

REQUEST FOR PROPOSAL FFY2021

“EVERY LIFE COUNTS – STRIVE FOR ZERO DEATHS AND
INJURIES ON GEORGIA ROADS.”



GOHS MISSION STATEMENT



The mission of the Governor's Office of Highway Safety (GOHS) is to educate the public on highway safety issues and facilitate the implementation of programs that reduce crashes, injuries and fatalities on Georgia roadways.

WE NEED YOU!

RFP TRAINING PACKET

RFP TRAINING INFORMATION PACKET

- ▶ Agenda
- ▶ RFP
- ▶ Agency Form
- ▶ Grant Terms & Conditions
- ▶ Non-Profit Requirements
- ▶ GOHS Goals
- ▶ Problem ID Worksheet
- ▶ Blank Application (General & Young Adult)
- ▶ Grant Disclosure
- ▶ Final Submit Date Reminder Page

RFP TRAINING INFORMATION PACKET

▶ Guides:

- Getting Started In eGOHS Cheat Sheet
- Grant Budget Forms Cheat Sheet
- Forgot Username/Password Cheat Sheet
- Adding Users Cheat Sheet
- Signature Page Cheat Sheet
- Revisions Cheat Sheet
- Application Submission Cheat Sheet
- Application Status Cheat Sheet



BASIC GRANT APPLICATION INFORMATION

BASIC GRANT APPLICATION INFORMATION

- ▶ Georgia Governor's Office of Highway Safety has been granted federal funds from the National Highway Traffic Safety Administration (NHTSA) to promote the development and implementation of **innovative** programs to address highway safety problems.
- ▶ Proposed programs must be data driven, based on proven countermeasures and must address one or more of the following issues:

BASIC GRANT APPLICATION INFORMATION

- ▶ Motorcycle Safety Education
- ▶ Occupant Protection
- ▶ Teen Traffic Safety
- ▶ Young Adult Traffic Safety
- ▶ Traffic Records (no longer available)
- ▶ Minority Highway Safety
- ▶ Older Drivers
- ▶ Law Enforcement
- ▶ Non-Motorized Traffic Safety (Pedestrian & Bicycle)
- ▶ Administrative Judges
- ▶ Evaluation and Survey Program

WHAT IS NEEDED TO APPLY?

- ▶ Carefully review the RFP to determine whether or not you should apply.
- ▶ There must be a need in the area or jurisdiction – therefore, be prepared to clearly define the problem. The problem must be supported by data (local and national).
- ▶ DUNS - Data Universal Numbering System
- ▶ FEIN - Federal Employer Identification Number (a.k.a.) Tax ID
- ▶ Application must be filed electronically in eGOHS Plus

WHAT IS NEEDED TO APPLY?

- ▶ Have a clearly defined plan:
 - Who will be assigned (and a back up person) to manage this process?
 - What can be done to reduce the numbers and/or eliminate the problem?
 - How will the progress of the program be monitored?
 - Does the organization have a budget?
 - Is the organization/jurisdiction willing and able to accept and implement the program?
 - Can the organization adhere to all GOHS requirements?



GRANT PROPOSAL OPPORTUNITIES

GRANT PROPOSAL OPPORTUNITIES

▶ 3 available opportunities:

- **General Application 2021** - Any agency seeking funding for general highway safety initiatives should apply for a GA grant. This may include government agencies, public safety, non-profits, and organizations.
- **Students Against Destructive Decisions 2021** - SADD grants are utilized to assist in the implementation of SADD chapters in Georgia high schools. All high schools in Georgia are eligible to apply.
- **Young Adults 2021** - YA grants are utilized to assist in the implementation of highway safety programs within Georgia colleges/ universities. All colleges and universities in Georgia are eligible to apply.



