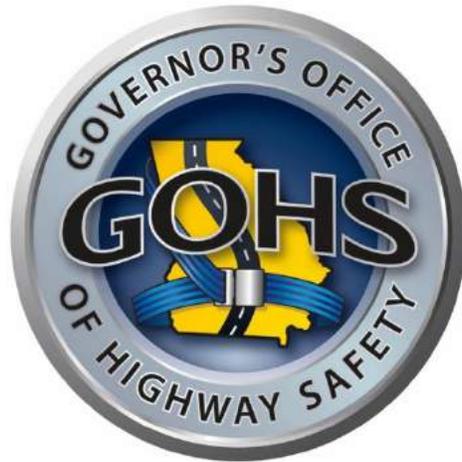


GEORGIA



GRANT MANUAL

Volume I The Application Process

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Brian Kemp
Governor

Allen Poole
Director

The Governor's Office of Highway Safety is an Equal Opportunity Employer



GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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Revised February 2019

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INTRODUCTION

Under the authority and approval of Governor Brian Kemp, the Governor's Office of Highway Safety (GOHS) produces an annual Highway Safety Plan (HSP) which serves as Georgia's programmatic guide for the implementation of highway safety initiatives and an application for federal grant funding from the National Highway Traffic Safety Administration (NHTSA). This document is used to justify, develop, implement, monitor, and evaluate traffic safety activities for improvements throughout the federal fiscal year. National, state and county level crash data along with other information such as safety belt use rates are used to insure that the planned projects are data driven with focus on areas of greatest need.

Mission of GOHS

The Mission of the Governor's Office of Highway Safety is to educate the public on traffic safety and facilitate the implementation of programs that reduce crashes, injuries and fatalities on Georgia roadways.

The programs and activities of GOHS are designed to:

- Cultivate collaborative working relationships with all governmental agencies, employers and private advocacy groups that strive for public safety in communities and on highways.
- Encourage and enhance traffic enforcement activities by forming and supporting statewide law enforcement coalitions.
- Foster greater public involvement in highway safety programs with direct feedback between the public and the Governor's Office of Highway Safety.
- Develop local traffic safety coalitions for community outreach.

GENERAL INFORMATION

Procedures for Receiving Highway Safety Funds

Origin and Purpose

The State and Community Highway Safety Grant Program was enacted by the Highway Safety Act of 1966 as Section 402 of Title 23, United States Code. Grant funds are provided to the States, the Indian Nations and the Territories each year according to a statutory formula, based on population and road mileage. The National Highway Traffic Safety Administration (NHTSA) awards performance-based Section 402 formula grants to help states undertake statewide and local programs aimed at reducing highway fatalities and injuries. In receiving Section 402 funds, states must set their own goals, select appropriate programs, and as part of the performance-based agreement, evaluate and report on their results. Section 402 funds provide technical assistance to states and local communities, and are based on national priorities. Over the life cycle of programs funded with Section 402 funds, states and their local municipalities provide the majority of resources to continue programs beyond the start-up phase.

F.A.S.T. ACT

Purpose

On December 4, 2015, the President signed into law the “Fixing America’s Surface Transportation Act” (FAST Act), Public Law 114-94. The FAST Act amended NHTSA’s highway safety grant program (23 U.S.C. 402 or Section 402) and the National Priority Safety Program grants (23 U.S.C 405 or Section 405). Specifically, the FAST Act made limited administrative changes to the Section 402 grant program and made no changes to the contents of the Highway Safety Plan. The interim final rule was published on May 23, 2016 and was open for public comment until the final rule was published and effective on February 26, 2018.

Priority Areas

Through public rule making processes, it was determined that certain highway safety programs funded under Section 402 are most effective in reducing crashes, injuries, and fatalities. These programs, designated as National Priority Program Areas, and more importantly are also Georgia highway safety priority areas. These priority program areas are listed below:

1. *Alcohol and Other Drug Countermeasures*
2. *Occupant Protection*
3. *Traffic Records*
4. *Speed Control*
5. *Police Traffic Services*
6. *Pedestrian & Bicycle Safety*
7. *Community Traffic Safety Program (CTSP)*
8. *Motorcycle Safety*
9. *Emergency Medical Services*
10. *Paid Media*

In accordance with F.A.S.T., for a state to receive a 402 funding it must provide satisfactory assurances that it will implement activities in support of national highway safety goals that also reflect the primary data-related factors within a state, as identified by the state highway safety planning process including: national traffic safety law enforcement mobilizations; sustained enforcement of impaired driving, occupant protection and speeding-related laws; an annual safety belt use survey conducted in accordance with DOT criteria; and development of statewide data systems.

Project Funding Period

The federal government operates on a fiscal year that commences on October 1 and ends on September 30.

Contingent upon congressional allocation of funding and satisfactory performance, projects funded by the Governor's Office of Highway Safety (GOHS) are eligible for continuous funding for a maximum of three (3) years, unless otherwise negotiated. Projects shall be evaluated annually for performance and a renewal application must be submitted and approved each year.

