REQUEST FOR PROPOSAL FFY2025

"Every Life Counts – Strive for Zero Deaths and Injuries on Georgia Roads."

GOHS MISSION STATEMENT

The mission of the Georgia Governor's Office of Highway Safety is to educate the public on safe driving behaviors; to implement highway safety campaigns and programs that reduce crashes and eliminate injuries and fatalities on Georgia roadways.

WE NEED YOU!

RFP WORKSHOP – GOHS WEBSITE
WWW.GAHIGHWAYSAFETY.ORG

RFP Information

RFP WORKSHOP

- Request For Proposal (RFP) – READ IT SEVERAL TIMES

- Non-Profit Requirements, Agency Form

- New Problem ID Planning Worksheet (within the RFP)

- Grant Terms & Conditions – subject to change prior to award

BASIC GRANT APPLICATION INFORMATION

- Georgia Governor's Office of Highway Safety has been granted federal funds from the National Highway Traffic Safety Administration (NHTSA) to promote the development and implementation of **innovative** programs to address highway safety problems.

- Proposed programs must be **data driven**, based on proven countermeasures, and must align with Georgia's Highway Safety Plan Targets.

WHAT IS NEEDED TO APPLY?

READ all sections of the RFP	There must be a need in the area or jurisdiction, and it must align with the state HSP Targets	Be prepared to clearly define the problem. The problem must be supported by data (local, state, and national).
SAM UEI – Unique Entity Identifier	FEIN - Federal Employer Identification Number (a.k.a.) Tax ID	Application must be filed electronically in GMS

GRANT PROPOSAL OPPORTUNITIES

- **2 available opportunities:**
  - ➤ **General Application 2025 -** Funding for general highway safety initiatives. This may include government agencies, public safety, non-profits, and organizations.
  - ➤ **Young Adults 2025 -** YA grants are utilized to assist in the implementation of highway safety programs. All colleges and universities in Georgia are eligible to apply.

SADD is available but not through the RFP. Please meet with GOHS staff after the presentation.

PROGRAM AREAS

- Motorcycle Safety Education
- Occupant Protection
- Teen Traffic Safety
- Young Adult Traffic Safety
- Minority Highway Safety

- Older Drivers (55 plus)
- Law Enforcement
- Non-Motorized Safety (Pedestrian & Bicycle)
- Administrative Judges and DUI Courts
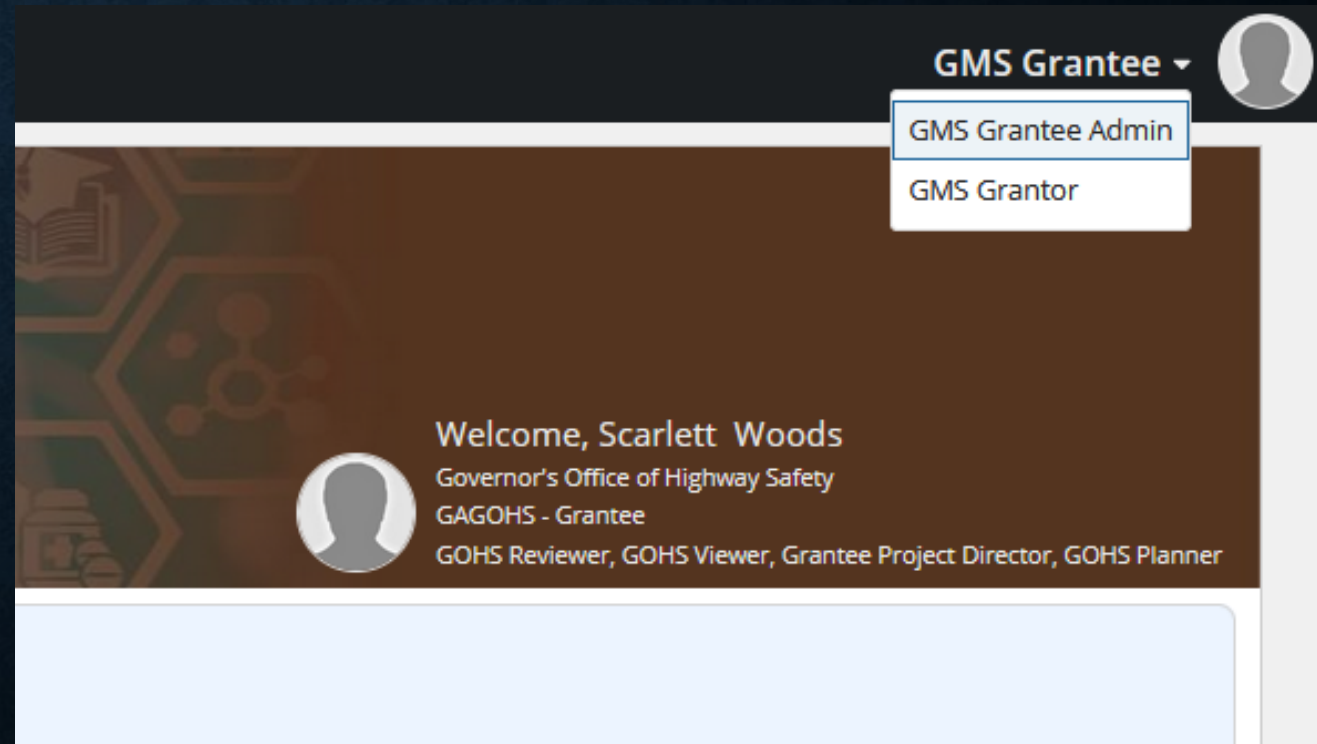- Evaluation Program

NOW WHAT?

- Have a clearly defined plan:
  - Who will be assigned (and a back up person) to manage this process?
  - What can be done to eliminate the problem?
  - How will the progress of the project be monitored?
  - Does the organization have a budget?
  - Is the organization/jurisdiction willing and able to accept and implement the project?
  - Can the organization adhere to all GOHS requirements?

