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
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
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
The application is divided into several sections:

<table>
<thead>
<tr>
<th>APPLICATION SECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Project Information</td>
</tr>
<tr>
<td>Problem Identification</td>
</tr>
<tr>
<td>Program Assessment</td>
</tr>
<tr>
<td>Project Goals and Objectives</td>
</tr>
<tr>
<td>Media Plan</td>
</tr>
<tr>
<td>Self-Sufficiency</td>
</tr>
<tr>
<td>Certification and Signatures</td>
</tr>
<tr>
<td>Application Project Information</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
<tr>
<td>Project Summary</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
APPLICATION PROJECT 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.

Project Title: 

Project Summary:

0 of 500
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.”
GENERAL ADDITIONAL INFORMATION

Instructions:
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☐ 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
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
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.
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

Instructions:

- All required fields are marked with an *.
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The problem identification should clearly present the "Who, What, Where, When, 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).
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
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.
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**

**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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>DUI Arrests</td>
<td></td>
</tr>
<tr>
<td>Speeding (all cases)</td>
<td></td>
</tr>
<tr>
<td>Safety Belt Violations</td>
<td></td>
</tr>
<tr>
<td>All Other Traffic Violations</td>
<td></td>
</tr>
<tr>
<td>Traffic Crashes</td>
<td></td>
</tr>
<tr>
<td>Check Point Conducted</td>
<td></td>
</tr>
</tbody>
</table>
PROGRAM ASSESSMENT CHART

Instructions:

- All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
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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
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
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 motorists.

   ▪ 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.
## Project Activities Evaluations

**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.
- Each of the project activities must directly support an objective. Make sure the evaluation is comprehensive and includes survey tools. Milestone chart should be filled out completely using numerical values.

### Goal:

### Objective:

### Activity:

```
0 of 600
```

### Evaluation:

```
0 of 600
```

| OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | TOT |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |     |     |     |     |     |     |     |

* Indicates completion.
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

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

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Pay Code</th>
<th>Hours Per Week</th>
<th>Pay Rate</th>
<th>Annual Salary</th>
<th>Percent of Time</th>
<th>Project Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>Hourly</td>
<td>20.5</td>
<td>$10.00</td>
<td>$20,000.00</td>
<td>100%</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Enforcement Hours</td>
<td>Hourly</td>
<td>40.0</td>
<td>$25.50</td>
<td>$53,040.00</td>
<td>100%</td>
<td>$53,040.00</td>
</tr>
</tbody>
</table>

**Total** $73,040.00
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.

<table>
<thead>
<tr>
<th>Fringe Benefits</th>
<th>Percentage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.I.C.A.</td>
<td>7.65%*</td>
<td>$1,591.20</td>
</tr>
<tr>
<td>Retirement</td>
<td>9%*</td>
<td>$1,872.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>20.9%*</td>
<td>$4,347.20</td>
</tr>
<tr>
<td>Worker's Comp.</td>
<td>5.2%*</td>
<td>$1,081.60</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>0.17%*</td>
<td>$35.36</td>
</tr>
<tr>
<td>Other:</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td>Other:</td>
<td>0%</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,927.36</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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.
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<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Period</th>
<th>Dates Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Pay Code" /></td>
<td><img src="image2.png" alt="Dates Paid" /></td>
</tr>
<tr>
<td>Hourly</td>
<td><img src="image1.png" alt="Pay Code" /></td>
<td><img src="image2.png" alt="Dates Paid" /></td>
</tr>
<tr>
<td>Weekly</td>
<td><img src="image1.png" alt="Pay Code" /></td>
<td><img src="image2.png" alt="Dates Paid" /></td>
</tr>
<tr>
<td>Biweekly</td>
<td><img src="image1.png" alt="Pay Code" /></td>
<td><img src="image2.png" alt="Dates Paid" /></td>
</tr>
<tr>
<td>Semi-Monthly</td>
<td><img src="image1.png" alt="Pay Code" /></td>
<td><img src="image2.png" alt="Dates Paid" /></td>
</tr>
<tr>
<td>Monthly</td>
<td><img src="image1.png" alt="Pay Code" /></td>
<td><img src="image2.png" alt="Dates Paid" /></td>
</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Month</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Actual Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>October</td>
<td>09/29/2019</td>
<td>10/05/2019</td>
<td>10/11/2019</td>
</tr>
<tr>
<td>Hourly</td>
<td>October</td>
<td>10/06/2019</td>
<td>10/12/2019</td>
<td>10/18/2019</td>
</tr>
<tr>
<td>Hourly</td>
<td>October</td>
<td>10/13/2019</td>
<td>10/19/2019</td>
<td>10/25/2019</td>
</tr>
<tr>
<td>Hourly</td>
<td>October</td>
<td>10/20/2019</td>
<td>10/26/2019</td>
<td>11/01/2019</td>
</tr>
</tbody>
</table>
Regular Operating Expenses

This includes items that individually cost less than $1000

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon 700 Digital Camera</td>
<td>$300.00</td>
<td>1</td>
<td>$300.00</td>
</tr>
<tr>
<td>Paper</td>
<td>$89.00</td>
<td>3</td>
<td>$267.00</td>
</tr>
<tr>
<td>Flashlights</td>
<td>$115.00</td>
<td>3</td>
<td>$345.00</td>
</tr>
<tr>
<td>Aico Sensor FST</td>
<td>$450.00</td>
<td>3</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>Vehicle Light Installation</td>
<td>$3.00</td>
<td>50</td>
<td>$150.00</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>$4,000.00</td>
<td>3</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

Total $14,412.00
TRAVEL
Conferences or trainings expenses i.e. mileage, hotel, etc.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructions:
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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

Instructions:
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- Save at least every 30 minutes to avoid losing data.

<table>
<thead>
<tr>
<th>COST CATEGORY</th>
<th>TOTAL</th>
<th>AWARD AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel Services (salaries &amp; fringes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Regular Operating Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Equipment Purchases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Contractual Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Per Diem and Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Computer Charges and Computer Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Telecommunication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Motor Vehicle Purchase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Rent Real Estates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MATCHING FUNDS

Local Cash Match (You must enter at least a 0 before saving to force the page to calculate the category totals). %

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
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
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.
QUESTIONS?
CONTACT US

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