Submission of a project application for a new or renewal project does not assure approval and absolutely no authorization exists to expend funds or obtain reimbursement from GOHS until on or after the effective date indicated on the signed approval letter by the Director of GOHS. In order to comply with federal regulations, grantees must assure that federal funds are not substituted for state and local highway safety program expenditures.

Applications will be reviewed against identified statewide problem areas and existing plans for program activities. They will also be judged on probable impact on crashes, decreasing injuries and fatalities, opportunities for enhancing highway safety delivery systems, and improvement in using existing resources to increase cost effectiveness of highway safety endeavors.

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 the Governor's Office of Highway Safety and/or NHTSA.

DOT 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).

Note: Please reference the enclosed Grant Terms and Conditions (*pages 15 to 33*) for detailed requirements for the program.

HIGHWAY SAFETY PLANNING PROCESS



Problem Identification Process

Problem analysis is completed by Governor's Office of Highway Safety (GOHS), law enforcement, Department of Transportation, Department of Health Promotion and Behavior/Traffic Safety Research and Evaluation Group, Georgia Data Driven Approaches to Crime and Traffic Safety (DDACTS), contracted epidemiologist with the Governor's Office of Highway Safety, and other involved agencies and groups. The Performance Identification process for performance measures and targets are evidence-based and is consistent with the "Traffic Safety Performance Measures for States and Federal Agencies" (DOT HS 811 025). Governor's Office of Highway Safety (GOHS) will regularly review the performance measures and coordinate with other above mentioned agencies for input and update on our performance measures. A state-level analysis was completed, using the most recent data available (currently 2016 FARS data). Motor vehicle crash data, occupant protection survey results, roadway fatality data, and other data on traffic safety problems are analyzed statewide and on county levels. Program level evaluation findings for major issues (impaired driving, safety belts, and pedestrian/bicycle safety) were also included in the problem identification process. Surveillance data along with evaluation findings were used directly to link the identified crash issues, statewide performance goals, strategic partners, the State Strategic Highway Safety Plan, funding opportunities, and capacity to implement sound programs to address the problem.

Highway Safety Planning Process Participants

In developing the Highway Safety Plan, The Governor's Office of Highway Safety collaborates and received input from the following agencies: Strategic Highway Safety Plan Task Teams (Aggressive Driving, Impaired Driving, Occupant Protection, Serious Crash Type, Age-related Issues, Non-motorized Users, Vehicle Types, Trauma Systems, Traffic/Crash Records Data Analysis, Traffic Incident Management Enhancement), Georgia Department of Drivers Services, Georgia Department of Public Safety, Georgia Department of Public Health, Georgia Department of Transportation, Georgia Sheriff's Association, Administrative Office of the Courts, Prosecuting Attorneys Council, and the University of Georgia.

Strategies for Project Selection

The Governor's Office of Highway Safety provides funding opportunities to police departments, governmental entities, and highway safety advocacy organizations for the purpose of addressing motor vehicle crash problems in local jurisdictions. Grants are received by invitation using a ranking system, through responses to request for proposals (RFP), and through unsolicited submissions where documented highway safety problems exist.

The Ranking System

The Governor's Office of Highway Safety (GOHS) contracts with an epidemiologist to aggregate and correlate motor vehicle related data from the Georgia Department of Driver Services (DDS), Department of Transportation (DOT) and the Fatality Analysis Reporting System (FARS). From the Epidemiologist's analysis, Georgia highway safety crash data is ranked by county. The areas considered in this analysis could include speed, impaired driving, restraint use, pedestrian, motorcycles, and bicycle. Governor's Office of Highway Safety (GOHS) utilizes this information to identify a list of jurisdictions with high numbers of traffic safety crashes, injuries, and fatalities. Governor's Office of Highway Safety (GOHS) purges the lists and contacts jurisdictions to seek interest/support in addressing the problems/gaps identified in the analysis.

Request for Proposals (RFP)

As innovative programs are developed, specific requests for proposals are distributed to communities, special interest groups, governmental agencies and other stakeholders through electronic mediums (i.e. the Governor's Office of Highway Safety (GOHS) Website, GATEN, Georgia Association of Chiefs of Police, Sheriff's Association, Atlanta Regional Commission, Georgia Municipal Association, ACCG, GAMPO and GPSTC). The request for proposals (RFP) provides an introduction to the specific problem(s), eligibility criteria, program targets and objectives, suggested activities, and methods of evaluation. Upon receipt of all applicants responding to the request for proposals (RFP), a review team of planning and

finance representatives is assigned the task of assessing applications to determine if the proposed projects are viable via the Governor's Office of Highway Safety (GOHS) online reporting system, Electronic Grants of Highway Safety (eGOHS Plus).

Discretionary Grants

Funds are also used to support governmental entities furthering Governor's Office of Highway Safety's mission. In these instances, the purpose, scope, and funding requirements are subjected to Governor's Office of Highway Safety (GOHS) staff review and scoring prior to Governor's Office of Highway Safety (GOHS) Director Approval. Milestones and performance objectives are tailored to the specific project/purpose and established prior to any commitment of funds. All prospective applicants must follow Governor's Office of Highway Safety (GOHS) procedures in applying for highway safety funds.

