

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT
SPECIAL CONDITIONS
Young Adult (YA) Highway Safety Program**

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. Grant amendments must be submitted in eGOHS Plus prior to June 30th. After June 30th, only amendments regarding personnel changes will be accepted and approved by GOHS before the grant period ends.
2. All printed materials 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." A copy of the final product must be attached with invoice when filing for reimbursement.
3. Grantees must obtain prior written approval from GOHS before any out of state travel. A Travel Authorization Request Form must be completed and approved in eGOHS Plus approximately four (4) weeks prior to the actual travel date. Claims and Progress Reports must be up-to-date prior to approval. In addition, the school policies for travel must also be adhered to. If there are no policies, the school must adhere to the GOHS travel policies. Travel cannot exceed the cost for three people, or the budget line item. Any travel for more than three people, or more than the allocated line item will have to be covered by the college or university.
4. All contractual agreements (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. Mental Health speakers/activities **will not** be covered under GOHS grant.
5. All YA grantees will be limited to a maximum of \$1,000.00 reimbursable amount per contracted speaker.
6. Grantees are required to send the advisor and two (2) peer educators to the GOHS Youth and Young Adult Conference (even years only).
7. All grantees are required to publicize their GOHS awarded grant with the media, utilizing print, internet, radio and/or television within the first (1st) quarter of the approved grant. **Grantees should submit and receive GOHS approval prior to releasing their grant announcement to the public.** 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.
8. Grantees must submit a monthly programmatic and claim reports via www.georgia.intelligrants.com. Monthly reports are due by the 20th of the month after expenses and activities occurred. Monthly reports must document preventative underage drinking and impaired driving initiatives. Please note that financial claims will not be processed without a submitted programmatic report reflecting/supporting the expenses for the month.
9. Schools are required to complete at least two observational safety belt surveys between October 1st and

September 30th. Survey results must be reported to GOHS within the appropriate monthly programmatic report. It is suggested to complete the pre-survey in December and the post in April. Reporting includes submitting copies of surveys, as well as tallying up results and demonstrating percentage of seat belt usage rate.

10. All YA grants must complete a CORE, ACHA-NCHA, or AlcoholEdu Survey once every two years (odd yr.).
11. Grantee must submit a “Final Report” highlighting objectives met/unmet, major accomplishments, etc. The established due date will be provided by GOHS prior to the end of fiscal year.
12. At least one (1) educational program should be in partnership with a local police department, non-profit, or high school near the college/university campus.
13. 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 Requirement section of the grant application.

Please direct any questions about your grant and/or these conditions to
Kathryn Curtis at Kathryn.cardin@gohs.ga.gov or 404-657-9079.

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 with such costs (such as tickets to shows, sporting events, meals, lodging, rentals, transportation and gratuities). This includes rental of popcorn machines, rock-climbing walls and other entertainment options that may be used in conjunction with an event.
2. Promotional/incentive type items, such as Peer Health Educator t-shirts/polos, cozies, keychains, pens/highlighters, water bottles, backpacks, hats, gifts, or prizes etc.
3. Food at meetings and chapter social events: i.e. pizza parties, cookouts and other. Cost of meals is allowable only in a formal setting where highway safety information is being disseminated. With all allowable meal functions, a list of participants, a copy of the agenda and photos (if available) of the event must be submitted when requesting reimbursement.
4. Cost for construction, rehabilitation, remodeling of any buildings or structures or for purchase of office furnishings and fixtures. Examples include desk, chair, bookcase, filing cabinet, storage cabinet, etc.
5. Candy is not allowable.
6. Costs are allowable to support underage drinking prevention and/or impaired driving prevention highway safety projects to adopt highway safety practices. Documentation must be available to show that such activities do not violate state law. All educational items and activities must directly relate to project objectives. Printed educational 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.