The Application Process
# Volume I – The Application Process

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Grant Application Process

Who Can Apply
The Governor’s Office of Highway Safety accepts grant applications from law enforcement agencies, governmental entities, and highway safety advocacy organizations for the purpose of addressing motor vehicle crash problems in local jurisdictions.

When to Apply
Applications for federal funds are generally accepted six to nine months prior to the beginning of each federal fiscal year, which begins October 1. Dependent upon the time frame of the identified problem, subsequent applications for funding may also be submitted anytime during the fiscal year.

How to Apply
Prospective grantees must submit an application using Electronic Grants of Highway Safety (eGOHS Plus) using quantitative data pertinent to their jurisdiction’s identified traffic safety problem(s). The Governor’s Office of Highway Safety (GOHS) Grant Application consists of the following three (3) major parts. The need to complete all major parts varies according to Program emphasis areas.

Grant Application Components (Applicant to Complete in eGOHS Plus)

Part I: - Programmatic Section

- Problem Identification
  The problem statement must clearly define the problem(s) planned to be addressed. The statement must provide a concise description of the problem(s), where it is occurring; the population affected, how and when the problem is occurring, etc. It must include consecutive years of the most recent data to establish the conditions and the extent of the problem(s). (Charts, graphs and percentages are effective ways of displaying the required data).

- Program Assessment
  The applicant must identify the resources that the community/jurisdictions are currently using to address the problem(s) identified under the problem identification section mentioned above. This section will (1) review and note activities and results of past and current efforts, indicating what did or did not work (2) assess resources to determine what is needed to more effectively address the problem(s) and (3) identify local laws, policies, safety advocate groups and organizations that may supports/inhibit the success of the project.

- Project Objectives, Activities and Evaluation
  The objectives must clearly relate to the target problem(s) identified in the Problem Identification section mentioned above. The activities identify the steps needed to accomplish each objective. Finally, a comprehensive evaluation plan must be developed to explain how to measure the outcome of each proposed activity listed.

- Milestone Chart
  This chart must provide a summary of the projected activities to be accomplished on a monthly basis. This section reflects the activities described in the Project Objectives, Activities and Evaluation Section mentioned above.
• **Media Plan**
  The applicant must describe a plan for announcing the award of the grant to the local community and what media outlets are available. A discussion of how the public will be informed of grant activities throughout the entire project period is also included.

• **Resource Requirements**
  This section must list the resources needed in order to accomplish the objectives. Requirements may include but not be limited to personnel, equipment, supplies, training needs and public information/educational materials. A brief description of how and by whom the resources will be used is also required.

• **Self Sufficiency**
  This statement must reflect a plan of action that explains how the activities of the project will be continued after federal funds are no longer available to implement the project. The self-sufficiency plan must identify potential sources of non-federal funds.

**Part II: – Budget Section**

Each budget item(s) must be allowable, reflect a reasonable cost and be necessary to carry out the objectives and activities of the project. Potential budget categories include:

- Personnel Services (Salaries, Pay Schedule and Benefits)
- Regular Operating Expenses
- Travel
- Equipment Purchases
- Contractual Services
- Per Diem and Fees
- Computer Charges and Equipment
- Telecommunications
- Motor Vehicle Purchases
- Rent/Real Estate

**Part III: - Grant Terms, Conditions and Certification**

This section contains certain legal and regulatory requirements pertaining to the receipt of federal grant funds with which the grantee must agree to comply. Additionally, individuals responsible for the financial aspects of the grant are identified. The application for funding must be submitted by the appropriate Authorizing Official or Agency Administrator who may be either an elected official and/or agency head. Upon approval, the application is made part of the executed grant agreement between the Governor’s Office of Highway Safety (GOHS) and the applicant.
Grant Review Process
All grant applications are submitted through the Electronic Grants for the Office of Highway Safety (eGOHS Plus) System.

eGOHS Plus Application Review Workflow

Applications are assigned to a review panel which includes one planner and a staff member from the finance division. For new applications there is also an external reviewer assigned to review and score the application. During the review phase local, county, and state data is included in the review of applications. The Electronic Grants of Highway Safety (eGOHS Plus) system maintains the information and issues the notifications regarding each step. Each member of the review panel completes scoring based on established guidelines and eGOHS Plus calculates each score. Once the review panel, along with the Division Director of Planning and Programs, Deputy Director and the Agency Director complete their review, accepted applications receive a grant number and the grant is executed.

As new applications are reviewed, they are placed in “Application Funding Required” or “Application Determination Required” status until the availability of federal funding is verified, as well as the need for special programs, based on ‘data’ for new projects. Once amounts are verified, the applications are executed and become a grant.
Preliminary Application Training

After extending request for proposals (RFPs), a grant funding procedures application training is arranged during which the Governor’s Office of Highway Safety (GOHS) grant application and reporting documents are explained and the grant application submission date is established. The Preliminary application training is required and facilitated for potential agencies that have never received Governor’s Office of Highway Safety (GOHS) grant funding, does not have a grant with GOHS for the previous fiscal year, or does have a current grant with GOHS but is seeking funds for a new project. Requests for proposals (RFP) are only extended to new agencies based on the availability of federal funds. If sufficient funding is not available to consider the addition of new grants, the Preliminary training will not be held. If a potential grant project is established after the preliminary conference is held, GOHS can set up an individual meeting with the potential grantee.

