# GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

# REQUEST FOR PROPOSAL SECOND PROPOSAL FFY 2026



WWW.GAHIGHWAYSAFETY.ORG

# GOHS INTRODUCTIONS

Director - Allen Poole Deputy Director - Captain Maurice Raines

Administrative

Finance

Law Enforcement

Planning

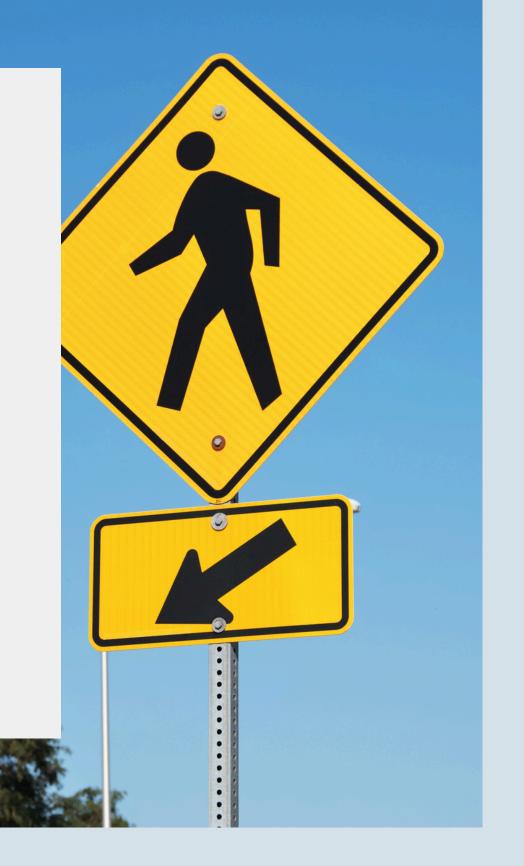
Traffic Records



# TITLEVI

The Georgia Governor's Office of Highway Safety, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

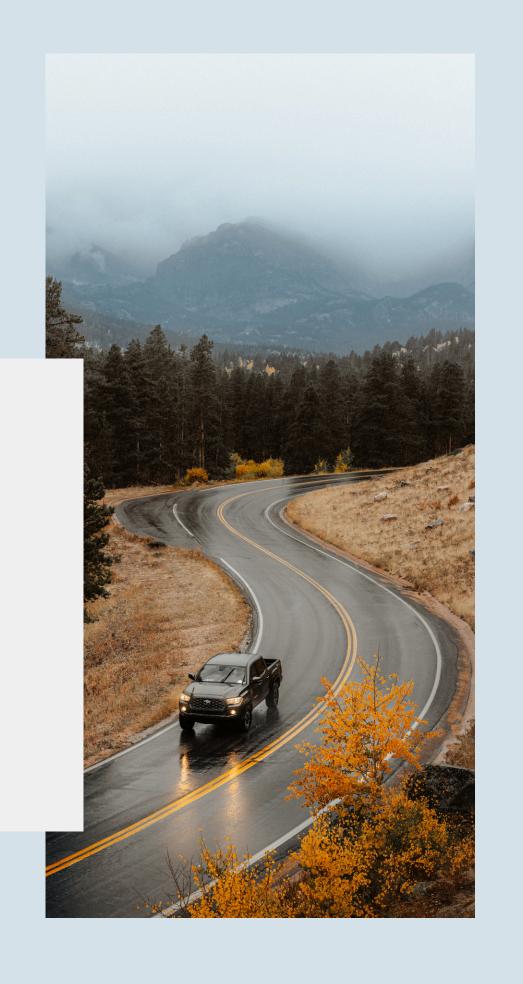
If you need Language Access Services, please let us know after the presentation and we will set up a time to present the workshop with an interpreter.



# 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.



# ABOUT US



Funds are received from the National Highway Traffic Safety Administration 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.



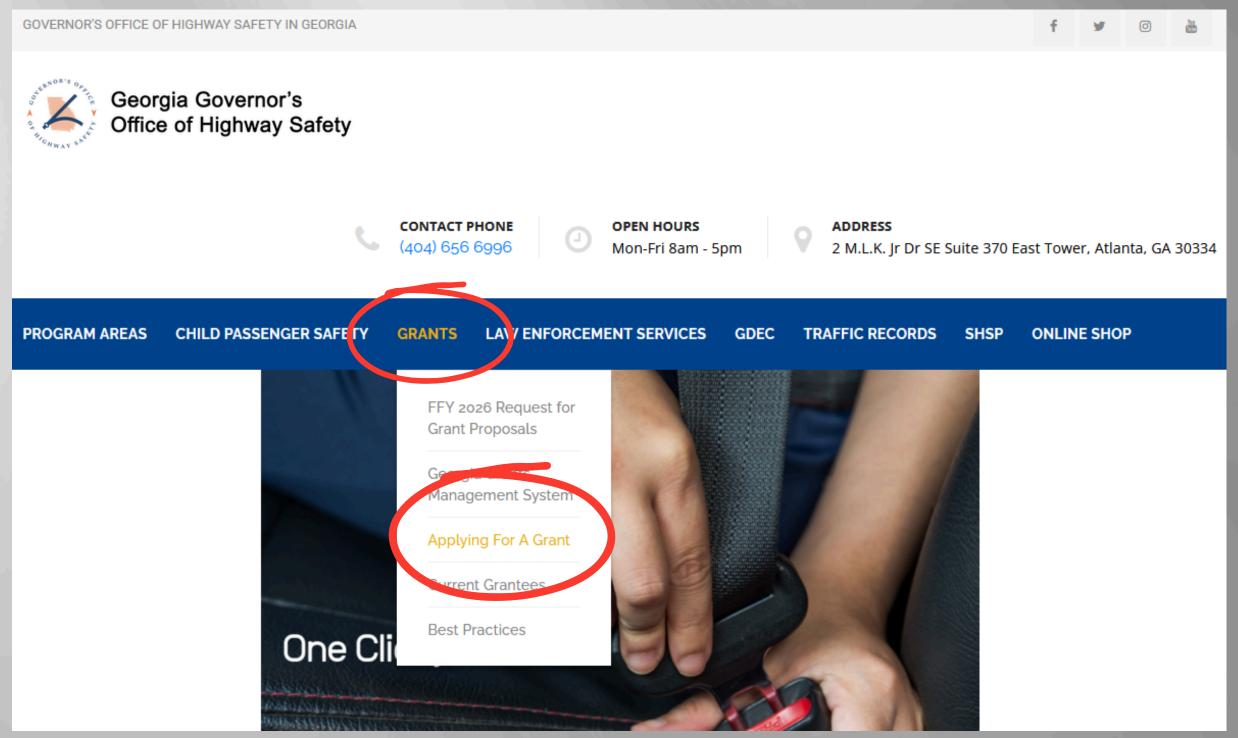
# GOHS WEBSITE

APPLYING FOR A GRANT



### GMS

# GOHS Grant Management System (GMS) gahighwaysafety.org



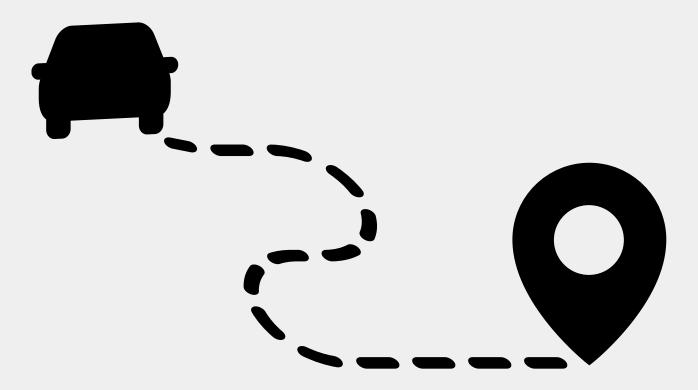
### APPLICATION PROCESS

## Request for Proposal

RFP Process began
June 27 when we
released the RFP to
the public. Workshop
attendance is
required. NOW, read
the RFP completely.

### Submission and Review

Within the next day or so, you will have access to the GOHS Grant Management System to complete and submit your application. Once submitted, your application will be assigned to a review team.



# Award and Implement

If awarded, you will receive an automatically generated email and an award letter from GOHS. Do not begin your project until you receive the award letter from GOHS.

# REQUEST FOR PROPOSAL



#### • READ the RFP, several times.

- State traffic safety problem
- Program Areas these are the areas that we have funding
- Program parameters
- Eligibility criteria read again
- Safe System Approach
- Submission procedures DUE DATE
- Attachments Agency Information

# GRANT OPPORTUNITIES

Funding for general highway safety initiatives.

This may include government agencies, public safety, non-profits, and other organizations.

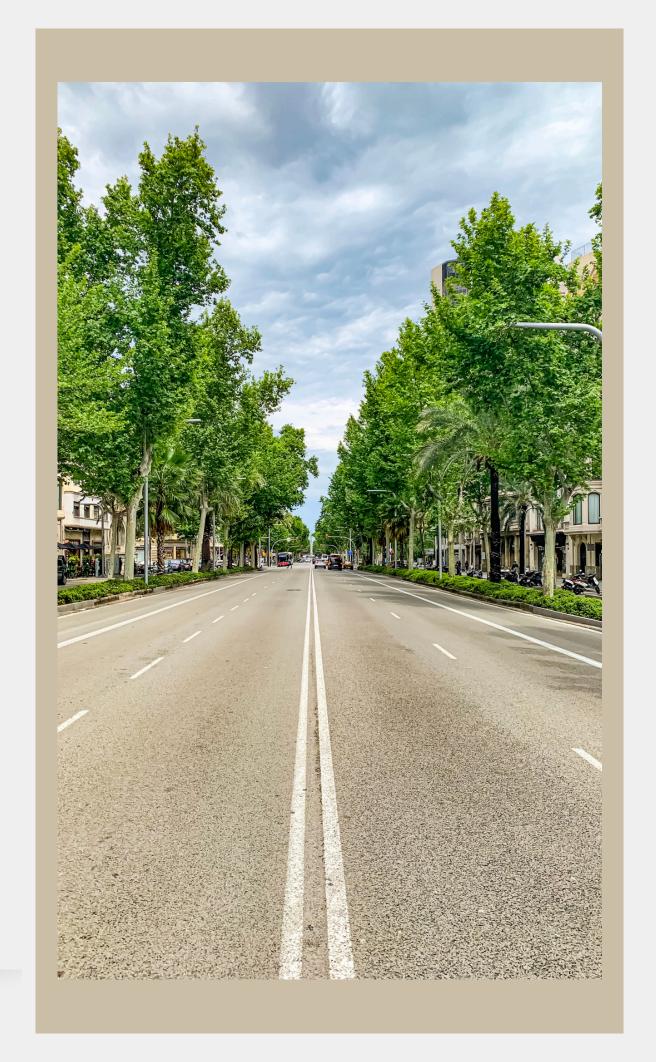
YA grants are utilized to assist in the implementation of highway safety programs. All colleges and universities in Georgia are eligible to apply.

GENERAL APPLICATION 2026

YOUNG ADULTS 2026

### PROGRAM AREAS

- Motorcycle Safety
- Occupant Protection
- Teen Traffic Safety
- Young Adult Traffic Safety
- Minority Highway Safety
- Older Drivers
- Law Enforcement
- Non-motorized
- Administrative Judges and DUI Courts