Governor's Office of Highway Safety (GOHS) Renewal Process

Projects that have been deemed vital to the Governor's Office of Highway Safety (GOHS) mission by the Director may receive funding for multiple years based on the availability of funds. All renewal applications are reviewed along with other potential funding requests.

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

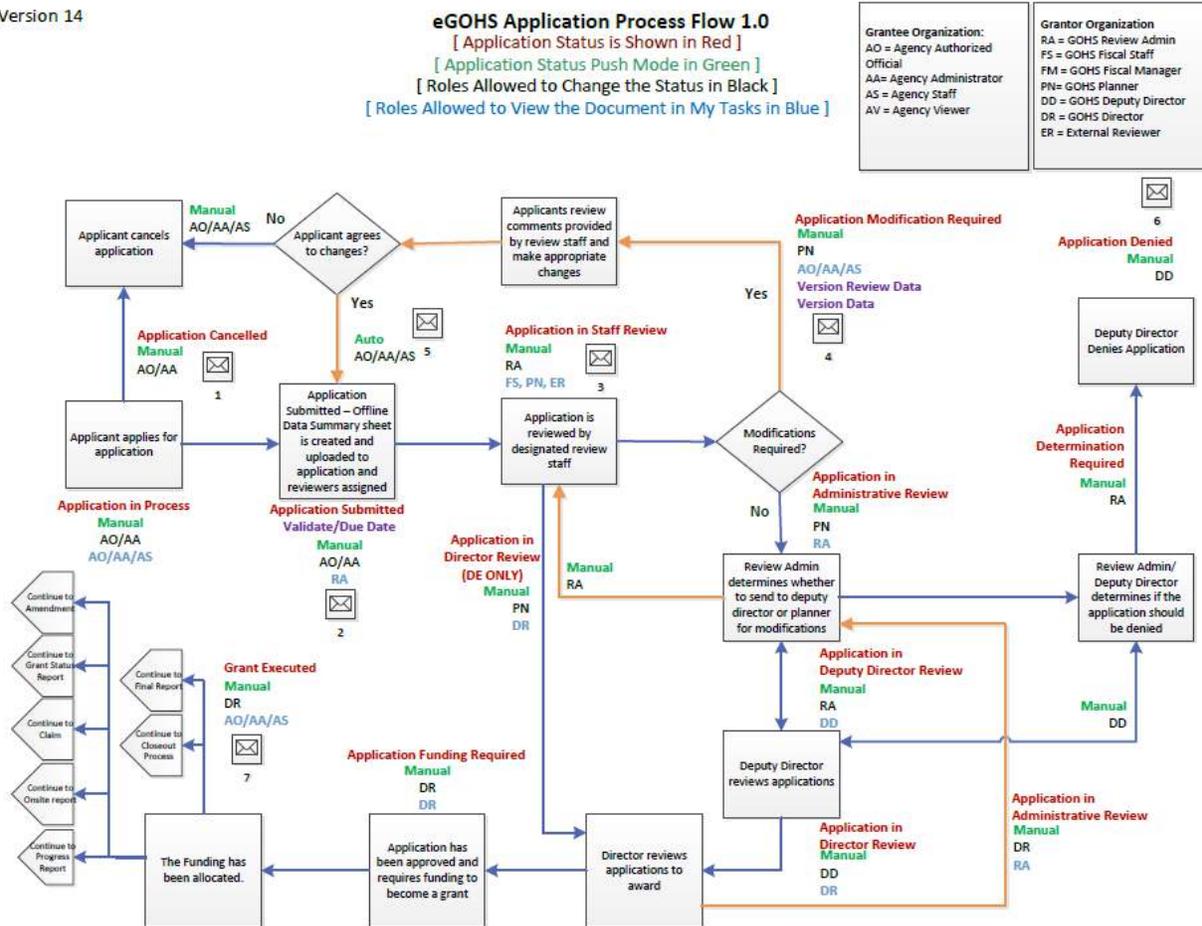
This section contains certain legal and regulatory requirements pertaining to the receipt of federal grant funds with which the grantee must agree to comply. Additionally, individuals responsible for the financial aspects of the grant are identified. The application for funding must be submitted by the 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

Version 14



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 have prior approval from both The Governor's Office of Highway Safety (GOHS) and National Highway Traffic Safety Administration (NHTSA), comply with Buy America, AND go through the applicants' procurement policy.

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

December	Define the highway safety problem through data analysis, outcomes, and results for prior year planning and implementation.
December-June	Identify and involve partners in each planning process.
January-March	Coordinate HSP and data collection for the state with SHSP.
January –May	Data analysis to define highway safety problem and to develop program area performance targets and measures.
January	Produce an annual ranking report, identifying available funds, and develop program’s Request for Proposals (RFPs).
February	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.
April	Submission of grant applications.
April – June	Identify, review, prioritize, select strategies, and finalize projects and grant applications.
July	Submit Highway Safety Plan for NHTSA review and approval.
July- September	Respond to NHTSA comments/recommendations. Notify grant awarded applicants.
October	Grant start-up.
December	Evaluate outcomes and results for use in next planning cycle.

