



# Project Director's Training

Governor's Office of Highway Safety

# Governor's Office of Highway Safety

Our mission and the mission of our grantees is to educate the public on traffic safety and facilitate the implementation of programs that reduce crashes, injuries and fatalities on Georgia Roadways.

# Grant Terms and Conditions



# Grant Terms and Conditions

- Allowable Costs
  - All costs incurred shall be on a reimbursable basis
  - Must be:
    - Item or service approved in the grant
    - Incurred on or after the authorized effective date of the grant year and before the end of the grant period
    - Reasonable when compared to unit value
- Unallowable Costs
  - Compensation for time spent in court
  - Compensation for overtime pay (unless previously approved by GOHS)
- Buy America Act
  - *(49 U.S.C. 5323 (j))*
  - Only steels, iron and manufactured products produced in the United States may be purchased with Federal funds
  - Exception: Those materials that are not reasonably available or will increase the cost of the overall project by more than 25%

# Grant Terms and Conditions

- Supplanting
  - Federal grant funds cannot go to supplement other resources that would otherwise have been made available to the program
  - If a grant employed person is unable to fulfill their duties for longer than 2 weeks, a replacement must be made
- Observance of National Safety Weeks
  - National Child Passenger Safety Week, Click It or Ticket Week, Operation Zero Tolerance and Drunk and Drugged Awareness Month

# Grant Terms and Conditions

- Agency Seatbelt Policy
  - Adopt and enforce agency policy to comply with Georgia safety belt and child restraint laws
- Agency Ban on Texting While Driving Policy
  - Adopt and enforce agency policy to ban texting while driving including company-owned, rented or personally-owned vehicles
- Compliance Agreement
  - Grantee agrees to abide by all Terms and Conditions included in this document, including Special Conditions
  - Failure to comply with all conditions could result in a “Stop Payment” being placed on the grant
- Signature Page
  - Must notify GOHS planner of any changes to Authorizing Official, Project Director or Financial Officer immediately

# Grant Terms and Conditions

- Accounting Records/Source Documentation
  - Must maintain accounting system sufficient to determine all financial transactions (*general ledger, QuickBooks, etc.*)
  - When personnel is funded, must maintain:
    - Payroll Records, Time Distribution and Attendance Records, Salaries and Wages for each employee, Time Distribution Records
- Procurement Standards
  - Must adhere to internal agencies procurement standards and should reflect applicable state and local laws
  - Whenever possible, grantee should enter into state and local intergovernmental agreements for the procurement of goods

# Grant Terms and Conditions

- Program Income
  - Gross income earned by the grantee on grant-supported activities
  - All program income must be pre-approved by GOHS planner
  - Should be utilized in operation of the project and credited against expenses claimed
- Record Retention
  - All financial, statistical and other pertinent documents shall be maintained for at least 3 years
  - Non-expendable property records shall also be retained for 3 years after the disposition of property

# Grant Terms and Conditions

- Audit Requirements
  - Non-federal entities that expend \$750,000 or more in a year shall have a single or program specific audit conducted
  - “Entity” includes the entire jurisdiction
  - Report must include the following as a minimum:
    - Financial statements including supplemental schedule covering federal funds
    - Study and evaluation of internal control system
    - Study and evaluation of contracting agency’s compliance to federal laws and regulations
    - Schedule of all questioned costs and incidents of non-compliance
  - Must be sent to GOHS within 30 days of receipt
  - Failure to comply can result in a denial of funds
  - Federal Audit Clearinghouse
- - <https://harvester.census.gov/>

# GOHS Policies and Procedures



# GOHS Policies and Procedures

- First Quarter Requirements
  - Grant Announcement
  - Job Descriptions
    - Only submit if not already included in Resource Requirements section of grant application
  - Equipment Purchases
    - Must have prior GOHS approval before purchase
    - Any one item over \$5,000 qualifies
- Subcontracts
  - **Contractual Services**
    - Must be pre-approved by GOHS before contract is considered valid
    - Contract should include scope of work, rate of pay and length of time/amount of activities performed
    - No reimbursement will be given without GOHS approval
  - **Rental Agreements**
    - All rental contracts should be submitted to planner before submission of first claim (November 20<sup>th</sup>)
- - Must include square footage, rate per square foot and total monthly cost

# GOHS Policies and Procedures

- Promotional Items:

Any item that is to be mass distributed to the public and is not considered educational material

- All promotional items should already be included in grant application
- *For each purchase*, promotional items form must be submitted to GOHS prior to purchase
- Detail of activities where items will be distributed should also be included
- Must include attachment of proof with form for approval
- Attach approved form with claim documents

**For all NHTSA approved safety messages, visit:**

[www.nhtsa.gov](http://www.nhtsa.gov)



**Governor's Office of Highway Safety  
Promotional/ Incentive Item Action Plan**

The content of all Public Information and Education materials to be purchased with Federal Funds must be submitted to GOHS for written approval prior to final production. A plan outlining the purpose of the items to be purchased is required. Promotional items can only be distributed at activities where traffic safety is emphasized and interaction is held between subgrantee and attendee. Items should not be used in "goody bags" for attendees at fairs or booths where there is no interaction with the recipient.

