

# **“Innovative Grants” Request for Proposals (RFP)**



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# **Grants to Develop “Innovative” Highway Safety Programs to Save Lives in Georgia**

## **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.**

Motor vehicle travel is the primary means of transportation in the United States. According to the Centers for Disease Control and Prevention, motor vehicle crashes are the leading cause of death for Georgians between the ages of 1 and 34. In 2013, there were 1,179 motor vehicle fatalities in the State of Georgia. This is a 1% decline in roadway fatalities in comparison to the previous year and a 32% decline from 2005 roadway fatalities.

Since 2004, the numbers of injuries and fatalities have decreased by 16 percent and 28 percent, respectively. The total number of motor vehicle crashes however, increase by 6 percent from 2004. The number of roadway fatalities varied from 1994 to 2013, peaking in 2005 with 1,729 fatalities, and a rate of 1.52 fatalities per 100 vehicle miles traveled (VMT). However, in 2013 Georgia experienced the lowest fatality rate in fifteen years, with 1.08 fatalities per every 100 million vehicle miles traveled (VMT).

The highest fatality rate occurred in 1996 with 1.76 fatalities per 100 million vehicle miles traveled (VMT) and 1,573 roadway fatalities. From 2012 to 2013 the fatality rates in rural areas have increased by 29%. In that same time period, overall fatalities rates decreased by 3% and urban fatality rates decreased by 11%.

Twelve (12) counties in Georgia had no roadway fatalities in 2013. This same year (2013), there were 116,458 motor vehicle injures and 368,069 motor vehicle crashes in Georgia. In 2013, the top 10 counties with the highest motor vehicle fatalities in Georgia included: Fulton, Dekalb, Gwinnett, Cobb, Richmond, Chatham, Henry, Bibb, Bartow, and Carroll. In 2013, 36% of all Georgia motor vehicle fatalities occurred in those top 10 counties.

Although these statistics paint a tragic picture, there are proven strategies available to reduce the risk of crashes, injuries and fatalities. Strong law enforcement, effective highway safety legislation, improved road designs, public education and information, and community support, are among the proven means of reducing crashes, injuries and fatalities.

# Program Guidelines

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 relating to alcohol/impaired driving, pedestrian & bicycle safety, motorcycle safety, occupant protection, traffic records/data programs and distracted driving. Proposed programs must be data driven, based on proven countermeasures (see a list of best practices at: [www.gahighwaysafety.org/grants/best-practices/](http://www.gahighwaysafety.org/grants/best-practices/)) and must address one or more of the following issues:

## Distracted Driving

- ◆ Using electronic devices while driving is a dangerous epidemic and serious safety problems on America's roadways. According to the National Highway Traffic Safety Administration, in 2012 alone, 3,328 people were killed in distracted driving crashes. Most drivers know that texting while driving is a dangerous behavior, but many still use their cell phones and other mobile devices when they are behind the wheel, putting themselves and others at risk. Many drivers see distracted driving as risky when other drivers do it, but do not recognize how their own driving deteriorates. Potential program guidelines must include but not be limited to the following:
  - **Enforcement:** A program designed to **enforce** strong laws banning texting and hand held cell phones use for minors to let drivers know distracted driving is a serious safety manner.
  - **Education:** A program designed to **educate** and increase the public's public awareness of the risks associated with distracted driving.
  - **Media:** A program design to address distracted driving through the use of **media** and other forms of social norms.

## Motorcycle Safety Education Program

- ◆ A program designed to promote public awareness and outreach programs to enhance driver's awareness of motorcyclists, such as share-the-road safety messages developed using Share-The-Road Model language available on the NHTSA website.
- ◆ A program designed to reduce impaired related motorcyclist crashes, injuries and fatalities in identified high risk areas.

## **Law Enforcement Programs**

- ◆ A program designed to implement innovative highly visible and highly publicized law enforcement strategies to reduce highway safety crashes, injuries and fatalities.