APPLICATION TRAINING



GA Governor's Office of Highway Safety FFY 2020 Application Training

*"Every Life Counts – Strive for Zero Deaths and
Injuries on Georgia Roads."*

Revised January 2019



Introductions

RFP Overview

Grant Terms and Conditions

2



Data-Driven-

A systematic review and data analysis of quality data sources when making decisions related to planning, target establishment, resource allocation and implementation.

3



Problem Identification-

The data collection and analysis process for identifying areas of the State, types of crashes, or types of populations (e.g. high risk) that present specific safety challenges to efforts to improve a specific program area.

4



Grants Management System

Partnership with Criminal Justice Coordinating Council

Used for all GOHS grants

Georgia.intelligrants.com

5

eGOHS Plus

1. Home Page
2. System Login
3. GOHS Calendar
4. GOHS website
5. NHTSA website
6. New User

The screenshot shows the home page of the State of Georgia Grant Management System. At the top, there are logos for the Governor's Office of Highway Safety (GOHS) and the Georgia Criminal Justice Coordinating Council. The page title is "State of Georgia Grant Management System". Below the title, there are navigation links for "System Login" and "Calendar". A "Login" form is visible on the right side, with fields for "Username" and "Password", and a "LOGIN" button. Below the login form, there is a "New User" link and a "Forgot Username/Password?" link. The main content area contains a welcome message and a list of links: "Go to the GOHS home page", "Go to the NHTSA home page", and "Go to the C-JCC home page". There is also a section for "New Users/How to get started:" which explains that all users need to register and provides instructions for new users, including the requirement for an Agency Administrator to complete registration and designate access.

eGOHS Plus

1. Registration
2. Complete
3. Click SAVE

The screenshot shows the "Registration" form in the eGOHS Plus system. The form is titled "Registration" and includes a "Back" link. Below the title, there is a note: "Please complete all the required fields below. Required fields are marked with an *". The form is divided into several sections: "Contact Information", "Name", "Organization", "Title", "Address", "City", "State", "Zipcode", "County", "Phone #1", "Phone #2", "Fax", "Cell Phone", "Email", "Website", "Username", "Password", "Confirm Password", and "Notes". The "Name" section has fields for "Prefix", "First", "Middle", "Last", and "Suffix". The "City" field has a "State" dropdown menu set to "Georgia" and a "Zipcode" field. The "Phone #1" and "Phone #2" fields have "Fax" and "Cell Phone" labels respectively. The "Password" and "Confirm Password" fields are required. A "SAVE" button is located at the top right of the form.

eGOHS Plus

1. Registration

Registration Complete
Your information has been submitted. When you have been approved you will receive an email. You may now close your browser or visit another website.

Back

Registration

Please complete all the required fields below. Required fields are marked with an *

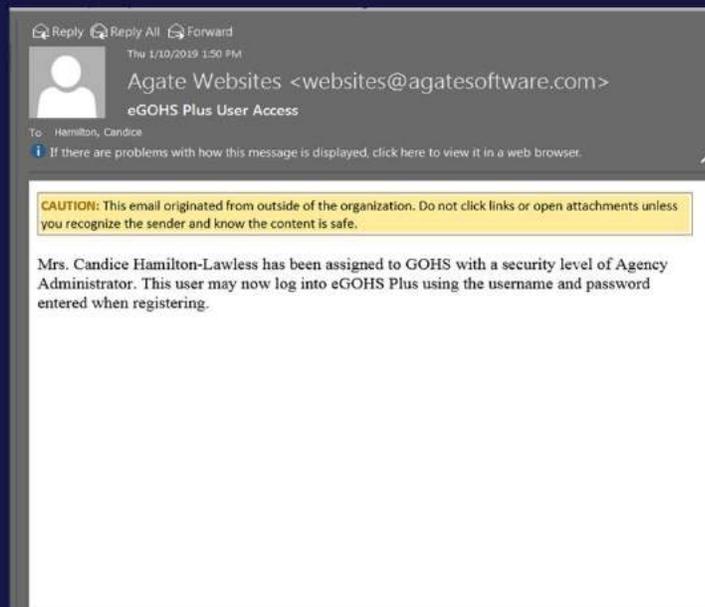
Contact Information

Name	Prefix	First	Middle	Last	Suffix
	Mrs.	Candice	M.	Hamilton-Lawless	

Organization: GOHS
Title: Administrative Assistant
Address: 7 Martin Luther King Jr. Dr. SW, Suite 543
City: Atlanta, State: Georgia, Zip code: 30334
County: Fulton County
Phone #1: (404) 463-0362, Phone #2: , Fax: , Cell Phone: , Email: chamilton@gohs.ga.gov, Website: , Username: chamilton, Password: , Confirm Password: , Notes:

eGOHS Plus

1. Email will be received once your request has been approved and your access level has been assigned.



eGOHS Plus

1. Home Page
2. System Login
3. Forgot Username and/or Password

State of Georgia
Grant Management System

System Login Calendar

State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council

Welcome to the State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council. Please choose from the list of options below:

- [Go to the GOHS home page](#)
- [Go to the NHTSA home page](#)
- [Go to the GCJCC home page](#)

New Users/How to get started:

Because this is a new online management system, all users will need to register with the system.

