

GEORGIA



GRANT MANUAL

Volume II

Grant Management Procedures

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Purpose

The Grant Manual, Volume II is designed to serve as a guideline for Agency Administrators in the implementation of projects designed to increase the public's awareness of traffic safety and facilitate the implementation of programs that reduces crashes, injuries, and fatalities on Georgia roadways. The content of this document provides guidelines and requirements for implementing highway safety funded projects. Grantee management involves project planning, implementation, reporting, monitoring, evaluation, and property management of statewide grant funded activities. In addition, the grantee will comply with the provisions of the detailed Grant Terms, Conditions and Certification attached to their GOHS award letter.

Grant Selection Types

The guidance contained in this document applies to:

- ◆ **GA = General Applications**
 - City Government
 - County Government
 - Emergency Medical Service
 - Individual Consultant/Contractor
 - Non-Profit Organization
 - Police Department
 - Public Health
 - Sheriff's Office
 - State Agency
 - *SADD = *Multiple schools being managed by one entity (i.e. School District)*

- ◆ **SADD = Students Against Destructive Decisions**
 - High Schools (9-12)

- ◆ **TEN = Traffic Enforcement Networks**
 - Funds are available for the sixteen (16) Traffic Enforcement Networks

- ◆ **YA = Young Adults**
 - State Universities/Colleges/Technical Schools

Managing Highway Safety Funds

Grant Terms and Conditions

Upon accepting awarded funds from GOHS, each grantee is agreeing to adhere to the policies and guidelines outlined within this document as well as the goals, objectives, activities, and budget of the approved application. Failure to adhere can lead to termination of awarded funds and repayment of monies spent.

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 2 CFR part 200, subpart F. In addition, grantee must comply with all applicable federal/state laws and requirements governing these funds. For detail information regarding applicable laws and regulations reference the Grant Terms and Conditions, located within the grant in eGOHS Plus.

Property Management

All budget items with an original purchase price of \$5,000 or more must receive approval from NHTSA prior to purchase. GOHS will request approval from NHTSA for grantee and then notify grantee of the outcome. Notification will be made via email, reminding the grantee to follow their procurement policy and to ensure Buy America. Once purchased, the items will remain on both the GOHS Equipment Tracking Database and the agency inventory until it is properly disposed. The grantee will ensure the items are being used properly, and in accordance with Grant Terms and Conditions. Disposition of property includes obtaining NHTSA approval.

All budget items with an original purchase price of \$1,000 or more must be included in the GOHS Equipment Tracking Database and grant managers will conduct a visual inspection of the items during the onsite visit. Laptops and desktop computers are included in the GOHS Equipment Tracking Database regardless of original purchase price.

To be in compliance, the grantee will have the project implemented within the first 90 days of the project effective date. Project implementation includes purchasing equipment items.

Maintenance of Records

Grantees are responsible for the maintenance and upkeep of all programmatic and financial records. They must also ensure that proper documentation of project activities is maintained systematically. This provides a method of tracking progress toward identified project goals and objectives. Grantee records shall be maintained for the prior 3 years plus the current year, if applicable.

Grant Announcement

Upon receiving the award letter from GOHS, grantees must announce the award of federal funds to the public via newspaper, local newsletters, social media, or other outlets used to inform the public. Starting with the FFY2021 grants, the announcement must receive prior approval from GOHS and address the: who, what, when, where and why in addition to identifying a contact for additional information. This must take place within the first quarter of

the federal fiscal year or within 90 days of the grant award. A copy of the announcement must be forwarded to GOHS or included as an attachment in the monthly programmatic report immediately upon dissemination.

At times, GOHS awards grant funds to agencies that, in turn, pass along the funds to other subrecipients. The grantee agency will require grant announcements from the final recipients.

Time Certifications

In support of salaries and wages, when grantee personnel work solely on a single Federal Award of cost objectives, charges for their salaries and wages must be certified by *semi-annual time certifications*. The submission of certifications verifies that employee worked solely on that program for the period covered by the certification (October-March and April-September). The certificate must be signed by the employee or the supervisor having firsthand knowledge of their work performed. The funding source identified must agree with the employee actual job functions. Forms must be submitted to GOHS at least twice during the grant year.