## **Occupant Protection Programs**

- ◆ Education and training programs that increase safety belt usage and lead to increased use of properly installed child safety restraint systems. The program must be designed to reach areas with low safety belt and child safety seat usage, non-English speaking populations, low income populations, and/or pick-up truck drivers.
- ◆ Seeking a booster seat educational program to provide statewide reach. The program must educate children ages 4-10 and their families on Georgia's current child passenger safety law as well as best practice recommendations for the use of booster seats. An exemplary program would target many populations and counties statewide within school systems, childcares, pediatrician offices, or other children oriented organizations. Proposals for pilot programs within targeted high-risk areas, as evident by crash data, will also be considered.

*Programs addressing young drivers and passengers are also preferred.*

## **Underage Drinking Prevention Programs**

- ◆ Public awareness, education and information programs targeted to underage drivers in regards to drinking age laws, zero tolerance laws and respective penalties.
  1. Populations ages of 15-17
  2. Populations ages of 18-20
- ◆ A program designed to educate alcoholic beverage retailers and servers about both on- and off-premise consumption and the civil, administrative and/or criminal penalties.
- ◆ An overall enforcement program directed at the sale and purchase of alcoholic beverages involving persons under the age of 21 that can be implemented locally throughout the state.
- ◆ A peer prevention program for underage drinking that involves persons under the age of 21.

## **Young Adult Drinking and Driving Program**

- ◆ A program designed to reduce the incidence of alcohol-impaired driving by persons between the ages of 21 and 34, which must involve at least one of the following components: 1) participation of employers, 2) participation of colleges and universities, or 3) participation of hospitality industry.
- ◆ Programs designed to increase the public's awareness of the Teenage and Adult Drivers' Responsibility Act and safe and defensive driving techniques will also be considered.

*Note: Programs that involve partnerships with law enforcement and programs that focus on highest risk populations are suggested.*

### **Traffic Records**

- ◆ An initiative to develop and implement a fully electronic traffic records system for the state of Georgia. The traffic records system components include Crash, Citation/Adjudication, Driver, Vehicle, Roadway, and Injury/EMS systems. Projects must address the accessibility, accuracy, completeness, integration, timeliness, and/or uniformity of one or more of the components, and must be designed to demonstrate measurable improvements at the system level.

### **Older Drivers and Passengers**

- ◆ The aging Georgia population is more susceptible to fatal injury than younger motor vehicle occupants. While older Georgians (65 and older) were 10% of the 2005-2009 population estimates, they represented 8% of the crash fatalities that occurred that year. Programs targeting this age group need to be developed and implemented to reverse these alarming trends. The program should be a skill-based program for older drivers to enhance driving skill or educational programs that focus on relevant physical cognitive changes of aging.

### **Minority Highway Safety Programs**

- ◆ Programs focused on minorities, particularly the populations of non-English as a primary language. Pprograms must focus on the awareness of the laws relating to safety belt and child restraint uses, impaired driving and pedestrian safety initiatives.

### **Administrative Judges Programs**

- ◆ A program designed to train judges and prosecutors on highway safety issues, including but not limited to: Standardized field sobriety testing techniques, innovative sentencing techniques, update on new traffic laws and license sanctioning procedures, effective prosecution of DUI offenders, and incorporating treatment as appropriate into judicial sentencing for drivers between the ages of 21 and 34 who have been convicted of first time DUI/DWI.
- ◆ A program designed to remove repeated DUI offenders from Georgia's roadways through innovative prosecutorial/adjudication programs.

## **Pedestrian and Bicycle Safety Programs**

- ◆ Enforcement and education programs designed to reduce pedestrians injuries and fatalities to include but not limited to the following:
  1. Development and implementation of a pedestrian safety school curriculum for children in grades kindergarten - elementary.
  2. Enforcement and public information and education programs in high-risk areas.
  3. Partnerships with local businesses and community groups to reduce pedestrian injuries and fatalities.
  4. Implementation of a bicycle safety program focusing on bicyclists and the motoring public.
  5. The education and enforcement of Georgia's bicycle laws including visibility laws, helmet laws, and the "Three-Foot Law".
- ◆ Information, education and skill enhancement bicycle safety programs that include parental involvement and focus on helmet use, visibility and the law.