APPLICATION COMPONENTS

APPLICATION COMPONENTS

- ▶ The application is divided into several sections:

APPLICATION SECTIONS	
Application Project Information	General Additional Information
Problem Identification	GOHS Attachments
Program Assessment	Program Assessment Chart
Project Goals and Objectives	Project Activities and Evaluations
Media Plan	Resource Requirements
Self-Sufficiency	Budget Forms
Certification and Signatures	

PROJECT & GENERAL INFORMATION

Application Project Information

- ▶ Project Title
- ▶ Project Summary

General Additional Information

- ▶ Funds from other sources
- ▶ Federal funds from other sources
- ▶ Audit Period
- ▶ DUNS Number

PROJECT & GENERAL INFORMATION | eGOHS Screen View



The screenshot displays the eGOHS Plus web application interface. At the top left is the logo for the Governor's Office of Highway Safety. The main header features the text "eGOHS Plus" in a large blue font, with "GOHS - SHARDDEV" in red to the right. Below the header is a navigation menu with tabs for "Home", "Applications/Grants", "Progress Reports", "Claims", "Final Reports", and "Travel Requests". A secondary navigation bar includes links for "Training Materials", "Organization(s)", "Profile", and "Logout". A row of buttons contains "SAVE", "SAVE/NEXT", "NEXT", and "CHECK GLOBAL ERRORS".

Below the navigation are several menu items, each with a green circular icon: "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". A "Back" button with a left-pointing arrow is also present.

The document information section shows "Document Information: GA-2021-GOHS Testi-00002" and a "Details" button with a right-pointing arrow. A breadcrumb trail reads "You are here: > General Application 2021 Menu > Forms Menu".

The main content area is titled "APPLICATION PROJECT INFORMATION". Under the heading "Instructions:", there is a bulleted list:

- 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.

Below the instructions, there is a "Project Title:" label followed by a text input field with a red asterisk on the right. Underneath is a "Project Summary:" label followed by a large text area with a red asterisk on the right. At the bottom left of the text area, a small box shows "0 of 500".

PROJECT & GENERAL INFORMATION



Project Summary Examples:

- ▶ Our project will promote and advance bicycle safety by providing bicycle safety education to various groups of people.
- ▶ Our program is a Peer to Peer social norms campaign designed to increase prevention-oriented knowledge and positive behaviors amongst University students to prevent drinking and driving through the support of Institutional resources and community partners.
- ▶ This project promotes alcohol and drug awareness among Georgia teens, including the effects on being able to safely operate a motor vehicle."

PROJECT & GENERAL INFORMATION

Additional Information

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

When is your Audit Period?

From: * To: *

DUNS Number

02-555-5555

PROJECT & GENERAL INFORMATION

Additional Information for Non-Profits

- ▶ If the entity is a non-profit agency it must provide the following in order to complete the application:
 - Public Funds Documentation
 - 501 (c) (3) form
 - Secretary of State Certification
 - Letter of Support
 - 3 Reference Letters

PROBLEM IDENTIFICATION

PROBLEM IDENTIFICATION



- ▶ The statement should provide a description for the defined geographic area or jurisdiction. Include at least three (3) consecutive years of the most recent local and statewide data, as well as local demographic information.

PROBLEM IDENTIFICATION

- ▶ The problem identification should clearly present:
 - **Who?** – Children, older adults, teenagers, etc.
 - **What?** – What is the problem?
 - **When?** - Is it day, night, weekends, holidays, etc.?
 - **Where?** - In school districts, on rural roads, in crosswalks, etc.
 - **Why?** - Why do these things occur, during these hours, etc.?