Since enforcement hours/activity hours are submitted with law enforcement claims each month and are signed by the individual working the specific hour (s) and their supervisor, time certification forms will not be required in FFY 2021 for grants with enforcement and/or activity hours. If a grantee has enforcement hours/activity hours along with salary/hourly personnel, the time certification forms will still be required for those individuals two times a year.

Reporting

Grantees are required to submit a monthly progress report utilizing the format provided in eGOHS Plus. The report which contains both programmatic and financial activities must be submitted via eGOHS Plus no later than the 20th of the following month in which services were provided. (Example: October's Reports are due in eGOHS Plus on or before November 20th.) Grantee must ensure that all claims for reimbursement are prepared from their official accounting records and under the direction of the agency's fiscal officer.

Using eGOHS Plus, grantees cannot submit a claim for reimbursement until they receive notification from GOHS that their *prior* claim submitted has been approved for payment. In other words, a claim must be submitted by grantees and approved by GOHS *before* another claim can be submitted.

If a law enforcement agency has more than one GOHS grant wherein the same person is associated with working enforcement hours (i.e. TEN Grant and HEAT Grant), that agency shall submit required enforcement hours' documentation form (Form 203, 203N, and current payroll) with BOTH project reimbursement claims. The grantee agency will ensure that these hours do not overlap. Coordinator and Assistant Coordinator Network activities will only be eligible for reimbursement with the GOHS TEN grant. Vehicles purchased with federal funds shall only be used for the purpose of completing the activities in the associated project, such as HEAT vehicles should only be used for the HEAT project unless documented within the grant. GOHS will review both documents to ensure compliance before approving claim.

Grantees must submit a Final Report. The Final Report is a cumulative report to recap the project goals and objectives as well as expenditures for the grant period. The grantee will have the opportunity to address any outstanding or unusual accomplishments and/or challenges.

Onsite Monitoring

Grantee agrees to assist the assigned GOHS grant manager in scheduling a pre-arranged time to conduct an onsite visit. In preparing to conduct the onsite visit, the GOHS grant manager must identify all goals and objectives in which the grantee is experiencing problems with achieving. During the onsite visit, grant managers must discuss in detail the problems identified, progress of the project, record keeping, support documents, accountability of equipment (verifying procurement policy was followed, if applicable), budget, and time frames. In addition, the grant manager will verify funds obligated were spent in accordance with the grant agreement.

Contractual Services/ Rental Agreements/ Artwork Design

Grantees must submit any contracts, rental agreements, or artwork designs to GOHS and obtain written approval from GOHS prior to execution of the contract or agreement or before using the artwork. The contracts, agreements, etc. should be listed within their grant budget but approval of the grant is not approval of contract, agreement, or artwork design.

Job Description

If a project contains personnel services as part of the awarded grant, GOHS must obtain a job description for each position listed in the budget. Does not apply to grants with enforcement/activity hours.

Grant Training

The grantee will be invited to attend grant training shortly after the award of the grant. The training will be mandatory for new grantees and others as deemed necessary by the grant manager.

Travel Authorization Form – (Required for out-of-state travel)

Out-of-state-travel must be approved by GOHS *prior* to making travel plans. 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.

NOTE: Due to COVID-19, many national conferences have gone virtual. If a conference is generally held out of state, such as Lifesavers, SADD National, etc. but is going to be virtual for 2021 and registration costs are still needed, Travel Authorization Forms should be submitted within eGOHS Plus.

Grant Amendment

Prior to any changes within a grant, including activities and budget, the grantee must submit a grant amendment via eGOHS Plus. GOHS approval of the amendment must be received by the grantee prior to executing the proposed amendment. The final due date for amendment requests is June 30. The exception to this date is for personnel changes and/or changes to the certification page only.

Public Information and Education/ Safety Items for Public Distribution

GOHS does allow for the development, purchase, and distribution of Public Information and Education materials and some safety education materials. The grantee must submit a distribution plan for the requested items. All materials must provide substantial information and educational content to the public and have the sole purpose of conveying that information. Safety items for public distribution must have a sole purpose to improve highway safety (I.E. - bicycle helmets, child safety seats). (See memo from NHTSA dated May 18, 2016 for specifics related to PI&E vs. promotional/incentive items).