STARTING AN APPLICATION

GMS USERS

- Agency Information Form – located within the RFP

- The Project Director or Authorized Official can add users to the agency

- Click on GMS Grantee Admin

GMS USERS

GMS LOGIN

Create User

ᵛUser Type

Select User Type To Add *

Grantee ○

ᵛUser Information

Prefix	First Name *	Middle Name	Last Name *	Suffix
0/50	0/50	0/50	0/50	0/50

Email *

abc@example.com

Phone Number *

Fax Number

Title

0/50

ᵛOrganization

ᵛAddress

Address *

City *	State *	Zipcode *	County ❓ *
	--- Select a Value ---		--- Select a Value ---

ᵛAdd Roles

Role Name	Active Date		
	No items available		

⊕ Add New Roles

✗ CANCEL

CREATE

SIGNATORS

- Authorized Official
  - The highest elected official

- Project Director
  - Main contact

- Agency Staff
  - Financial Contact

STARTING AN APPLICATION

RFP OPPORTUNITIES

APPLY FOR OPPORTUNITY

Opportunity | General Application 2025

APPLY FOR OPPORTUNITY

Summary   Applications / Grants   Related Actions

ℹ️ You have created 6 application(s) for this opportunity.

View Applications ↗

⌄ **Opportunity**

Title	Program Type	Fiscal Year	Posted Date	Close Date
General Application 2025	General Application	2025	12/15/2023	9/30/2025

⌄ **Opportunity Description**

GA (General Application) - Any agency seeing funding for general highway safety initiatives should apply for a GA grant. This may include government agencies, public safety, non-profits, and organizations.

⌄ **Application Submission Dates**

Opportunity	Organization	Application Submission Start Date	Application Submission Deadline	Last Updated
2025	General Application	General Application 2025	All Organizations	12/15/2023 12:00 AM	1/29/2024 11:59 PM	12/15/2023 6:37 AM EST by Scarlett Woods

CREATE APPLICATION

Georgia Grants Management System
Powered by GRANTS AI, a product of Scope IT Consulting
GMS GRANTEE SITE
Create New Application

Welcome, Scarlett Woods
Governor's Office of Highway Safety
GAGOHS - Grantee
GOHS Reviewer, GOHS Viewer, Grantee Project Director,
GOHS Planner

Create Application from scratch

Clone existing application data

CANCEL

CREATE NEW APPLICATION

PROJECT TITLE AND SUMMARY

Manage Application Project Info

💲 Opportunity Title
General Application 2025

📅 Fiscal Year
2025

📅 Posted Date
12/15/2023

✅ Close Date
9/30/2025

Application Project Information

Project Title *

Project Summary *

0/500

Progress Tracker

❌ Apply for Opportunity | Application Project Info   Mark as Complete

Use this feature to keep track of your overall progress

✖ CANCEL

SAVE AND CLOSE

PROJECT & GENERAL INFORMATION

Project Summary Examples:

- Project will promote and advance bicycle safety by providing bicycle safety education to various groups of people.

- A Peer-to-Peer social norms campaign designed to increase prevention-oriented knowledge and positive behaviors amongst University students to prevent drinking and driving.

- This project promotes motorcycle safety by focusing efforts on motorists' awareness of motorcycles.

- This project will reduce traffic fatalities due to speed, impaired driving, and failure to wear seatbelts.

PROJECT TITLE AND SUMMARY

Manage Application Project Info

💲 Opportunity Title
General Application 2025

📅 Fiscal Year
2025

📅 Posted Date
12/15/2023

✅ Close Date
9/30/2025

Application Project Information

Project Title *

Project Summary *

0/500

Progress Tracker

❌ Apply for Opportunity | Application Project Info   Mark as Complete

Use this feature to keep track of your overall progress

✖ CANCEL

SAVE AND CLOSE

PROJECT TITLE AND SUMMARY

NEW APPLICATION CREATED

✓ A new application GA-2025-GAGOHS - Grantee-00028 has been successfully created

CLOSE

Application | GA-2025-GAGOHS - Grantee-00028

APPLICATION HOME PAGE/ PAGE 1

HOME   ORGANIZATIONS   **OPPORTUNITIES**   APPLICATIONS | GRANTS   CLAIMS   MONITORING ⌄   TRAVEL   **GMS Grantee** ⌄

Application | GA-2025-GAGOHS - Grantee-00028

CANCEL APPLICATION

Summary   App Project Forms   App Budget Forms   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

Fiscal Year 2025	Program Type General Application		Posted Date 12/15/2023	Close Date 9/30/2025

Application Name GA-2025-GAGOHS - Grantee-00028	Org Name GAGOHS - Grantee	Project Title 🚩 Test1 narrative	Funding Source 🔖	Approved Budget 💷 $0.00	Current App Status 📚 Application Creation In Progress

Organization Name GAGOHS - Grantee	Organization Type Other

Fund Summary Dashboard	Original Balance	Total Withdrawals	Total Deposits	Pending Withdrawals	Current Balance	Available Balance
GA-2025-GAGOHS - Grantee-00028	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

APPLICATION HOME PAGE / PAGE 2

VIEW OPEN TASKS ⟳

˅ Application Creation Progress Tracker

› Application Workflow

˅ Application Forms

✔ Application Project Info

✘ General Additional Info

✘ Problem Identification

✘ Document Attachment

✘ Program Assessment

✘ Program Assessment Chart

✘ Project Objectives

✘ Project Activities Evaluations

✘ Media Plan

✘ Resource Requirements

✘ Self-Sufficiency

˅ Budget Forms

✘ Personnel Service Details - Position

✘ Personnel Service Details - Benefits

✘ Pay Schedule for Project Employees

✘ Enforcement/Activity Hours

✘ Regular Operating Expenses

✘ Travel

✘ Equipment Purchases

✘ Contractual Services

✘ Per Diem & Fees

✘ Computer Charges and Computer Equipment

✘ Telecommunication

✘ Motor Vehicle Purchase

✘ Rent or Real Estates

✘ Cost Category Summary

˅ Contract Forms

✘ Certification and Signatures

APPLICATION PROJECT FORMS

Application | GA-2025-GAGOHS - Grantee-00028

Summary   **App Project Forms**   App Budget Forms   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

Application Forms

- **APPLICATION PROJECT INFO**
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- PROGRAM ASSESSMENT CHART
- PROJECT OBJECTIVES
- PROJECT ACTIVITIES EVALUATIONS
- MEDIA PLAN
- RESOURCE REQUIREMENTS
- SELF-SUFFICIENCY

Application Project Info

⚙ MANAGE APPLICATION PROJECT INFO

Project Title	Test1 narrative
Project Summary	Test 1 narrative

GENERAL ADDITIONAL INFORMATION

Application | GA-2025-GAGOHS - Grantee-00028

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⌄Application Forms

⌄General Additional Info

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⚙ **MANAGE GENERAL ADDITIONAL INFO**

🔍 Audit Period	Start Date	End Date

Are you a non-profit organization ?	Are funds being sought from other sources?	Does your jurisdiction receive any other federal funds from other sources?
No		

SAM UEI

N7HHTDX3H2L3

GENERAL ADDITIONAL INFORMATION

Manage General Additional Information

Fiscal Year	Program Type		Posted Date	Close Date
2025	General Application		12/15/2023	9/30/2025

⌄ Non-Profit Disclosure

☐ Check here if you are a non-profit organization

⌄ Other Funding Sources

Are funds being sought from other sources? *

○ Yes ○ No

Does your jurisdiction receive any other federal funds from other sources? *

● Yes ○ No

Enter funding amount from other sources *

[   ]

SAM UEI

N7HHTDX3H2L3

⌄ Audit Period

When is your Audit Period?