PROBLEM IDENTIFICATION

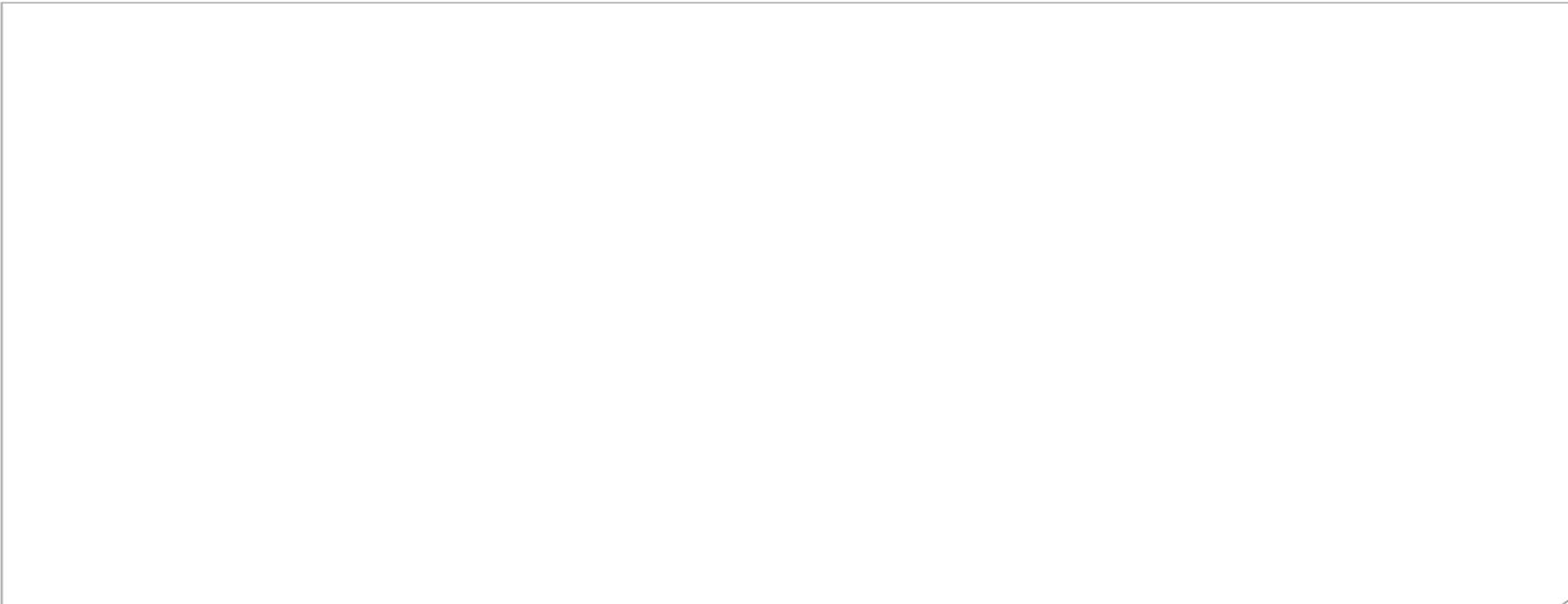
eGOHS Screen View

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).



*

0 of 10000

PROBLEM IDENTIFICATION

Document Attachment

- ▶ Any documentation that helps to support the application such as:
 - Charts and/or graphs that show fatalities
 - Demographic information
 - Agency's procurement policy
 - Letters of Support
 - Problem ID Support Data

PROGRAM ASSESSMENT

PROGRAM ASSESSMENT

- ▶ The applicant must identify the resources that the community/jurisdictions are currently using to address the problem(s) identified.
- ▶ In this section:
 - Note 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(s).
 - Identify local laws, policies, safety advocate groups and organizations that may support or inhibit the success of the project.

PROGRAM ASSESSMENT CHART

- ▶ **For Law Enforcement Agencies only.** 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.
- ▶ Non-law enforcement agencies must enter 0.