Grant Selection Notification

The Authorizing Official and the Agency Administrator of the awarded grants receives written notification of grant award which includes the Governor’s Office of Highway Safety (GOHS) Grant Terms, Conditions and Certifications. The applicant is notified electronically via eGOHS Plus and hard copy via U.S. Mail of the approval or denial of the Highway Safety Grant Application. Upon receiving notification of the grant award, the grantee is authorized to implement the grant activities during the current FFY effective October 1st through September 30th.

Agency Training (Grant Training)

Following grant award notification, grantees are invited to attend training to learn about GOHS procedures. This training is intended to inform grantees, especially new grantees of GOHS’ expectations for the grant year. This activity may be conducted via webinar, in a group setting or individually, based on the number registered for training. At this time, grantees are trained on the use of eGOHS Plus for the submission of claims, progress reports, travel requests, amendments, and final reports. GOHS’ Grant Terms and Conditions are also highlighted.

Funding Formula

The Section 402 formula is:

75% based on the ratio of the State’s population in the latest Federal census to the total population in all States.

25% based on the ratio of the public road miles in the State to the total public road miles in all States.

In addition, it requires that at least 40% of the total federal annual obligation limitation must be used by or for the benefit of political subdivision of the State.

Project Funding Period

The federal government operates on a fiscal year that commences on October 1 and ends on September 30. Generally, projects will only be funded during this time span. Occasionally, prior year funds are rolled over into the current fiscal year to continue a project, but this practice is neither encouraged nor frequent.

Governor’s Office of Highway Safety (GOHS) generally funds innovative traffic safety projects at the rate of 100% the first year, with the second and third year level of funding discussed and approved during the review team scoring process with final approval from the GOHS Director. The diminishing levels of funding are designed to encourage the grantee to become self-sufficient, allowing the project to develop into an ongoing part of the agency. At the discretion of the Governor’s Office of Highway Safety (GOHS) Director and a Governor’s Office of Highway Safety (GOHS) application review committee, a project may be funded beyond 3 years and at different rates. The local agency is expected to establish precedents and develop procedures that support continued operation of the traffic safety program using local funding.
Equipment Purchases
Under the provisions of Section 402, the purchase of equipment cannot be approved unless it is an actual component of a highway safety program. Cost of purchase for new or replacement equipment with a useful life of one year or more and an acquisition cost of $5,000 or more, must be pre-approved by the grant approving officials. Equipment must go through the bid process and have prior approval from both The Governor’s Office of Highway Safety (GOHS) and National Highway Traffic Safety Administration (NHTSA).

DOT LEP Guidance
The Georgia Governor's Office of Highway Safety (GOHS) will comply and inform its sub-recipient to comply with the “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” (DOT LEP Guidance).

Grant Monitoring
Process evaluation is continual throughout the grant year. The Governor’s Office of Highway Safety (GOHS) utilizes an evaluation team to complete data sheets for each application as they are submitted as well as throughout the course of the grant. The evaluation team reviews applications to make certain that stated objectives and activities are reasonable and attainable. Grants can then be revised if updates are necessary. The evaluation team continues to work with grantees throughout the grant year to ensure an accurate evaluation is ongoing within each grant. At the completion of the grant year, the evaluation team reviews the accomplishments of each grant to determine the overall outcome obtained from Governor’s Office of Highway Safety (GOHS) grantees.

The Governor’s Office of Highway Safety (GOHS) conducts desktop reviews of all grantees as a means of ensuring compliance with state and federal regulations. By the 20th of each month during the grant cycle, grantees are required to submit a monthly progress report and financial claim documenting the previous month’s activities. Beginning in Federal Fiscal Year (FFY) 2008, Governor’s Office of Highway Safety (GOHS) accepted electronic signatures to expedite the claim process. Currently, reimbursement for claims is delivered within 30 days from receipt of the claim and programmatic reports. Effective January 1, 2012, grantees are encouraged to receive their claim for reimbursement payment electronically via Automatic Clearing House (ACH).

Governor’s Office of Highway Safety (GOHS) planners complete a Grant Status Report on all awarded grants to document the progress of the project. Planners then make a recommendation for continued and future funding based on the overall performance and reach of the grant. Governor’s Office of Highway Safety (GOHS) Planners must also conduct a minimum of one onsite visit per year with each grantee receiving more than $25,000 in grant funds. Additionally, 50% of grants up to $24,999.99 must have one onsite visit. During the onsite visit, planners discuss problems identified, progress of the project, record keeping and support documents, accountability of equipment, budget, as well as verifying that funds obligated were spent in accordance with the grant agreement.
# Calendar of Important Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>December</td>
<td>Define the highway safety problem through data analysis, outcomes, and results for prior year planning and implementation.</td>
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<tr>
<td>December-June</td>
<td>Identify and involve partners in each planning process.</td>
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<td>January-March</td>
<td>Coordinate HSP and data collection for the state with SHSP.</td>
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<tr>
<td>January –May</td>
<td>Data analysis to define highway safety problem and to develop program area performance targets and measures.</td>
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<tr>
<td>January</td>
<td>Produce an annual ranking report, identifying available funds, and develop program’s Request for Proposals (RFPs).</td>
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<tr>
<td>February</td>
<td>Based on availability of federal funds, contact prospective grantees to determine interest, post Request for Proposals (RFPs), host grant application workshops, and open the Governors’ Office of Highway Safety electronic grant system.</td>
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<tr>
<td>April</td>
<td>Submission of grant applications.</td>
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<tr>
<td>April – June</td>
<td>Identify, review, prioritize, select strategies, and finalize projects and grant applications.</td>
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<tr>
<td>July</td>
<td>Submit Highway Safety Plan for NHTSA review and approval.</td>
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<tr>
<td>July- September</td>
<td>Respond to NHTSA comments/recommendations. Notify grant awarded applicants.</td>
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<tr>
<td>October</td>
<td>Grant start-up.</td>
</tr>
<tr>
<td>December</td>
<td>Evaluate outcomes and results for use in next planning cycle.</td>
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1. **AVAILABILITY OF FEDERAL FUNDS**