From *

[mm/dd/yyyy   📅]

To *

[mm/dd/yyyy   📅]

Progress Tracker

❌ Apply for Opportunity | General Additional Info   Mark as Complete

Use this feature to keep track of your overall progress

✕ CANCEL

SAVE AND CLOSE

PROJECT & GENERAL INFORMATION
Additional Information for Non-Profits

Non-profit agencies must provide the following in order to complete the application:

- Public Funds Documentation

- 501 (c) (3) form

- Secretary of State Certification

- Letter of Support

- 3 Reference Letters

PROBLEM ID

APPLICATION PROJECT FORMS

Application | GA-2025-GAGOHS - Grantee-00028

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⚙ MANAGE APPLICATION PROJECT INFO

Project Title | Test1 narrative

Project Summary | Test 1 narrative

PROBLEM IDENTIFICATION

The purpose of Problem Identification is to determine where to best utilize resources to decrease traffic safety fatalities and injuries. It includes the process of analyzing data and other pertinent information to isolate specific facts about traffic crashes.

PROBLEM IDENTIFICATION

The statement should provide a detailed description for the defined geographic area or jurisdiction. Include 5 consecutive years of the most recent local, state, and national data, as well as local demographic information.

Use the Problem ID Worksheet within the RFP as well as the GOHS website for most recent data.

PROBLEM IDENTIFICATION

Who? – Children, older adults, teenagers, etc.

What? – What is the problem?

When? – Is it day, night, weekends, etc.

Where? – In school districts, on rural roads, in crosswalks, etc.

Why? – Why do these things occur, during these hours, etc?

QUALITIES OF GOOD DATA

Timeliness

Accuracy

Completeness

Uniformity

Integration

Accessibility

DATA SOURCES

GOHS Website	Traffic Safety Factsheets	GA Department of Driver Services	Crash Reports (GEARS)	GA Department of Transportation
University Research Groups	Hospitals/ ERs	Surveys/ Assessments	NHTSA (FARS)	TRCC

DATA RESOURCE GUIDANCE

Any questions about where to access:

- Charts and/or graphs that show fatalities
- Demographic information
- Agency's procurement policy
- Letters of Support
- Problem ID Support Data

Tanya Renaud- Georgia Traffic Records Coordinator
trenaud@gohs.ga.gov

DOCUMENTATION ATTACHMENT

Any documentation that helps to support the application such as:

- Charts and/or graphs that show fatalities
- Demographic information
- Agency's procurement policy
- Letters of Support
- Problem ID Support Data

PROGRAM ASSESSMENT

APPLICATION PROJECT FORMS

Summary | **App Project Forms** | App Budget Forms | App Contract Forms | Master Filing Details | Award Information | Documents | Comments

˅ Application Forms

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˅ Application Project Info

⚙ MANAGE APPLICATION PROJECT INFO

Project Title | Test1 narrative

Project Summary | Test 1 narrative

PROGRAM ASSESSMENT

- Describe the activities the community/jurisdiction is <u>currently</u> using to address the problem(s) identified.

- What are you **<u>currently</u>** doing to fix the problem?

- In this section:

  ➤ 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 or inhibit the success of the project.

PROGRAM ASSESSMENT

Please do not include what your traffic safety problem is or what you plan to do in this project.

This section is only what you are currently doing to fix your problem

PROGRAM ASSESSMENT CHART

Colleges - enter the current student population

Law Enforcement Agencies - must provide the current level of enforcement activity for the entire department for the three (3) previous calendar years (January 1 through December 31).

PROGRAM ASSESSMENT CHART

Application | GA-2025-GAGOHS - Grantee-00028

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⌄ Program Assessment Chart

⚙ MANAGE PROGRAM ASSESSMENT CHART

Program Assessment Chart

Activity	2021	2022	2023
No items available			

PROGRAM ASSESSMENT CHART

Manage Program Assessment Chart

Fiscal Year	Program Type	Posted Date	Close Date
2025	General Application	12/15/2023	9/30/2025

⌄ Program Assessment Chart

For Law Enforcement Agencies only(if not law enforcement, please enter zeros in the chart below)

Please provide the current level of enforcement activity for the entire department for the three (3) previous calender years (January 1 through December 31). If data is not available for a particular activity/year combination, enter 0.

Activity	2021	2022	2023
DUI Arrests			
Speeding (all cases)			
Safety Belt Violations			
All Other Traffic Violations			
Traffic Crashes			
Check Point Conducted			

Progress Tracker

❌ Apply for Opportunity | Program Assessment Chart   Mark as Complete

Use this feature to keep track of your overall progress

✖ CANCEL   SAVE AND CLOSE

Goals and Objectives

PROJECT GOALS

Goals are broad, brief statements of intent that provide planning focus and vision.

- GOHS has a list of goals within GMS to select from when applying (dropdown box within GMS)
- Project focused
- Select one per objective

PROJECT GOALS AND OBJECTIVES

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˅ Project Objectives

⚙ CREATE NEW PROJECT OBJECTIVES

⚠ No objectives identified for this project

PROJECT GOALS AND OBJECTIVES

PROJECT OBJECTIVES

Objectives are strategies or implementation steps to attain the identified goals. Objectives must be written in <u>SMART</u> format (Specific, Measureable, Achievable, Relevant, and Time sensitive).

- Precise steps that will lead to reaching the program goal
- Outline the objectives in measurable terms
- Objectives provide direction and must be clearly understood
- Based on proven countermeasures found at https://www.ghsa.org/resources/countermeasures

PROJECT GOALS AND OBJECTIVES

Create Application Project Objective

Fiscal Year		Program Type		Posted Date	Close Date
2025		General Application		12/15/2023	9/30/2025

Goal Type *

2.1 GOHS Goal: Increase Overall Safety Belt Usage ▾

Objective *

Grantee will conduct two seatbelt surveys within their jurisdiction during the grant year.