PROGRAM ASSESSMENT CHART

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		
	2017	2018	2019
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"/> *

PROGRAM ASSESSMENT CHART

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 Young Adult Only

College Population: *

PROJECT GOALS

PROJECT GOALS

- ▶ **Goals** are broad, brief statements of intent that provide planning focus and vision.
 - GOHS has a list of goals in eGOHS to select from when applying.
 - Project Goals Examples:
 - Increase Overall Safety Belt Usage
 - Reduce Speed-Related Crashes/Injuries/Fatalities on Rural Roads

PROJECT OBJECTIVES

PROJECT OBJECTIVES

- ▶ **Objectives** are statements that show how the agency will accomplish its goal. Objectives should be written in a SMART format (Specific, Measureable, Achievable, Relevant, and Time sensitive).
 - Precise steps that will lead to reaching the program goal
 - Outline the objectives in measurable terms
 - Objectives provide direction and must be clearly understood
 - Based on proven countermeasures found at https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/812478_countermeasures-that-work-a-highway-safety-countermeasures-guide-9thedition-2017v2_0.pdf



ACTIVITIES & EVALUATIONS

ACTIVITIES & EVALUATIONS

- ▶ Activity - the action taken to accomplish the objective
 - Examples of activities are:
 - ❑ Distribute 100 child safety seats to be used at fitting stations throughout the local area during the FY21 grant year.
 - ❑ Agency will conduct 10 citizen contacts monthly for vehicles failing to yield to pedestrians utilizing the crosswalks, along with other crosswalk violations pertaining to motorist.
 - ❑ Agency will participate in Click It Or Ticket, Operation Zero Tolerance, 100 Days of Summer HEAT, and other GOHS/NHTSA campaigns.

ACTIVITIES & EVALUATIONS

- ▶ Each objective must be evaluated
- ▶ Keep evaluation simple
 - Examples of evaluations are:
 - ❑ Child safety seat inspection forms will be completed for each child seat distributed or inspected. These forms are collected once a month to determine the number of people reached. These forms will be included with the monthly activity report.
 - ❑ Agency will collect verbal warnings, written warnings and citations given. This information will be provided to GOHS on a tracking sheet. The tracking sheet will have the total number of citizen contacts broken down by unit, numbers of citations issued and number of information pamphlets given out.
 - ❑ Participation in GOHS/NHTSA campaigns will be documented in the GOHS monthly programmatic reports.

MEDIA PLAN

MEDIA PLAN

▶ **Media Plan:**

- Explains how the agency will announce the award of this grant to the community
- Must outline how the agency plans to keep the public informed of grant activities throughout the entire project period.

SELF-SUFFICIENCY

SELF-SUFFICIENCY

- ▶ Explain in detail how the agency will continue the program when federal dollars are no longer available.
- ▶ Must identify potential sources of non-federal funds such as local government funds, public and private donations, etc.

RESOURCE REQUIREMENTS

RESOURCE REQUIREMENTS

► Resource Requirements:

- Use this section to provide a detailed justification of all budget items.
- All resources must support the problem identification, activities and objectives needed to accomplish the overall grant goal.
- Questions to consider:
 - What personnel are needed? What hours will they work? Include job descriptions.
 - What are the types and quantity of needed equipment?
 - How will equipment be used and by whom?
 - Describe the training required by personnel.

ENFORCEMENT HOURS

WHAT ARE ENFORCEMENT HOURS?

- ▶ NHTSA has moved to a new concept of enforcement hours rather than paying salaries:
 - Enforcement hours are reimbursed based on an average hourly rate
 - The hourly rate is found by averaging the actual hourly rate of team members
 - Enforcement hours can be used for any qualified officers/deputies associated with the grant

WHAT IS ALLOWED?

- ▶ Only project related hours can be claimed
- ▶ Training directly related to the project can be claimed (DRE, FSRT, etc.)

WHAT IS NOT ALLOWED?