# QUESTIONS TO ASK

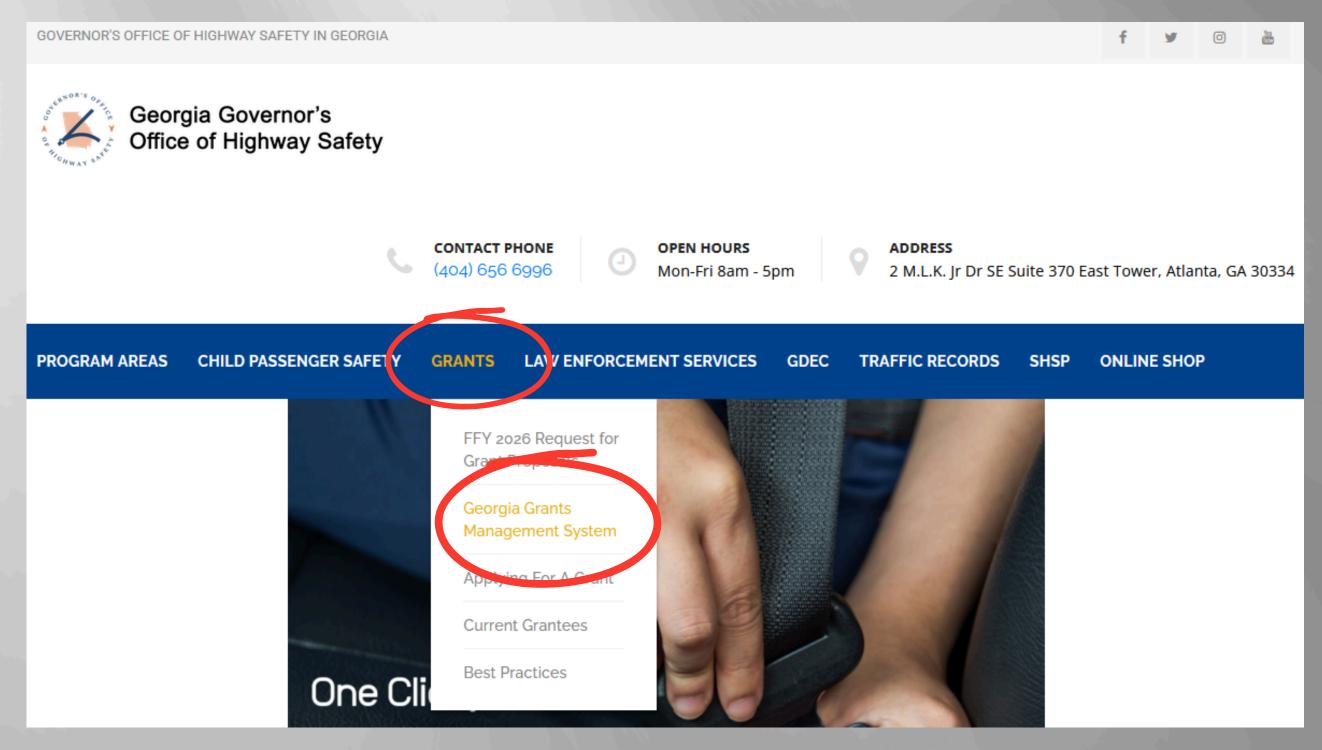
Have a clearly defined plan

- Who will be assigned to manage the project
- What is the problem and what can be done to eliminate it
- How will the progress of the project be monitored
- Do you have a budget
- Are you willing and able to accept and implement the project
- Can you adhere to ALL GOHS requirements

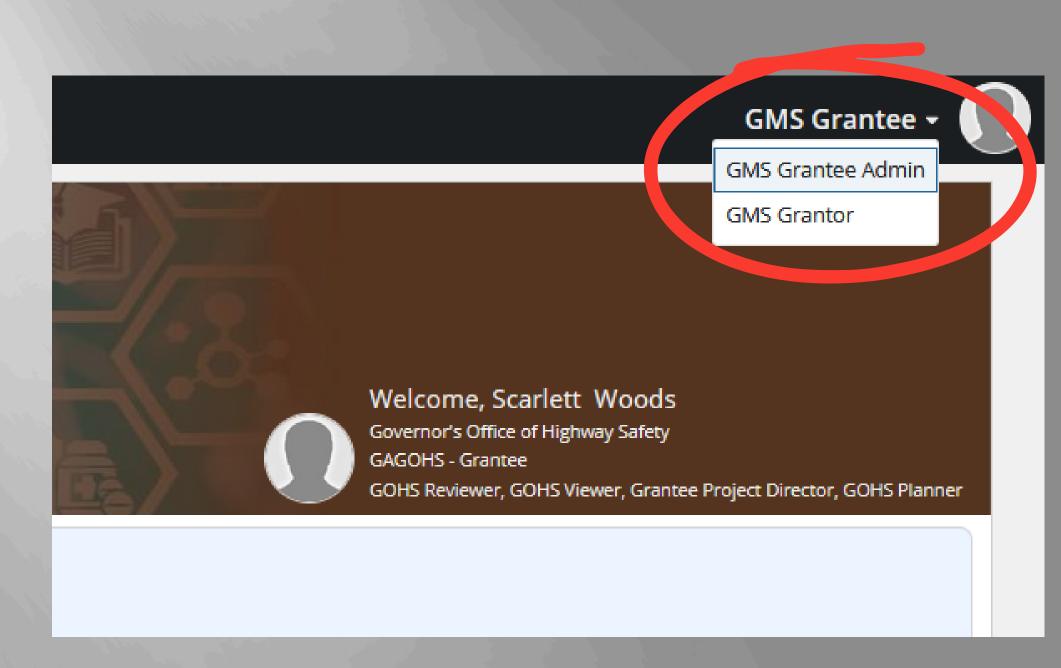


### GMS

# GOHS Grant Management System (GMS) gahighwaysafety.org



- Agency Information Form
  - located within the RFP
- Project Director or Authorized Official can add users to the agency
- Click on GMS Grantee
   Admin



### AUTHORIZED OFFICIAL

The Authorized Official is the highest elected official of the agency.
County Commissioner,
Mayor, Sheriff, etc.



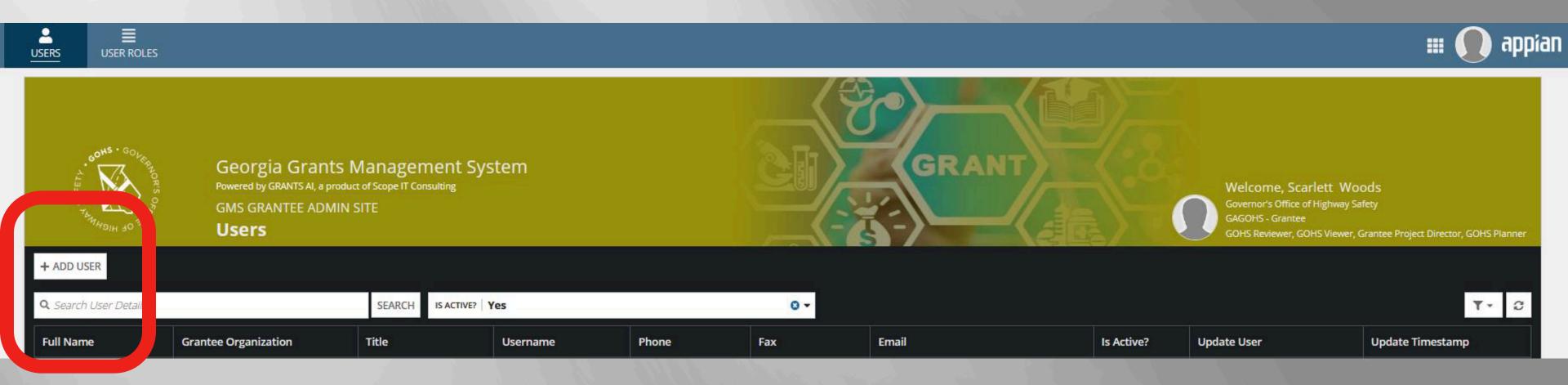
# PROJECT DIRECTOR

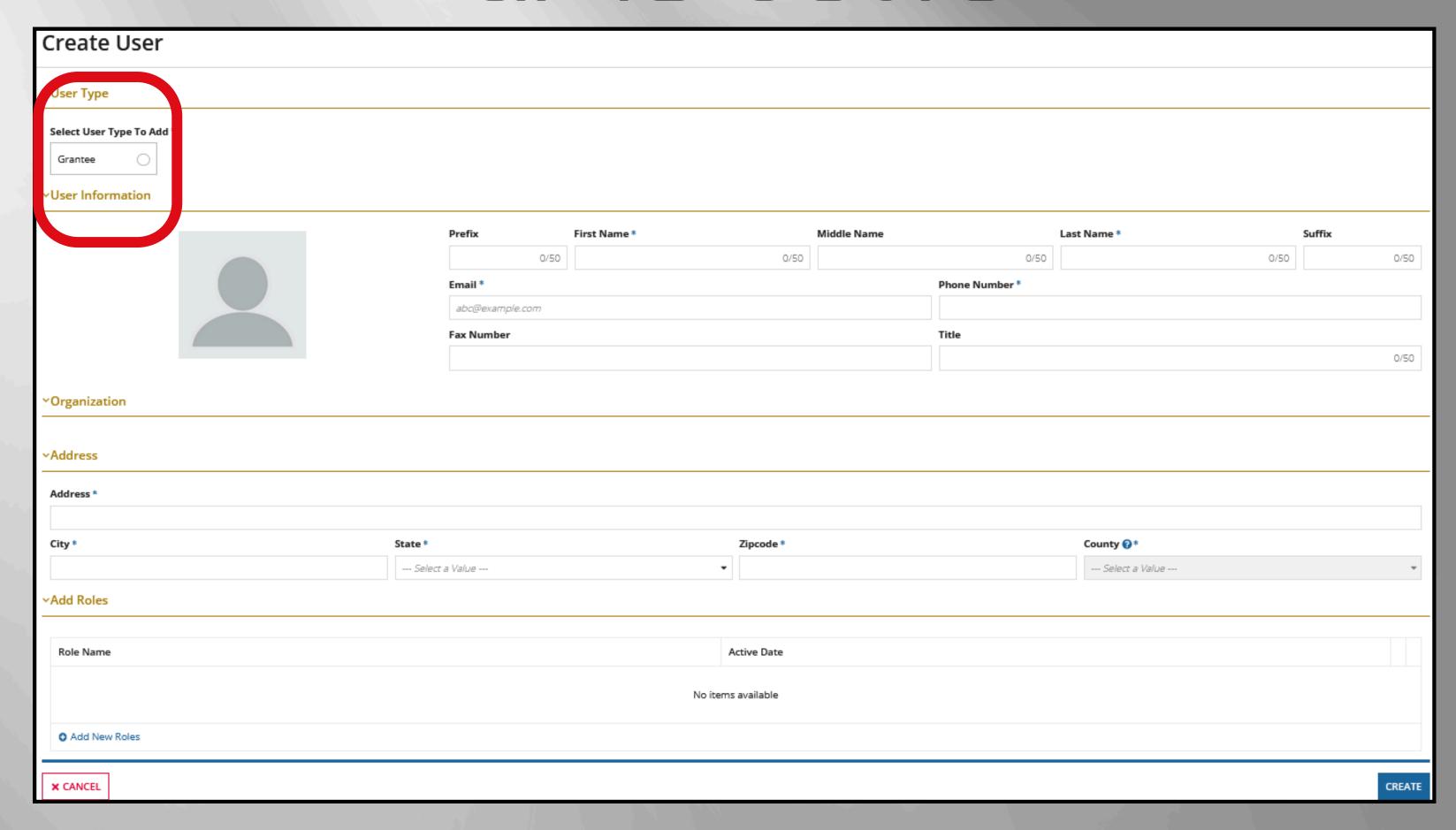
Project director is generally the main contact for the project.
Who will be the first line for GOHS to contact?

### AGENCY STAFF

This will be the financial official for the agency. The one in charge of claims









gohs-helpdesk@gohs.ga.gov







#### Georgia Grants Management System

Powered by GRANTS AI, a product of Scope IT Consulting

**GMS GRANTEE SITE** 

#### **Opportunities**





Title	Description	Fiscal Year	Grantor Organization	Program Type		
General Application 2026	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.	2026	Governor's Office of Highway Safety	General Application		
Traffic Enforcement Networks 2026	TEN (Traffic Enforcement Networks) - There are currently 16 TEN regions in Georgia which encompass all counties. These networks are eligible to apply for funding each fiscal year. These are for agencies who are responsible for regional network activities and does not include HEAT or HVE.	2026	Governor's Office of Highway Safety	Traffic Enforcement Networks		
Young Adult 2026	YA (Young Adult) - YA grants are utilized to assist in the implementation of highway safety programs within Georgia colleges/ universities. All colleges and universities in Georgia are eligible to apply.	2026	Governor's Office of Highway Safety	Young Adults		

sw appian APPLY FOR OPPORTUNITY

#### Opportunity | General Application 2026



Applications / Grants



You have created 8 application(s) for this opportunity.

