



City of Holly Springs

Date: Monday, April 8, 2019

Location: 3235 Holly Springs Pkwy

City Council Work Session Agenda 7:00p.m., Council Chambers

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

“Veterans of U.S. military services may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007.”

III. INVOCATION

IV. PUBLIC COMMENTS

V. NEW BUSINESS

A. Discuss the Traffic Enforcement Network (TEN) Grant

Presented By: Officer Mike Adams

B. Discuss a resolution to recognize April 21-27, 2019 as Georgia Cities Week in the City of Holly Springs, GA

Presented By: Robert H. Logan, City Manager

C. Discuss a proclamation to declare May 2, 2019 as a Day of Prayer in the City of Holly Springs, GA

Presented By: Robert H. Logan, City Manager

D. Discuss a proclamation to observe the month of May as National Historic Preservation Month in the City of Holly Springs, GA

Presented By: Robert H. Logan, City Manager

E. Discuss a proclamation to observe the 50 Year Anniversary for Municipal Clerks Week May 5-11, 2019

Presented By: Robert H. Logan, City Manager

- F. Discuss a proclamation to observe the month of May as Building Safety Month in the City of Holly Springs, GA
Presented By: Robert H. Logan, City Manager
- G. Discuss the appointment of Jimmy T. Long to the Downtown Development Authority Board
Presented By: Robert H. Logan, City Manager
- H. Discuss the Stormwater Facility Maintenance Agreement for Univeter Road Investments, LLC
Presented By: Nancy Moon, Community Development Director
- I. Discuss the release of Bonds for RaceTrac – Sixes Road and Holly Glen Phase 1-A
Presented By: Nancy Moon, Community Development Director
- J. Discuss renewal of the Property and Casualty Insurance Coverage with Georgia Interlocal Risk Management Agency (GIRMA)
Presented By: Karen Norred, City Clerk
- K. Discuss renewal of the Public Safety Catastrophe Accidental Death & Dismemberment (AD&D) Coverage with Zurich North America
Presented By: Karen Norred, City Clerk
- L. Discuss Law Enforcement Liability Coverage with Public Risk Underwriters of Texas
Presented By: Karen Norred, City Clerk
- M. Discuss renewal of the Compensation Agreement between the City of Holly Springs and Arthur J. Gallagher Risk Management Services, Inc.
Presented By: Karen Norred, City Clerk

VI. EXECUTIVE SESSION

- Litigation
- Real Estate

VII. REPORTS

VIII. ADJOURNMENT

**“Innovative Grants”
Request for Proposals (RFP)
FFY2020 Initial Proposal**



**The Georgia Governor's Office of Highway Safety (GOHS)
7 Martin Luther King Jr Drive, Suite 643
Atlanta, GA 30334**

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

Fax: 404-651-9107

www.gahighwaysafety.org





TABLE OF CONTENTS

Introduction	3
GOHS Mission Statement.....	3
Program Guidelines	4
Program Parameters	7
Eligibility Criteria	9
The eGOHS Plus: Submission Procedures	11
Grant Submissions	11
Grant Selection Types.....	11
Grant Period	12
Grant Application Training	12
Proposal Submission Deadline	13
GOHS Requirements for Non-Profit Organizations (Attachment A)	14
Samples: Program Objectives, Activities & Evaluations (Attachment B)	16
Allowable and Unallowable Costs (Attachment C)	23
Online Registration Information (Attachment D).....	24
Map of Capital Hill (Attachment E)	25
Map of Central Georgia Technical College (Attachment F)	26
Agency Information Form (Attachment G)	27

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.

In 2017, there were 1,540 motor vehicle fatalities in the State of Georgia. This is a 1% decrease in roadway fatalities in comparison to the previous year and an 11% decline from 2005 when there were 1,729 roadway fatalities. Thirteen (13) counties in Georgia had no roadway fatalities in 2017 versus four (4) in 2016.

In 2017, there were 152,532 injuries and 465,294 motor vehicle crashes in Georgia. (Georgia Electronic Accident Reporting System. Retrieved February 13, 2018 from <https://www.gearsportal.com>). The top 10 counties of 2017 that had the highest motor vehicle fatalities in Georgia were Fulton, DeKalb, Gwinnett, Cobb, Bibb, Cherokee, Clayton, Richmond, Hall, and Chatham. In 2016, 34% of all Georgia motor vehicle fatalities occurred in these ten counties. Five counties in the top ten, experienced an increase in roadway fatalities in comparison to the previous year.

Although urban areas, such as Atlanta Metropolitan Counties (Clayton, Cobb, DeKalb, Fulton, and Gwinnett) have a higher number of crashes, rural areas have significantly higher fatality rates than urban areas. In 2016 Georgia experienced a statewide fatality rate of 1.28 fatalities per every 100 million vehicle miles traveled (VMT) – a 19 percent increase since 2014. The fatality rate in rural areas increased from 1.98 in 2015 to 2.01 in 2016. In urban areas the fatality rate increased from .98 in 2015 to 1.03 in 2016. The highest fatality rate occurred in 1996 with 1.76 fatalities per 100 million vehicle miles traveled (VMT) and 1,573 roadway fatalities.

In 2017, the total 5-year average fatality count has decreased 1% since 2013. There was an average of 1,374 motor vehicle deaths that occurred from during the 5-year period of 2013-2017.

Driving under the influence of drugs and/or alcohol is a problem in Georgia. Over the past five years (from 2013 - 2017), Georgia averaged 333 impaired driving fatalities occur per year, representing on average 24% of all roadway fatalities a year. In 2017, Georgia experienced 366 impaired related fatalities or 24 percent of the overall fatalities. The lowest percentage of alcohol related fatalities occurred in 2011 with 271 deaths representing 22% of all fatalities in that year.

