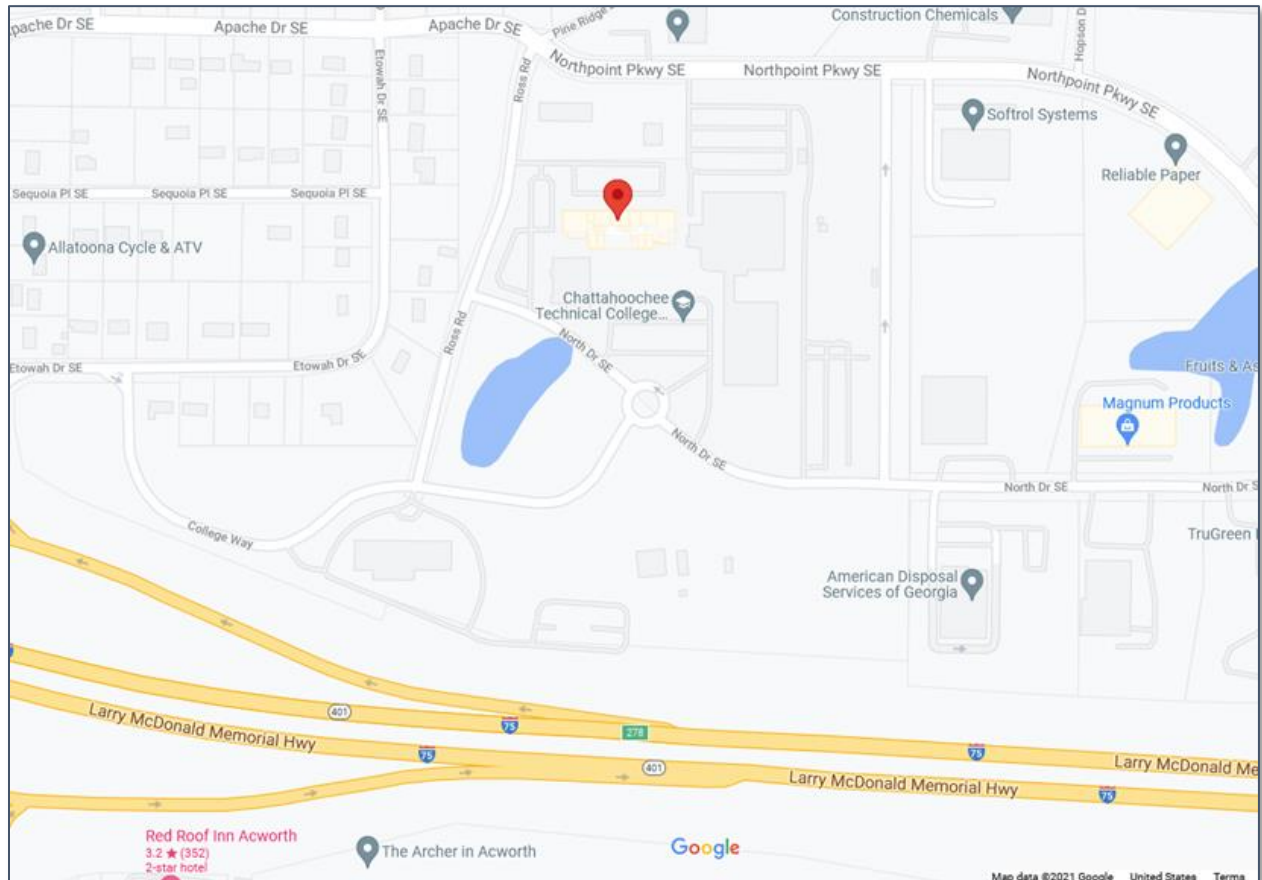
In accordance with O.C.G.A. Section 50-20-3, **non profit organizations applying to contract for funds from the Governor's Office of Highway Safety (GOHS) must submit the following financial information to GOHS prior to entering into any financial agreement:**

1. Listing of the source or sources of all public funds received by the non-profit contractor and the program for which funds were received.
2. A copy of the non-profit IRS status form 501 (c) (3).
3. A copy of the Secretary of State certification of Georgia non-profit status.
4. In cases where the non-profit contractor has been in existence for less than a full year, the financial statements must cover the non-profit contractor's operations year to date for the current year.
5. A non-profit organization, which has expended \$100,000 or more during its fiscal year in State Funds, must provide for and cause to be made annually an audit of the financial affairs and transactions of all of the non-profit organization's funds and activities. The audit shall be performed in accordance with generally accepted auditing standards.
6. A non-profit organization, which has expended less than \$100,000 during its fiscal year in State Funds, shall forward to the state auditor and each contracting state organization a copy of the nonprofit organization's financial statements. If the financial statements are reported upon by a public accountant, the accountant's report must accompany the financial statements. If not, the annual financial statements must be accompanied by the statement of the president or person responsible for the nonprofit organization's financial statements:
 - A. Stating the president's or other person's belief as to whether the statements were prepared on the basis of generally accepted accounting principles and, if not, describing the basis of preparation.
 - B. Describing any respects in which the statements were not prepared on a basis consistent with statements prepared for the preceding year.
7. A non-profit organization which receives funds from a state organization and which meets the federal audit requirements of the Single Audit Act Amendments of 1996 shall submit