## **Emergency Medical Services (EMS)**

- ◆ Because survival and less debilitating injuries from motor vehicles crashes are related to the timeliness and quality of care rendered by EMS personnel, GOHS will consider funding project designed to: Improve response promptness; training of personnel for traffic injuries; EMS equipment and related supplies; and public information and education efforts to promote EMS improvements and other traffic safety programs and messages.

## Program Parameters

For detailed information in completing the referenced program guidelines, applicants must complete each section required in eGOHS Plus Application Menu section. All proposals must provide the following information:

1. ***Problem Identification:*** The problem statement must clearly define the problem(s) you plan to address. The statement must provide a concise description of the problem(s), where it is occurring, and the population affected, how and when the problem is occurring, etc. 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).
2. ***Program Assessment:*** Through this assessment you must identify the resources that the community/jurisdictions is currently using to address the problem(s) identified under the problem identification section mentioned above. Review and 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 supports/inhibit the success of the project.
3. ***Project Objectives, Activities and Evaluation:*** The objective must indicate exactly what you plan to do to impact the problem(s) identified in the Problem Identification section mentioned above. The activities must clearly identify the steps needed to accomplish each objective. A comprehensive evaluation plan must be developed to explain how you will measure the outcome of each proposed activity listed in this section. (*See Sample Objectives, Activities and Evaluation – Attachment B*)
4. ***Media Plan:*** Describe the plan for announcing the award of this grant to your community. Identify the media outlets available to your project. Discuss how you plan to keep the public informed of grant activities throughout the entire project period.
5. ***Resource Requirements:*** Statement must list the resources needed in order to accomplish the objectives listed above. 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.
6. ***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 this project. The self-sufficiency plan must identify potential sources of non-federal funds.
7. ***Milestone Chart:*** This chart must provide a summary of the projected activities to be accomplished on a monthly basis. This section must reflect the activities described in the Project Objectives, Activities and Evaluation Section mention above.

8. **Budget:** Each budget item(s) must be allowable, reflects a reasonable cost and be necessary to carry out the objectives and activities of the project.
  - a. Personnel Services (Salaries and Fringes)
  - b. Regular Operating Expenses
  - c. Travel of Employees
  - d. Equipment Purchases
  - e. Contractual Services
  - f. Per Diem and Fees
  - g. Computer Charges and Computer Equipment
  - h. Telecommunications
  - i. Motor Vehicle Purchases

*Note: See Attachment C for Allowable and Non Allowable Expenses.*
9. **Grant Terms and Conditions:** Applicants are required to meet all applicable federal/state laws and requirements.
10. **Certifications and Signatures:** Applicants must agree to abide by the Grant Terms and Conditions within this section. Certification signatures must be signed in “*blue ink*” with an original and three (3) copies mailed to GOHS Plus within five (5) business days after the submission of the application in the Electronic Grants of Highway Safety (eGOHS Plus) System.

## Eligibility Criteria

1. Potential grantees/partners include, but is not limited to: local law enforcement agencies, county health departments, high schools (*private and public*), colleges and universities (*private and public*), citizen groups, civic organizations, churches and faith-based communities, county councils, mayors, EMS, county agencies, not-for-profit organizations (i.e. Safe Kids of Georgia, MADD, etc. and others).
2. For FFY 2017, GOHS Grant Awards to a single grantee will not be less than \$10,000 or greater than \$250,000 for this fiscal year for the General Application (GA). The grants award for colleges and universities will be based on student population. The award for high schools is \$6,500 per high school.
3. Potential grantee(s) must provide an organizational management plan that clearly outlines the channels of communication and responsibility and must be attached as an attachment within the application under the *Document Attachment Section*.
4. Full time positions will be evaluated on a case-by-case basis for grants whose budget exceeds \$100,000. (Job descriptions must be attached for each personnel position required.)
5. Potential grantee(s) must demonstrate its willingness and ability to accept and implement the planned programs by showing staffing, equipment, office space and other resources that will be dedicated to this effort.
6. Potential grantee(s) must report in the grant application whether or not its organization collects and is willing to disseminate critical data necessary to demonstrate the effectiveness of a **before** and **after** project impact. Programs planned, implemented and evaluated **must be “specific” and focused on the issues of saving lives and reducing injuries**. Evaluation tools must measure outcomes and the potential grantees **MUST** be able to show that numbers were decreased or increased as applicable in all emphasis areas at the end of the grant. All exceptions must be documented and explained. Potential grantees will be required to collect and report to GOHS required data on highway safety programs that are supported by this grant to demonstrate the required change.
7. Programs planned should be necessary programs that will reach the goals stated. Programs that are “nice, or feel good, or evaluated by anecdotal comments should not be proposed. All evaluations plans must be well documented in the application and approved by GOHS.
8. The cost for developing the proposal is the sole responsibility of the potential grantee. GOHS will not provide reimbursement for such costs.
9. Applications submitted must include letters of support/references from at least two of the following: local law enforcement, school systems, local safety advocate organizations and/or medical organizations.
10. GOHS will reimburse awarded grantees based on monthly approved/implemented project activities and expenditures through an Automated Clearing House (ACH) payment.

11. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) all recipients of Federal grants and contracts valued over \$25,000 must submit information on sub-grant awards to GOHS prior to implementation.
12. GOHS reserves the right to reject any and all proposals submitted in response to this request.
13. **Awarded grantee(s) must be willing to submit monthly activity reports concurrent with a monthly claim for reimbursement report utilizing eGOHS Plus by the 20<sup>th</sup> of the following month. The claim for reimbursement report must be submitted and approved in order to be reimbursed for activities/services rendered.**
14. **Non-profit organizations must be willing to adhere by GOHS requirements for Non-Profit Organizations (See Attachment A).**
15. Applications must receive a rating of 70% or above to be considered for funding. Applicants receiving a rating of 69% and below will not be funded by GOHS.

# The eGOHS Plus Submission Procedures

## Grant Submissions

- ◆ **ALL grant applications must be submitted through GOHS online Electronic Grants for the Office of Highway Safety (eGOHS Plus) System.**
  - The link to be website is: <https://egohsplus.intelligrants.com>
  - **Certification signature page must be signed in “*blue ink*” with an original and three (3) copies mailed to GOHS within five (5) business days after the submission of the grant application within eGOHS Plus. Mail to:**

**Governor's Office of Highway Safety (GOHS)  
ATTN: Ms. Candice Hamilton  
7 Martin Luther King Jr Drive; Suite 643  
Atlanta, Georgia 30334**

- ◆ **Special Note: Original signatures on the Certification Page must be in [blue ink](#). Stamped signatures will not be accepted.**

## Grant Selection Types

- ◆ **GA = General Application** (*All Applications except: SADD, TEN and YA*)
  - City Government
  - County Government
  - Emergency Medical Service
  - Individual Consultant/Contractor
  - Non-Profit Organization
  - Police Department
  - Public Health
  - Sheriff's Office
  - State Agency
- ◆ **SADD = Students Against Destructive Decisions**
  - Funds only available for Georgia High School (*private and public*).
- ◆ **YA = Young Adult**
  - Funds available only for State Universities/Colleges/Technical Schools (*private and public*).

## Grant Period

The grant period will be from October 1, 2016 to September 30, 2017.

## Grant Application Training

<b>TRAINING:</b>	<b>Mandatory for all Potential Grantees</b> <i>(See Attachment D, page 21 for Online Registration Information)</i>
<b>DATE:</b>	<b>Wednesday, March 9, 2016</b>
<b>TRAINING:</b>	<b>8:30 a.m.</b>
<b>LOCATION:</b> <i>(Directions attached)</i>	<b>Georgia Public Safety Training Center (GPSTC)</b> Forsyth, GA
<b>PARKING:</b>	<b>Consult security when arriving</b>

*Note: Should you choose to apply for funding, each attendee must complete the Online Registration Form (<https://www.eventbrite.com/e/gohs-grant-application-training-2017-tickets-22054777433>) by Monday, March 7, 2016.*

## Proposal Submission Deadline

**Grant Application must be submitted via eGOHS Plus  
Friday, April 25, 2016 no later than 5:00 p.m.**

All questions must be addressed via email, letter or telephone to:  
Mr. Jim Andrews, GOHS Deputy Director.

