GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT` SPECIAL CONDITIONS

General Grant Application
(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 grant application:

1. All grantees are required to promote Georgia's safety belt laws, including the necessity of drivers and passengers wearing safety belts and placing children in weight/height appropriate child safety restraints. Grantees must have a written seat belt usage policy that requires all employees to comply with the Georgia seat belt laws. The most current information can be found on the GOHS website.
2. All grantees are **required** to publicize their GOHS-awarded grant with the media, utilizing print, radio and/or television. This announcement must receive prior written approval from GOHS before releasing it to the media. It must be made within the first (1st) quarter of the approved grant. A copy of the actual announcement must be forwarded to GOHS. 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 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 public awareness/education materials/items developed as part of the grant must receive prior written 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 grantee shall submit to GOHS a photo or scan of the final product produced as part of the grant.
4. All equipment must be purchased within the first 90 days after the grant award effective date. Equipment with a cost of $10,000.00 or more must be approved by GOHS and NHTSA prior to purchase. The agency must ensure that their local procurement policies as well as the Buy America Act are followed.
5. Grantees must obtain prior approval from GOHS before any overnight and out-of-state travel. A **Travel Request must** be completed and approved in the GOHS grants management system prior to making **ANY** travel arrangements. Submit Travel Request 30 days prior to planned travel. 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.
6. Grantee receiving funding from GOHS 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 the grant. No financial claim will be processed without a programmatic report.
7. Grant amendments must be submitted in the GOHS grants management system prior to June 30th. After June 30th, the only amendments that will be accepted are those regarding changes to the grant contacts found on the certification page.

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8. 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
9. Projects that include Safety Items for Public Distribution, including bike helmets, reflective belts, lights, etc. must complete the Grantee Acknowledgement form prior to the distribution of these items.
10. As the grant period ends (September 30th), grantee must submit "Final Report" highlighting objectives met/unmet, major accomplishments, etc. The due date will be provided by GOHS within the GOHS closeout letter prior to the end of fiscal year.

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