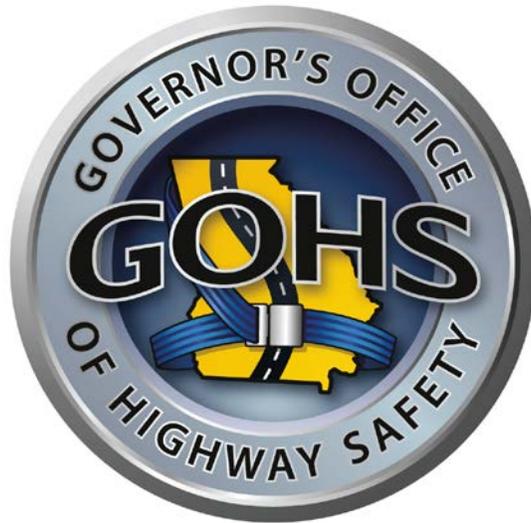


**“Innovative Grants”
Request for Proposals (RFP)
SADD**



**The Georgia Governor's Office of Highway Safety (GOHS)
7 Martin Luther King Jr. Drive, Suite 643**

Telephone: 404-656-6996 Toll Free: 1-888-420-0767

Fax: 404-651-9107

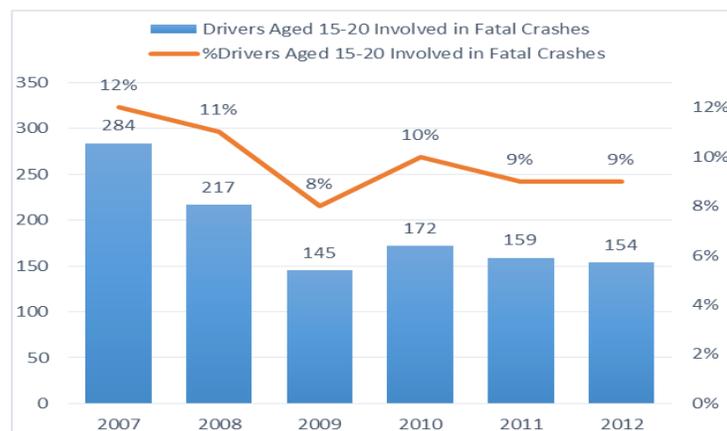
www.gahighwaysafety.org



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

In 2012, there were a total of 154 fatalities that involved young people ages 15-20 years. The number of young drivers under the age of 21 involved in fatal crashes has unsteadily decreased since 2007. In 2007, young drivers represented 12% of all drivers involved in fatal crashes (284 young drivers). In 2012 the number of young drivers involved in fatal crashes decreased by 44% (126 less drivers) in comparison to the peak in 2007. The Core Performance Measure for 2015 is to reduce drivers age 20 or younger involved in fatal crashes by 2.4% from 166 (2010-2012 average) to 162 (2013-2015 average) in 2015.

Georgia Young Drivers Involved in Fatal Crashes



High-risk behavior, peer pressure, inexperience, limited use or no use of occupant safety devices, lack of proper driving information and education are a few of the problems that our youth face while driving on Georgia’s roadways. In an effort to address these issues, the Teenage and Adult Driver Responsibility Act (TADRA) was enacted on July 1, 1997 to reduce the number of lives lost in crashes involving young drivers. In the three and one-half years after TADRA was enacted, the number of fatalities in crashes involving at least one driver between ages 15-20 declined 28.6 percent. On January 1, 2002, the TADRA law was strengthened by adding minimum requirements for supervised driving, passenger limitations, and a stricter curfew.

GOHS targets this age group by supporting high school Students Against Destructive Decision (SADD) Chapters throughout the state of Georgia. SADD is so many different things – an idea, a family, a youth movement, a national nonprofit organization. When considered at its most grassroots level, SADD is a network of over 10,000 student-run chapters all over the country. Each of those chapters functions differently, moving at its own pace and with its unique assets to address the issues that are critical to its school and community.

SADD's mission, simply stated, is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use impaired driving and other destructive decisions.

Lack of a coordinated effort statewide has led to gaps in spreading the message of highway safety to all teen drivers. Underage drinking, reckless driving and other issues need to be addressed with continuity throughout the state.

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

Program Guidelines

Georgia Governor's Office of Highway Safety has been granted limited 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 address one or more of the following issues:

SADD

- ◆ Program focuses must be committed to empowering young people to lead education and prevention initiatives within the school and community. Program must promote the “**No Use**” message regarding underage drinking and illegal drugs.
- ◆ 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 to educate students on the dangers of operating a motor vehicle while impaired.
- ◆ A program designed to educate students and increase the awareness of distracted driving.