**Governor's Office of Highway Safety  
Attn: Mr. Jim Andrews  
7 Martin Luther King Jr. Drive; Suite 643  
Atlanta, GA 30334  
Office: (404) 656-6996 Toll Free: (888) 420-0767**

***NOTE: You will not be allowed to create (start) a grant application in eGOHS Plus on the day the application is due.***

**GOHS REQUIREMENTS FOR NON-PROFIT ORGANIZATIONS  
(Attachment A)**

Title 50, Chapter 20 of the Official Code of Georgia Annotated. **Relations with Non-profit Contractors** requires State agencies entering into agreements with non-profit organizations to provide the following financial and compliance information:

1. Identification of any state funds included as part of the contract. Such identification should include the contract number.
2. Identification of any federal pass-through assistance included as part of the contract. Such identification should include the Catalog of Federal Domestic Assistance number.
3. Identification of requirements imposed by federal laws, regulations, and the provisions of contracts as well as any state or supplementary requirements imposed by state law or the contributing state organization.

In accordance with O.C.G.A. Section 50-20-3, **non-profit organizations applying to contract for funds from the Governor's Office of Highway Safety (GOHS) must submit the following financial information to GOHS prior to entering into any financial agreement:**

1. Listing of the source or sources of all public funds received by the non-profit contractor and the program for which funds were received.
2. A copy of the non-profit IRS status form 501 (c) (3).
3. A copy of the Secretary of State certification of Georgia non-profit status.
4. In cases where the non-profit contractor has been in existence for less than a full year, the financial statements must cover the non-profit contractor's operations year to date for the current year.
5. A non-profit organization, which has expended \$100,000 or more during its fiscal year in State Funds, must provide for and cause to be made annually an audit of the financial affairs and transactions of all of the non-profit organization's funds and activities. The audit shall be performed in accordance with generally accepted auditing standards.
6. A non-profit organization, which has expended less than \$100,000 during its fiscal year in State Funds, shall forward to the state auditor and each contracting state organization a copy of the nonprofit organization's financial statements. If the financial statements are reported upon by a public accountant, the accountant's report must accompany the financial statements. If not, the annual financial statements must be accompanied by the statement of the president or person responsible for the nonprofit organization's financial statements:
  - A. Stating the president's or other person's belief as to whether the statements were prepared on the basis of generally accepted accounting principles and, if not, describing the basis of preparation.
  - B. Describing any respects in which the statements were not prepared on a basis consistent with statements prepared for the preceding year.

7. A non-profit organization which receives funds from a state organization and which meets the federal audit requirements of the Single Audit Act Amendments of 1996 shall submit audit reports and reporting packages in accordance with (Federal) Office of Management and Budget (OMB) Circular A-133.
8. Reporting packages or financial statements shall be forwarded to the state auditor and each contracting state organization within 180 days after the close of the nonprofit organization's fiscal year. The state auditor, for good cause, may waive the requirement for completion of an audit within 180 days. Such waiver shall be for an additional period of not more than 90 days, and no such waiver shall be granted for more than two successive years to the same nonprofit organization. The state auditor may prescribe an electronic format for financial statement and audit package submission purposes.
9. Non-profit organizations, which receive funds from state organizations, shall refrain from political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, or personnel on behalf of any candidate or any question or public policy subject to public referendum.
10. Non-profit organizations must provide a letter of support from a local government official stating this program is needed.

## SAMPLES OBJECTIVES, ACTIVITIES AND EVALUATIONS (Attachment B)

### Examples of Objective: Educational Programs

***Important: If your grant has multiple educational programs, use this objective multiple times, one for each type of educational program.***

#### **OBJECTIVE:**

- A. Provide educational programming on \_\_\_\_\_ [insert type of program] to \_\_\_\_\_ [number of participants] \_\_\_\_\_ [description of participants] in [location].