90/4000

Main Objective Description

CANCEL   SAVE OBJECTIVE

PROJECT GOALS AND OBJECTIVES

Application | GA-2025-GAGOHS - Grantee-00028

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∨ Project Objectives

⚙ CREATE NEW PROJECT OBJECTIVES

2.1 GOHS Goal: Increase Overall Safety Belt Usage

Objective

Grantee will conduct two seatbelt surveys within their jurisdiction during the grant year.
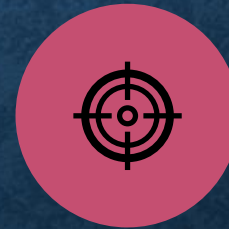
ACTIVITIES AND EVALUATIONS

ACTIVITIES

Activities are the specific actions the grantee will complete during the grant year/each month to accomplish the objective – to ultimately correct the problem listed in the Problem ID.

ACTIVITIES

Examples:

- Distribute 100 child safety seats to be used at fitting stations throughout the city during the FFY25 grant year.

- Agency will conduct 10 contacts each month during the grant year for vehicles failing to yield to pedestrians utilizing the crosswalks.

- Agency will participate in Click It Or Ticket, Operation Zero Tolerance, 100 Days of Summer HEAT, and other GOHS/NHTSA campaigns 8 times during the grant year.

PROJECT ACTIVITIES AND EVALUATIONS

Application | GA-2025-GAGOHS - Grantee-00028

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Application Forms

Project Activities Evaluations

⚙ CREATE PROJECT ACTIVITIES EVALUATIONS

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Progress Tracker

❌ Apply for Opportunity | Project Activities Evaluations   Mark as Complete

Use this feature to keep track of your overall progress

PROJECT ACTIVITIES AND EVALUATIONS

ⓘ Select a Goal/Objective for which you want to add an activity and evaluation criteria. To see the full list of goals and objectives, unselect any select objective.

Goal
2.1 GOHS Goal: Increase Overall Safety Belt Usage

Objective
Grantee will conduct two seatbelt surveys within their jurisdiction during the grant year.

⌄Enter Activity Details

*

0/600

⌄Enter Activity Evaluation Details

*

0/600

⌄Enter Activity Evaluation Metrics

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL

✕ CLOSE WITHOUT SAVING

SAVE PROJECT ACTIVITY

PROJECT ACTIVITIES AND EVALUATIONS

ℹ Select a Goal/Objective for which you want to add an activity and evaluation criteria. To see the full list of goals and objectives, unselect any select objective.

Goal
2.1 GOHS Goal: Increase Overall Safety Belt Usage

Objective
Grantee will conduct two seatbelt surveys within their jurisdiction during the grant year.

˅ Enter Activity Details

*

Grantee will conduct two seatbelt surveys within their jurisdiction during the grant year. Each survey will include the same 3 locations to show an overall picture of the jurisdiction.

185/600

˅ Enter Activity Evaluation Details

*

Survey results will be entered into the monthly progress report to show an increase in the usage rate.

102/600

˅ Enter Activity Evaluation Metrics

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
1	0	0	0	0	0	0	0	0	0	0	1	2

✖ CLOSE WITHOUT SAVING

SAVE PROJECT ACTIVITY

ACTIVITIES & EVALUATIONS

Each objective must be evaluated

Keep evaluation simple

- Child safety seat inspection forms will be completed for each child seat distributed or inspected. These forms are collected once a month to determine the number of people reached. These forms will be included with the monthly activity report.

- Agency will collect verbal warnings, written warnings and citations given. This information will be provided to GOHS on a tracking sheet. The tracking sheet will have the total number of citizen contacts broken down by unit, numbers of citations issued, and number of information pamphlets given out.

- Participation in GOHS/NHTSA campaigns will be documented in the GOHS monthly programmatic reports.

PROJECT ACTIVITIES AND EVALUATIONS

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Project Activities Evaluations

⚙ CREATE PROJECT ACTIVITIES EVALUATIONS

⚡ UPDATE PROJECT ACTIVITY EVALUATIONS

Goal

2.1 GOHS Goal: Increase Overall Safety Belt Usage

Objective

Grantee will conduct two seatbelt surveys within their jurisdiction during the grant year.

Activity

Grantee will conduct two seatbelt surveys within their jurisdiction during the grant year. Each survey will include the same 3 locations to show an overall picture of the jurisdiction.

Evaluation

Survey results will be entered into the monthly progress report to show an increase in the usage rate.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Total
1	0	0	0	0	0	0	0	0	0	0	1	2

Progress Tracker

❌ Apply for Opportunity | Project Activities Evaluations Mark as Complete

Use this feature to keep track of your overall progress

Media Plan

MEDIA PLAN

Application | GA-2025-GAGOHS - Grantee-00028

Summary | **App Project Forms** | App Budget Forms | App Contract Forms | Master Filing Details | Award Information | Documents | Comments

⌄ Application Forms

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⌄ Media Plan

⚙ MANAGE MEDIA PLAN

MEDIA PLAN

Explain how, when, and to whom the agency will announce the award of this grant to the community

A requirement of the grant, if awarded

Must outline how the agency plans to keep the public informed of grant activities throughout the entire project period.

Media sources must be listed.

RESOURCE REQUIREMENTS

RESOURCE REQUIREMENTS

Application | GA-2025-GAGOHS - Grantee-00028

Summary　　**App Project Forms**　　App Budget Forms　　App Contract Forms　　Master Filing Details　　Award Information　　Documents　　Comments

∨ Application Forms

∨ Resource Requirements

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SELF-SUFFICIENCY

⚙ MANAGE RESOURCE REQUIREMENTS

RESOURCE REQUIREMENTS

- Provide a detailed justification of all budget items.

- All resources must support the problem identification, activities, and objectives needed to accomplish the overall grant goal.

- Questions to consider:

  - What personnel are needed? What hours will they work? Include job descriptions.

  - What are the types and quantity of needed equipment?

  - How will equipment be used and by whom?

  - Describe the training required by personnel.

RESOURCE REQUIREMENTS

Manage Resource Requirements

Fiscal Year	Program Type	Posted Date	Close Date
2025	General Application	12/15/2023	9/30/2025

˅Resource Requirements

ℹ️ Use this section to provide a detailed justification of all budget items. All resources should support the completion of the activities and objectives needed to accomplish the Overall grant goal.
1. What personnel are needed? Hrs they will Work? Include job descriptions.
2. What are the types and qty of needed equipment?
3. How will equipment be used and by whom?
4. Describe the training required by personnel.
5. Are all resources necessary in order to achieve the grant goals/objectives?