As a new user:

- The initial registration must be completed by an Agency Administrator of your organization. Once they complete registration, they will receive email notification of access approval. Click the **New User** link above to register.
- Only one Agency Administrator per organization is required to sign on as a new user.
- Once the Agency Administrator receives access, the official can designate access to your organizational account to other staff members as they see appropriate.

This is a government agency grant management system. It is a system that requires authorization for access. If you have any questions or if you need assistance registering, please contact: [GOHS - \[grantmgr@gohs.ga.gov\]\(mailto:grantmgr@gohs.ga.gov\) / 404.535.6700](#)

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eGOHS Plus

1. Forgot Username
2. Click "Forgot Username" from Password reset.
3. Enter your email address
4. eGOHS Plus will email your username

Forgot Your Password?

Please enter the following information to reset your password.

You will be e-mailed a new password if a matching e-mail address is found.

Please enter your username [Forgot Username?](#)

Please enter your e-mail address

RESET MY PASSWORD AND E-MAIL ME THE NEW ONE

Forgot Your Username?

Please enter the following information to retrieve your Username.

You will be emailed your username if a matching email address is found.

Please enter your email address

EMAIL ME MY USERNAME

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eGOHS Plus

1. GOHS Calendar

The screenshot shows the top navigation bar of the State of Georgia Grant Management System. It includes the logos for the Governor's Office of Highway Safety (GOHS) and the Georgia Criminal Justice Coordinating Council (CJCC), along with the system title. Below the navigation bar is a search bar with 'ESPACR' entered and an 'Advanced Search' link. The main content area features a calendar for January 2019, with a prompt to 'Select a calendar day below to view its details'. The calendar table is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

At the bottom of the page, there is a copyright notice: '© Copyright 2000-2019 Agate Software, Inc.'

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eGOHS Plus

1. Login to eGOHS Plus

The screenshot shows the login page of the State of Georgia Grant Management System. It features the same navigation bar as the previous slide. The main content area includes a 'Login' form with fields for 'Username' and 'Password', and a 'LOGIN' button. Below the form, there is a 'New User' link and a 'Forgot Username/Password?' link. The page also contains a 'Welcome' message and a list of links: 'Go to the GOHS home page', 'Go to the NHTSA home page', and 'Go to the CJCC home page'. A section titled 'New Users/How to get started:' provides instructions for new users, including a note that initial registration must be completed by an Agency Administrator. At the bottom, there is a disclaimer: 'This is a government agency grant management system. It is a system that requires authorization for access. If you have any questions or if you need assistance registering, please contact: [email address]'.

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Grantee User Types

- Authorized Official
 - Generally the highest elected official
- Agency Administrator
 - Main contact
- Agency Staff
 - Financial Contact
- Agency Viewer

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Organization Members

1. Return to the Home Page
2. Click on Organization to verify and/or add members and contact information.

State of Georgia
Grant Management System

Home Applications/Grants Progress Reports Claims Final Reports Expenditure Reports Monitoring Reports Travel Requests Training Materials **Organizations** Profile Logout

SHOW HELP

Welcome AgencyAdministrator
Agency Administrator
Close Popup

Instructions:
Select the SHOW HELP button above for detailed instructions on the following:
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello AgencyAdministrator, please choose an option below:

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Organization

1. Add Members
2. An Organization can only have ONE Authorized Official

Organization - GOHS Testing Inc

Follow the instructions listed below to add/remove/update organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- 1. To add a member to your organization, select the **Add Members** link below.
- 2. If a member has already added his/her information in the system, you can search for the member.
- 3. If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | **Add Members**

Sort By: Results Per Page:

Person	Role	Active Dates	Active Documents	Assigned By	Modified By
GOHS User, Agency Administrator	Agency Administrator	1/6/2016	32	Huff, Sean 1/6/2016	
Taylor, M. Anne	Agency Administrator	7/13/2016	21	GOHS User, Agency Administrator 7/13/2016	GOHS User, Agency Administrator 7/13/2016
GOHS User, Agency Authorized Official	Agency Authorized Official	1/6/2016	32	Huff, Sean 1/6/2016	Huff, Sean 5/10/2016
GOHS User, Agency Staff	Agency Staff	1/6/2016	13	Huff, Sean 1/6/2016	
James, M. Thomas	Agency Staff	3/7/2016	11	GOHS User, Agency Administrator 3/7/2016	