Please submit this form (along with an attached proof) to your GOHS representative prior to purchase of the item. Proofs must include an approved NHTSA highway safety message and the GOHS logo (or "in partnership with the Governor's Office of Highway Safety")

1 Activity

2 Promotional Item Type

3 Proposed Quantity\*

*\*If a quantity remains after the activity, GOHS must approve a plan before remaining items can be used.*

4 Proposed Cost

5 Target Audience



6 Explanation of how the activity will help meet the objective of the project

7 Description of how the results of the activity will be used and reported

8 Additional Comments

9 Proof Attached?

YES     NO (GOHS Staff Verify)

10 Attach this signed form to claim where the request for reimbursement is being made.

Project Director signature Date:

GOHS Planner approval (Budget verification) Date:

GOHS Division Director approval Date:

# GOHS Policies and Procedures

- Travel:
  - **Travel Requests**
    - Form must be completed for all out of state travel
    - No costs should be incurred without pre-approved travel form
  - **Travel Reimbursements**
    - Must include Agenda, Airfare or Mileage receipt and any other travel costs (parking, shuttle, train, etc.)
    - All travel reimbursements should follow individual agency policy
      - Submit to GOHS before any travel is taken
    - If no agency travel policy is available, you must abide by GOHS travel policy

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY**  
**ON-LINE TRAINING – TRAVEL APPLICATION**  
 34 Peachtree Street, Suite 800 - Atlanta, Georgia 30303  
 Telephone: 404-656-6996 FAX: 404-651-9107

PRESS TAB TO MOVE TO NEXT SECTION

PRESS F1 KEY FOR HELP IN ANY SECTION

|                              |                                       |             |
|------------------------------|---------------------------------------|-------------|
| APPLICANT:                   | EVENT:                                |             |
| TITLE:                       | EVENT DATES (Use format m/d/yy) From: | To:         |
| AGENCY:                      | SPONSORING ORGANIZATION:              |             |
| AGENCY ADDRESS:              | CITY AND STATE OF EVENT:              |             |
| CITY AND ZIP CODE OF AGENCY: | AGENCY TEL:                           | AGENCY FAX: |

**I. TRAINING** (Please complete this section for training requests.)

TYPE OF TRAINING: (Attach a copy of the agenda, brochure, letter, etc.)  
 Is this the closest location?  
 YES  NO – If no, why are you requesting this location?  
 JUSTIFICATION (In the space below, indicate how the training is specifically related to your job and the tasks that you perform. If more space is needed, please attach additional documentation to this form).

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**II. BUDGET** (Please indicate proposed costs for each item.)

| Item                  | EXPENSES      |               | PLANNER'S RECOMMENDATION |                                     |
|-----------------------|---------------|---------------|--------------------------|-------------------------------------|
|                       | Proposed Cost | Approved Cost | Approved (Initial)       | Not approved ~ Explanation Required |
| Registration          | \$            | \$            |                          |                                     |
| Airfare               | \$            | \$            |                          |                                     |
| Mileage or Car Rental | \$            | \$            |                          |                                     |
| Hotel                 | \$            | \$            |                          |                                     |
| Meals                 | \$            | \$            |                          |                                     |
| <b>TOTAL</b>          | <b>\$</b>     | <b>\$</b>     |                          |                                     |

NOTE: Payment for travel (except airfare), lodging, and meals will be based solely on reimbursement. Statewide travel regulations require submission of receipts and documentation. To be allowable, costs must be necessary, reasonable, and allocable. Federal funds must be used in accordance with the appropriate statute and implementing grant regulations. *Highway Safety Funding Policy for Field Administered Grants - 11 S. Department of Transportation – National Highway Traffic Safety Administration (Rev. – 2.02)*

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date (m/d/yy): \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_ Date (m/d/yy): \_\_\_\_\_

**ONLY GOHS EMPLOYEES COMPLETE THIS SECTION**

**III. TRAVEL**

|                 |   |  |
|-----------------|---|--|
| Destination:    | Desired Time: AM <input type="checkbox"/> PM <input type="checkbox"/> | Name of Airline:   |
| Departure Date: | Desired Time: AM <input type="checkbox"/> PM <input type="checkbox"/> | Frequent Flyer Number:   |
| Return Date:    | Desired Time: AM <input type="checkbox"/> PM <input type="checkbox"/> | Is car rental needed? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Hotel Name:     | FEI:  | Car Rental Company: FEI:   |
| Hotel Address:  |   | Car Rental Address:  |

TRAVEL, INC. – FEI: 58-1347682  
 4355 River Green Parkway – Duluth, GA 30096  
 Reservations: Local 770-291-4200  
 Reservations: Toll Free 800-241-0944