Enter your Resource Requirements *

0/4000

Progress Tracker

❌ Apply for Opportunity | Resource Requirements Mark as Complete

Use this feature to keep track of your overall progress

✕ CANCEL

SAVE AND CLOSE

Self sufficiency

SELF-SUFFICIENCY

Explain in detail how the agency will continue the program **when** federal dollars are no longer available.

Must identify potential sources of non-federal funds such as local government funds, public and private donations, etc.

SELF SUFFICIENCY

BREAK

ENFORCEMENT/ ACTIVITY HOURS

WHAT ARE ENFORCEMENT/ ACTIVITY HOURS?

- Law Enforcement/ Prosecutors ONLY
  - Enforcement/activity hours are reimbursed based on actual pay rate
  - Enforcement/activity hours can be used for any qualified officers/deputies associated with the grant
  - Does not apply to TSRP or Training Staff (PAC, GPSTC, etc)

BUDGET – ENFORCEMENT/PROSECUTOR HOURS

Application | GA-2025-GAGOHS - Grantee-00028

Summary   App Project Forms   App Budget Forms   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

Budget Forms

| Enforcement Activity Hours |

PERSONNEL SERVICE DETAILS - POSITION

PERSONNEL SERVICE DETAILS - BENEFITS

PAY SCHEDULE FOR PROJECT EMPLOYEES

ENFORCEMENT/ACTIVITY HOURS

REGULAR OPERATING EXPENSES

TRAVEL

EQUIPMENT PURCHASES

CONTRACTUAL SERVICES

PER DIEM & FEES

COMPUTER CHARGES AND COMPUTER EQUIPMENT

TELECOMMUNICATION

MOTOR VEHICLE PURCHASE

RENT OR REAL ESTATES

COST CATEGORY SUMMARY

⚙ MANAGE BUDGET ENFORCEMENT ACTIVITY HOURS

Enforcement Activity Hours

Resource	Pay Rate	Total Hours	Funds Needed
No items available			

BUDGET – ENFORCEMENT/PROSECUTOR HOURS

WHAT IS ALLOWED?

- Only project related hours can be claimed. EX: 4 hours worked directly on the project; 4 hours allowable for reimbursement

- Training directly related to the project can be claimed (DRE, SFST, CPST, etc.) if it is documented in the application.

WHAT IS NOT ALLOWED?

- Court time
- Overtime
- General P.O.S.T. Training (SWAT, Firearms certification, etc.)
- In-service (Annual Updates)
- Hours not directly used on project activities

BUDGET – PERSONNEL SERVICE DETAILS POSITION

Application | GA-2025-GAGOHS - Grantee-00028

Summary   App Project Forms   App Budget Forms   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

Budget Forms

- **PERSONNEL SERVICE DETAILS - POSITION**
- PERSONNEL SERVICE DETAILS - BENEFITS
- PAY SCHEDULE FOR PROJECT EMPLOYEES
- ENFORCEMENT/ACTIVITY HOURS
- REGULAR OPERATING EXPENSES
- TRAVEL
- EQUIPMENT PURCHASES
- CONTRACTUAL SERVICES
- PER DIEM & FEES
- COMPUTER CHARGES AND COMPUTER EQUIPMENT
- TELECOMMUNICATION
- MOTOR VEHICLE PURCHASE
- RENT OR REAL ESTATES
- COST CATEGORY SUMMARY

Personnel Service Details - Position

⚙ MANAGE PERSONNEL SERVICE DETAILS POSITION

Personnel Service Details - Position

Position/Title	Pay Code	Hours per Week	Pay Rate	Annual Salary	Time %	Project Salary
		No items available				

BUDGET – PERSONNEL SERVICE DETAILS POSITION

Manage Personnel Service Details - Position

Fiscal Year	Program Type		Posted Date	Close Date
2025	General Application		12/15/2023	9/30/2025

ꜜPersonnel Service Details - Position

Position/Title	Pay Code	Hours per Week	Pay Rate	Annual Salary	Time %	Project Salary
			No items available			

⊕ Add New Position

Progress Tracker

⊗ Apply for Opportunity | Personnel Service Details - Position   Mark as Complete

Use this feature to keep track of your overall progress

✕ CANCEL   SAVE AND CLOSE

BUDGET – PERSONNEL SERVICE DETAILS POSITION

Must identify:

Position/ Title
Pay Code (hourly, bi-weekly, etc)
Annual Salary
Percent of time of project activities
Project Salary – will calculate automatically

BUDGET – PERSONNEL SERVICE DETAILS POSITION

Manage Personnel Service Details - Position

Fiscal Year	Program Type		Posted Date	Close Date
2025	General Application		12/15/2023	9/30/2025

⌄Personnel Service Details - Position

Position/Title	Pay Code	Hours per Week	Pay Rate	Annual Salary	Time %	Project Salary	
Admin	Semi-monthly ▾	40	$15.00	$31,200.00	100	$31,200.00	✕
Admin	Semi-monthly ▾	40	$15.00	$31,200.00	50	$15,600.00	✕

⊕ Add New Position

	Total	$46,800.00

Progress Tracker

❌ Apply for Opportunity | Personnel Service Details - Position   Mark as Complete

Use this feature to keep track of your overall progress

✕ CANCEL   SAVE AND CLOSE

BUDGET - BENEFITS

Application | GA-2025-GAGOHS - Grantee-00028

Summary   App Project Forms   **App Budget Forms**   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

⌄ Budget Forms

- PERSONNEL SERVICE DETAILS - POSITION
- **PERSONNEL SERVICE DETAILS - BENEFITS**
- PAY SCHEDULE FOR PROJECT EMPLOYEES
- ENFORCEMENT/ACTIVITY HOURS
- REGULAR OPERATING EXPENSES
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- CONTRACTUAL SERVICES
- PER DIEM & FEES
- COMPUTER CHARGES AND COMPUTER EQUIPMENT
- TELECOMMUNICATION
- MOTOR VEHICLE PURCHASE
- RENT OR REAL ESTATES
- COST CATEGORY SUMMARY

⌄ Personnel Service Details - Benefits

⚙ MANAGE PERSONNEL SERVICE DETAILS BENEFITS

Personnel Service Details-Benefits

Project Salaries	Percent of Time	Project Salary
Total	150%	$46,800.00

Fringe Benefit Type	Percentage	Amount
	No items available	

Total		$0.00

Total Personnel Service: **(Total salaries + fringe benefits)**		**$46,800.00**

BUDGET - BENEFITS

Manage Personnel Service Details - Benefits

Fiscal Year	Program Type	Posted Date	Close Date
2025	General Application	12/15/2023	9/30/2025

˅ Personnel Service Details - Benefits

	Project Salaries	Percent of Time		Total
	Total	150%		$46,800.00

Fringe Benefit	Description	Percentage %	Amount	
F.I.C.A	F.I.C.A	7.65%		$3,580.20
Retirement	Retirement	35%		$16,380.00
Health Insurance	Health Insurance	24%		$11,232.00
Worker's Compensation	Worker's Compensation	0.4%		$187.20
Unemployment Insurance	Unemployment Insurance	1.2%		$561.60
		Total		$31,941.00

Total Personnel Service: (Total Salries+Fringe Benefit)			$78,741.00

Total Personnel Services			$78,741.00

⊕ Add a New Row

✕ CANCEL

SAVE AND CLOSE

PERSONNEL SERVICE DETAIL – BENEFITS

The applicants finance department should provide the information for fringe benefits.