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Organization

1. Search for a person by last name
2. If that person isn't listed then click New Member

Organization - GOHS Testing Inc

Follow the instructions listed below to add/remove/update organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- 1. To add a member to your organization, select the **Add Members** link below.
- 2. If a member has already added his/her information in the system, you can search for the member.
- 3. If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

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Organization

1. Complete the information requested
2. Click **Save & Add to Organization**
3. Adds them to the organization only
4. Before any changes can be made to the Signature Page, a person must be added to the organization
5. Return to HOME page

HOME Applications/Grants Progress Reports Claims Final Reports Travel Requests Training Materials Organization Profile Logout

SAVE & ADD TO ORGANIZATION SHOW HELP

Back

Organization - GOHS Testing Inc

Follow the instructions listed below to add/modify organization members

Organization Information | **Organization Members** | Organization Documents

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Prefix	First	Middle	Last	Suffix
Title					
Email					
Username					
Password				Confirm Password	
Date Active	2/26/2017		Date Inactive		
Role	-- SELECT --				

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields. This information may also be edited by the person you are creating the profile for from their Profile page.

GOHS Testing
Address

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Organization

1. To return to your application-go to "MY TASKS"
2. Open Tasks
3. Find the appropriate application

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests Training Materials Organization

Welcome AgencyAdministrator

Agency Administrator
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello AgencyAdministrator, please choose an option below.

My Inbox

You have 2 new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Tasks

You have 76 new tasks.
You have 12 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.

OPEN TASKS

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Home Page

1. Training Materials

State of Georgia Grant Management System

Home Applications/Grants Progress Reports Claims Final Reports Expenditure Reports Monitoring Reports Travel Requests

Training Materials | Organization(s) | Profile | Logout

Welcome Candice
Agency Administrator
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following:
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant.

Hello Candice, please choose an option below.

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Home Page

1. Click on Grantee Training Manual

State of Georgia Grant Management System

Home Applications/Grants Progress Reports Claims Final Reports Expenditure Reports Monitoring Reports Travel Requests

Training Materials | Organization(s) | Profile | Logout

Welcome Candice
Agency Administrator
Change Picture

My Training Materials
Click on the link(s) to open, view or print the training materials

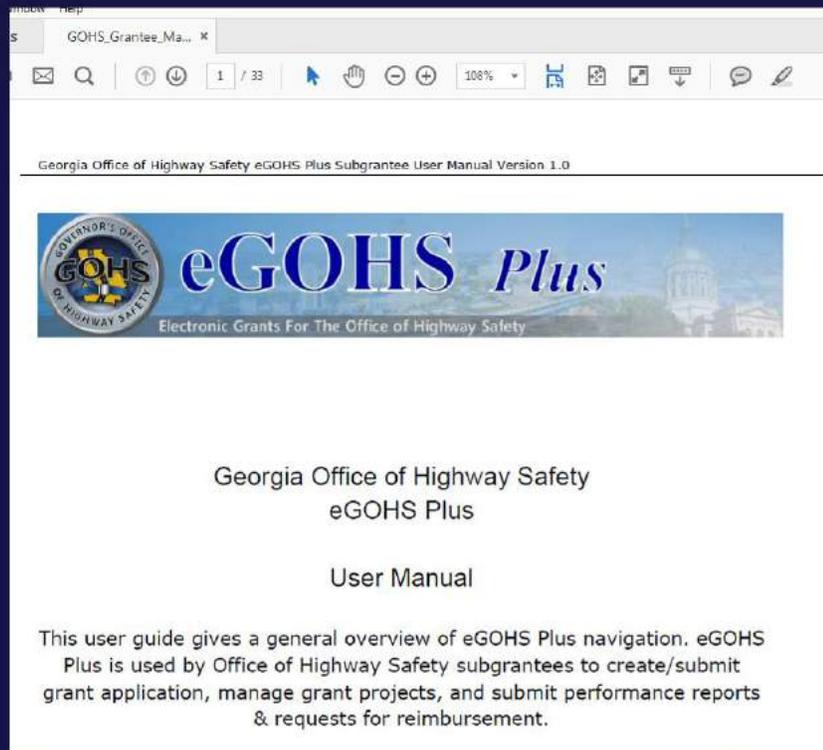
Grantee Training Manual
Grantee Training Manual

Hello Candice, please choose an option below.

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Home Page

1. Will open a new window and the PDF version of the Manual will be available



Georgia Office of Highway Safety
eGOHS Plus

User Manual

This user guide gives a general overview of eGOHS Plus navigation. eGOHS Plus is used by Office of Highway Safety subgrantees to create/submit grant application, manage grant projects, and submit performance reports & requests for reimbursement.

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System Login Calendar

State of Georgia
Grant Management System

Application Forms

**Grant Award Period:
October 1, XXXX – September 30, XXXX**

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Application

1. Home Page
2. View Available Proposals



State of Georgia
Grant Management System

Home Applications/Grants Progress Reports Claims Final Reports Expenditure Reports Monitoring Reports Travel Requests
Training Materials Organizations Profile Logout

SHOW HELP

Welcome Agency Administrator
Agency Administrator
Change Picture

Instructions:
Select the SHOW HELP button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Agency Administrator, please choose an option below.