   All grant awards are contingent upon the availability of federal funds.

2. **FINANCIAL MANAGEMENT SYSTEMS**

   Financial management systems shall provide for accurate, current and complete disclosure of financial results for each grant program. These systems must also provide records that identify the application of grant funds; effective control and accountability for all funds and property; comparisons of actual outlays with budgeted amounts; and a systematic method to assure timely and appropriate resolution of audit findings and recommendations.

3. **OBLIGATION OF FUNDS**

   Grant funds may not, without advance written approval by the GOHS, be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the grant period.

4. **ACCOUNTING RECORDS/SOURCE DOCUMENTATION**

   The grantee must maintain an accounting system, which identifies the source and application of all funds provided for the grant's activities. The system must record and summarize financial transactions in a manner sufficient to permit the required reports to be prepared from them. These financial transactions should be recorded in books of original entry (cash receipts and disbursement journals) and summarized through the use of ledgers, which identify the financial results of the grant's activities. All transactions should be adequately documented and identified in the accounting records in order that they can be traced from the original source documents to the accounting records and then to the monthly claim for reimbursement submitted to GOHS.

   The grantee must support accounting records with source documentation such as cancelled checks, paid bills, etc. When personnel services are funded as part of the grant, the agency shall maintain the following additional documentation:
   - payroll records;
   - time distribution and attendance records for individual employees;
   - salaries and wages of employees, chargeable to more than one project or cost;
   - appropriate time distribution records showing time allocated to each function.

   Documentation for matching funds must also meet the criteria above.

**Support of salaries and wages**

Where grantee employees are expected to work solely on a single Federal Award or cost objective, charges for their salaries and wages must be supported by semi-annual certification. This document verifies that the employee worked solely on that program for the period covered by the certification. The certification periods cover October – March and April – September. Grantees with personnel
service costs within their budget must complete and submit the Semi Annual Certification Form provided by their assigned GOHS Planner no later than thirty (30) days after the close of each period. The form must be signed by the employee or their supervisory official having firsthand knowledge of the work performed by the employee.

5. COSTS

a. ALLOWABLE COSTS

Payment for costs incurred shall be on a reimbursable basis. An advance of funding is not allowable for Highway Safety activities. Cost incurred means the grant must have established a liability for payment.

Items must meet all of the following criteria to be an admissible cost for reimbursement of an approved highway safety grant:

All items must:

- be an item or service approved in the grant.
- represent an actual expenditure and be chargeable to the grant.
- be incurred on or after the authorized effective date of the grant and on or before the ending date of the grant period.
- be necessary for proper and efficient administration of the project and be allocated to the activities in the grant
- be reasonable when compared to unit value.
- be reduced by all applicable credits.
- be in the pro-rata share of the approved project (when allowable costs are to be allocated or pro-rated to a project, an allocation or pro-ration worksheet must be prepared and retained by the agency for audit).
- be permissible under federal, state and local laws, regulations and practices.
- not result in a profit or other increment to the grantee, unless the profit is used to advance the project within the grant limits.
- not be allocated to, or included, as a cost of any other federally financed program.

b. UNALLOWABLE COSTS

- Promotional/ Incentive type items
- Compensation for time spent in court.
- Compensation for overtime paid at one and a half times pay unless the following conditions are met:
  1) Payments for overtime, which are clearly defined, and separately delineated in the grant application, exhibited as a separate cost category in the budget pages of the grant application, and pre-approved by GOHS.
  2) A plan for overtime payment, including the existing departmental or agency overtime policy for non-project personnel, must be submitted for review and approval by GOHS prior to expense being incurred.
Employee's salary while pursuing training nor to pay the salary of the employee's replacement, except where the employee's salary is supported with federal funds under an approved GOHS project.

Contact your GOHS planner if there are any questions or concerns regarding allowable or unallowable costs.

6. **EDUCATION AND TRAINING**

Development costs associated with new training curriculums and materials are allowable if they will not duplicate materials already developed for similar purposes by DOT/NHTSA/FHWA or by other states and are approved by the NHTSA/FHWA Regional Administrator. This does not preclude modifications of present material necessary to meet particular state and local instructional needs.

In order for the cost of training to be approved for funding in the grant, the following criteria apply:

- All personnel to receive training must currently be working in an area dealing with the highway safety grant or project.
- The person(s) receiving the training will be used in a highway safety area or project for a reasonable period of time after receiving the training.
- The training requested must be critical to the operation of the highway safety grant/project.