FICA is 7.65% **OR** social security is 6.2% and Medicare is 1.45%

PERSONNEL SERVICE DETAILS

Budget Forms

- PERSONNEL SERVICE DETAILS - POSITION
- **PERSONNEL SERVICE DETAILS - BENEFITS**
- PAY SCHEDULE FOR PROJECT EMPLOYEES
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- RENT OR REAL ESTATES
- COST CATEGORY SUMMARY

Personnel Service Details - Benefits

⚙ MANAGE PERSONNEL SERVICE DETAILS BENEFITS

Personnel Service Details-Benefits

Project Salaries	Percent of Time	Project Salary
Total	150%	$46,800.00

Fringe Benefit Type	Percentage	Amount
F.I.C.A	7.65%	$3,580.20
Retirement	35%	$16,380.00
Health Insurance	24%	$11,232.00
Worker's Compensation	0.4%	$187.20
Unemployment Insurance	1.2%	$561.60
	5 items	

Total		$31,941.00

Total Personnel Service: **(Total salaries + fringe benefits)**		**$78,741.00**

PAY SCHEDULE

Application | GA-2025-GAGOHS - Grantee-00028

Summary   App Project Forms   **App Budget Forms**   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

⌄ Budget Forms

⌄ **Pay Schedule for Project Employees**

PERSONNEL SERVICE DETAILS - POSITION

PERSONNEL SERVICE DETAILS - BENEFITS

PAY SCHEDULE FOR PROJECT EMPLOYEES

ENFORCEMENT/ACTIVITY HOURS

REGULAR OPERATING EXPENSES

TRAVEL

EQUIPMENT PURCHASES

CONTRACTUAL SERVICES

PER DIEM & FEES

COMPUTER CHARGES AND COMPUTER EQUIPMENT

TELECOMMUNICATION

MOTOR VEHICLE PURCHASE

RENT OR REAL ESTATES

COST CATEGORY SUMMARY

⚙ MANAGE PAY SCHEDULE FOR PROJECT EMPLOYEES

Pay Code	Month	Beginning Date	Ending Date	Actual Pay Date
		No items available		

PAY SCHEDULE FOR EMPLOYEES PAID THROUGH THE GRANT

This should reflect the current pay schedule - i.e. weekly, biweekly, monthly, etc. and cover the entire federal fiscal year
October 1, 2024 – September 30, 2025

PAY SCHEDULE

Manage Pay Schedule for Project Employees

Fiscal Year	Program Type		Posted Date	Close Date
2025	General Application		12/15/2023	9/30/2025

⌄ Pay Schedule for Project Employees

PAY PERIOD				DATES PAID	
Pay Code	**Month**	**Beginning Date**	**Ending Date**	**Actual Pay Date**	
Semi-monthly ⌄	October ⌄	10/01/2024 📅	10/15/2024 📅	10/15/2024 📅	✕
Semi-monthly ⌄	October ⌄	10/16/2024 📅	10/31/2024 📅	10/31/2024 📅	✕

⊕ Add New Pay Schedule for Project Employees

Progress Tracker

❌ Apply for Opportunity | Pay Schedule for Project Employees   Mark as Complete

Use this feature to keep track of your overall progress

✕ CANCEL   SAVE AND CLOSE

BUDGET FORMS

Manage Regular Operating Expenses

Fiscal Year	Program Type		Posted Date	Close Date
2025	General Application		12/15/2023	9/30/2025

˅Regular Operating Expenses

Description	Unit Price	Quantity	Total Cost	
	No items available			

⊕ Add New Regular Operating Expenses

Progress Tracker

❌ Apply for Opportunity | Regular Operating Expenses   Mark as Complete

Use this feature to keep track of your overall progress

✖ CANCEL

SAVE AND CLOSE

BUDGET FORMS

Manage Regular Operating Expenses

Fiscal Year	Program Type	Posted Date	Close Date
2025	General Application	12/15/2023	9/30/2025

▾ Regular Operating Expenses

Description		Unit Price	Quantity	Total Cost	
Car seats	9/150	$80.00	45	$3,600.00	✕
CPS Technician Registration	27/150	$95.00	10	$950.00	✕

⊕ Add New Regular Operating Expenses

				Total	**$4,550.00**

Progress Tracker

❌ Apply for Opportunity | Regular Operating Expenses   Mark as Complete

Use this feature to keep track of your overall progress

✕ CANCEL

SAVE AND CLOSE

BUDGET FORMS

- **Regular Operating** – includes budget items less than $1000. Alco-sensors, office supplies, Conference Registrations, and vehicle maintenance are examples of Regular Operating.

- **Travel** – per diem, hotel, mileage, etc. for grant employees. Include travel for the 2025 GOHS conference (plan for Savannah, GA). All out of state travel must be pre-approved. Award of the grant does not constitute approval for out-of-state travel.

BUDGET FORMS

- **Equipment Purchases:** This includes items needed that are individually $1,000 or more. Anything $5,000 or more will need NHTSA's approval prior to purchase.

- **Contractual Services:** Speakers, instructors, consultants, room rentals, artwork design, etc. Contracts **must** be approved by GOHS before being executed. Approval of the grant does NOT "approve" the contract.

BUDGET FORMS

- **Per Diem & Fees:** Applies to travel for non-employees of the grantee.

- **Computer Charges and Computer Equipment:** Includes any computer equipment and/or recurring charges.

- **Telecommunication:** Could include cell phones, internet access

- **Motor Vehicle Purchase:** Motor Vehicles only – requires NHTSA preapproval.