View Available Proposals
You have 30 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

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Application

1. Scroll until you see the RFP you will apply for.
2. Click Apply NOW
 - GA-General
 - SADD- Students against Destructive Decisions
 - YA- Young Adult
 - TEN- Traffic Enforcement Network

Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

RESET OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

General Application 2018 for GAGOHS - Grantee

Offered By:
GAGOHS

Application Availability Dates:
02/20/2017-03/24/2017

Application Period:
10/01/2017-09/30/2018

Application Due Date:
03/24/2017

Description:

GA (General Application) - Any agency seeing funding for general highway safety initiatives should apply for a GA grant. This may include government agencies, public safety, non-profits, and organizations.

APPLY NOW

NOT INTERESTED

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Application

1. Hover over Forms menu to go to the next section
2. General Additional Information

The screenshot shows the State of Georgia Grant Management System interface. At the top, there are logos for the Governor's Office of Highway Safety (GOHS) and the Georgia Criminal Justice Coordinating Council. The main header reads "State of Georgia Grant Management System". Below the header is a navigation bar with links for Home, Applications/Grants, Progress Reports, Cases, Fiscal Reports, Expenditure Reports, Monitoring Reports, and Travel Requests. There are also links for Training Materials, Organizations, Profile, and Logout. A status bar at the top right contains buttons for SAVE, SAVE/NEXT, NEXT, and CHECK GLOBAL ERRORS. The "Forms Menu" is open, displaying a list of application forms: Application Project Information, General Additional Information, Program Identification, Documentation Attachment, Program Assessment, Program Assessment Chart, Project Objectives, and Project Activities Evaluations. Below the menu, there are input fields for Project Title and Project Summary (0 of 500 characters). At the bottom, there is a "Top of the Page" link and a copyright notice for Agate Software, Inc.

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Application

1. General Additional Information
2. Non-Profit?
3. Federal Funds \geq \$750,000
(Federal funds received by the entire jurisdiction, not just the agency.)
4. Audit Period- your agency
5. Hover over forms menu to select next page

GENERAL ADDITIONAL INFORMATION

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

Check here if you are a non-profit organization

Are funds being sought from other sources? * Yes No

Does your jurisdiction receive any other federal funds from other sources? * Yes No

If so, how much?

When is your Audit Period? From: * To: *

DUNS Number

Note: Usually there are three (3) consistent Audit Periods: (1) January thru December; (2) October thru September; and (3) July thru June. Any other than these three Audit Periods will be confirmed by GOHS.

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Application

1. Non-profit?
YES
2. Non-Profit
Disclosure
3. If non-profit,
you must
attach copies
of all
documents
listed

Check here if you are a non-profit organization

Click [HERE](#) to view the Non-Profit Disclosure information

Public Funds Documentation	<input type="button" value="Browse..."/>	No file selected.
501 (c) (3) form	<input type="button" value="Browse..."/>	No file selected.
Secretary of State Certification	<input type="button" value="Browse..."/>	No file selected.
Letter of Support	<input type="button" value="Browse..."/>	No file selected.
Reference Letter #1	<input type="button" value="Browse..."/>	No file selected.
Reference Letter #2	<input type="button" value="Browse..."/>	No file selected.
Reference Letter #3	<input type="button" value="Browse..."/>	No file selected.

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Application

1. Problem ID
2. Must have and
be able to
show there is a
highway safety
problem in
your area
3. Who, What,
When, Where,
and Why

PROBLEM IDENTIFICATION

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

The problem identification should clearly present the "Who, What, When, Where, and Why" of the traffic-related issues that are distressing the community and causing crashes, injuries and fatalities. The statement should provide a concise description for the defined geographic area or jurisdiction. Include consecutive years of the most recent local and statewide data, as well as local demographic information. (Charts, graphs and percentages are effective ways of displaying the data. Chart and graph documents can be uploaded as attachments on the next page.)

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Problem Identification

- Describe your community:
 - Major roadways
 - Demographics/Socioeconomic Characteristics
 - Largest employers
 - Rural or urban
 - Special events that correspond with significant highway safety problems

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Problem Identification

- Crash Data (5 Years):
 - Fatalities
 - Serious Injuries
 - All crashes
- Other Problems

Resource Links for Crash Data :

FARS: <https://cdan.nhtsa.gov/STSI.htm#>

Crash Stats: <https://crashstats.nhtsa.dot.gov/#/>

For Local Government Crash Data: [Refer to your GEARS Data Access](#)

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Problem Identification

- Percentage of crashes/ fatalities attributed to:
 - Speed
 - Impaired drivers
 - Occupant protection
 - Distracted driving
 - Pedestrian/bicyclists
- Compare your community's crash rates to:
 - State rates
 - Surrounding communities' rates

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Application

1. Document Attachment
2. Attach graphs, photos, crash data, etc
3. Program Assessment next

DOCUMENTATION ATTACHMENT

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- To attach documents, please click on the **BROWSE** button, locate your document and then **SAVE** the page.
- All files must be 20MB or smaller. Required attachment files that exceed 20MBs may be split into multiple files and uploaded separately.
- Examples of documents you might want to load: Letters of Support, Problem ID Support Data, Documentation for Executive Board.
- To delete the uploaded document check the **DELETE** checkbox next to the attachment and click **SAVE**.