7. **PROGRAM INCOME**

Program income means gross income earned by the grantee from grant-supported activities. Program income may include but is not limited to revenue from service fees, sale of commodities acquired with federal funds, use of rental fees for property acquired with federal funds and royalties on patents and copyrights.

Income generated from a highway safety funded grant must be utilized in operation of the project, to defray on-going expenses during the grant period and should be credited against expenses claimed. Documentation shall be maintained for any such income. Agencies no longer receiving highway safety financial assistance but generating income from previously supported activities are encouraged to use the income to support continuation of the highway safety activity.

Proceeds from the sale of equipment will be handled in accordance with the requirements outlined in this chapter's Property Management Section and reported using the Property Management Form.

8. **CASH MANAGEMENT**

Cash drawdowns will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by 2 CFR 200.302.

For subgrantees, grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees’ cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Grantees must monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees. 2 CFR 200.302.

Failure to adhere to these provisions may result in the termination of drawdown privileges.

9. **REIMBURSEMENT/PAYMENT**

**Automated Clearing House (ACH)**

a. Effective January 1, 2012, grantees are highly encouraged to receive their claim for reimbursement payment electronically. Upon receipt of GOHS award letter, grantee must complete and submit
the Vendor Management Form (VMF) within the first thirty days (30) of the grant period. Reimbursement could be delayed if grantee fails to submit the VMF.

**Grantee’s Reimbursement Checks**

b. Grantee approved by GOHS to receive a reimbursement check must agree to cash the check within 60 days from the date listed on the face of the check. Grantee understands that the holding of reimbursement checks may result in payment being cancelled by GOHS.

10. **LAW ENFORCEMENT AGENCIES ONLY**

In the case of grants involving traffic law enforcement activities, grantee will ensure the completion of the Georgia Uniform Motor Vehicle Accident Report form for all crashes occurring within their jurisdiction. Grantee will further ensure that said report is forwarded to the Georgia Department of Transportation within 14 days of the end of the month in which the crash occurred.

**Electronic Crash Reporting and Citation Systems**

a. GOHS strongly encourages all law enforcement agencies to implement/participate in the electronic crash report and citation systems, which provide for reporting local crash and citation data electronically. Grantee’s participation here provides for better data analysis, officer’s safety and in some cases revenue opportunities.

11. **EQUIPMENT**

Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the grantee; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purpose 2 CFR 200.313.

GOHS retains the right to reclaim any equipment item purchased with federal highway safety funds provided through this grant. This right is established when any one of the following applies:

- a. The equipment item is not being used for the purposes for which it is purchased.
- b. The equipment item has a fair market value of $5,000 or more;
- c. The grantee can no longer perform established objectives detailed in the grant;
- d. If the grantee fails to comply with State and Federal laws or policies that govern the terms and conditions of this grant.

The equipment shall be delivered and/or made available to GOHS within thirty (30) days after GOHS’s written request.

12. **GENERAL COSTS OF GOVERNMENT (Supplanting)**

The grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled. Costs for personnel can only be reimbursed for the time spent directly on the project.

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be supplanting and is not allowable. Failure to comply with this requirement could result in the following actions:

- Refund to GOHS its portion of compensation (salary/fringe benefits) previously received.
- Termination of the federally funded grant.

If a grant employed person is unable to fulfill his or her duties for more than 12 consecutive weeks
(FMLA), the grantee is expected to replace that employee. Contact your assigned GOHS planner for additional instructions.

13. **PROJECT IMPLEMENTATION**

The grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report and claim submission.

a. **eGOHS Plus Login Process**

Active grantees utilizing eGOHS Plus are required to login at least once per grant year. This includes the Agency’s Authorized Official (AO), the Agency Administrator (AA), and the Agency Staff (AS). If the AO, AA, or AS fail to use their login in eGOHS Plus within 36 consecutive months, their login status will become deactivated and then it will require the eGOHS Plus System Administrator to reactivate their status.

b. **GOHS Certification Page**

Grantee must inform GOHS immediately when changes occur within the Agency’s Authorized Official (AO), the Agency Administrator (AA), or the Agency Staff (AS). Grantee agrees to submit a new GOHS Certification page signed by the AO, AA, and AS in blue ink. The new form must be submitted to the assigned GOHS Planner no later than five (5) days after the change has been made in eGOHS Plus.

14. **MODIFICATIONS/BUDGET AND PROGRAM**

If after the implementation date of a project, it becomes necessary to make budget revisions, programmatic changes or schedule modifications, the grantee should detail the modification necessary and the justification for the change. Written modifications are necessary for all budget changes, time extensions beyond the approved ending date and for any major deviations from project goals and objectives. The request for the modification must be submitted by the grantee and approved by GOHS prior to any purchases or changes within the project. The modification is not approved until the grantee receives approval notice through eGOHS Plus. Contact your assigned GOHS planner for specific instructions to request modifications.

15. **MONITORING AND REPORTING PROGRAM PERFORMANCE**

Grantee shall constantly monitor the performance of grant activities to ensure that time schedules and other performance goals are being achieved. Actual progress toward established goals and objectives shall be compared monthly and reasons for not meeting objectives shall be reported. A Final Report must be completed and submitted in eGOHS Plus after the project ends. All grantees will be notified of the due date before the project ends.