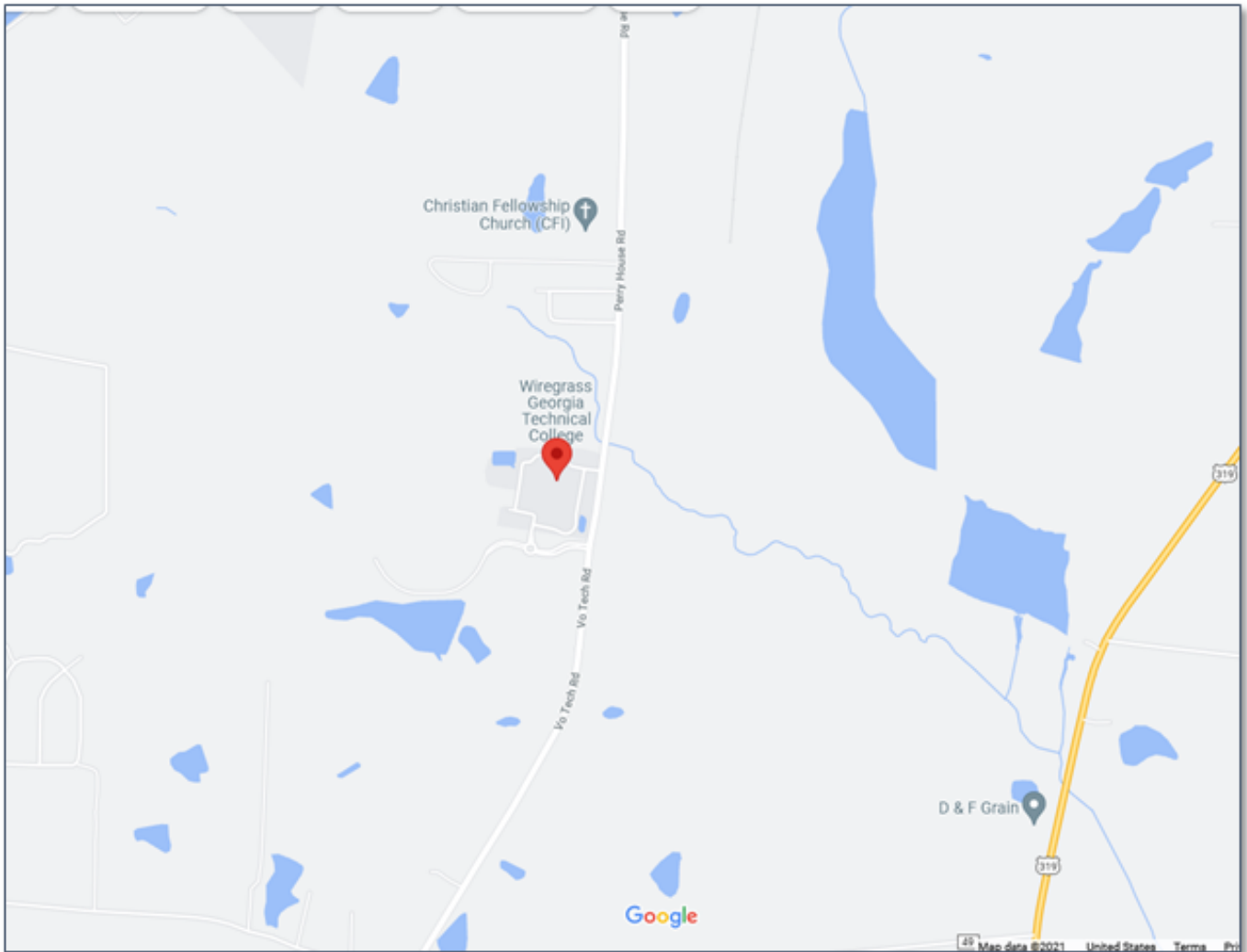
audit reports and reporting packages in accordance with (Federal) Office of Management and Budget (OMB) Circular A-133.

8. Reporting packages or financial statements shall be forwarded to the state auditor and each contracting state organization within 180 days after the close of the nonprofit organization's fiscal year. The state auditor, for good cause, may waive the requirement for completion of an audit within 180 days. Such waiver shall be for an additional period of not more than 90 days, and no such waiver shall be granted for more than two successive years to the same nonprofit organization. The state auditor may prescribe an electronic format for financial statement and audit package submission purposes.
9. Non-profit organizations, which receive funds from state organizations, shall refrain from political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, or personnel on behalf of any candidate or any question or public policy subject to public referendum.
10. Non-profit organizations must provide a letter of support from a local government official stating this program is needed.

January 5, 2022
10:00am
Chattahoochee Tech North Metro Campus
5198 Ross Road, Bldg. D
Acworth, GA 30102



January 6, 2022
10:00am
Wiregrass Technical College
Charles House Learning Center
667 Perry House Rd
Fitzgerald, Ga 31750





Governor's Office of Highway Safety
7 Martin Luther King Jr. Dr. SW
Suite 643
Atlanta, GA 30334

Agency Information

Agency Information

Agency Name: _____

Agency Address: _____
Street Address *Suite or Room #*

City *State* *ZIP Code*

Agency Phone: _____ **Agency Fax #:** _____

Agency Email: _____

Federal Tax ID # (FEIN): _____ **SAM**
UEI #: _____

County: _____ **Website:** _____

Agency Type*: _____

Agency Category+: _____

Grant Administrator: _____ **Grant Administrator**
Email Address: _____

*Agency Types: State / Education / County / City / Other

+ Agency Categories: Schools (K-12) / Non-Profit Organization / State Universities/Colleges/Tech Schools / Police Department / City Government / Sheriff's Office / Government Agency / Public Health / State Agency / Local