View Applications 🔼

#### Opportunity

Title **Program Type Fiscal Year Posted Date Close Date** General Application 2026 General Application 2026 12/10/2024 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
2026   General Application   General Application 2026	All Organizations	12/10/2024 5:00 AM	2/3/2025 11:30 PM	12/10/2024 5:11 AM EST by Scarlett Woods



#### Georgia Grants Management System

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**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



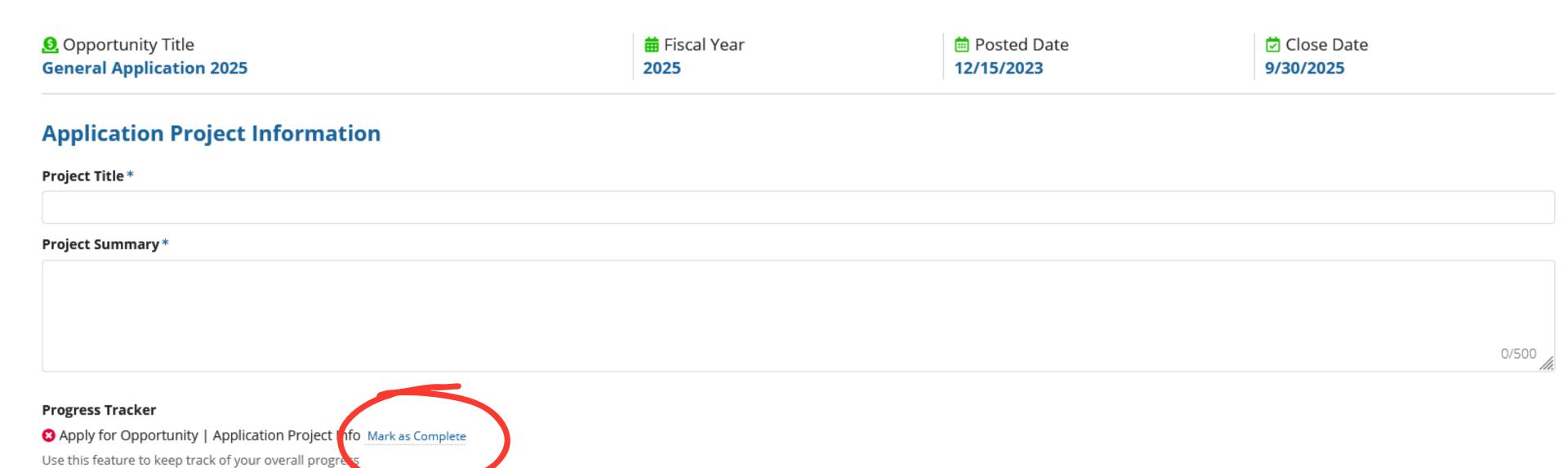
Clone existing application data



CREATE NEW APPLICATION

### Project Title and Summary

#### **Manage Application Project Info**





SAVE AND CLOSE

#### GMS Grantee ▼ SW



#### Application | GA-2026-GohsGrante-001-APP





App Project Forms

App Budget Forms

App Contract Forms

Master Filing Details

Award Information

Milestone Chart

Documents

OIL MINI I

Equipment Purchases

APP

Application Name GA-2026-GohsGrante-001-APP Org Name GAGOHS - Grantee | GohsGrante Project Title 🕇 402 RS - Roadway Safety Funding Source 12

∨Contract Forms

X Certification and Signatures

Approved Budget **3** \$0.00

Current App Status Application **Creation In Progress** 

Fund Summary Dashboard

GA-2026-GohsGrante-001-

Original Balance \$0.00

Total Withdrawals \$0.00

\$0.00

Total Deposits

Pending Withdrawals \$0.00

Current Balance \$0.00

Available Balance

\$0.00

#### **Grant Metrics**

Award Amount

**\$0.00** 

Claimed Amount

🕹 \$0.00

#### **Award Amount Claimed**

0%

Progress Reports Approved



Claims Filed



#### **Grant Tasks**

#### VIEW OPEN TASKS 😅

#### **App Creation Progress Tracker**

- → Application Forms
- X Application Project Info
- General Additional Info
- Problem Identification
- X Documentation Attachment
- Program Assessment
- ✓ Program Assessment Chart
- Project Objectives
- X Project Activities Evaluations
- X Media Plan

- **∨Budget Forms**
- X Personnel Service Details Position
- X Personnel Service Details Benefits
- X Pay Schedule for Project Employees
- X Enforcement/Activity Hours
- X Regular Operating Expenses
- X Travel
- X Equipment Purchases
- X Contractual Services
- X Per Diem & Fees

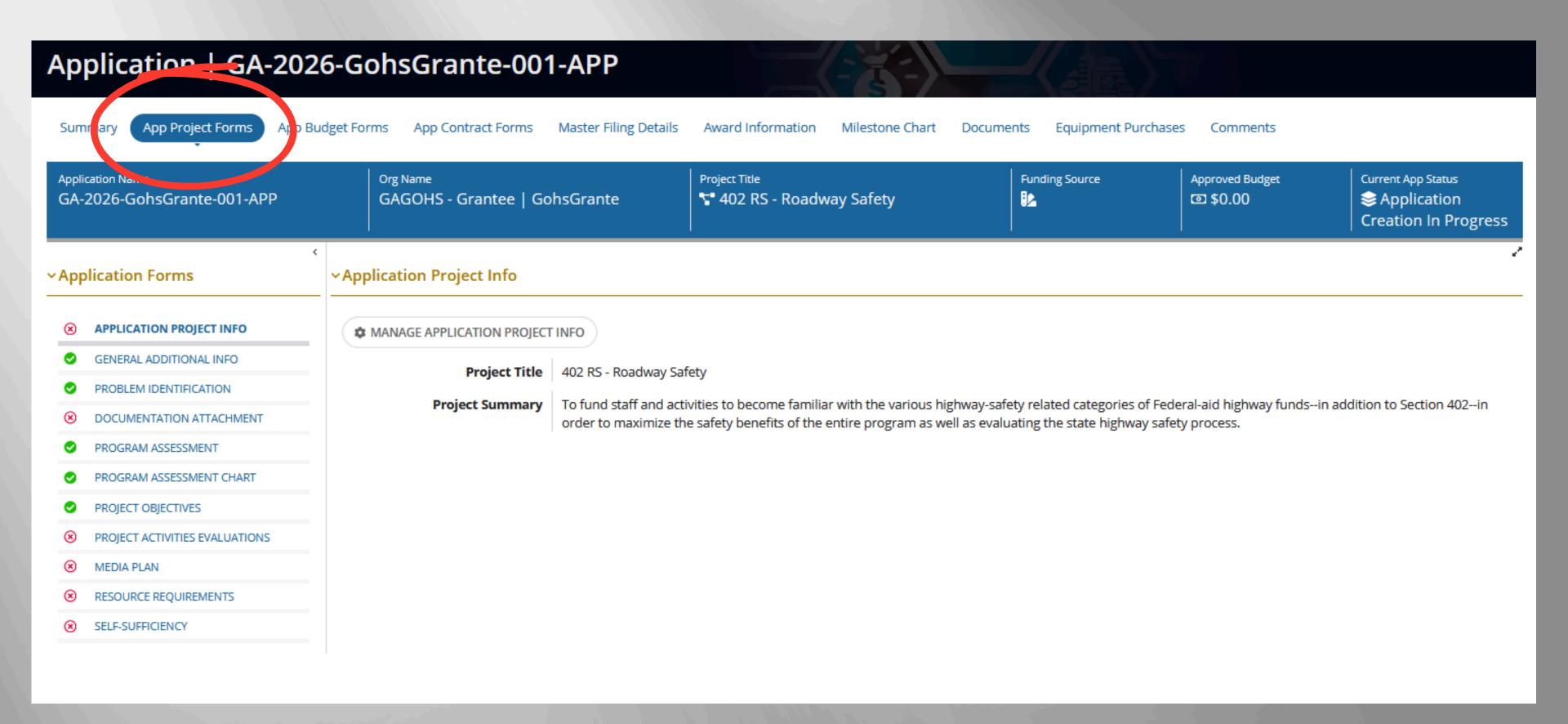
#### **Actions**

Initiate Travel Request

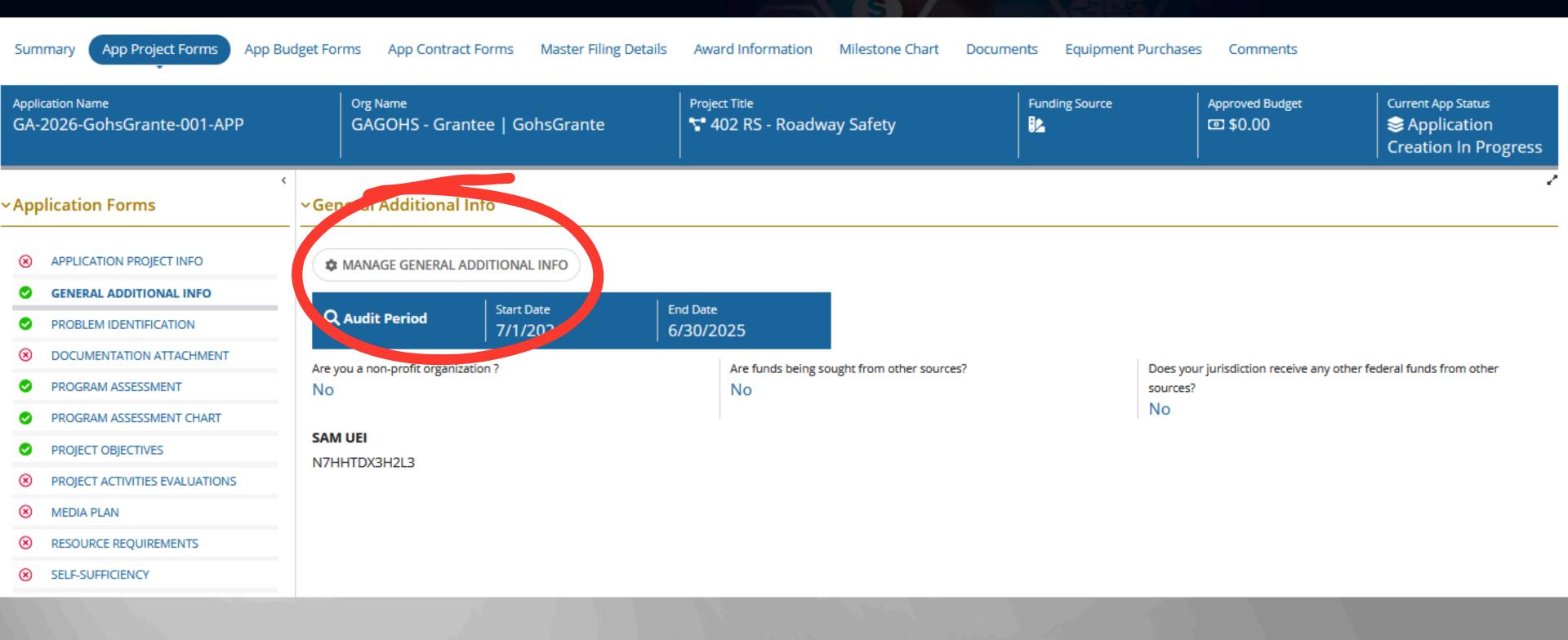
#### Resources

#### Workflows

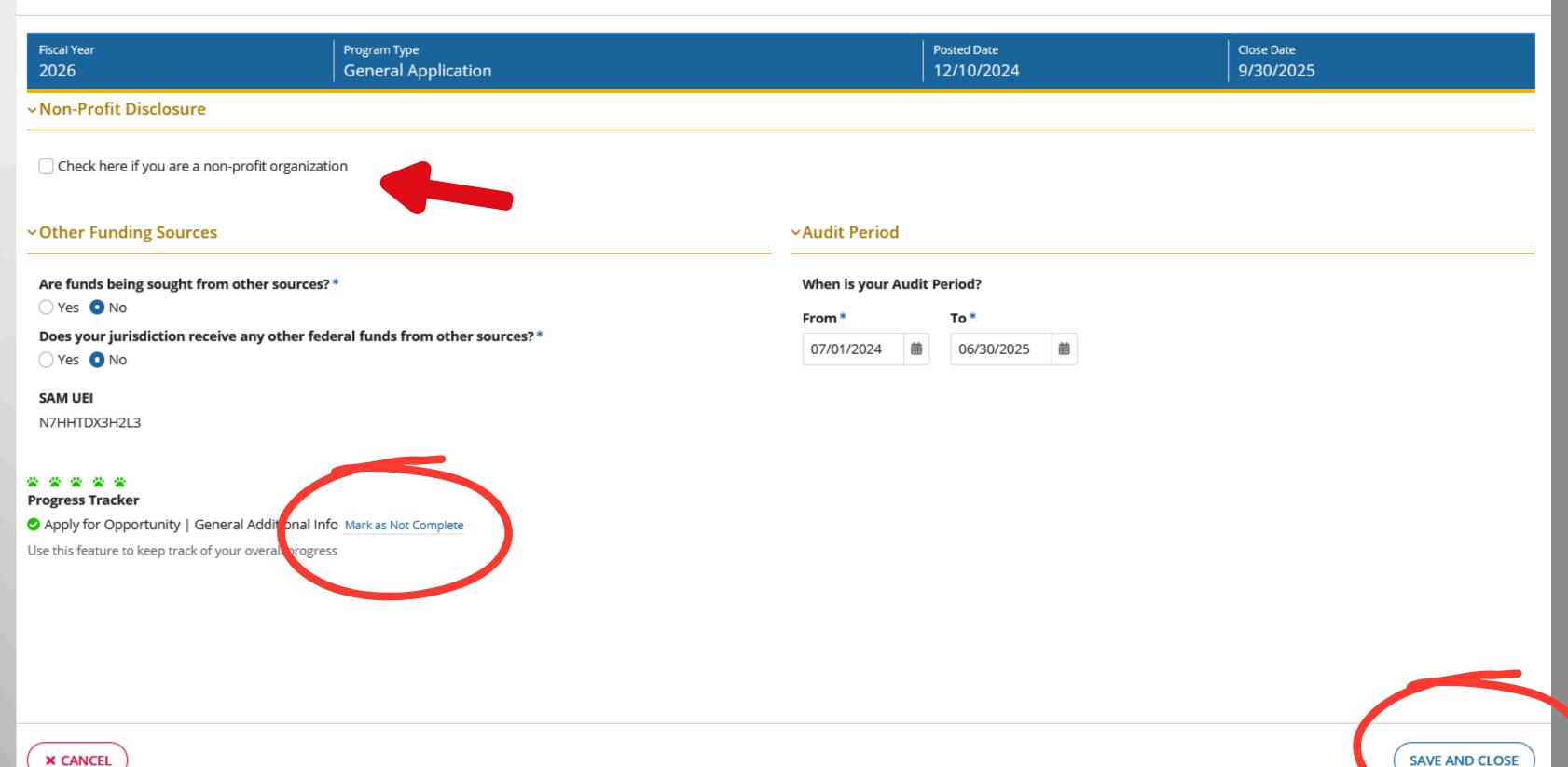
> APPLICATION WORKFLOW



#### Application | GA-2026-GohsGrante-001-APP



#### **Manage General Additional Information**



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

- Public Funds Documentation
- 501 (c)(3) form
- Secretary of State Certification
- Letters of Support
- Reference Letters (3)