Grant monitoring by GOHS personnel will be begin soon after the effective date of the grant and periodically thereafter for the duration of the project. Monitoring visits may review, in detail, the progress of the project, record keeping and support documents, accountability of equipment, budget, time frames, and ensure monies obligated are spent in accordance with the grant agreement.

16. **PROCUREMENT STANDARDS**

Grantees will follow the same policies and procedures it used for procurement covered by their non-grant funds. These procedures must be written and should reflect applicable state and local laws and regulations. The grantee’s procurement system will provide for maximum open and free competition concerning its procurement transactions.

Grantee will maintain a written code of conduct governing the performance of their employees engaged in the award and administration of contracts and bids. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract or bid supported by Federal
funds if a conflict of interest, real or apparent, would be involved.
Grantee procedures will provide for review of proposed procurement to avoid purchase of unnecessary
or duplicate items. Whenever possible, the grantee should enter into state and local intergovernmental
agreements for the procurement of common goods.
The grantee will maintain records sufficient to detail the significant history of the purchase.
Equipment items with a unit cost of $5,000.00 or more must have prior approval from NHTSA through
GOHS before being purchased.

17. REPORTS
The grantee shall submit, at such times and in such forms as may be prescribed, such reports as the
Governor’s Office of Highway Safety (GOHS) may reasonably require, including monthly financial
reports, progress reports, final financial reports and evaluations reports. A Final Report must be
completed and submitted in eGOHS Plus after the project ends. All grantees will be notified of the due
date before the project ends.
Monthly programmatic/activity reports and claims are due to GOHS by the 20th of the following month
in which services are provided. (Example: October’s Reports are due in eGOHS Plus on or before
November 20th.)
Should we choose to include you in an evaluation to measure the effectiveness of your grant program,
you agree to cooperate fully with the evaluation and provide information related to the grant.

The Georgia Electronic Records and Signatures Act (O.C.G.A. § 10-12-1 et. seq.) recognizes the legal
validity of transactions carried out electronically and permits the recording and retention of information
and documents in electronic form. It goes further to define the term “electronic record” as information
created, transmitted, received, or stored by electronic means and retrievable in human perceivable form.
Compliance with this act will allow the Governor’s Office of Highway Safety to receive and process
monthly financial claims based on the electronic submission of the claim forms through our eGOHS
Plus program. The Authorized parties that submit the claims electronically are in effect signing to the
validity of these expenditures in lieu of submitting a signed form. A signed form is still an acceptable
method of submitting a claim but is no longer required as stated in this Code Section.
The integrity of the eGOHS Plus adopted and established by GOHS personnel has become intrinsic in
the ability to manage grants as effectively and efficiently as possible. Effective October 1, 2007 GOHS
authorized payments based on the electronic submission of claims and no longer require a hard copy
with original signatures from the grantee.

18. PROPERTY MANAGEMENT
Non-expendable tangible personal property acquired by the grantee wholly or in part with federal funds,
will have title vested in the grantee subject to the following management requirements and restrictions
on use and disposition of the property:

A. Insurance
Grantees are required to carry full coverage on any motor vehicle purchased with grant funds as
long as GOHS retains an interest in the vehicle.

B. The grantee shall retain the property as long as it is used and there is a need for it to accomplish the
purpose of the grant program, whether or not the program continues to be assisted by federal funds.
(Note: If GOHS terminates a grant for cause prior to the end of the project period,
disposition instructions for equipment will be issued within 120 calendar days after the end of the federal support of the project for which it was acquired.) Procedures for grantee to manage the equipment until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained, including a description of the property, a serial number or other identification numbers, title holder, the acquisition date, cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property.

2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and reported to GOHS within 30 days.

4. Adequate maintenance procedures must be developed to keep the property in good condition.

C. When original or replacement equipment acquired under a grant is no longer needed for the original project, or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:

- Items with an original purchase price of $5,000.00 or more must receive approval from The National Highway Traffic Safety Administration through GOHS prior to disposal.

19. PUBLIC INFORMATION AND EDUCATION

Projects receiving GOHS funding will be reviewed to determine if a Public Information and Education (PI&E) task needs to be an integral part of the effort. Where applicable, the GOHS staff will assist in the development and coordination of any public information activities.

Public Information and Education activities shall be included in monthly activity reports and the final reports. Copies of PI&E materials should be included as an attachment to these reports.

To be eligible for reimbursement, expenditures of funds for public information activities must have prior approval of GOHS. All public information material should recognize the support of GOHS, National Highway Traffic Safety Administration and/or Federal Highway Administration as applicable.

Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed-captioning of the verbal content of such announcement.

Federal highway safety funds cannot be used to pay the costs of advertising space or time unless special written permission has been granted by GOHS. GOHS may also seek approval from The National Highway Traffic Safety Administration.

20. PRODUCED MATERIALS/ ITEMS

Materials/items produced as part of the grant shall indicate that the project is sponsored by the Governor's Office of Highway Safety. All public awareness/education materials/items developed as a
part of a highway safety grant are to be submitted in draft to GOHS for written approval prior to the final production and/or distribution. Prior to submission of the request for payment of such material/item, the sub-grantee shall submit to GOHS all materials/items produced as part of the grant.