- ▶ Court time will not be reimbursed
- ▶ In-service or post training cannot be claimed (SWAT, Firearms certification, etc.)
- ▶ Overtime will not be reimbursed

BREAK

GRANT BUDGET FORMS

PERSONNEL SERVICE DETAILS – POSITION

Must identify the position/title, pay code (hourly, bi-weekly, etc.) annual salary, percent of salary, project salary

GOVERNOR'S OFFICE OF HIGHWAY SAFETY **eGOHS Plus** GOHS - SHARDDEV
Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests
Training Materials | Organization(s) | Profile | Logout
SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back
Document Information: [GA-2021-GOHS Testi-00002](#)
[Details](#)

You are here: > [General Application 2021 Menu](#) > [Forms Menu](#)

PERSONNEL SERVICE DETAILS - POSITION

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.

Please qualify common positions/titles with initials and last name of personnel filling the position (e.g. Officer J Smith, Officer B Jones, etc.)

Position/Title	Pay Code	Hours Per Week	Pay Rate	Annual Salary	Percent of Time	Project Salary
					%	
					%	
	Hourly				%	
	Weekly				%	
	Biweekly				%	
	Semi-Monthly				%	
	Monthly				%	
Total						

Top of the Page
Powered by IntelliGrants ©
© Copyright 2000-2019 Agate Software, Inc.

PERSONNEL SERVICE DETAILS – POSITION

PERSONNEL SERVICE DETAILS - POSITION

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.

Please qualify common positions/titles with initials and last name of personnel filling the position (e.g. Officer J Smith, Officer B Jones, etc.)

Position/Title	Pay Code	Hours Per Week	Pay Rate	Annual Salary	Percent of Time	Project Salary
Secretary	Hourly ▼	20.5	\$10.00	\$20,000.00	100%	\$20,000.00
Enforcement Hours	Hourly ▼	40.0	\$25.50	\$53,040.00	100%	\$53,040.00
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>
Total						\$73,040.00



Personnel Service Details-Benefits

The applicants finance department should provide the information for fringe benefits. FICA is 7.65% OR social security is 6.2% and Medicare is 1.45%

PERSONNEL SERVICE DETAILS - BENEFITS

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.

Project Salaries		Percent of Time	Project Salary
		Total	%
Fringe Benefits		Percentage	Amount
F.I.C.A		<input type="text"/> %*	
Retirement		<input type="text"/> %*	
Health Insurance:		<input type="text"/> %*	
Worker's Comp.:		<input type="text"/> %*	
Unemployment Insurance:		<input type="text"/> %*	
Other:	<input type="text"/>	<input type="text"/> %	
Other:	<input type="text"/>	<input type="text"/> %	
Other:	<input type="text"/>	<input type="text"/> %	
		Total	
Total Personnel Service: (Total salaries + fringe benefits)			
Total Personnel Services:			

PERSONNEL SERVICE DETAILS-BENEFITS

PERSONNEL SERVICE DETAILS - BENEFITS

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.

Project Salaries	Percent of Time	Project Salary
Total	100%	\$20,800.00
Fringe Benefits		
	Percentage	Amount
F.I.C.A	7.65%*	\$1,591.20
Retirement	9%*	\$1,872.00
Health Insurance:	20.9%*	\$4,347.20
Worker's Comp.:	5.2%*	\$1,081.60
Unemployment Insurance:	0.17%*	\$35.36
Other: <input type="text"/>	0%	\$0
Other: <input type="text"/>	0%	\$0
Other: <input type="text"/>	0%	\$0
Total		\$8,927.36
Total Personnel Service: (Total salaries + fringe benefits)		\$29,727.36
Total Personnel Services:		\$29,727.36

Pay Schedule for Project Employees

This should reflect the current pay schedule, i.e. weekly, biweekly, monthly, etc.

PAY SCHEDULE FOR PROJECT EMPLOYEES

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.

PAY PERIOD				DATES PAID
Pay Code	Month	Beginning Date	Ending Date	Actual Pay Date
<input type="text"/>				
<input type="text"/>				
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biweekly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semi-Monthly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				



PAY SCHEDULE FOR PROJECT EMPLOYEES

PAY SCHEDULE FOR PROJECT EMPLOYEES

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.