Letters of Support and Reference letters should be dated within 2 years 2023, 2024, 2025



#### Application Forms

- APPLICATION PROJECT INFO
- GENERAL ADDITIONAL INFO
- PROBLEM IDENTIFICATION
- DOCUMENTATION ATTACHMENT
- PROGRAM ASSESSMENT
- PROGRAM ASSESSMENT CHART
- PROJECT OBJECTIVES
- PROJECT ACTIVITIES EVALUATIONS
- MEDIA PLAN
- RESOURCE REQUIREMENTS
- SELF-SUFFICIENCY

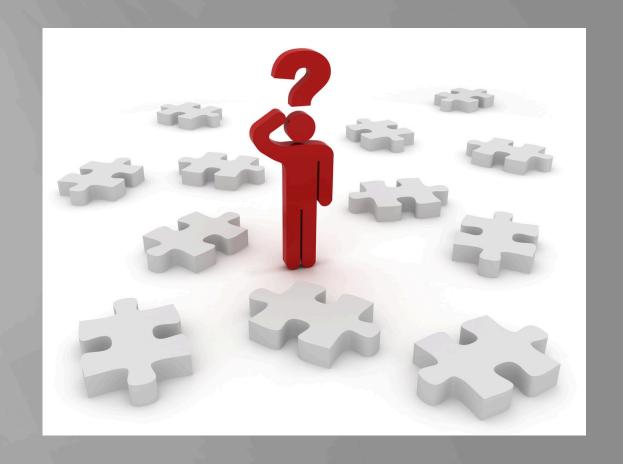
### Application Forms

- "Manage" the form to open
- Complete the form with your text
- Mark the form as complete
  - Progress Tracker
- Save and Close

### Problem ID Statement

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

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.



### Problem ID Statement



- Who is involved?- Children, older adults, teenagers, college students, etc
- What is the problem?
- When are the crashes occurring? Day, night, weekends?
- Where are the crashes occurring? Rural roads, crosswalks, interstates
- Why are they occurring?

Please use the Problem ID Worksheet in the RFP to help document the problem

### **Good Data**



- Timeliness
- Accuracy
- Completeness
- Uniformity
- Integration
- Accessibility

### Data Sources



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

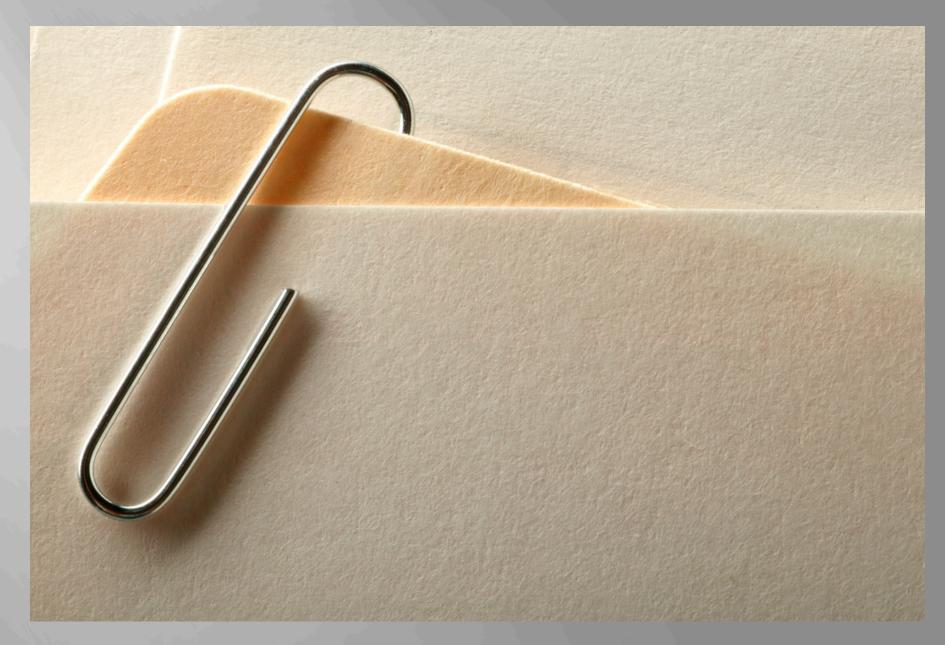
### Problem ID



- What is your HIGHWAY
   SAFETY problem?
- You must be able to justify the problem.
- We can not fund projects based upon the need for equipment.

## Document Attachment

- Problem ID Charts, graphs,
   and other support documents
- Indirect cost
- Job descriptions
- Procurement Policy
- Letters of Support



## Program Assessment

- What is your community/jurisdiction currently doing to address the problem? Enforcement, media, educational, etc?
- Past and current efforts did they work or not?
- What groups, laws, policies, etc. support or inhibit the project?



## Program Assessment



- DO NOT include what your traffic safety problem is or what you plan to do
- This should only include what you are currently doing

## Program Assessment Chart

- Universities/ Colleges should include current student population
- Law Enforcement must provide current level of enforcement activity for the entire department for 3 years.





## Goals

# Broad, brief statements of intent that provide planning focus and vision

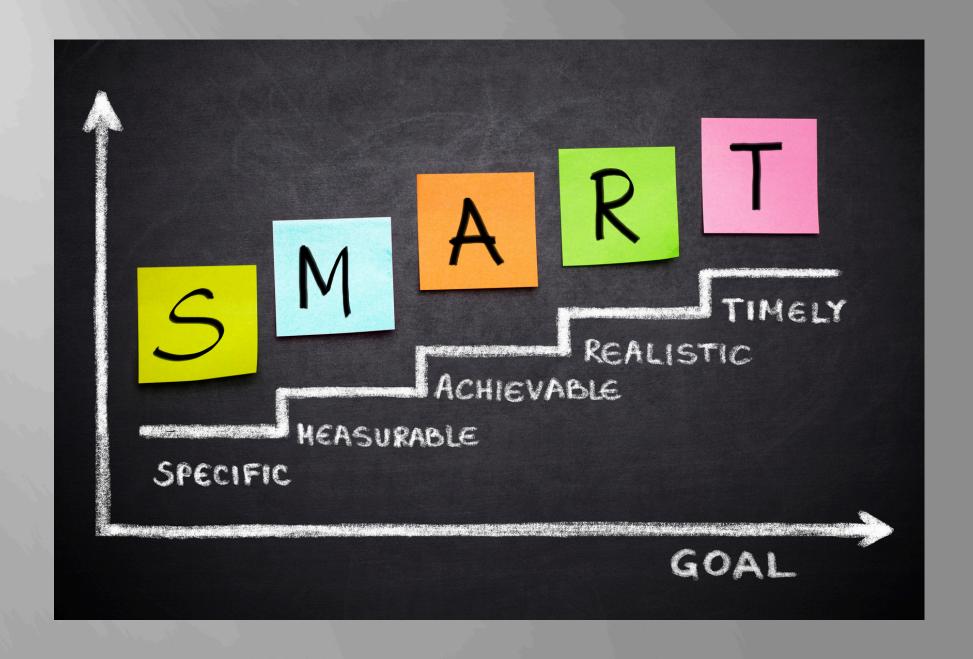
- GOHS has a list of predetermined goals in a dropdown box
- Project focused
- Select one per objective



## Objectives

Strategies or implementation steps to attain the identified goals.

- Precise steps that will lead to reaching the program goal
- Outline the objectives in measurable terms
- Provide direction and must be clearly understood



## Activities



The specific actions to complete during the grant year to accomplish the objective - ultimately to correct the problem listed in the Problem ID

## Evaluations

Each objective must have an evaluation component. How will it be evaluated?



## Milestones

Milestones help project teams track progress, recognize achievements, and understand the path ahead. They also provide a view of what's been completed, what's to come, and the project's overall progress percentage



GOHS tracks projects on a monthly basis

## Media Plan

- Explain how, when, and to whom the agency will announce the award of this grant to the community
- Outline how the agency plans to keep the public informed of grant activities
- List Media Sources



## Resource Requirements

Resources are what is needed to complete the project. This is a detailed justification of all budget items

Questions to consider Does this project need personnel? If
so, how many and what hours will they
work? What types of equipment is
needed and how much? Will training
be needed?



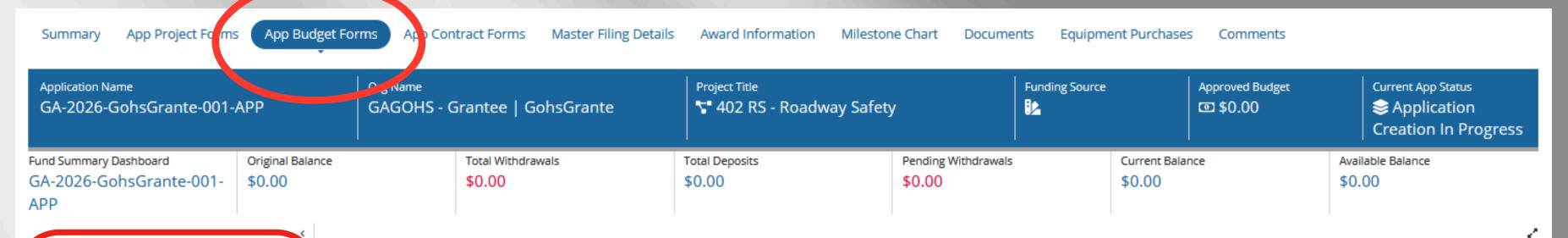
## Self-Sufficiency

Explain in detail how the agency will continue to project when federal funds are no longer available.

Identify potential sources of nonfederal funds such as local government funds, public and private donations, etc.







## ➤ Budget Forms ➤ Personn ➤ Personn Example 1 Example 2 Personn Image: Personn<

- PERSONNEL SERVICE DETAILS BENEFITS
- PAY SCHEDULE FOR PROJECT EMPLOYEES
- ENFORCEMENT/ACTIVITY HOURS
- ▼ TRAVEL
- EQUIPMENT PURCHASES
- PER DIEM & FEES
- COMPUTER CHARGES AND COMPUTER
   EQUIPMENT
- ▼ TELECOMMUNICATION
- MOTOR VEHICLE PURCHASE
- RENT OR REAL ESTATES

#### Personnel Service Details - Position

If you are changing the POSITION details, Please make sure to review and save the PERSONNEL SERVICE DETAILS - BENEFITS