21. **OBSERVANCE OF NATIONAL SAFETY WEEKS**

All grantees shall assist the Governor's Office of Highway Safety in promoting the observance of “National Child Passenger Safety Week” (September); “Click It or Ticket” (May and November); “Drive Sober or Get Pulled Over” (Operation Zero Tolerance) (July, September, and December) and “100 Days of Summer H.E.A.T.” (Summer Months) as requested.

22. **SELF-SUFFICIENCY ASSURANCE**

State and local agencies must demonstrate the willingness and the ability to assume the costs of continuing activities after highway safety funding assistance has been terminated. The level of activity on continuation projects should extend to a point in the future substantially beyond the project expiration date. There should not be a significant reduction of the level or thrust of the effort.

23. **SUBCONTRACTS**

If a grantee needs to obtain a contract to perform certain phases of the work outlined in the approved grant, a subcontract may be initiated. GOHS must give written approval of the subcontract prior to its execution. The subcontract must cover the work to be accomplished by the subcontractor. All costs associated with contractual services must meet the same requirements for reimbursement as those for the grantee.

24. **TRAVEL**

Travel costs must be directly related to work under the highway safety grant or incurred in the normal course of administering the grant. Reimbursement should be consistent with those costs normally allowed by the grantee agency in its regular operations.

Should a grantee not have a specific written travel reimbursement policy, the State of Georgia Travel Regulations should be used. Travel costs are only reimbursed for personnel funded by the grant unless prior written approval is obtained from GOHS.

Out-of-state travel must be approved by GOHS prior to the travel. The grantee must have funds available in their grant to cover the expenses. If a budget revision is necessary to cover expenses, the revision must be approved prior to commencement of travel. All requests for out-of-state travel must be submitted in eGOHS Plus on the Travel Authorization Form. Unforeseen travel expenses may be reimbursed with the GOHS Director’s (or designee) approval.

On some occasions, GOHS may hold workshops, conferences, etc. and directly pay the associated travel costs of attendees. Grantees must maintain these costs separate from their regular grant record to prevent confusion during an audit or review.

25. **PERFORMANCE**

This grant may be terminated or fund payments discontinued by GOHS where it finds a substantial failure to comply with the provisions governing these funds or regulations promulgated, including those grant conditions or other obligations established by GOHS. In the event the grantee fails to perform the services described herein, and has previously received financial assistance from GOHS, the grantee shall reimburse GOHS the full amount of the payments made.

However, if the services described herein are partially performed, and the grantee has previously received financial assistance, the grantee shall proportionally reimburse GOHS for payments made.
This grant agreement may also be terminated due to non-availability of funds.

26. **GRANT CLOSEOUT PROCEDURES**

Upon completion of the grant, settlements of adjustment and payments shall be made after final claims for reimbursement and final program reports are received. Grants may be suspended, payments may be withheld or grantees may be prohibited from incurring additional expenses, if a grantee has failed to comply with the stipulations, standards or conditions of the grant awarded.

GOHS may terminate any grant, in part or in whole at any time before the completion of the grant, whenever it is determined that the grantee has failed to comply with the conditions of the grant. Also a grant may be terminated when both parties agree that continuation of the grant would not produce beneficial results. Provisions for project termination are further detailed in the grant agreement and should be reviewed prior to approval.

All grant funded purchases must be requested, purchased, invoiced and delivered prior to September 30.

27. **APPLICABLE FEDERAL REGULATIONS:**

Grantees must comply with all applicable federal and state laws and requirements including those in 2 CFR 200 and the following Office of Management and Budget (OMB) Circulars:

- OMB Circular A-87 - Cost Principles for State, Local and Indian Tribal Government
- A – 21 - Cost Principals for Educational Institutions
- OMB Circular A-133 - Audit of State and Local Governments, Non-Profit Organizations (same as 2CFR 200.500)
- OMB Circular A-122 - Cost Principles for Non-profit Organizations
- O.C.G.A. § 10-12-1

Note: OMB Circulars may be viewed on the internet at: [www.1800net.com/npre](http://www.1800net.com/npre) State of Georgia: [www2.state.ga.us/departments/audit](http://www2.state.ga.us/departments/audit) /Department of Audits and Accounts: [www.audits.ga.gov/NALGDAD/nonprofit_organization_audits.html](http://www.audits.ga.gov/NALGDAD/nonprofit_organization_audits.html)

28. **AUDIT REQUIREMENTS**

Grantee agrees to comply with the following audit requirements:

Non-Federal entities that expend $750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions OMB Circular A-133.

An entity includes not only the grantee, but also the entire jurisdiction. As an example, if your agency were a city police department the entity would encompass the entire city. If your agency were a county agency, the entity would encompass the entire county. Therefore, to determine if your agency falls within the requirements to submit an audit, the federal funds for the entire city, county, etc. must be considered, not just the funds expended in your grant.

The audit requirements are established to determine whether (a) financial operations are conducted properly, (b) the financial statements are presented fairly, (c) the organization has complied with laws and regulations affecting the expenditure of federal funds, (d) internal procedures have been established to meet the objectives of federally assisted programs, and (e) financial reports to the Federal Government contain accurate and reliable information. In an organization wide audit, GOHS funds must be clearly identified using the applicable Catalog of Federal Domestic Assistance (CFDA) number.

Audits shall be carried out in accordance with generally accepted auditing standards as adopted by the
American Institute of Certified Public Accountants Guidelines for the Audit of State and Local Governments, as well as the booklet “Standards for Audit of Governmental Organizations, Programs, Activities and Functions,” by the Comptroller General of the United States and OMB Circulars A-133 or A-110 whichever is applicable.