- **Rent/Real Estates:** Office space

COST CATEGORY SUMMARY

Application | GA-2025-GAGOHS - Grantee-00028

Summary   App Project Forms   **App Budget Forms**   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

˅ Budget Forms

- PERSONNEL SERVICE DETAILS - POSITION
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- MOTOR VEHICLE PURCHASE
- RENT OR REAL ESTATES
- **COST CATEGORY SUMMARY**

˅ Cost Category Summary

⚙ MANAGE COST CATEGORY SUMMARY

Total Project Cost	Total Award Amount	Total Matching Funds	Local Match %
$83,291.00	**$0.00**		**%**

˅ Cost Category Details

Cost Category Summary

Cost Category	Total	Award Amount
Personnel Services - Salary	$46,800.00	
Personnel Services - Fringe Benefits	$31,941.00	
Regular Operating Expenses	$4,550.00	

COST CATEGORY SUMMARY

Manage Cost Category Summary

2025	General Application	12/15/2023	9/30/2025

⌄Cost Category Summary

Cost Category	Total	Award Amount
Personnel Services - Salary	$46,800.00	
Personnel Services - Fringe Benefits	$31,941.00	
Regular Operating Expenses	$4,550.00	
Total	$83,291.00	$0.00

⌄Matching Funds

Matching Funds		
Local Cash Match **(You must enter at least a 0 before saving to force the page to calculate the category totals)**	%	
Federal Participation (percentage of total)	%	$0.00

Progress Tracker

❌ Apply for Opportunity | Cost Category Summary Mark as Complete

Use this feature to keep track of your overall progress

✕ CANCEL   SAVE AND CLOSE

COST CATEGORY SUMMARY

Manage Cost Category Summary

2025	General Application	12/15/2023	9/30/2025

⌄ Cost Category Summary

Cost Category		Total	Award Amount
Personnel Services - Salary		$46,800.00	$46,800.00
Personnel Services - Fringe Benefits		$31,941.00	$31,941.00
Regular Operating Expenses	$4,550.00	$4,550.00	$4,550.00
Total		$83,291.00	$83,291.00

⌄ Matching Funds

Matching Funds		
Local Cash Match **(You must enter at least a 0 before saving to force the page to calculate the category totals)**	0%	$0.00
Federal Participation (percentage of total)	100%	$83,291.00

Progress Tracker

✅ Apply for Opportunity | Cost Category Summary   Mark as Not Complete

Use this feature to keep track of your overall progress

✖ CANCEL

SAVE AND CLOSE

COST CATEGORY SUMMARY

Application | GA-2025-GAGOHS - Grantee-00028

Summary   App Project Forms   **App Budget Forms**   App Contract Forms   Master Filing Details   Award Information   Documents   Comments

⌄ Budget Forms

PERSONNEL SERVICE DETAILS - POSITION

PERSONNEL SERVICE DETAILS - BENEFITS

PAY SCHEDULE FOR PROJECT EMPLOYEES

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TELECOMMUNICATION

MOTOR VEHICLE PURCHASE

RENT OR REAL ESTATES

COST CATEGORY SUMMARY

⌄ Cost Category Summary

⚙ MANAGE COST CATEGORY SUMMARY

Total Project Cost	Total Award Amount	Total Matching Funds	Local Match %
$83,291.00	$83,291.00	$0.00	0%

⌄ Cost Category Details

Cost Category Summary

Cost Category	Total	Award Amount
Personnel Services - Salary	$46,800.00	$46,800.00
Personnel Services - Fringe Benefits	$31,941.00	$31,941.00
Regular Operating Expenses	$4,550.00	$4,550.00

CONTRACT FORMS

CONTRACT FORMS

- Include the following:
  - Grant Terms & Conditions
  - Certifications and Signatures Page

CONTRACT FORMS

CERTIFICATION AND SIGNATURES

Authorized Official, Project Director, and Agency Staff (financial contact) **MUST** be included within the application to be listed on the certification page.

MUST be signed by all parties listed, in **BLUE INK** and attached to your application.

SIGNATORS

- Authorized Official
  - The highest elected official

- Project Director
  - Main contact

- Agency Staff
  - Financial Contact

CERTIFICATION AND SIGNATURE

Application | GA-2025-GAGOHS - Grantee-00028

Summary   App Project Forms   App Budget Forms   **App Contract Forms**   Master Filing Details   Award Information   Documents   Comments

⌄ Contract Forms

GRANT TERMS AND CONDITIONS

CERTIFICATION AND SIGNATURES

SUBMIT APPLICATION

⌄ Certification and Signatures

⚙ MANAGE CERTIFICATION AND SIGNATURE

Certification and Signature

Grantee Project Director (Primary Contact)

Agency Staff (Financial Contact)

Authorized Official

CERTIFICATION AND SIGNATURES

Manage Certification and Signatures

Fiscal Year	Program Type		Posted Date	Close Date
2025	General Application		12/15/2023	9/30/2025

⌄ Certification and Signatures

STEP 1

Changing the official values in the dropdowns will generate a new certification letter

Select the individuals required to sign the Certification and Signatures form

Grantee Project Director (Primary Contact)	---Select a value --- ▼
Grantee Fiscal Staff	---Select a value --- ▼
Grantee Authorized Official	---Select a value --- ▼

⚠ The Grantee Project Director, Grantee Fiscal Staff, and Authorizing Official cannot be the same person without GOHS approval

ℹ Staff being funded under this Grant may not be any of the above officials without GOHS approval

☐ Allow PDF generation even though no changes have been made

Progress Tracker

❌ Apply for Opportunity | Certification and Signatures   Mark as Complete

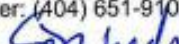Use this feature to keep track of your overall progress

✕ CANCEL

SAVE AND CLOSE

GMS USERS

- The Project Director or Authorized Official can add users to the agency

- Click on GMS Grantee Admin to add users

GMS USERS

CERTIFICATION AND SIGNATURES

Manage Certification and Signatures

Fiscal Year		Program Type		Posted Date	Close Date
2025		General Application		12/15/2023	9/30/2025

⌄ Certification and Signatures

STEP 1

Changing the official values in the dropdowns will generate a new certification letter

Select the individuals required to sign the Certification and Signatures form

Grantee Project Director (Primary Contact) ▾	Scarlett Woods ▾
Grantee Fiscal Staff ▾	Denora Young ▾
Grantee Authorized Official ▾	Allen Poole ▾

ⓘ   Staff being funded under this Grant may not be any of the above officials without GOHS approval

STEP 2

Now that you have changed Grantee Project Director, Agency Staff, or Authorizing Official, click on the 'Generate Certification Letter' button to generate an