Program Parameters

For detailed information in completing the referenced program guidelines, applicants must complete each section required in eGOHS 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, 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). ***Problem identification within the application is pre-populated/ completed by GOHS. (No action required)***

2. ***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. ***All objectives/activities are pre-populated. (No action required)***

3. ***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 mentioned above. ***The milestone chart has pre-populated projected completion dates for all activities.***

4. ***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. Regular Operating Expenses
 - i. \$600 maximum amount for T-Shirts
 - ii. Budget \$500 for the SADD Advisor Stipend. (There are special requirements to receive this stipend and are detailed out in the SADD Special Conditions, this document will be available once grant has been awarded).
 - b. Travel of Employees
 - i. Budget enough funding for transportation to the 2016 Youth and Young Adult Leadership Conference. GOHS will provide meals and accommodations for one advisor and four students.
 - c. Contractual Services
 - i. \$300 maximum amount for a speaker. GOHS must give written approval for **ALL** contractual services prior to implementation.

Note: See Attachment B for Allowable and Non Allowable Expenses.

5. **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. GOHS will provide. *The media plan is a part of the objectives, activities, and evaluation. GOHS will provide a template for the grant announcement once the grant is awarded.*

6. **Grant Terms and Conditions:** Applicants are required to meet all applicable federal and state laws and requirements.

7. **Certifications and Signatures:** Applicants must agree to abide by the Grant Terms and Conditions within this section. Certifications must be signed in “blue ink” with original mailed to GOHS within five (5) business days after the submission of your grant application.

8. **Electronic Funds Transfer:** In accordance with the State of Georgia Executive Order (Vendor ACH Payment Conversations), GOHS is requesting vendor payment information in order to reimburse grantees for expenses through Automated Clearing House (ACH) payment. To process your reimbursement of expenditure electronically, GOHS is asking you to complete the entire attached Vendor Maintenance Form (Formally Known as EFT) and mail to GOHS along with your signed Certification form referenced above. Under section 1, GOHS pre-checked the General Bank Account information; however, your agency must complete the account and routing numbers. This form must be completed and mailed to GOHS. For additional information regarding the ACH please contact Ms. Janice Crawford, GOHS Finance Department at 404-656-6996 or via e-mail at jcrawford@gohs.ga.gov

Eligibility Criteria

1. Eligible Applicants: Georgia High Schools
2. GOHS grant awards to eligible SADD chapter will be \$2500 per high school.
3. A county with multiple SADD application (School District) can apply for a General application. Multiple (5 or more) high schools in a county can apply under a General application by listing all schools on one application. When applying for a General application for a School District, the lead agency may apply for \$2,500 administrative fee (specifics can be found in the SADD Special Conditions) in addition to the \$2,500 per SADD chapter per high school. If you wish to apply for a General grant, please contact Eshon Poythress at (404) 657-1955 or via email epoythress@gohs.ga.gov for more details.
4. 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 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. Grantees will be required to collect and report GOHS required data on highway safety programs that are supported by the grant to demonstrate the required change.
5. 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 approved by GOHS.
6. The cost for developing the proposal is the sole responsibility of the potential grantee. GOHS will not provide reimbursement for such costs.
7. GOHS will reimburse grantees based on monthly approved project activities and expenditures.
8. GOHS reserves the right to reject any and all proposals submitted in response to this request.
9. Selected grantee(s) must be willing to submit monthly activity reports concurrent with a monthly **claim for reimbursement** report utilizing eGOHS by the 20th of the following month. The claim for reimbursement report must be submitted and approved in order to be reimbursed for activities/services rendered.
10. 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.

Grant Application

GOHS Grant Application may be obtained by logging on directly to the website:
www.egoHS.org.

Grant Period

The grant period will be from October 1, 2015 to September 30, 2016.

Application Proposal Submission

Grant Application must be submitted via eGOHS by Close of Business Wednesday, April 15, 2015 (5:00 p.m.)

- ◆ ALL grant applications must be submitted through GOHS online Electronic Grants for the Office of Highway Safety (eGOHS) System.
 - The link to be website is: www.egohs.org.
 - **Original certification page must be signed in blue ink and mailed to GOHS within five (5) business days after the submission of the grant application within eGOHS. Stamped signatures will not be accepted.**
 - **Vendor Maintenance Form (formally known as EFT) must be submitted with certification pages.**

Mail Certifications Page/ Vendor Maintenance Form to:

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

NOTE: eGOHS will not allow an application to be "Created/Started" on the GOHS Due Date (April 15th) of Application Submission.

Grant Selection Types

- ◆ **SADD** = Students Against Destructive Decisions
 - Funds only available for Georgia High Schools

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.

ALLOWABLE AND UNALLOWABLE COSTS

(Attachment B)

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.