Evaluation

The evaluation process is continual throughout the grant year. GOHS utilizes an evaluation team to complete evaluations of 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 measurable. Grants can then be revised if updates are necessary. The evaluation team continues to work with all grantees throughout the grant year to ensure accurate evaluation is ongoing within each grant. At the completion of the grant year, the team reviews the accomplishments of each grant to determine the overall outcome obtained from GOHS grantees.

Close-out Procedures

In order to comply with federal regulations, grantee must adhere to GOHS administrative and fiscal close-out procedures. Within the 4th quarter of the federal fiscal year, grantee will receive a "close-out" letter from GOHS which details the expectations and requirements to be followed with required due dates.

Suspending/Terminating Work

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.

Signatures

The Agency Administrator is responsible for verifying and updating all changes made to the Authorized Official (AO), Agency Administrator (AA), and Agency Staff (financial contact) in eGOHS Plus.

If any changes are made, the grantee must submit an amendment through eGOHS Plus to update. The updated Certification and Signature page signatures must be signed in *blue* ink and mailed to GOHS.

Grantee must certify each month in the Progress Report that the certification and signature page is still accurate. If not, the grantee must put the grant into amendment to make any changes.

GOHS Due Dates

- Progress Reports and Claims
 - 20th of each month, following the month service was provided
- 1st Quarter Requirements- Grant Announcement, Job Description, Equipment Purchase
 - December 31st
- Time Certifications
 - October – March due in April
 - April – September due in October
- Amendments
 - June 30th
- Final Report, Closeout
 - Date established by GOHS
- GOHS will accept NO Invoices dated after September 30th of the current fiscal year.

Project Management, Monitoring, and Evaluation Reporting

The project management process begins October 1st. From this point, agency administrators must constantly monitor the performance of awarded grant activities. The GOHS Grant Manager will work very closely with each grantee in monitoring via desk top reviews, onsite visits, Grant Status reports along with grant's monthly activity reports and claims for reimbursement to ensure that time schedule and other performance goals and activities are being achieved.

Progress Reports

The Progress Report is the monthly monitoring piece of the grant. It gives the grant manager a monthly update on the grantees progress towards meeting the goals, objectives, and activities set forth in their grant application.

All grantees are required to submit monthly progress reports which are due on the 20th of the month following the activity. (EX: December's report will be due January 20th)

Progress Reports must be submitted prior to the monthly claim.

Monthly Activity

Tracks all personnel changes over the course of the grant. Also, relates to personnel and/or enforcement hours being claimed for reimbursement. The names listed as project personnel in the progress report should match the names submitted for reimbursement within the claim.

If a project includes personnel services AND if any activities were performed during the reporting month, the personnel section must be completed

Total project hours will be the total hours worked by project personnel during the reporting month

- Agency personnel: This represents the entire agency
 - Authorized: The total number of positions the agency is designated.
 - Employed: The number of positions that are actively filled.
- Project personnel: This represents the number of positions designated in the grant.
 - Authorized: Number of positions designated in the grant.
 - Employed: Cannot exceed the number authorized. Should be the same but if different then you will need to inquiry as to why and when it will be corrected.
 - For projects with enforcement hours only- this should be reported as zero
- Employee Names and Assignment Dates:
 - List the names of all personnel assigned to the grant
 - List the date they were assigned or reassigned to/from the project
 - All qualified officers/deputies who worked enforcement hours during the month should be listed.

Milestone Report

After completion of the Monthly Activity form, go to the Milestone Report before any other forms. The purpose of this page is to track progress of the grant to ensure activities are being met for the month. Reflects the activities listed in the goals, objectives, and activities section of the grant application.

If an activity is NOT met on the milestone, the grantee shall include an explanation in the narrative section under the “challenge” section as to why the milestone was not met.

Law Enforcement contacts include all written citations, written warnings, and verbal warnings.

Narrative

The purpose of this page is for the grantee to highlight the accomplishments during the month as well as document any challenges which kept them from attaining their monthly activity (milestone). Also includes any Public Information and Education events (PI&E) and future events planned.

This section allows the grantee to document in narrative form their activity for the month. This should be very detailed.

All sections should be completed by grantee.

- **Accomplishments/Highlights:** The grantee will include all activities and achievements that help satisfy the expectations of the grant. If the grantee is required to conduct a survey (seatbelt, teen driver, etc.) during a specific month, the results should be included here.
- **Challenges:** Completed by grantee to explain any challenges or events that prevented them from meeting their milestone activities for the month.
- **Public Information and Educational Activities:** This section will include any media recognition or any educational outreach that was provided by the grantee.
- **Planned Future Events:** This section includes any events the grantee plans to participate in or attend.

