

# GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT SPECIAL CONDITIONS

## Youth 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 grant application:**

1. Budget amendments must be submitted in the GOHS grants management system 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 public awareness/education materials/items developed as part of the grant must receive prior approval from GOHS and include the current GOHS logo and/or a statement that indicates the project is sponsored by the Governor's Office of Highway Safety. Along with the submission of the request for reimbursement (claim) of such material/item, the sub-recipient shall submit to GOHS a photo or scan of the final product produced as part of the grant.
3. Grantees must obtain prior written approval from GOHS before any out of state travel. Approval of an out-of-state travel line item in your application does not constitute automatic approval of that travel. A Travel Authorization Request Form must be submitted in the GOHS grants management system 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.
4. All contractual agreements (speakers, DUI simulators, etc.) 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 the GOHS grant.
5. All youth grantees will be limited to a maximum of \$1,000.00 reimbursable amount per contracted speaker.
6. 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.
7. Grantees must submit a monthly programmatic and claim reports via the GOHS grants management system. Monthly reports are due by the 20<sup>th</sup> of the month after expenses and activities have occurred. For example, October's monthly report is due by November 20<sup>th</sup>. Please note that financial claims will not be processed without a submitted programmatic report reflecting/supporting the expenses for the month.
8. 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.

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9. 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.
10. **FORMAL EVENTS with meals** – Grantee should submit an agenda and lesson plan (or similar document) to the GOHS Grant Manager prior to the event so it can be reviewed by GOHS staff. If approved, the event to include meals, can be held. Approval of meals within the application does not constitute approval to purchase meals for attendees. This must receive approval outside of the grant. When submitting for reimbursement, the agenda, lesson plan (or similar document), and a sign-in sheet must be attached to the claim.

Please direct any questions about your grant and/or these conditions to Kelly Sizemore  
[ksizemore@gohs.ga.gov](mailto:ksizemore@gohs.ga.gov) or 470- 366-3020.