PAY PERIOD				DATES PAID
Pay Code	Month	Beginning Date	Ending Date	Actual Pay Date
Hourly ▼	October ▼	09/29/2019	10/05/2019	10/11/2019
Hourly ▼	October ▼	10/06/2019	10/12/2019	10/18/2019
Hourly ▼	October ▼	10/13/2019	10/19/2019	10/25/2019
Hourly ▼	October ▼	10/20/2019	10/26/2019	11/01/2019
Hourly ▼	November ▼	10/27/2019	11/02/2019	11/08/2019
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			



Regular Operating Expenses

This includes Items that individually cost less than \$1000

REGULAR OPERATING EXPENSES

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.

Description	Unit Price	Quantity	Total Costs
Cannon 700 Digital Camera	\$300.00	1	\$300.00
Paper	\$89.00	3	\$267.00
Flashlights	\$115.00	3	\$345.00
Alco Sensor FST	\$450.00	3	\$1,350.00
Vehicle Light Installation	\$3.00	50	\$150.00
Vehicle Maintenance	\$4,000.00	3	\$12,000.00
Total			\$14,412.00

TRAVEL

Conferences or trainings expenses i.e. mileage, hotel, etc.

TRAVEL

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.

	Description	Unit Price	Quantity	Total Costs
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	
				Total

BUDGET FORMS

- ▶ **Equipment Purchases:** This includes Items needed that are individually \$1,000 or more. Anything \$5,000 or more will need NHTSA's approval prior to purchase.
- ▶ **Contractual Services:** Speakers, instructors, consultants, room rentals, etc. Contracts must be approved by GOHS before being executed.
- ▶ **Per Diem & Fees:** Applies to travel for non-employees of the grantee.
- ▶ **Computer Charges and Computer Equipment:** Includes any computer equipment and/or recurring charges.

BUDGET FORMS

- ▶ **Travel:** Requires GOHS approval **BEFORE** traveling
- ▶ **Telecommunication:** Includes cell phones, internet access
- ▶ **Motor Vehicle Purchase:** Motor Vehicles only
- ▶ **Rent/Real Estates:** Office space

COST CATEGORY SUMMARY

This will show the entire budget.

Enter Matching Funds – agency must enter a number in order to save this page.

COST CATEGORY SUMMARY

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.

COST CATEGORY	TOTAL	AWARD AMT.
1. Personnel Services (salaries & fringes)		
2. Regular Operating Expenses		
3. Travel		
4. Equipment Purchases		
5. Contractual Services		
6. Per Diem and Fees		
7. Computer Charges and Computer Equipment		
8. Telecommunication		
9. Motor Vehicle Purchase		
10. Rent Real Estates		
11. Total		
MATCHING FUNDS		
Local Cash Match (You must enter at least a 0 before saving to force the page to calculate the category totals).	<input type="text"/> %*	
Federal Participation (percentage of total in Item 11)		%

CONTRACT FORMS

CONTRACT FORMS

- ▶ Contract Forms section includes the following:
 - Grant Terms & Conditions
 - Certifications and Signatures Page
 - Grant Disclosure Form

CONTRACT FORMS

Grant Terms and Conditions

Certification and Signatures

GOVERNOR'S OFFICE OF HIGHWAY SAFETY

eGOHS Plus

GOHS - SHARDDEV

Electronic Grants For The Office of Highway Safety

Home Applications/Grants Progress Reports Claims Final Reports Travel Requests

Training Materials | Organization(s) | Profile | Logout

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Forms Menu

- Per Diem & Fees
- Computer Charges and Computer Equipment
- Telecommunication
- Motor Vehicle Purchase
- Rent/Real Estates
- Cost Category Summary
- Contract Forms**
- Grant Terms and Conditions
- Certification and Signatures