The audit report must include as a minimum the following:

- Financial statements including a supplemental schedule covering federal funds expended during the audit period.
- A study and evaluation of the recipient’s internal control system.
- A study and evaluation of the contracting agency's compliance with the laws and regulations for federally funded programs.
- A schedule of all questioned costs and incidents of noncompliance related to the federally funded project.

The grantee’s response to all findings and questioned costs, including corrective action taken or planned and the disposition of questioned costs, must accompany the audit report. This information must be sent to GOHS within 30 days of receipt of the audit report.

Failure to furnish an acceptable audit, as determined by the state and/or federal cognizant audit agency, may be a basis for denial and/or refund of federal funds. Federal funds determined to have been misspent are subject to refund or other resolution.

29. ACCESS TO RECORDS

The Governor's Office of Highway Safety, the Comptroller General of the United States, or any of their authorized representatives, shall have the right to access any pertinent books, documents, papers, equipment purchased with federal funds, and records of the grantee or subcontractor for the purpose of making audits, examinations, excerpts and transcripts.

30. COMPLIANCE WITH STATEWIDE REPORTING REQUIREMENTS

The grantee, as a condition of the grant, must comply with all state criminal justice reporting requirements mandated by law, or agency regulation. This includes, but is not limited to the following Sections of the Official Code of Georgia Annotated.

- 24-3-17 Admissibility of certified copies of records of Department of Public Safety or Department of Driver Services or comparable agencies in other states; admissibility of computer transmitted records
- 40-6-278 The commissioner of transportation shall prescribe, by rule, uniform motor vehicle accident reports and reporting procedures that shall be used by all police officers, whether state, county, or municipal.
- 40-13-1 The commissioner of driver services shall develop a uniform traffic citation and complaint form for use by all law enforcement officers who are empowered to enforce the traffic laws and ordinances in effect in this state.
- H.B. 489 Service Delivery Strategy Act

31. COURT PAY

The Governor's Office of Highway Safety cannot reimburse expenditures for court pay. Section 24-10-27 of the Official Code of Georgia Annotated, entitled witness fee for police officers, etc., indicates
that expenditures for court pay to law enforcement officers shall be paid by the governing body authorized to disperse public funds for the operation of the court. Therefore, no federal funds can be utilized to supplant these local funds.

32. **EQUAL OPPORTUNITY**

The grantee agrees to comply with federal and state laws, rules and regulations and policies relative to nondiscrimination in employment practices because of political affiliation, religion, race, creed, color, sex, disability, age, national origin or one’s limited English proficiency. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissals and other elements affecting employment and employees.

The grantee agrees to comply with Section 504 of the Rehabilitation Act of 1973 (The Act). No otherwise qualified disabled person shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The grantee agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all its sub-grantees, contractors and subcontractors.

The grantee agrees to comply with all requirements of the Americans Disabilities Act of 1990 (ADA) as applicable.

The grantee shall post in a conspicuous place, available to all employees and applicants for employment and services, notices setting the provisions of the above-mentioned Equal Opportunity certifications.

The grantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, disability, age, political affiliation, creed or one’s limited English proficiency or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the Governor's Office of Highway Safety (GOHS).

33. **BUY AMERICA ACT**

The grantee will comply with provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steels, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

34. **POLITICAL ACTIVITY (HATCH ACT)**

The grantee will comply as applicable, with provisions of the Hatch Act (5 U.S.C. £1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

The Hatch Act's Section 12(a) states in part:

"No officer or employee of any state or local agency whose principal employment is in connection with any activity which is finance in whole or in part by loans or grants made by the United States or any federal agency shall take any active part in political management or in political campaigns."

This section covers state and local government employees whose principal employment (generally has
been defined as occupying at least fifty percent of the employee's time) is in connection with highway safety projects supported in whole or in part by federal funds under the Highway Safety Act of 1966. An "active part" in political management or campaigns may be defined as: spending time, money or supporting publicly the political campaign of any individual for public office with the purposes of and to solicit the support of others to the campaign.

35. CONFLICTS OF INTEREST

Personnel and other officials connected with this grant shall adhere to the requirements given below:

1. No official or employee of a state or unit of local government or of non-government grantees/sub-grantee shall participate personally through sole approval or disapproval of a grant application or a grant’s budgetary matters, when doing so would create a conflict of interest, potential conflict of interest, or appearance of impropriety.

2. Appearance: An appearance of a conflict exists when a reasonable person would conclude from the circumstances that an employee’s ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a true conflict. In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/sub-grantees shall avoid any action which might result in, or create the appearance of:
   - Using his or her official position for private gain;
   - Giving preferential treatment to any person;
   - Losing complete independence or impartiality;
   - Making an official decision outside official channels; or
   - Affecting adversely the confidence of the public in the integrity of the government or the program.

3. The grantee certifies that the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibits and regulates certain transactions between certain state officials, employees and the state of Georgia, have not been violated and will not be violated in any respect.

36. COPY RIGHT

Except as otherwise provided in the terms and conditions of this grant, the grantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or GOHS reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or GOHS purposes:
   - the copyright in any work developed under this grant or through a contract under this grant; and,
   - any rights of copyright to which a grantee or sub-grantee purchases ownership with grant support.