MANAGE PERSONNEL SERVICE DETAILS POSITION

#### **Personnel Service Details - Position**

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

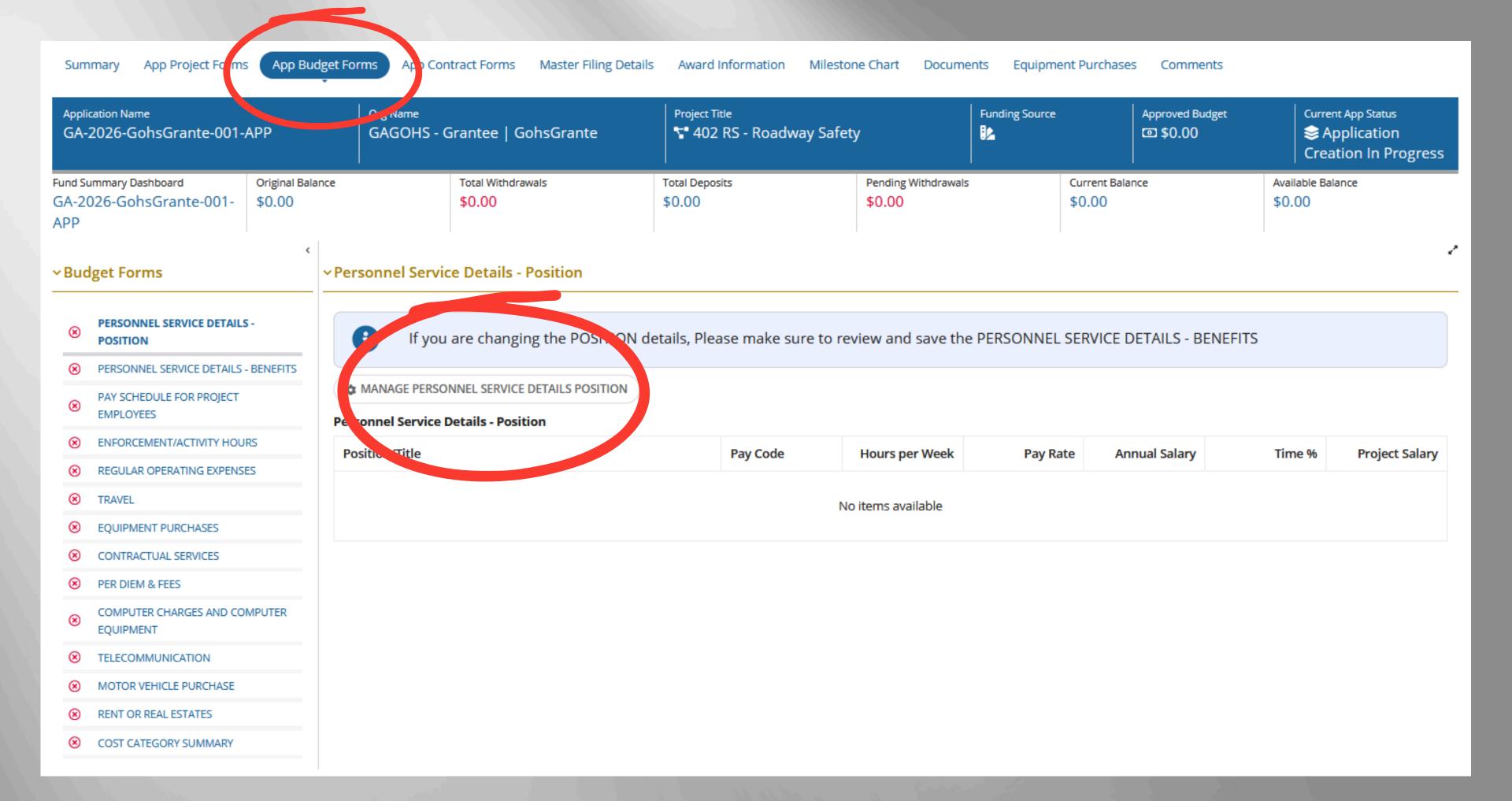
#### → Budget Forms

- PERSONNEL SERVICE DETAILS POSITION
- PERSONNEL SERVICE DETAILS BENEFITS
- PAY SCHEDULE FOR PROJECT EMPLOYEES
- REGULAR OPERATING EXPENSES
- TRAVEL

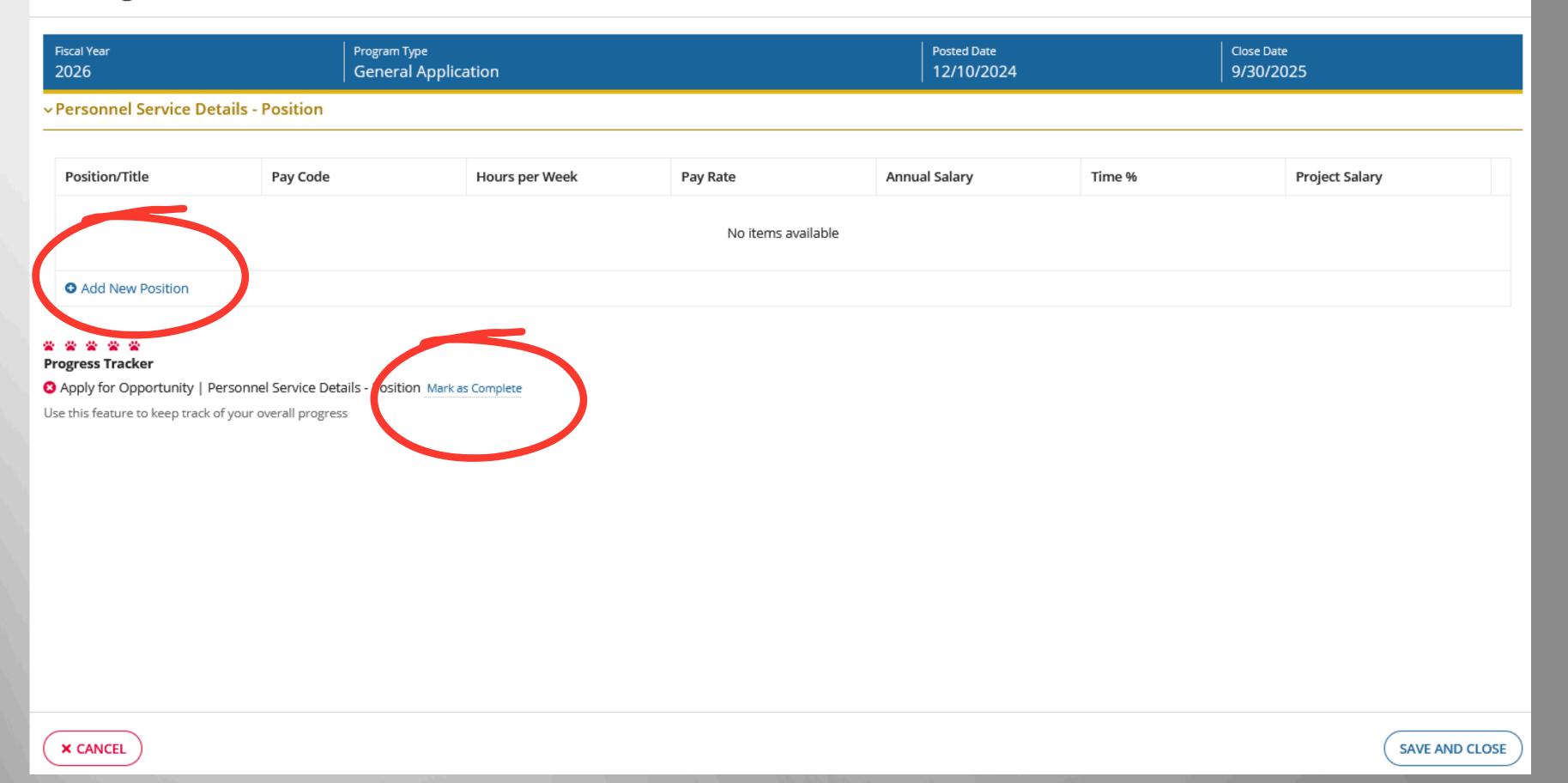
- PER DIEM & FEES
- COMPUTER CHARGES AND COMPUTER EQUIPMENT
- ▼ TELECOMMUNICATION
- MOTOR VEHICLE PURCHASE
- RENT OR REAL ESTATES

## Personnel Service

- Position/ Title
- Pay Code (Hourly, bi-weekly, monthly, etc.)
- Annual Salary
- Percent of time spent on project activities
- Project Salary will calculate automatically
- Benefits are entered by percentage
- Applicants finance department should have these calculations
- FICA is 7.65% OR Social Security is 6.2% and Medicare is 1.45%



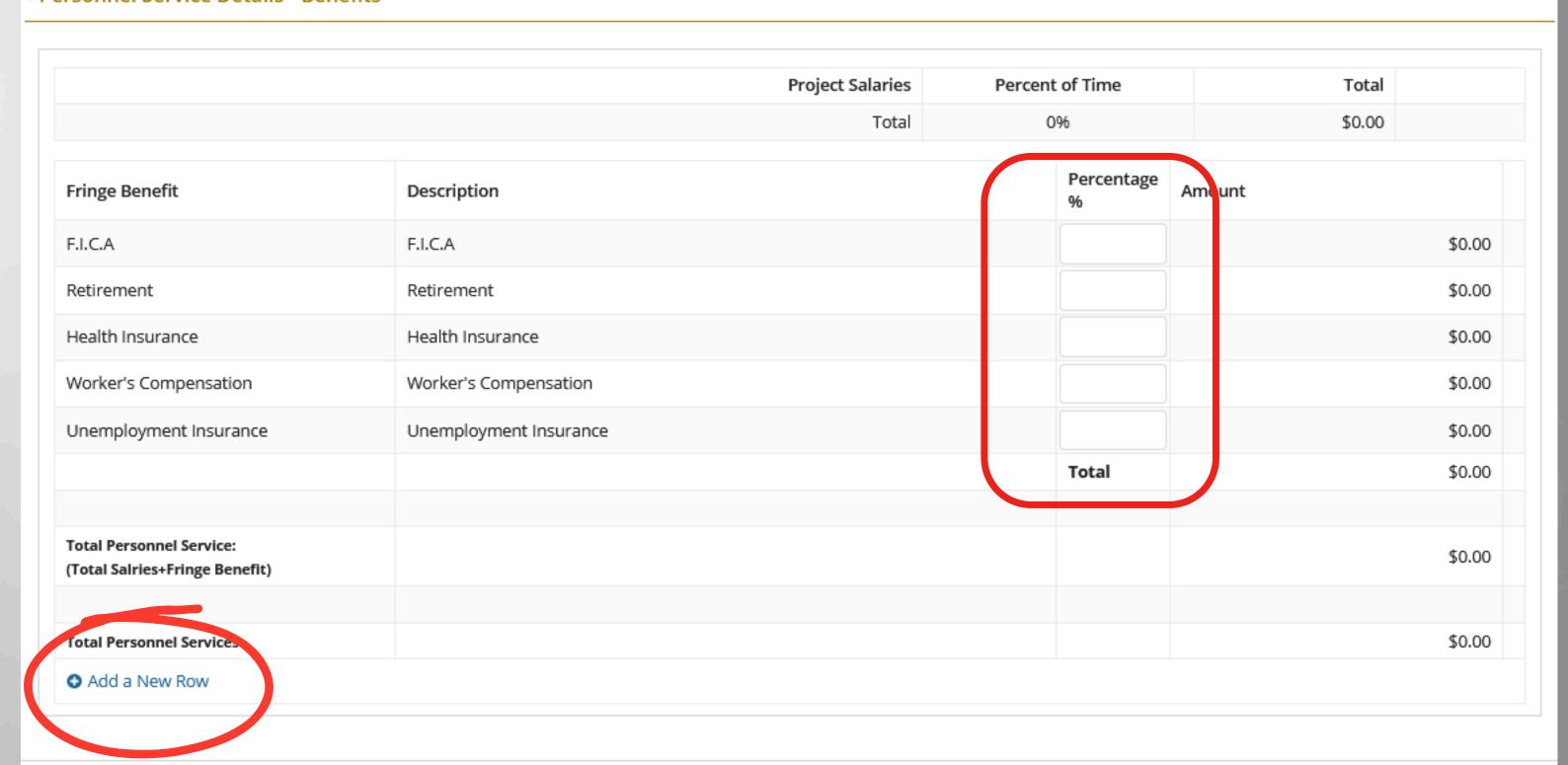
#### Manage Personnel Service Details - Position



#### Manage Personnel Service Details - Benefits

Fiscal Year Program Type Close Date 2026 General Application 12/10/2024 9/30/2025

#### ~Personnel Service Details - Benefits



#### ∨ Budget Forms

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

## **Budget Forms**

- "Manage" the form to open
- Complete the form with your text
- Mark the form as complete -Progress Tracker
- Save and Close

## Pay Schedule

Pay schedule should reflect the current pay schedule - i.e. weekly, biweekly, monthly, etc. and cover the entire physical year