Enforcement Data- Law Enforcement Grants Only

Grantee will document their actual written enforcement activity (written citations and written warnings). This is different from the Milestone Report which includes written citations, written warnings, and verbal warnings.

Law enforcement grants (HEAT, HVE, others) should only include the activity conducted during grant related enforcement hours. Network grants should include the entire agencies activity.

Statistical Summary

Grantee will track the number of people reached during educational events, exhibits, press events, social media contacts, etc. and will breakdown the contacts by age and document appropriately. This does not include enforcement activities.

Information presented in the Statistical Summary should correlate with information provided in the narrative section. (PI&E, trainings, exhibits, car seat distribution, etc.)

Documentation Attachment

During the first three months of the grant, the grantee should attach their grant announcement and if applicable, the job descriptions of project personnel. SADD Projects should submit their SADD National Registration.

Grantee should attach photos from events and/or activities they conducted during the month

If grant purchased equipment is damaged during the month, a copy of the report should be included here. EX: if a HEAT car is involved in a crash, the crash report should be attached.

Certifications received by project personnel or qualified officer, if applicable, during the month can be attached such as CPST, DRE, etc.

Claim Submission

ALL GOHS claims are considered **reimbursable** (the grantee pays for the expense and then GOHS reimburses the grantee based upon paid invoices, receipts, etc.). Claims must be prepared from the official accounting records of the reporting organization and under the direction of the agency's fiscal officer or chief accountant.

Reimbursement claims are due to GOHS via eGOHS Plus by the 20th of every month following the dates of activity (EX: January claim is due February 20). GOHS will make payment to grantees based on monthly reimbursement of approved project expenditures and activities within 30 days of the claim approval.

Monthly progress reports must be submitted and approved prior to the monthly claim.

Program costs must be pro-rated at the beginning and end of each grant year so that costs are charged to the correct grant year.

Documentation Attachment

Grantee should attach all support documents to show expenses and proof of payment. Attachments should be in pdf format.

Grantee must attach and submit documentation such as cancelled checks, receipts, invoices, Payroll records, maintenance records, travel documents, etc. to support all items claimed for reimbursement. For grants with enforcement/activity hours, the grantee must submit payroll records plus GOHS Form 203 (HEAT and HVE) and/or 203N (TEN).

Expense Detail

The grantee has the option to click the box that reads "check here if you have no expenses to claim this period." If the grantee has no expenses for that month, that will allow them to move forward and submit a "Zero Claim." Explanation should be included in the monthly progress report.

Budget Category: This is the cost category (from the application budget) where the expense came from such as regular operating expenses, contractual services, travel, etc. Grantees select which category there are expenses.

If an item is claimed under Equipment- another question regarding an Intoxilyzer 9000 will open. Grantee should answer appropriately.

Description: everything that is in that particular cost category (from the application budget) will be visible. It will also show the remaining balance for both the cost category and the line item

Invoice Date: that date should correspond with the date on the invoice, receipt, pay stub, etc. The date can't be in the future but can go back to the start date of the grant, regardless of the month of the claim. Invoices must be dated within the grant year (Oct 1-Sept 30).

Claim Amount: Should match documentation submitted by grantee- Grant manager and GOHS Finance will verify that all documents needed to support the claim amount are attached in the document attachment section.

Expense Summary

Will show basic grant information as well as claim information

In most cases the grantee will submit 12 claims for reimbursement. If the grantee is finished with expenditures early, they can submit their final claim earlier than #12; however, they will still have to submit progress reports through the end of the grant year (to show the activity with the items purchased). Once final claims are submitted, there will not be an option to initiate/ submit any more claims for the grant year.

Payment method, either electronic or mail - Select either option but GOHS encourages electronic payments

Has the grantee bank account information been changed from the previous claim. If yes, grantee will need to submit a new vendor maintenance form to finance so records can be updated.

Comments section- If the grantee has any comments to GOHS, they should be included in this section

Summary Chart- Shows how much the grantee has left in each category and how much is being claimed in this specific claim. Budget Total- Total grant amount (Federal award/local match), Previous Expenses (Federal award/local match), Current Expense (Federal award/local match), and Pending Budget Balance (Federal award/local match).