*Example 1: Provide educational programming on the importance of wearing safety belts to 1200 students in local high schools in Truckstop, Georgia by end of grant year.*

*Example 2: Provide educational programming on the importance of wearing safety belts to 120 Latino participants at community events in Truckstop, Georgia by end of grant year.*

#### **ACTIVITIES:**

***Important: if the educational program and supporting materials are already available, skip directly to activity “c”.***

- A. Develop an education curriculum/program by \_\_\_\_\_ [date] [reported on milestone chart].

*Example 1: Develop an educational program appropriate to high school students on the importance of wearing safety belts by the end of October, 2012.*

*Example 2: Develop an educational program in Spanish on the importance of wearing safety belts by the end of October, 2012.*

- B. Prepare educational materials appropriate for \_\_\_\_\_ [description of participants] by \_\_\_\_\_ [date] [reported on milestone chart].

*Example 1: Prepare educational materials stressing the importance of wearing safety belts that are appropriate to high school students by the end of November, 2012.*

*Example 2: Prepare educational materials in Spanish stressing the importance of wearing safety belts by the end of November, 2012.*

- C. During the grant period, deliver educational curriculum/program to \_\_\_\_\_ [number of classes or presentations] per month in [location].

*Example 1: During the grant period, deliver the educational program on the importance of wearing safety belts to 4 classes of high school students in Truckstop, Georgia per month.*

*Example 2: During the grant period, deliver the educational program tailored for Latino populations at 5 community events per month in Truckstop, Georgia.*

## **EVALUATION**

- A. Determine whether the appropriate number and type of students received the educational program during the grant period.

*Example 1: Determine whether 1200 students in local high schools in Truckstop, Georgia received educational programming on the importance of wearing safety belts during the grant period.*

*-keep a calendar of events conducted*

*-count attendees (use a sign-in sheet, observation, or use attendance sheet)*

*Example 2: Determine whether 120 Latino participants at community events in Truckstop, Georgia received educational programming on the importance of wearing safety belts.*

*-keep a calendar of events conducted*

*-count attendees (use a sign-in sheet, observation, or use attendance sheet)*

### **EXAMPLES OF OBJECTIVES: LAW ENFORCEMENT GRANTS WITH A PROJECT TEAM**

***Law enforcement objective: when there is a project team. This is in addition to the general objective for the agency officers, as these numbers should be tracked and reported separately.***

#### **OBJECTIVE FOR PROJECT TEAM:**

- A. During the grant period, agency law enforcement officers on the project team will initiate at least \_\_\_ [number] \_\_\_\_\_ [type of] contacts.

*Example 1: During the grant period, agency law enforcement officers on the project team will initiate at least 480 safety belt contacts.*

*Example 2: During the grant period, agency law enforcement officers on the project team will initiate at least 240 impaired driving contacts.*

#### **ACTIVITY:**

- A. Law enforcement officers assigned to the project team will initiate \_\_\_\* [number] \_\_\_\_\_ [type of] contacts per month [reported on milestone chart].

*\*Important: number of contacts per month multiplied by the number of months should equal or slightly exceed the number specified in the objective above.*

*Example 1: Law enforcement officers assigned to the project team will initiate 40 safety belt contacts per month [reported on milestone chart].*

*\*Example 1: 12 months \* 40 contacts = 480 contacts. At least 480 safety belt contacts should be made by project team members during the grant period.*

*Example 2: Law enforcement officers assigned to the project team will initiate 20 impaired driving contacts per month [reported on milestone chart].*

*\*Example 2: 12 months \* 20 contacts = 240 contacts. At least 240 impaired driving contacts should be made by project team members during the grant period.*

## **EVALUATION**

- A. Determine whether agency officers assigned to the project team conducted and reported the total number of \_\_\_\_\_ [type of] contacts during the grant period, as reported on the milestone chart.

*Example 1: Determine whether agency officers assigned to the project team conducted and reported the requisite total number of 480 safety belt contacts during the grant period, as reported on the milestone chart.*

*-calculate contacts from police reports*

*Example 2: Determine whether agency officers assigned to the project team conducted and reported the requisite total number of 240 impaired driving contacts during the grant period, as reported on the milestone chart.*

*-calculate contacts from police reports*

## **OBJECTIVE FOR NON-PROJECT AGENCY OFFICERS:**

- A. During the grant period, agency law enforcement officers (excluding the project team members) will initiate at least \_\_\_ [number] \_\_\_\_\_ [type of] contacts.