The federal government’s rights and/or GOHS’s rights identified above must be conveyed to the publisher and the language of the publisher’s release form must ensure the preservation of these rights.

37. RECORD RETENTION

All financial, statistical and other pertinent records shall be retained for at least three (3) years after submission of the final expenditure report. In the event any litigation, claims or audit has been initiated involving grantee's records before the end of the three period, the records will be retained for three (3)
years after the litigation, claim or audit is resolved. Non-expendable property records shall be retained for three (3) years after the disposition of the property.

38. SAFETY BELT UTILIZATION AND COMPLIANCE WITH GEORGIA'S SAFETY BELT AND CHILD RESTRAINT LAWS

Grantees must have a written agency seat belt policy. Emphasis will be placed on encouraging each employee to use safety belts and comply with Georgia safety belt and child restraint laws.

39. CIVIL RIGHTS

The local highway safety grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

40. MINORITY BUSINESS ENTERPRISE POLICY and OBLIGATION

It is the policy of the U.S. Department of Transportation that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business contractors shall not discriminate on the basis of race, color, creed, national origin, sex in the award performance of contracts. Consequently, the MBE requirement of 49 CFR Part 23 applies to this agreement.

41. DEPARTMENT OF TRANSPORTATION LIMITED ENGLISH PROFICIENT (LEP) GUIDANCE

The Georgia Governor's Office of Highway Safety will comply and inform its sub-recipient to comply with the “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” (DOT LEP Guidance).

42. CONFIDENTIAL INFORMATION

Any reports information, data given to or prepared or assembled by the grantee under this grant which GOHS requests to be kept confidential shall not be made available to any individual or organization by the grantee without prior written approval GOHS.
43. **DRUG-FREE WORK PLACE CERTIFICATION**

The grantee will provide a drug-free workplace by:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b) Establishing a drug-free awareness program to inform employees about:
   i) The dangers of drug abuse in the workplace.
   ii) The grantee’s policy of maintaining a drug-free workplace.
   iii) Any available drug counseling, rehabilitation, and employee assistance programs.
   iv) The penalties that may be imposed upon employees for drug violations occurring in the workplace.

c) Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
   i) Abide by the terms of the statement.
   ii) Notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

e) Notifying the agency within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.

f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –
   i) Taking appropriate personnel action against such an employee, up to and including termination.
   ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agencies.

g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

This certification is required by the federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, require certification by state agency grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when GOHS determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

44. **SPECIALIZED EQUIPMENT/OCCUPANT PROTECTION DEVICE PURCHASES**

According to NHTSA Grants Funding Policy, Part II, A. (3), costs for the following items are subject to compliance with any applicable standards and specifications established by NHTSA, the Research and Special Programs Administration, The American College of Surgeons or by other nationally recognized standard-setting agencies (or by state standards and specifications, as long as they are at least as stringent as applicable national standards and specifications): 1) police traffic radar and speed measuring devices and costs for re-certification of such devices used by the police and 2) Alcohol/drug testing devices and costs for re-certification of such devices.

45. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The grantee will report for each sub-grant awarded:

a) Name of the entity receiving the award;

b) Amount of the award;

c) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;

d) Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;

e) A unique identifier (DUNS);

f) The names and total compensation of the five most highly compensated officers of the entity if—of the entity receiving the award of the parent entity of the recipient, should the entity be owned by another entity;

i) The entity in the preceding fiscal year received –

(1) Eighty percent (80%) or more of its annual gross revenues in Federal awards; and

(2) $25,000,000.00 or more in annual gross revenues from Federal awards; and

ii) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

g) Other relevant information specified by the Office of Management and Budget in subsequent guidance or regulation.

46. COMPLIANCE AGREEMENT

The Grantee agrees to abide by all Terms and Conditions including “Special Conditions” placed upon the grant award by GOHS. Failure to comply could result in a “Stop Payment” being placed on the grant and/or repayment by the grantee of costs deemed unallowable.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Governor's Office of Highway Safety determines to award the covered transaction, grant or cooperative agreement.

47. RACIAL PROFILING

If any agency or organization is found to have engaged in “racial profiling,” GOHS reserves the right to terminate the grant immediately. The term “racial profiling” means the practice of a law enforcement officer relying, to any degree, on race, ethnicity, or national origin in selecting individuals to subject to
routine investigatory activities, or in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity, except that racial profiling does not include reliance on such criteria in combination with other identifying factors when the law enforcement officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin is part of the description of the suspect (U.S. H.R. 2074).

48. **LOBBYING**

**Certification Regarding Federal Lobbying**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

49. **RESTRICTION ON STATE LOBBYING**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

50. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)**

A. As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the
applicable CFR.

The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, local or state) with commission of any of the offenses enumerated in paragraph A of this certification; and

4. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

C. Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

51. POLICY TO BAN TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging while Driving, grantees are encouraged to:

1) Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving:
   - Company-owned or Government-owned, leased or rented vehicles; or
   - Privately-owned when on official Government business or when performing any work on or behalf of the Government.

2) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
   - Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
   - Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
52. **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

The state and each sub-recipient will not use 23 USC Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

53. **LAW ENFORCEMENT VEHICULAR PURSUITS**

Law enforcement agencies are encouraged to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police (IACP) that are currently in effect. (23C 402(j))