Purchases over \$1000

This form will become available if there is an expense under one or more of the following budget categories: Equipment, Computer, or Motor Vehicle Purchase and for FFY 2021, Regular Operating will be included

This form will need to be completed for that item, only if the cost (per single item plus shipping and taxes) was \$1000 or more. If not, the grantee should click the check box within that form.

Example 1: If 200 bicycle helmets were purchased at \$7 each for a total of \$1,400. The equipment form will become available but because the helmets were \$7 each, the check box should be marked indicating that no single item was over \$1000.

Example 2: If a single item costs \$900 plus \$200 for shipping and taxes, then the total for that single item is \$1,100. In this case, the item does cost over \$1000 and should be included in the equipment form.

Modification Notes

If the claim needs to be sent back to the grantee for modifications, the Grant Manager will document WHY in the Modifications Notes section. The grantee should review the notes, correct the claim, and resubmit the claim as soon as possible.

Unallowable expenses

Expenses GOHS will not approve for reimbursement. Examples include but are not limited to court time, overtime, non-project hours, promotional items, incentive items are a few. Refer to Grant Terms and Conditions for a more detailed (but not comprehensive) list.

Payments

GOHS will make payment to grantees based on monthly reimbursement of approved project expenditures and activities.

Effective January 1, 2012, grantees are highly encouraged to receive their claim for reimbursement payment electronically through the Automatic Clearing House (ACH). If a grantee is approved by GOHS to receive a reimbursement check, the grantee must agree to cash the check within 60 days from the date listed on the face of the check. The grantee understands that the holding of reimbursement checks may result in payment being cancelled by GOHS.

Upon receipt of GOHS award letter, grantee must complete and submit the Vendor Management Form (VMF) and IRS Form W9 within the first thirty days (30) of the grant period. Claims for reimbursement will be withheld if grantee fails to submit the VMF.

Source documentation must accompany the claim and support the same reporting period being claimed for reimbursement; however, express written permission for exemption from submitting invoices/vouchers may be granted by the GOHS Director or Deputy Director for state governmental agencies in very limited circumstances. The state governmental agency must submit a detailed request outlining the reason for applying for the exemption. If the exemption is granted, at a minimum the state governmental agency must submit a copy of a General Ledger report detailing the expenditures for the GOHS grant. The General Ledger must be detailed enough to clearly show the expenditures being claimed for each approved Cost Category. Copies of the General Ledger showing the detailed information should be submitted with the letter requesting an exemption from submitting invoices/voucher copies of expenditures. The exemption would only apply to non-personnel expenditures.

Amendment Process

An amendment is when the grantee needs to make any programmatic, personnel, and/or financial changes to their grant application. Grantee should NOT create a claim while the grant is in Amendment status

Example: Moving money from regular operating expenses to travel, changes in milestone, or changes to their certification and signature page

Amendments can be created and submitted within eGOHS Plus at any point during the grant year. However, no financial changes are allowed after **June 30**. The only amendments that are allowed after June 30th are for personnel changes (name only) or certification page updates.

The grantee should justify the changes within the Amendment Justification form. This form should be very detailed and explain what changes are being made, why they are needed, and if the budget is effected how much is being moved.

Grantee should use caution when adjusting salaries – benefits will also adjust. Amendments must be approved before any items are purchased. If an amendment is approved for a single item of **\$5000 or more, NHTSA approval** is needed prior to purchase.

Travel Requirements

Travel costs must be directly related to work under the highway safety 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 grantee employees directly associated with the grant unless prior written approval is obtained from GOHS.

Out-of-state travel must be approved by GOHS **prior** to any travel arrangements made. 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.

Award of the grant does NOT automatically constitute approval for travel.

Travel Approval

- All GOHS funded travel must be directly related to highway safety enforcement or education
- Personnel eligible for reimbursement include those listed on the personnel services page
- **Travel Authorization Form – within eGOHS Plus**
 - **Out of State Travel** – Must obtain pre-approval through eGOHS Plus
 - **In State Travel** – Contact Grant Manager
- Per diem is based on the grantee travel policy (required) or state travel policy if the grantee does not have a travel policy.

