

**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. The most current information can be found on the GOHS website.
2. All grantees are required to publicize the GOHS grant in the media, utilizing print, radio and/or television within the first quarter of the project. **Grantees should submit and receive GOHS approval prior to releasing their grant announcement to the public.** A record 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. All printed items produced with grant funds or ordered and paid for by this grant must receive prior approval from GOHS and include the current GOHS logo and/or a statement that says either, *"This project is funded by the Georgia Governor's Office of Highway Safety"* or *"The Georgia Governor's Office of Highway Safety is a full partner in this program."* Photo or scan of final produced item shall be attached with the invoice when filing for reimbursement.
4. Grantees must obtain prior approval from GOHS before any out of state travel. A **Travel Authorization Form** must be completed and approved in eGOHS Plus prior to making **ANY** travel arrangements. Claims and Progress Reports must be up-to-date prior to approval. In addition, the agency/organization policies for travel must also be adhered to. If there are no policies, GOHS travel policies must be followed.
5. All grant equipment must be purchased within the first 90 days of the grant.
6. Grantee must submit a "Final Report" highlighting objectives met/unmet, major accomplishments, etc. The established due date will be provided by GOHS within the GOHS closeout letter prior to the end of fiscal year.
7. All grant programs must have an evaluation component that is approved by the Governor's Office of Highway Safety.
8. Grantee 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.
9. Grant amendments must be submitted in eGOHS Plus prior to June 30th.
10. 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.
11. 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.

12. 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 be included in the Resource Requirement section of the grant application.

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