GENERATE CERTIFICATION LETTER

✖ CANCEL

SAVE AND CLOSE

CERTIFICATION AND SIGNATURES

STEP 2

Now that you have changed Grantee Project Director, Agency Staff, or Authorizing Official, click on the 'Generate Certification Letter' button to generate an unsigned PDF

CLEAR AND START OVER

View/Download Certification Letter

STEP 3

Download the unsigned certification letter, sign it, and upload the document

Signed Certification Letter

UPLOAD | Drop file here

Progress Tracker

✕ CANCEL

SAVE AND CLOSE

CERTIFICATION AND SIGNATURES

Manage Certification and Signatures

STEP 2

Now that you have changed Grantee Project Director, Agency Staff, or Authorizing Official, click on the 'Generate Certification Letter' button to generate an unsigned PDF

View/Download Certification Letter

CLEAR AND START OVER

STEP 3

Download the unsigned certification letter, sign it, and upload the document

Signed Certification Letter

📄 **GOHS 24 402RS Cert page**
PDF – 74.5 KB

Progress Tracker

✅ Apply for Opportunity | Certification and Signatures   Mark as Not Complete

Use this feature to keep track of your overall progress

✕ CANCEL

SAVE AND CLOSE

CERTIFICATION AND SIGNATURES

I certify that I understand and agree to comply with the general and fiscal year terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the applicant to perform the tasks as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the grantee; and, that the receipt of grantor funds through the Governor's Office of Highway Safety will not supplant state or local funds. **Monthly reimbursement claim submissions filed electronically are in effect, "electronically signed".**

Project Director*

Name: Scarlett Woods
Agency: GAGOHS - Grantee
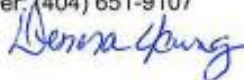
Phone Number: (404) 656-6996
Fax Number: (404) 651-9107
Signature: *Sorwoods*

Title:
Address: 7 Martin Luther King Jr Drive Suite 643, Atlanta, GA 30334
Email Address: swoods@gohs.ga.gov

Date: 12/27/23

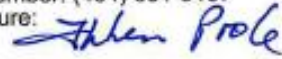## Fiscal Staff*

Name: Denora Young
Agency: GAGOHS - Grantee

Phone Number: (404) 656-6996
Fax Number: (404) 651-9107
Signature: *Denora Young*

Title:
Address: 7 Martin Luther King Jr Drive Suite 643, Atlanta, GA 30334
Email Address: dyoung@gohs.ga.gov

Date: 12/27/23

Authorized Official*

Name: Allen Poole
Agency: GAGOHS - Grantee

Phone Number: (404) 656-6996
Fax Number: (404) 651-9107
Signature: *Allen Poole*

Title: Director
Address: 7 Martin Luther King Jr Drive Suite 643, Atlanta, GA 30334
Email Address: allen.poole@gohs.ga.gov

Date: 1-2-2024

* NOTE: PROJECT DIRECTOR, FISCAL STAFF AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT GOHS APPROVAL.

12/27/2023 5:40 AM EST

SUBMIT APPLICATION

GRANT TERMS AND CONDITIONS

CERTIFICATION AND SIGNATURES

SUBMIT APPLICATION

∨ Submit Application

⚙ SUBMIT APPLICATION

∨ Application Forms

✔ Application Project Info

✔ General Additional Info

✔ Problem Identification

✘ Document Attachment

✔ Program Assessment

✔ Program Assessment Chart

✘ Project Objectives

✔ Project Activities Evaluations

✔ Media Plan

✔ Resource Requirements

✔ Self-Sufficiency

∨ Budget Forms

✘ Personnel Service Details - Position

✘ Personnel Service Details - Benefits

✘ Pay Schedule for Project Employees

✔ Enforcement/Activity Hours

✘ Regular Operating Expenses

✘ Travel

✔ Equipment Purchases

✘ Contractual Services

✘ Per Diem & Fees

✘ Computer Charges and Computer Equipment

✘ Telecommunication

✔ Motor Vehicle Purchase

✘ Rent or Real Estates

✘ Cost Category Summary

∨ Contract Forms

✘ Certification and Signatures

SUBMIT APPLICATION

Progress Tracker

❌ Apply for Opportunity | General Additional Info   Mark as Complete

Use this feature to keep track of your overall progress

Progress Tracker

✅ Apply for Opportunity | Application Project Info   Mark as Not Complete

Use this feature to keep track of your overall progress

SUBMIT APPLICATION

Submit Application

⌄ Application Forms

- ✔ Application Project Info
- ✔ General Additional Info
- ✔ Problem Identification
- ✔ Document Attachment
- ✔ Program Assessment
- ✔ Program Assessment Chart
- ✔ Project Objectives
- ✔ Project Activities Evaluations
- ✔ Media Plan
- ✔ Resource Requirements
- ✔ Self-Sufficiency

⌄ Budget Forms

- ✔ Personnel Service Details - Position
- ✔ Personnel Service Details - Benefits
- ✔ Pay Schedule for Project Employees
- ✔ Enforcement/Activity Hours
- ✔ Regular Operating Expenses
- ✔ Travel
- ✔ Equipment Purchases
- ✔ Contractual Services
- ✔ Per Diem & Fees
- ✔ Computer Charges and Computer Equipment
- ✔ Telecommunication
- ✔ Motor Vehicle Purchase
- ✔ Rent or Real Estates
- ✔ Cost Category Summary

⌄ Contract Forms

- ✔ Certification and Signatures

✖ CANCEL

SUBMIT APPLICATION

SUBMIT APPLICATION

THE REVIEW PROCESS

- **<u>NEW Applications are due Wednesday, February 28, 2024 by 11:59pm</u>**

- Applications will be assigned to a review team

- If revisions are required, an email will be sent

- Please make corrections and resubmit within 3 business days.

- Approved applications are generally awarded prior to October 1, 2024

IMPORTANT NOTES

- **<u>DO NOT</u>** incur any grant related expenses prior to receiving an award letter **<u>AND</u>** prior to October 1, 2024 - funds will not be available to reimburse those purchases.

- ALL GOHS grants are reimbursable. The items must be bought and paid for **<u>BEFORE</u>** GOHS will reimburse.

- Attach agency procurement policy for equipment requests that are $5,000 or more.

- Unit price of a single item includes shipping/ handling, and taxes, if applicable.

DUE DATE

February 28, 2024

11:59 pm

WARNING
DUE DATES ARE CLOSER
THAN THEY APPEAR

CONTACT US

Jimmy Sumner

Deputy Director

Governor's Office of Highway Safety

Jimmy.sumner@gohs.ga.gov

GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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