*Example 1: During the grant period, agency law enforcement officers (excluding the project team members) will initiate at least 960 safety belt contacts.*

*Example 2: During the grant period, agency law enforcement officers (excluding the project team members) will initiate at least 720 impaired driving contacts.*

## **ACTIVITY:**

- A. Agency law enforcement officers (excluding the project team members) will initiate \_\_\_ [number] \_\_\_\_\_ [type of] contacts per month [reported on milestone chart].

*\*Important: number of contacts per month multiplied by the number of months should equal or slightly exceed the number specified in the objective above.*

*Example 1: Agency law enforcement officers (excluding the project team members) will initiate 80 safety belt contacts per month [reported on milestone chart].*

*\*Example 1: 12 months \* 80 contacts = 960 contacts. At least 960 safety belt contacts should be made by agency law enforcement officers (excluding project team members) during the grant period.*

*Example 2: Law enforcement officers assigned (excluding the project team members) will initiate 60 impaired driving contacts per month [reported on milestone chart].*

*\*Example 2: 12 months \* 60 contacts = 720 contacts. At least 720 impaired driving contacts should be made by agency law enforcement officers (excluding project team members) during the grant period.*

## **EVALUATION**

- A. Determine whether agency officers (excluding project team members) conducted and reported the total number of \_\_\_\_\_ [type of] contacts during the grant period.

*Example 1: Determine whether agency officers (excluding the project team members) conducted and reported the total number of 960 safety belt contacts during the grant period, as reported on the milestone chart.*

*-calculate contacts using police reports*

*Example 2: Determine whether agency officers (excluding the project team members) conducted and reported the requisite total number of 720 impaired driving contacts during the grant period, as reported on the milestone chart.*

*-calculate contacts using police reports*

## **EXAMPLES OF OBJECTIVES: LAW ENFORCEMENT GRANTS WITHOUT A PROJECT TEAM**

### **OBJECTIVE:**

- A. During the grant period, agency law enforcement officers will initiate at least \_\_\_\_ [number] \_\_\_\_\_ [type of] contacts.

*Example 1: During the grant period, agency law enforcement officers will initiate at least 960 safety belt contacts.*

*Example 2: During the grant period, agency law enforcement officers will initiate at least 720 impaired driving contacts.*

### **ACTIVITY:**

- A. Agency law enforcement officers will initiate \_\_\_\_ [number] \_\_\_\_\_ [type of] contacts per month [reported on milestone chart].

*\*Important: number of contacts per month multiplied by the number of months should equal or slightly exceed the number specified in the objective above.*

*Example 1: Agency law enforcement officers will initiate 80 safety belt contacts per month [reported on milestone chart].*

*\*Example 1: 12 months \* 80 contacts = 960 contacts. At least 960 safety belt contacts should be made by agency law enforcement officers during the grant period.*

*Example 2: Agency Law enforcement officers will initiate 60 impaired driving contacts per month [reported on milestone chart].*

*\*Example 2: 12 months \* 60 contacts = 720 contacts. At least 720 impaired driving contacts should be made by agency law enforcement officers during the grant period.*

## **EVALUATION**

- B. Determine whether agency officers conducted and reported the total number of \_\_\_\_\_ [type of] contacts during the grant period.

*Example 1: Determine whether agency officers conducted and reported the total number of 960 safety belt contacts during the grant period, as reported on the milestone chart.*

*-calculate contacts using police reports*

*Example 2: Determine whether agency officers conducted and reported the total number of 720 impaired driving contacts during the grant period, as reported on the milestone chart.*

*-calculate contacts using police reports*

### **Examples of Objectives: Occupant protection Safety Belt Usage Rate**

#### **OBJECTIVE 1:**

To assess changes in overall safety belt usage rate within the appropriate jurisdiction over the grant period.