- GOHS will not reimburse for meals provided at a meeting, conference, or other event.
- GOHS reserves the right to deny payment for excessive spending.
- Grantee and grant manager should be aware of hotel receipts, per diem rates, tax exempt forms, early registration, and if meals were provided.

Out of State Travel

- Grantee should submit a Travel Authorization Form before making any travel arrangements and as soon as they know they are going to travel.
- Travel request require the following documentation:
 - **Registration** – Grantee should attach registration requirements
 - Should plan for early registration rate if possible
 - **Agenda** – documentation from training or activity requiring travel, or a printed correspondence describing the nature of training or the activity (must be related to the project)
 - **Hotel** – Estimated hotel expense
 - Is there a conference rate?
 - Grantee should opt out of local excise hotel taxes as GOHS will not reimburse this tax if in-state. However, GOHS will reimburse the state hotel tax.
 - **Flight Details** – Detailed listing of estimated flight cost.
 - Business and First Class tickets are not reimbursable for domestic flights within the continental US.
 - Traveler should always use the lowest priced airfare that meets the approved and most logical itinerary.
 - Baggage Expenses
 - **Per Diem**
 - U.S. General Services Administration (GSA.gov) for allowable amounts minus incidentals (GSA rates apply to out-of-state only if following GA State Policy)
 - Attending a conference, event, or training in which meals are provided
 - GOHS will not reimburse per diem if meals were provided as part of the conference, event, or training.
 - **Mileage/Car Rental/Fuel**
 - Need to use the most efficient mode of vehicular travel
 - Cost comparison (<http://ssl.doas.state.ga.us/vehcostcomp/>)- if using state policy
 - **Parking** – If needed
 - **Taxi/Shuttle/Ride Share** – If needed

Onsite Visits

Grant managers must conduct a minimum of 1 onsite visit per year with each grantee receiving \$25,000 or more in federal grant funds and/or grantees receiving equipment items of \$1,000 or more. High Risk projects shall have a minimum of one onsite visit during the year. Additionally, 50% of grants assigned to a grant manager (less than \$25,000) must have 1 onsite visit. No federally funded grant should go 2 years without an onsite visit from the grant manager.

All onsite visits should be completed during the second or third quarter of the grant period.

Final Report

The Final Report is a requirement of the grantee and should recap the project goals, objectives, activities, etc. for the grant period. It also includes total enforcement citations and local seatbelt usage rate (if applies) as well as expenditures for the grant year.

Evaluation

The evaluation group works with all grantees throughout the grant year to ensure accurate evaluation is ongoing within each grant. At the completion of the grant year, the team reviews the accomplishments of each grant to determine the overall outcome obtained from GOHS grantees. Activity from each project will be documented and included in the GOHS Annual Report due to The National Highway Traffic Safety Administration 90 days after the federal fiscal year ends.

Closeout Procedures

As the fiscal year comes to a close, the following actions must be taken to accomplish administrative and fiscal “close out” required by GOHS.

The grantee will receive a closeout letter from GOHS which will include GOHS Property Management and Property Disposition Form (Form 301) along with critical due dates for reports and claims. Upon receiving the closeout letter, the grantee should begin to prepare for closeout.

As explained in the closeout letter, if there are outstanding invoices for goods and/or services that have not been paid as of October 20, the grantee should complete GOHS Form 300 (Outstanding Payables) with attached purchase orders to the assigned GOHS grant manager by October 20. When the items have been paid, the grantee will submit the September claim. The final due date for all claims varies from year to year but is documented in the closeout letter and generally falls within the first week of November.

If the grantee received any equipment item that cost \$5000 or more during the current grant year or during previous grant years, GOHS form 301 (Property Management) should be completed, signed by the Authorized Official, and submitted with the September claim. This includes if the items are still being used for the project and is in good working order or if the items have been disposed of.

Grantee will complete and submit the Monthly Progress Report (#12, Sept) in eGOHS Plus no later than October 20th. It is imperative that GOHS receive this report by this date in order to report responsibilities to the National Highway Traffic Safety Administration.

Once the September claim has been approved by GOHS, the grant manager will put the grant into “Closeout in Process” status. This automatically sends a generated email to the grantee informing them the grant Final Report is now available to them.

The due date of this report varies year to year but it is included in the grantee closeout letter and generally falls during the second or third week of November.