

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY  
GRANT SPECIAL CONDITIONS**

**SADD General/GOHS Youth Highway Safety Grants**

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

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

1. Students participating in activities funded by GOHS will be known as Highway Safety Ambassadors and may be requested to attend other GOHS events to represent Georgia's teen driving population at GOHS expense.
2. Schools with SADD chapters are required to submit a copy of their SADD National registration to GOHS no later than December 31st (GOHS will provide technical assistance upon request.) All chapters must register online via the SADD Portal <http://sadd.force.com/registration>.
3. The Agency Administrator must submit a combined list of SADD Advisors from each school within the first 90 days of the grant (Dec. 31). If the SADD Advisor changes during the grant year, GOHS must be notified in writing (via email) within five business days after the change.
4. Dues covering SADD Nationals Membership fee are to be paid no later than December 31.
5. GOHS will cover the cost for up to 10 memberships per school, totaling no more than \$50 per school. SADD Membership is \$5 a member.
6. Schools are required to complete at least two observational safety belt surveys between October 1-September 30 and report findings to GOHS within their programmatic report. It is suggested to complete the pre-survey in December and the post in April.
7. All grantees are required to publicize their GOHS Awarded grant with the media, utilizing print, radio, school website and/or newspaper, etc. **This announcement must receive prior approval from GOHS and be made within the first (1st) quarter of the approved grant.** A copy of the actual announcement must be forwarded to GOHS or a copy of the actual Press Release on school letterhead. 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 selected media.
8. Grantees are required to send the advisor and a minimum of four chapter members to the GOHS Youth and Young Adult Conference (even years only).
9. Grantees are highly encouraged to send the advisor and a maximum of two chapter members to the SADD National Conference on Youth and Health Safety. Travel Authorization Request must be submitted and approved by GOHS for each person attending through eGOHS Plus prior to travel, and no less than *a month before travel*. All dependent on school or county policy. Travel limit is up to \$3,500, and cannot cover more than two students and one advisor.
10. Schools participating in the SADD/GOHS Highway Safety initiative are required to have regular monthly chapter meetings.
11. Grantees must submit electronic programmatic reports and claims monthly through [www.georgia.intelligrants.com](http://www.georgia.intelligrants.com). No financial claim will be processed without a programmatic report which reflects the expenses. Reports must be submitted to GOHS by the 20th of the following month. The final programmatic and claim reports must be submitted no later than October 20th.
12. Grant amendments, if needed, must be submitted in eGOHS Plus prior to June 30th.
13. Grantee must submit a final programmatic report. The established due date will be provided by GOHS prior to the end of the fiscal year.

14. All grant programs must cooperate fully with entities dealing with traffic safety issues to include, but not limited to SADD, Safe Kids, Public Health, law enforcement agencies, etc. Mental Health speakers will not be covered by the GOHS grant.
15. All SADD grantees will be limited to a maximum of \$ 1,000.00 reimbursable amount per contracted speaker. All contracts must receive prior approval. Mental Health focused speakers will not be approved.
16. Items that are being printed or produced must receive prior approval from GOHS and 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 "Drive Sober or Get Pulled Over." For the most recent NHSTA Messaging see: <http://www.trafficsafetymarketing.gov/>
17. A \$1,000 stipend is available for the SADD Advisor each grant year. If eligible, the stipend will be rewarded in two payments of \$500. During the months of March and June, each SADD Advisor will be evaluated based upon the following criteria. If favorable, the advisor will be eligible to receive \$500 for each evaluation.

In order to receive the \$500 stipend twice during the grant year, the following must occur:

- Conduct monthly meetings with the SADD chapter with the primary focus on underage drinking prevention and the consequences of impaired driving.
  - Submit monthly reporting that documents the impaired driving initiatives.
  - Since the grant funds are to be used for underage drinking prevention and impaired driving programs, other traffic safety initiatives can be documented in the monthly reports under a separate heading.
  - Grantee must submit all monthly activity reports and claims by the 20th of each month. (2 consecutive months being late will result in loss of the stipend.)
  - All objectives and activities must be completed.
  - SADD Advisor must serve a minimum of 8 months and must be an employee of the school at the close of the current school year.
  - Grant must remain in compliance with GOHS Grant Terms and Conditions and the Special Conditions as outlined in this document.
18. Reports are to include a summary of activities for each high school listed in the grant. It is the responsibility of the Agency Administrator to submit all reports and claims by the 20th of each month. Incomplete reports will not be accepted by GOHS.

If you have further questions, please don't hesitate to contact the State SADD Coordinator  
Kathryn Curtis at [kathryn.cardin@gohs.ga.gov](mailto:kathryn.cardin@gohs.ga.gov)