#### **ACTIVITIES FOR OBJECTIVE 1:**

- a. Conduct a baseline observational safety belt survey within the appropriate jurisdiction
- b. Conduct a post-program observational safety belt survey within the appropriate jurisdiction.

#### **EVALUATION FOR OBJECTIVE 1:**

- a. Compare safety belt usage rates from the baseline survey to the survey at the end of the period, and report findings in Final Report to GOHS.
- b. Determine whether the seatbelt surveys were conducted on schedule.

#### **OBJECTIVE 2:**

To increase the safety belt usage rate in the jurisdiction by 5% from baseline by the end of the grant period.

#### **ACTIVITIES FOR OBJECTIVE 2:**

- a. Participate in all "Click It or Ticket" mobilizations initiated by GOHS.
- b. [insert other activities appropriate to Agency.]

#### **EVALUATION FOR OBJECTIVE 2:**

- a. Compare safety belt usage rates from the baseline survey to the survey at the end of the period, and determine whether a 5% increase in safety belt usage rate has occurred.

## **ALLOWABLE AND UNALLOWABLE COSTS**

### **(Attachment C)**

#### **ALLOWABLE COSTS**

Payment for costs incurred shall be on a reimbursable basis. An advance of funding is not allowable for Highway Safety activities. Cost incurred means the grant must have established a liability for payment.

Items must meet all of the following criteria to be an admissible cost for reimbursement of an approved highway safety grant:

All items must:

- be an item or service approved in the grant.
- represent an actual expenditure and be chargeable to the grant.
- be incurred on or after the authorized effective date of the grant and on or before the ending date of the grant period.
- be necessary for proper and efficient administration of the project and be allocated to the activities in the grant
- be reasonable when compared to unit value.
- be reduced by all applicable credits.
- be in the pro-rata share of the approved project (when allowable costs are to be allocated or pro-rated to a project, an allocation or pro-ration worksheet must be prepared and retained by the agency for audit).
- be permissible under federal, state and local laws, regulations and practices.
- not result in a profit or other increment to the grantee, unless the profit is used to advance the project within the grant limits.
- not be allocated to, or included, as a cost of any other federally financed program.

#### **UNALLOWABLE COSTS**

- Compensation for time spent in court.
- Compensation for overtime paid at one and a half times pay unless the following conditions are met:
  - 1) Payments for overtime, which are clearly defined, and separately delineated in the grant application, exhibited as a separate cost category in the budget pages of the grant application, **and pre-approved by GOHS.**
  - 2) A plan for overtime payment, including the existing departmental or agency overtime policy for non-project personnel, must be submitted for review and approval by GOHS prior to expense being incurred.
- Employee's salary while pursuing training nor to pay the salary of the employee's replacement, except where the employee's salary is supported with federal funds under an approved GOHS project.



Attachment D

**ONLINE REGISTRATION (SAMPLE)**

**GOHS Highway Safety Grant Application Training Workshop for FFY 2017**

*Click on the Online Registration link and Register for the FFY 2017 Grant Application Training:  
<https://www.eventbrite.com/e/gohs-grant-application-training-2017-tickets-22054777433>*

<b>When</b>	Wednesday, March 9, 2016
<b>Time</b>	8:30 am
<b>Location</b>	Georgia Public Safety Training Center Forsyth, GA
<b>Parking</b>	Consult security upon arrival
<b>Details</b>	Request for Proposal (RFP) can be found on the GOHS Website: <a href="http://www.gahighwaysafety.org">www.gahighwaysafety.org</a> .

***Deadlines:***

<b>Registration Deadline</b>	Monday, March 7, 2016
<b>Application Deadline</b>	Friday, April 25, 2016

***Participant Required Information:***

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Email Address:</b>	
<b>Agency/Organization:</b>	
<b>Address1</b>	
<b>Address2</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Phone</b>	

*Office*  
**Georgia Governor's Office of Highway Safety**  
**7 Martin Luther King Jr Drive; Suite 643**  
**Atlanta, GA 30334**  
**Office: (404) 656-6996**  
**Toll Free: (888) 420-0767**

**Note: *Each participant* must complete the Online Registration. Thank you in advance.**