Travel Confirmation Number \_\_\_\_\_  
 Hotel Confirmation Number \_\_\_\_\_  
 Car Rental Confirmation Number \_\_\_\_\_  
 Travel Agency's Fee \_\_\_\_\_ \$

**IV. APPROVALS** (This section cannot be completed on-line)

| Signatures              |                         | Date |
|-------------------------|-------------------------|------|
| PLANNER:                | Charge to Program Area: |      |
| SUPERVISOR:             |                         |      |
| BUDGET OFFICER:         |                         |      |
| TRAINING MANAGER:       |                         |      |
| DIRECTOR (or DESIGNEE): |                         |      |

cc: Applicant  Planner  Supervisor  Training Manager

# GOHS Policies and Procedures

- Meal Reimbursements
  - For grantees that will provide meals, sign-in sheet and agenda must be included with reimbursement request
- Semi-Annual Certification Forms
  - To be completed by all Personnel
  - Ensure employees are working on activities focused on specific program
  - October 1, 2015-March 31, 2016 and April 1, 2016-September 30, 2016
- GOHS Planner Discretion
  - It is at the discretion of the planner to require additional or more stringent policies for grantees if deemed necessary



# GOHS Monitoring and Review



# GOHS Monitoring and Review

- Mid-Year Review
  - Internal reviews for planners to complete during 2<sup>nd</sup> Quarter
  - Determine whether or not grantee is completing activities, reporting in a timely fashion, following GOHS Policies and Procedures
  - Can affect possible funding for future grant years
- Onsite Report
  - Annual monitoring visit to ensure compliance during 2<sup>nd</sup>-3<sup>rd</sup> Quarter
  - Thorough review of invoices, activity reports, and other program documents
  - Audit of all equipment and other purchases to date

# GOHS Monitoring and Review

- Compliance vs. Non-Compliance
  - Letter to be sent following Onsite Report
  - Recommended next steps will be included
- Risk Assessment
  - Evaluate the Risk of Noncompliance
    - Audit Findings
    - Previous Issues with GOHS or Other Grants
    - Personnel Changes
  - Special Conditions
    - Establish Additional Approvals
    - Require More Detailed Reporting
    - Include More Monitoring, including Additional Onsites
  - Remedies for Noncompliance
    - Temporarily Withhold Payments
    - Wholly or Partly Suspend or Terminate Grant Award
    - Withhold Future Grants from GOHS



LUNCH  
BREAK!

# eGOHS Login

[demo.agatesoftware.com/GA\\_EGOHS/portal.asp](http://demo.agatesoftware.com/GA_EGOHS/portal.asp)

Login under your personal username

Password: training2016

# eGOHS Reporting Procedures



# eGOHS Reporting Procedures

- Monthly Activity Reports
  - Milestone Chart
    - Determine whether or not Activities were completed
  - Statistical Summary Report
    - Numbers must indicate all activities completed during entire month and must match information given in Milestone Chart and MAR Page 2
  - MAR Cover Page
    - Only required for Personnel Salary to determine dates and hours worked
  - MAR Page 2
    - Include all Accomplishments and Highlights based on Milestone Chart
    - Each activity from Milestone Chart must be thoroughly explained
  - Attachments must be included for activities reported:
    - Seat Check Forms, Sign-In/Registration List for Trainings, Press Releases, etc.
- Monthly Claims
  - Due on the 20<sup>th</sup> of each month
  - Documentation must be included for all reimbursement requests
  - Must submit invoices for all Regular Operating or Equipment purchases
  - For all personnel, should include time sheets with supervisor's signature

# eGOHS Reporting Procedures

- Amendments

- Final deadline of June 30<sup>th</sup>, Personnel change is only exception
- Must have strong justification including:
  - Why change is needed, What category and line item funds are coming from/going into, Specific dollar amounts, How will this help the program?

- Closeout

- For Final Claim, all necessary forms must be included:
  - Form 202-Equipment Purchase, Form 300-Outstanding Invoices, Form 301-Property Management
- Final Report will populate after September Claim and MAR are submitted and approved by GOHS
- Equipment Disposal Policy
- Closeout must be completed no later than November 6, 2016.

# Reminder of Deadlines

- Claims Due the 20<sup>th</sup> of each month
- All 1<sup>st</sup> Quarter Requirements due by December 31<sup>st</sup>
- Last Day for Amendments - June 30<sup>th</sup>
- Final Day of FY16 grant year – September 30<sup>th</sup>
- All Closeout Requirements due by November 6<sup>th</sup>

Also Included with Flash Drive and on GOHS website:

[www.gahighwaysafety.org](http://www.gahighwaysafety.org)

ANY  
QUESTIONS  
?

# **Governor's Office of Highway Safety**

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Atlanta, Georgia 30334

404-656-6996

[www.gahighwaysafety.org](http://www.gahighwaysafety.org)