Document Title: Attachment: No file selected.

**Note: Reference all documentation in the narrative section of the Problem Identification.

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Application

1. Program Assessment
2. What are you doing now to reduce the highway safety problem?
3. Current Activities, previous activities
4. Did it work?
5. Local support?

PROGRAM ASSESSMENT

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

Program Assessment helps determine the resources a community currently has in place to address the problem. Include a review of current activities and results of past and current efforts, indicating what did or did not work. Assess resources to determine what is needed to more effectively address the problem. Identify local laws, policies, groups, and organizations that support or inhibit the success of the project.

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Application

1. Program Assessment Chart
2. If it does not apply- enter 0 for each section

PROGRAM ASSESSMENT CHART

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

For Law Enforcement Agencies only (if not law enforcement, please enter zeros in the chart below)

Please provide the current level of enforcement activity for the entire department for the three (3) previous calendar years (January 1 through December 31). If data is not available for a particular activity/year combination, enter 0.

Activity	Calendar Year		
	2014	2015	2016
DUI Arrests	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speeding (all cases)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Belt Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
All Other Traffic Violations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Traffic Crashes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check Point Conducted	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Goals, Objectives, Activities, & Evaluations

- **Goal:** broad statement of what you wish to accomplish
- **Objective:** steps towards accomplishing a goal
- **Activity:** is the action taken to accomplish the objective
- **Evaluation:** the making of a judgement about the number, or value of something; assessment

(Program Evaluation- systematic method for collecting, analyzing and using information to determine effectiveness and efficiency.

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Application

1. **Goals**
2. **Drop down box**
3. **Choose those that most closely relate to your problem (s).**

PROJECT OBJECTIVES

Instructions:

- All 1.1 GOHS Goal: Reduce Alcohol/Drug Related Crashes/Injuries/Fatalities
- Use 1.2 GOHS Goal: Reduce Youth Alcohol/Drug Related Crashes/Injuries/Fatalities
- Select 1.3 GOHS Goal: Facilitate Impaired Driving Adjudication
- To 2.1 GOHS Goal: Increase Overall Safety Belt Usage
- To 2.2 GOHS Goal: Increase Overall child Restraint Usage
- To 3.1 GOHS Goal: Reduce Speed-Related Crashes/Injuries/Fatalities
- To 3.2 GOHS Goal: Reduce Speed-Related Crashes/Injuries/Fatalities on Rural Roads
- Select 4.1 GOHS Goal: Reduce Motorcycle Related Fatalities/Crashes
- Select 4.2 GOHS Goal: Increase Helmet Use Among Motorcyclists
- For 5.1 GOHS Goal: Reduce Pedestrian Injuries/Fatalities From Traffic Crashes
- (S) 5.2 GOHS Goal: Reduce Bicycle-Related Injuries/Fatalities
- 6.1 GOHS Goal: Enhance Police Traffic Services
- 6.2 GOHS Goal: Facilitate Effective Police Traffic Services
- 7.1 GOHS Goal: Facilitate Effective Community Traffic Safety Programs
- 7.2 GOHS Goal: Disseminate Traffic Safety-Related Educational Materials
- 8.1 GOHS Goal: Improve Coordination/Collection/Processing/Analysis/Reporting of Crash Reports
- 9.1 GOHS Goal: Integrate Emergency Medical Services into Community Traffic Safety Programs
- 10.1 GOHS Goal: Reduce Distracted Driving Related Crashes/Injuries/Fatalities
- Other

Goal:

Objective:

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Goals, Objectives, Activities, & Evaluations

S	M	A	R	T
SPECIFIC	MEASUREABLE	ACTION-ORIENTED	REALISTIC	TIME-SPECIFIC

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Application

1. Objectives
2. What you plan to do to impact the problem.
3. Save after each one, then ADD for additional.
4. Best Practice?
5. S.M.A.R.T. Model

PROJECT OBJECTIVES

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.
- To add an additional page, click the **ADD** button.
- To delete a page, click the **DELETE** button.
- Select a goal from the drop down box of choices.

• For Objectives, briefly describe what you plan to do to impact the problem. Objectives must directly address the problem and should be SMART. (Specific, Measurable, Action-Oriented, Realistic, Time Specific)

If this goal incorporates a best practice, please check here: If not, this application may not be approved.
Proposed programs must be data driven and should be based on proven countermeasures. For guidance on best practices visit <http://www.gahighwaysafety.org/grants/best-practices/>

Goal:

Objective:

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