		AMT.
1. Personnel		
2. Regular Operating Expenses	\$550.00	
3. Travel		
4. Equipment Purchases		
5. Contractual Services		
6. Per Diem and Fees		
7. Computer Charges and Computer Equipment		
8. Telecommunication		
9. Motor Vehicle Purchase		
10. Rent Real Estates		
11. Total		
MATCHING FUNDS		
Local Cash Match (You must enter at least a 0 before saving to force the page to calculate the category totals).	<input type="text"/> %*	
Federal Participation (percentage of total in Item 11)	%	

CERTIFICATION AND SIGNATURES

- ▶ Authorized Official, Agency Administrator, and Agency Staff (financial contact) **MUST** be listed on the certification page.
- ▶ **MUST** be signed by all parties listed, in **BLUE INK** and mailed to GOHS.
- ▶ GOHS must receive the certification page **no later than March 20, 2020.**

CERTIFICATION AND SIGNATURES

Mail signed form
to:

**Governor's Office
of Highway Safety
Attn: Candice
Hamilton-Lawless
7 Martin Luther
King Jr. Dr. SW
Suite 643
Atlanta, GA 30334**

**General Application 2021
Organization: GOHS Testing Inc
GA-2021-GOHS Testi-00002
Certification and Signatures**

I certify that I understand and agree to comply with the general and fiscal year terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the applicant to perform the tasks as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the grantee; and, that the receipt of grantor funds through the Governor's Office of Highway Safety will not supplant state or local funds. **Monthly reimbursement claim submissions filed electronically are in effect, "electronically signed"**.

Agency Administrator *

Name: AgencyAdministrator GOHSUser Title:
Agency: GOHS Testing Inc Address: 555
Atlanta, GA, 55555
Phone Number: (555) 555-5555 Email Address: demotest@agatesoftware.com
Fax Number:
Signature: _____ Date: 12/3/2019

Agency Staff *

Name: Ms. Anne Taylor Title: Program Manager
Agency: GOHS Testing Inc Address: 555 Test
Testing, GA, 55555
Phone Number: (555) 555-5555 Email Address: rhayes@gohs.ga.gov
Fax Number:
Signature: _____ Date: 12/3/2019
FEI Number: 98-7654321

Authorized Official *

Name: AgencyAuthorizedOfficial GOHSUser Title:
Agency: GOHS Testing Inc Address: 555
Atlanta, GA, 55555
Phone Number: (555) 555-5555 Email Address: demotest@agatesoftware.com
Fax Number:
Signature: _____ Date: 12/3/2019

*** NOTE: AGENCY ADMIN, AGENCY STAFF AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT GOHS APPROVAL.**

SIGNATORS

- ▶ Authorized Official
 - The highest elected official
 - The highest ranking person within your organization
- ▶ Agency Administrator
 - Main contact
- ▶ Agency Staff
 - Financial Contact



REVIEW PROCESS & IMPORTANT NOTES

THE REVIEW PROCESS

- ▶ All applications are due February 21, 2020 by 11:59pm
- ▶ Applications will be assigned to a review team
- ▶ If revisions are required, an email will be sent
- ▶ Please make corrections and resubmit within 3 business days.
- ▶ All approved applications will be awarded prior to October 1, 2020

IMPORTANT NOTES

- ▶ ALL GOHS grants are reimbursable. The items must be bought and paid for **BEFORE** GOHS will reimburse.
- ▶ **DO NOT** make any purchases prior to receiving an award letter **AND** prior to October 1, 2020 - funds will not be available to reimburse those purchases.
- ▶ Attach agency procurement policy, for equipment purchases that are \$5,000 or more.

FINAL SUBMIT DATE

Friday, February 21, 2020
11:59 pm



QUESTIONS?

CONTACT US

Jimmy Sumner
Deputy Director
Governor's Office of Highway Safety
Jimmy.sumner@gohs.ga.gov



GEORGIA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

7 Martin Luther King Jr. Drive | Suite 643

Atlanta, Georgia 30334

WWW.GAHIGHWAYSAFETY.ORG