October 1, 2025 - September 30, 2026

## Enforcement Hours

### Law Enforcement/ Prosecutor Only

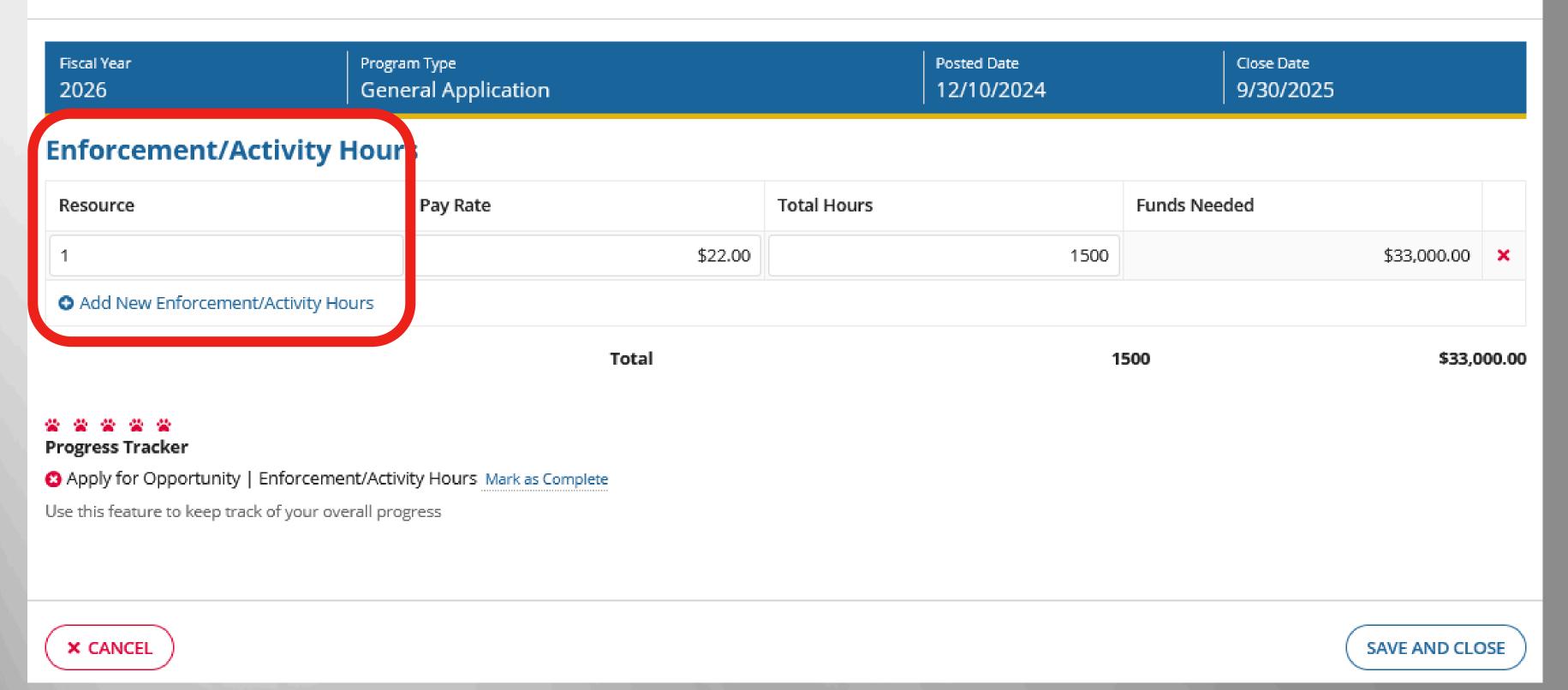
- Enforcement/ activity hours are reimbursed based on actual pay rate
- Enforcement/ activity hours can be used for any qualified officer/ deputy associated with the grant
- Does not apply to TSRP or Training Staff (PAC, GPSTC, etc.)
- Only project related hours can be claimed. Ex: 4 hours worked directly on 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.

## Enforcement Hours

## Law Enforcement/ Prosecutor Only NOT ALLOWABLE

- Court Time
- Overtime
- General POST Training (SWAT, firearms certifications, Governor's Initiatives, etc.)
- In-Service training that is not project related
- Hours not directly used on project activities

#### Manage Enforcement/Activity Hours



## Regular Operating

Budget items - Less than \$1,000

- Conference Registration
- Office Supplies
- Indirect Costs
- Car seats
- Vehicle Maintenance
- Printer paper
- Meeting Expenses

Cost of a single item includes shipping/ handling, and tax

## Travel

### Travel is for grant related employees

- Mileage
- Hotel Expenses
- Per Diem
- Flight
- GroundTransportation

If the grant is awarded, all out of state travel must receive GOHS preapproval - award of the grant does not constitute approval of out of state travel

## Equipment

Budget items - \$1,000 or more

- Radars
- LIDARs
- In Car Camera
- Pedal Karts

Cost of a single item includes shipping/ handling, and tax

## Contractual Services

- Artwork Design
- Conferences
- Printing

If the grant is awarded, all contracts must receive GOHS preapproval - award of the grant does not constitute approval of the contract

## Per Diem

Per Diem is for non grant related employees

- Mileage
- Hotel Expenses
- Per Diem
- Flight
- GroundTransportation

If the grant is awarded, all out of state travel must receive GOHS preapproval - award of the grant does not constitute approval of out of state travel

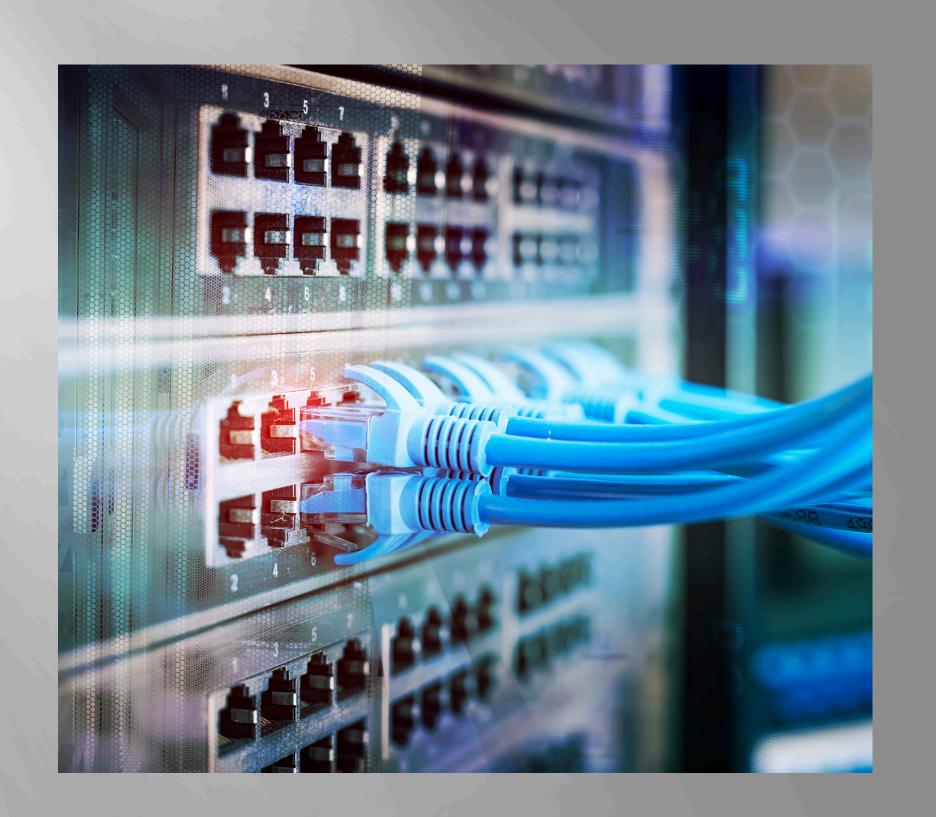
## Computer Charges and Computer Equipment

- Laptops
- Printers
- Monitors



## Telecommunications

- Air cards
- Cell phone\*



## Motor Vehicle

- Must follow the Buy America Act
- Items \$10,000 or more must receive NHTSA approval prior to purchase



## Rent/Real Estate

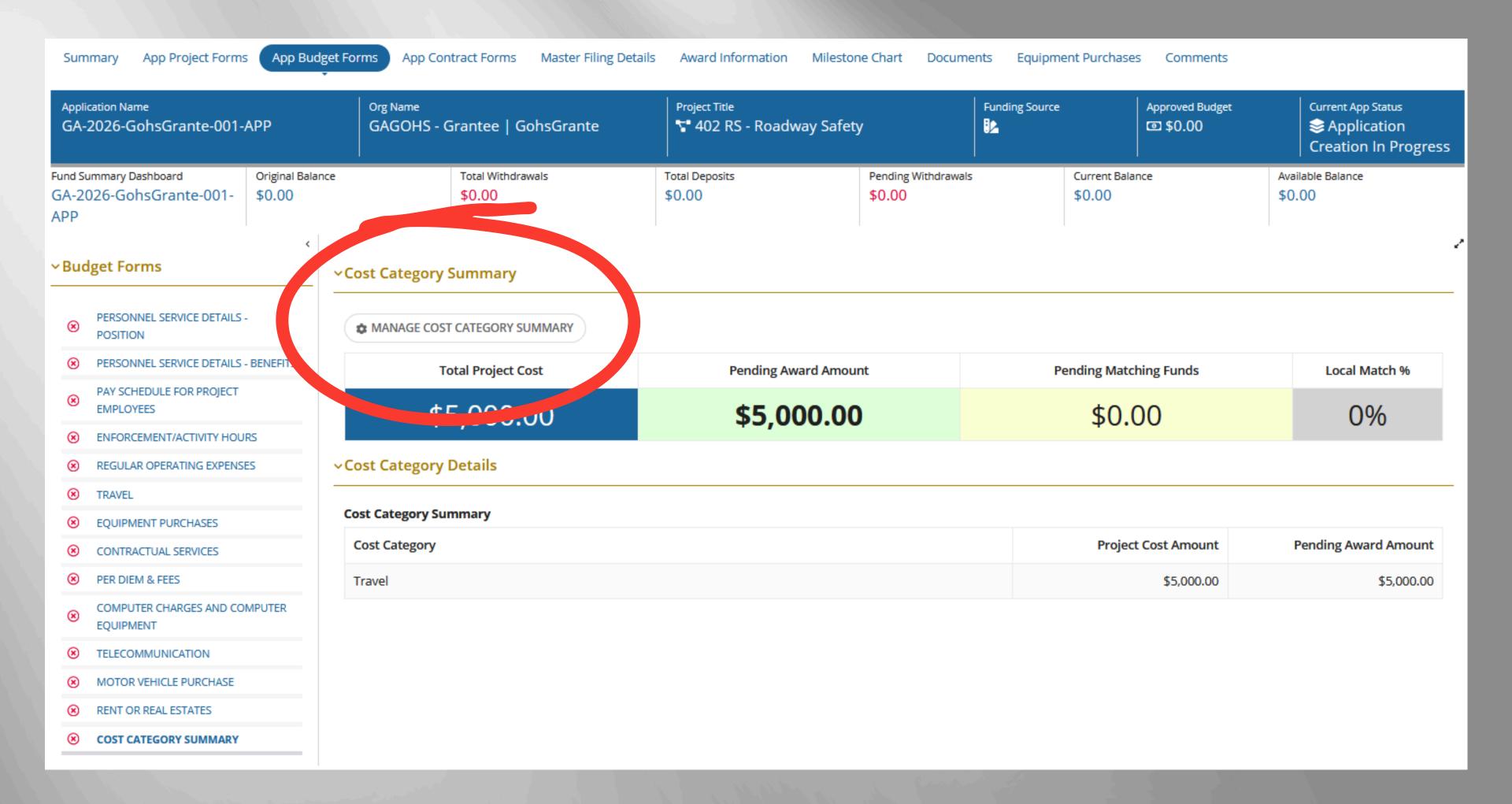
- Office Space
- Storage Units
- Meeting Space

If the grant is awarded,
Rental Agreements must
receive GOHS preapproval
- award of the grant does
not constitute approval of
the rent

## Cost Category Summary

Budget items must be necessary to complete the activities of the project

All budget items should be described (justified) within the Resource Requirement section



#### **Manage Cost Category Summary**

Fiscal Year 2026	Program Type General Application	Posted Date 12/10/2024	Close Date 9/30/2025	
∨Cost Category Summary				
Cost Category		Total	Award Amount	
Travel		\$5,0	\$5,000.00	

#### → Matching Funds

Total



#### Progress Tracker

Apply for Opportunity | Cost Category ummary Mark as Complete

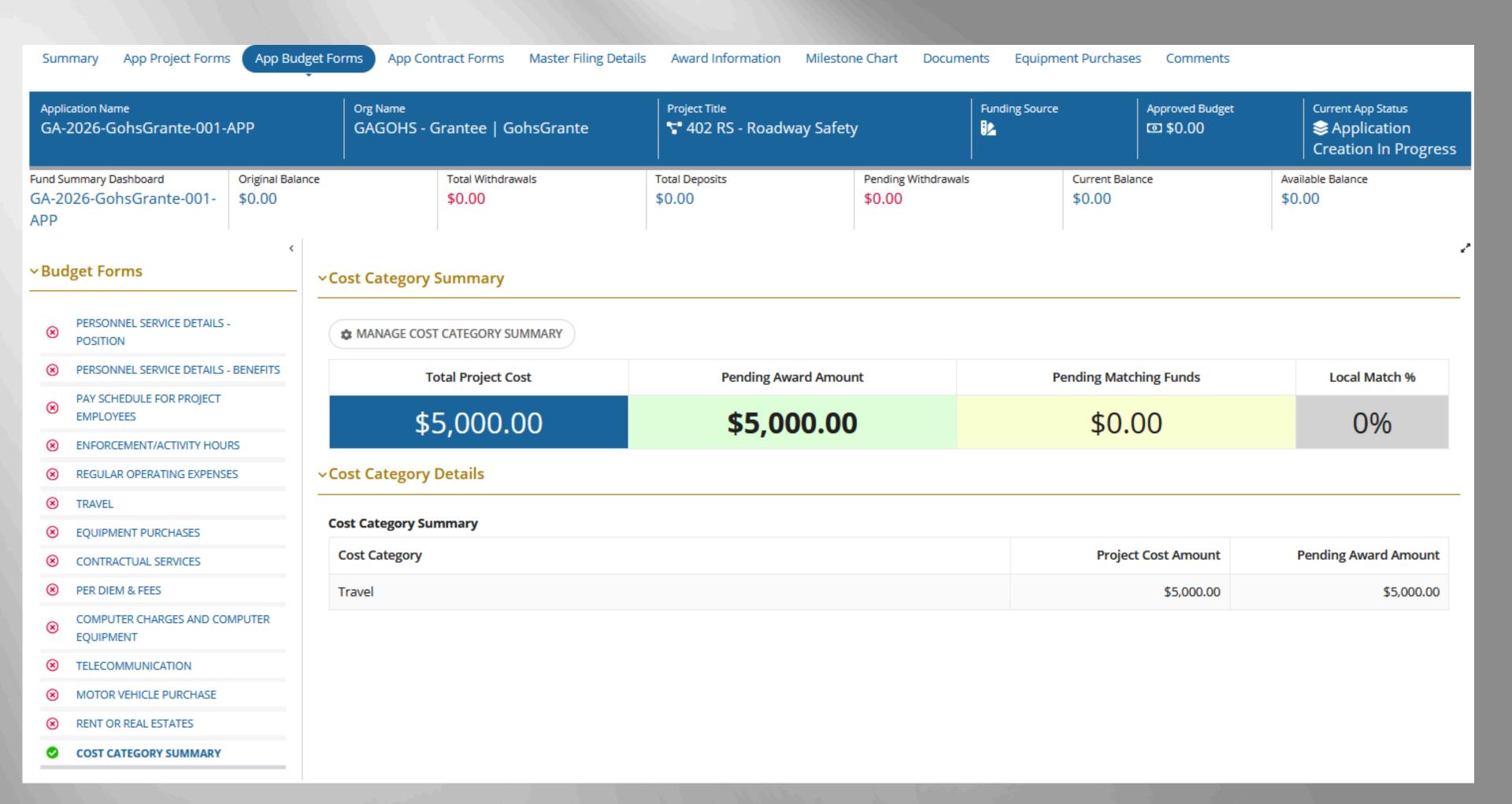
Use this feature to keep track of your overall pogress



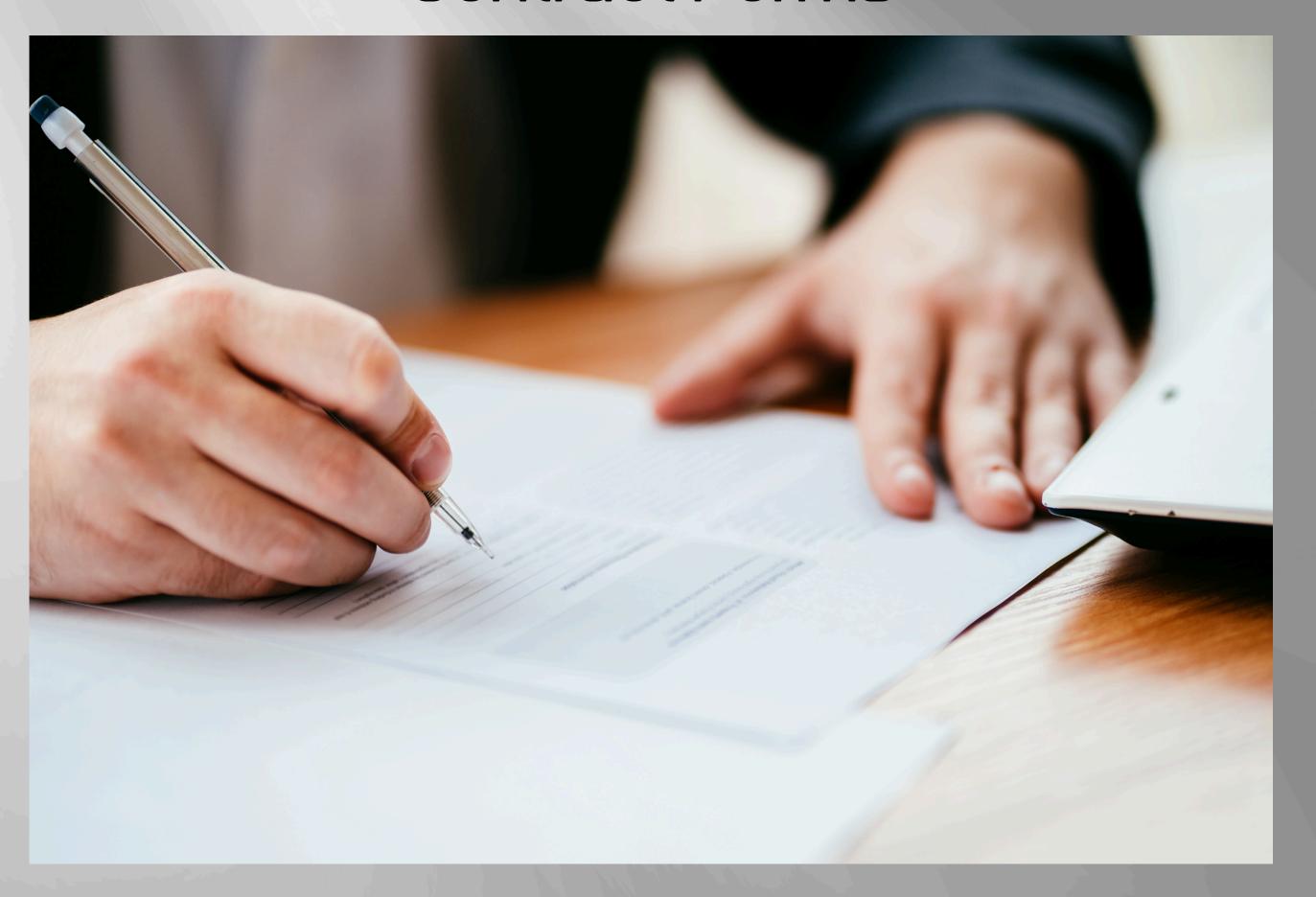
SAVE AND CLOSE

\$5,000.00

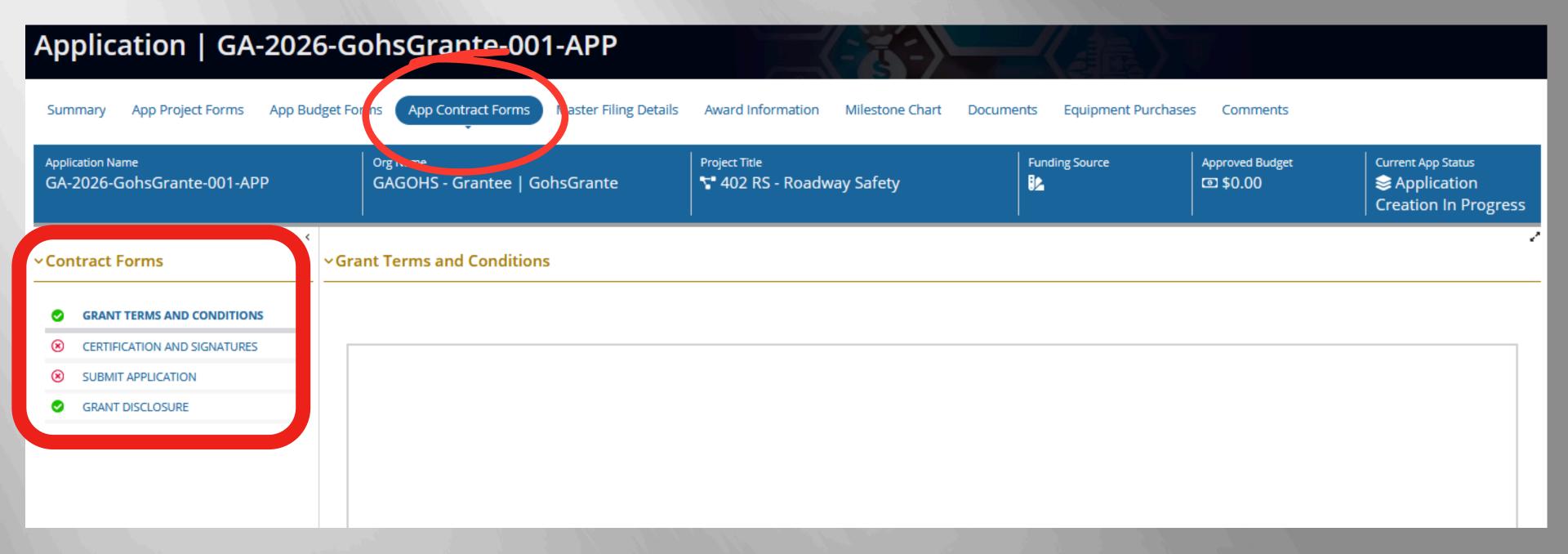
\$5,000.00



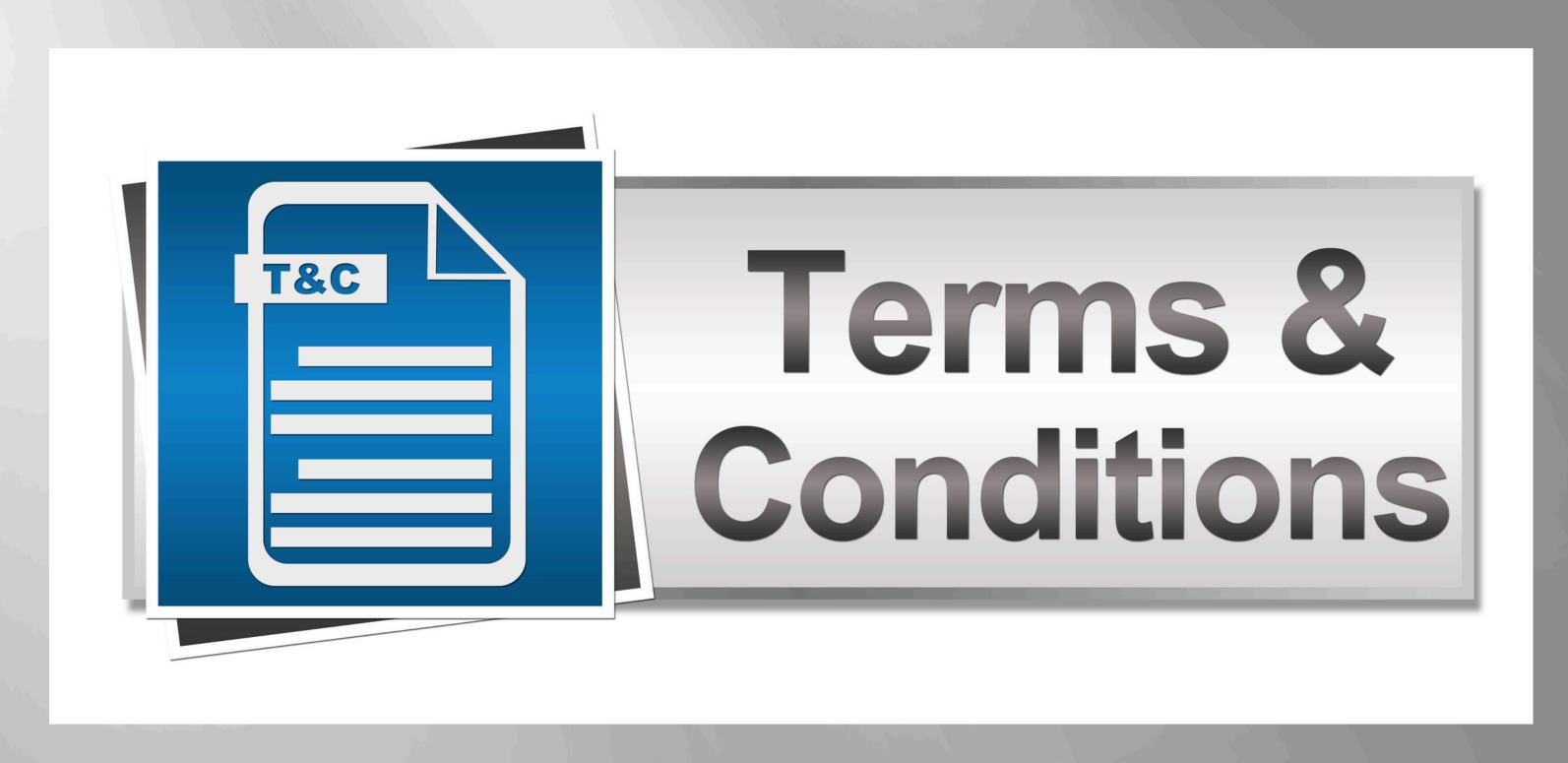
## Contract Forms



## Contract Forms



## Grant Terms and Conditions -Subject to change prior to award



## Grant Terms and Conditions -Subject to change prior to award

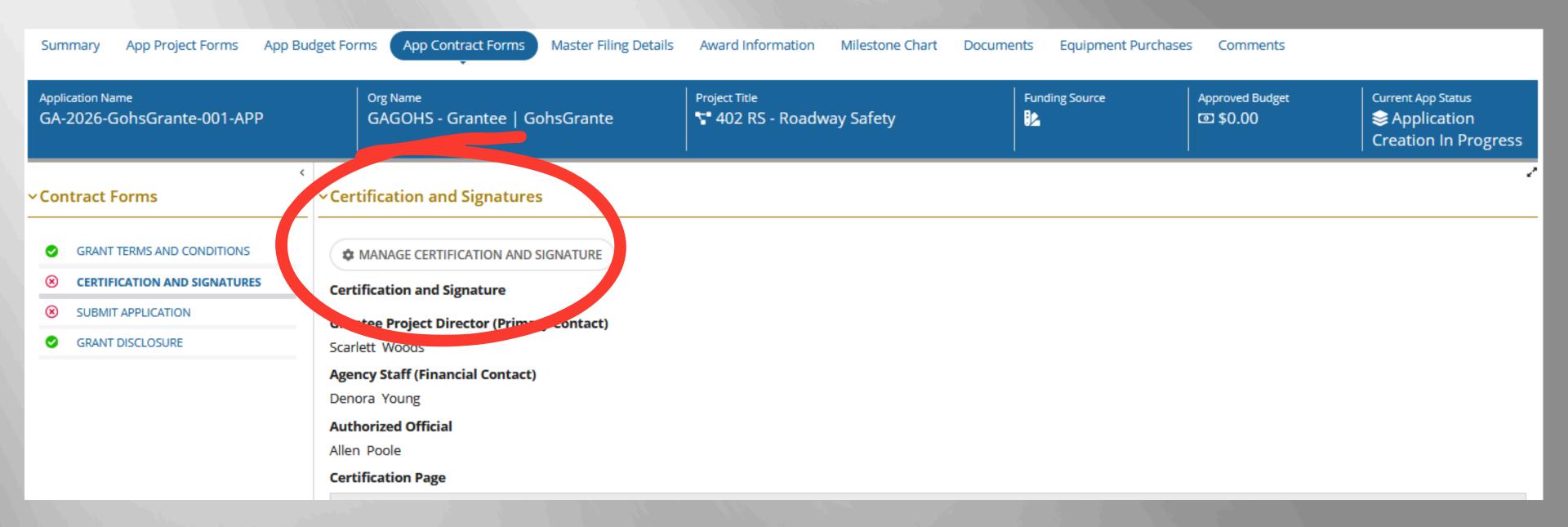
All GOHS grants are contingent upon the availability of federal funds

All GOHS grants are reimbursable

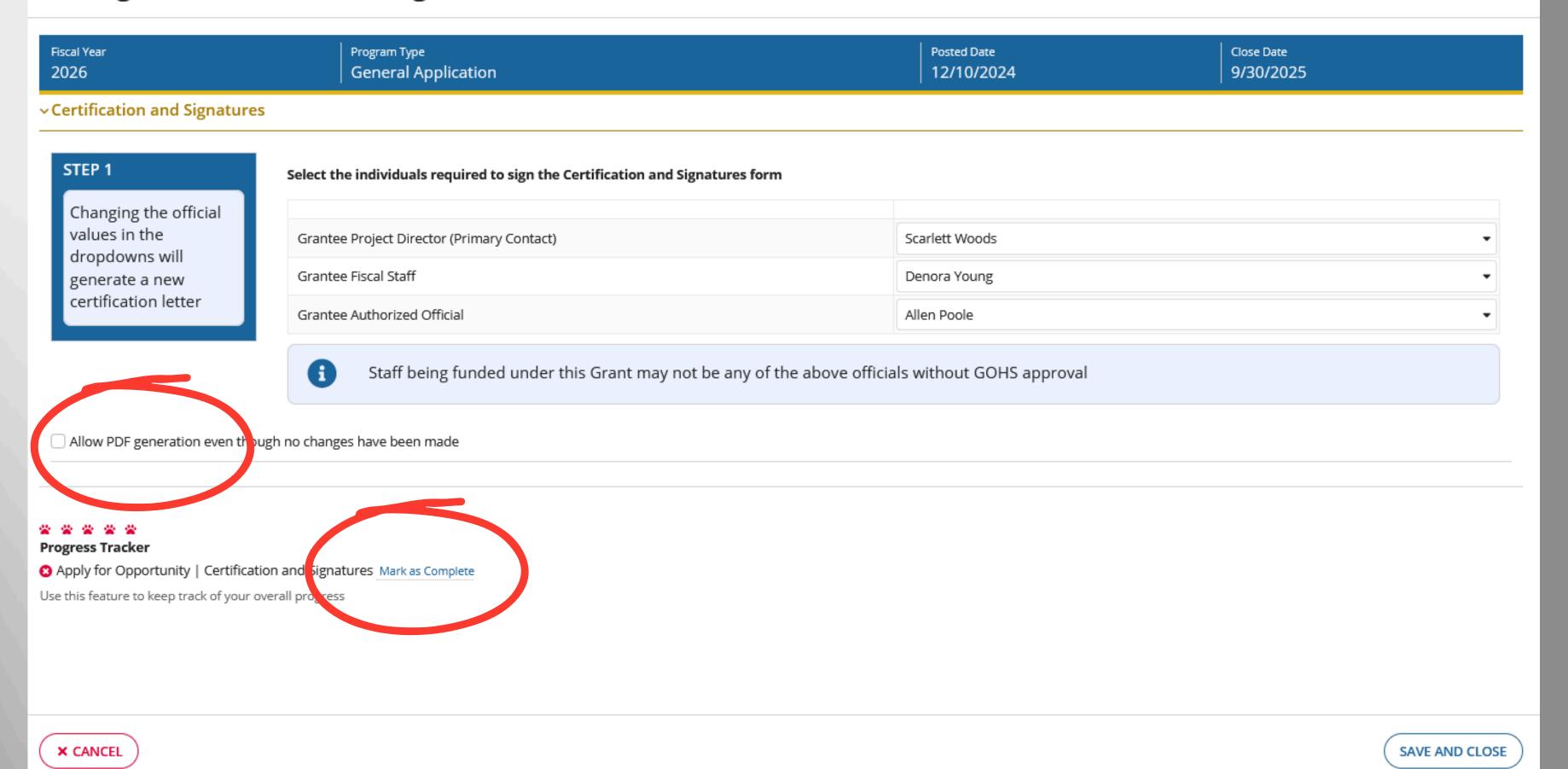
If awarded, you must be able to adhere to all Grant Terms and Conditions including but not limited to:

- Project implementation within 90 days of the award
- Submission of reports and claims on a monthly basis
- Announcement of the grant to the public within the first 90 days
- Submission of a Final Report
- Retain grant records for 3 years after the closeout of the grant

### Contract Forms



#### **Manage Certification and Signatures**



## Certification and Signature

- Authorized Official, Project
   Director, and Agency Staff
   (Financial Officer) MUST be
   included within the application to
   be listed on the Certification Page
- All Parties must sign the Certification Page, in blue ink.
- The Certification page must be attached to the application prior to submission



## Submit Application

∨ Contract Forms

GRANT TERMS AND CONDITIONS

CERTIFICATION AND SIGNATURES

SUBMIT APPLICATION

∨Submit Application

SUBMIT APPLICATION

**∨Application Forms** 

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

→ Budget Forms

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

**∨Contract Forms** 

X Certification and Signatures

## Progress Tracker

#### **Progress Tracker**

2 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
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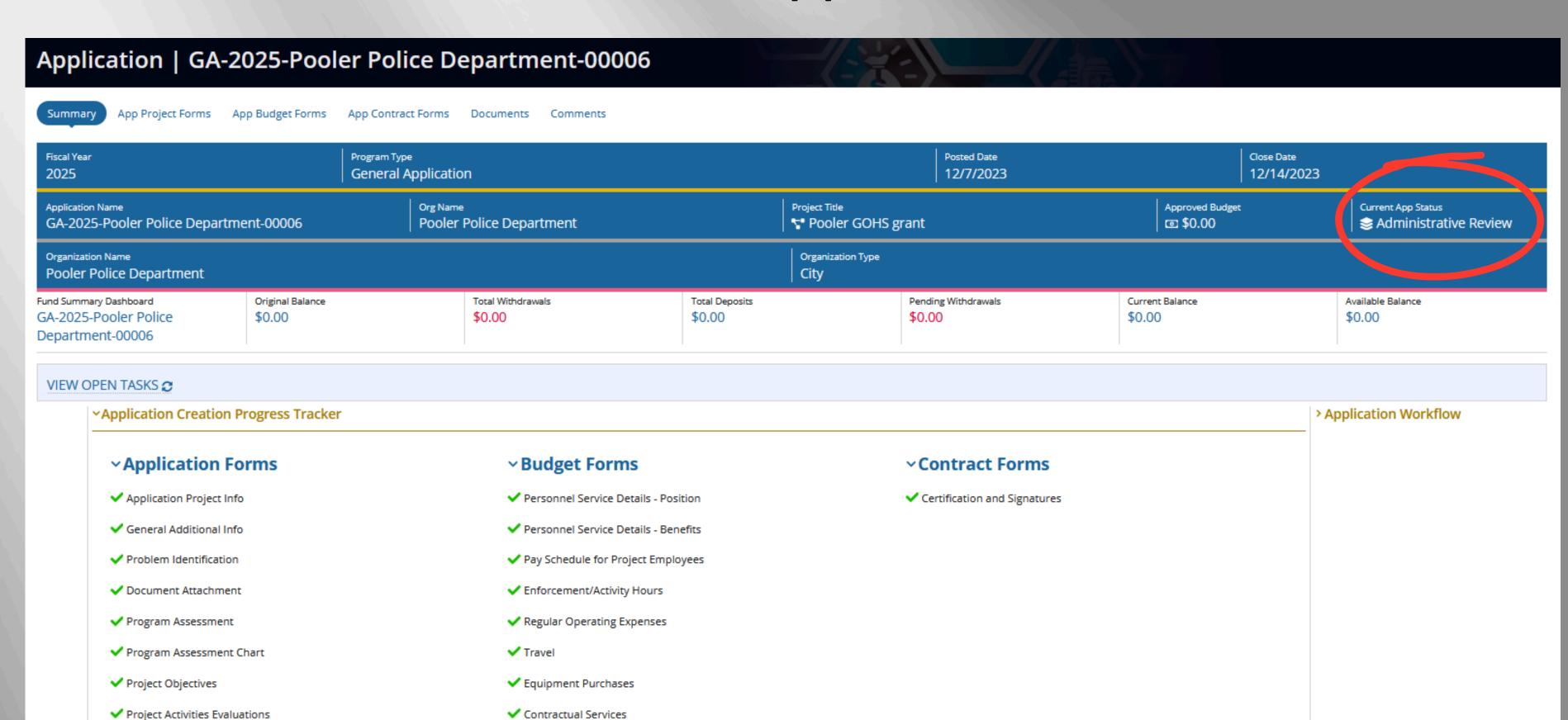
#### ∨ Contract Forms

Certification and Signatures



SUBMIT APPLICATION

## Submit Application



#### **My Applications In Progress**

<b>Q</b> Search Gra	nnts		SEAR	СН	<b>T</b> -
Submission Progress	Application Name	Program Type	Opportunity Name	Application Status	Last Updated
19%	Application   GA-2026- GohsGrante-001- APP	General Application	General Application 2026	Application Creation In Progress	12/26/2024 12:33 PM by Scarlett Woods
15%	Application   GA-2026- GohsGrante-010- APP	General Application	General Application 2026	Application Creation In Progress	12/10/2024 9:02 AM by Roger Hayes
19%	Application   GA-2026- GohsGrante-011- APP	General Application	General Application 2026	Application Creation In Progress	12/10/2024 11:46 AM by Kelly Sizemore
19%	Application   GA-2026- GohsGrante-013- APP	General Application	General Application 2026	Application Creation In Progress	12/10/2024 12:00 PM by Roger Hayes
0%	Application   GA-2026- GohsGrante-015- APP	General Application	General Application 2026	Application Creation In Progress	12/11/2024 9:45 AM by Katie Fallon
0%	Application   GA-2026- GohsGrante-016- APP	General Application	General Application 2026	Application Creation In Progress	12/11/2024 9:46 AM by Katie Fallon

# REVIEW PROCESS



# New applications are due September 2, 2025

- Applications will be assigned to a review team
- If revisions are needed, an email will be sent
- Please make the request corrections and resubmit the application within 3 days
- October 1 is the start of the federal fiscal year - DO NOT begin your project before you receive an award letter

## IMPORTANT



- Do not incur any grant related expenses prior to receiving an award letter and after October
   1, 2025 - funds will not be available to reimburse those purchases
- ALL GOHS Grants are reimbursable. Items must be bought and paid for before GOHS will reimburse
- Attach the agency procurement policy for equipment requests of \$10,000 or more
- Unit price of a single item includes shipping/ handling, and taxes, if applicable







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# RFP CONTACTS

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