In 2017, the number of unrestrained fatalities for persons age 5 and over riding in passenger vehicles decreased 3% from 476 unrestrained fatalities in 2016 to 463 unrestrained fatalities in 2017. However, the percentage of unrestrained fatalities among passengers age 5 and over has continued to decrease from 53% in 2008 to 30% in 2017.

The chance of a crash being fatal is over three times higher in crashes related to speed than crashes not related to speed. More young male drivers are involved in fatal crashes as a result of speeding. Georgia had 248 speed-related crash deaths (16% of all roadway fatalities) in 2017 – This is a thirty-eight percent (38%) increase since 2012 when there were 180 fatalities related to speeding (15% of all roadway 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, and other highway safety programs. Proposed programs must be data driven, based on proven countermeasures (see a list of best practices at: www.gahighwaysafety.org/grants/best-practices/) and must address one or more of the following issues:

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.

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.

Teen Traffic Safety 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 Traffic Safety Program

- ◆ A program designed to reduce the incidence of alcohol and/or drug -impaired driving or distracted driving by persons between the ages of 18 and 24, 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.

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 12% of the 2012-2014 population estimates, they represented 16% of the crash fatalities that occurred during this time. 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.

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.

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.

Minority Highway Safety Programs

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

Pedestrian Safety Program

- ◆ **Educational and enforcement** programs should be designed to reduce pedestrian crashes, injuries, and fatalities within the following high risk counties: **Fulton, DeKalb, Gwinnett, Chatham, Cobb, Clayton, Muscogee, Cherokee, Richmond, Bibb, Douglas, Hall, Henry, Rockdale, and Newton.**
- ◆ The development and implementation of pedestrian safety programs should focus on the pedestrian and motorist to enhance knowledge and skills via outreach, community base, awareness and etc.:
 1. **Program objectives and activities should cover the following, but not limited to:**
 - Pedestrian Safety do's and don'ts of the roadways
 - Knowledge of Pedestrian infrastructure
 - Importance of crosswalk utilization
 - Visibility (corrective clothing, walking, and etc.)
 - Knowledge of Georgia's Pedestrian Laws (Roles and Responsibilities) of motorist and pedestrian
 - Preventative measures for both pedestrians and motorists
 - Partnerships with local businesses and community groups to reduce pedestrian injuries and fatalities
 - Highway Safety Campaigns
 - Parental involvement with pedestrian safety
 - Conducting decoy operations monitoring pedestrian and motorist behavior

Bicycle Safety Programs

- ◆ **Educational and enforcement** programs should be designed to reduce bicycle injuries and fatalities statewide. Develop and implement bicycle safety programs with a focus on the bicyclist and motorist to enhance knowledge and skills via outreach, community base, awareness and etc.
 1. **Program objectives and activities should cover the following, but not limited to:**
 - Responsibilities of bicyclist and motorist
 - Knowledge of Georgia's Bicycle Laws (visibility laws, helmet laws, and the "Three-Foot Law")
 - Knowledge of Bicycle Infrastructure
 - Preventative measures for both bicyclists and motorists
 - Parental involvement and focus on helmet use, visibility and the law.
 - Conducting decoy operations monitoring bicyclist and motorist behavior

If you are interested in a **Students Against Destructive Decisions (SADD)** project for a high school or a **Young Adult Driver (YA)** program for a college or university, please contact Mrs. Kathryn Curtis directly at kathryn.cardin@gohs.ga.gov.

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 include 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:*** Identify “what” the community/jurisdictions is currently doing 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. Must follow the **S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, and Time Specific) model.** (*See Sample Objectives, Activities and Evaluation – Attachment B*)
4. ***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.
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.
6. ***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.
7. ***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.

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*” and the original mailed to GOHS 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 within the State of Georgia 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 2020, GOHS Grant Awards to a single grantee will not be less than \$10,000 or greater than \$300,000 for this fiscal year for the General Application (GA). The grants award for colleges and universities will be based on student population. The maximum award for SADD projects is \$6,500 per high school.
3. 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.)
4. 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.
5. 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.
6. 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 evaluation plans must be well documented in the application and approved by GOHS.
7. The cost for developing the proposal, including any travel costs associated with the application is the sole responsibility of the potential grantee. GOHS will not provide reimbursement for such costs.
8. GOHS will reimburse awarded grantees based on monthly approved/implemented project activities and expenditures through an Automated Clearing House (ACH) payment.
9. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) recipients of Federal grants and contracts must submit information on sub-grant awards to GOHS prior to implementation. Please contact your agency Accounting Department to obtain the Data Universal Numbering System number (**DUNS**) and Federal Employment Identification Number (**FEIN**) and bring those with you to the application training in order to complete the agency information document. (*Attachment G*)

10. **Non-profit organizations**

- Must be willing to adhere by GOHS requirements for Non-Profit Organizations (See Attachment A).
- 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.

11. Applications must receive an average final rating of 70% or above to be considered for funding. Applicants receiving an average final rating of 69% and below will not be funded by GOHS.

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 20th of the following month. The claim for reimbursement must be submitted and approved in order to be reimbursed for activities/services rendered.**

14. Catalog of Federal Domestic Assistance (**CFDA**) number

- 20.600 – 402 (State and Community Highway Safety)
- 20.616 – 405 (National Priority Safety Programs)

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://georgia.intelligrants.com>
 - **Certification signature page must be signed in “blue ink” and the original 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: Mrs. Candice Hamilton-Lawless
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, 2019 to September 30, 2020.

Grant Application Training

Must attend only **ONE** of the below workshops

Training:	Mandatory for all Potential Grantees – Choose one
<i>(See Attachment D, page 24 for Online Registration Information)</i>	
Date 1:	Tuesday, March 5, 2019
Training 1:	9:30 a.m.
Location 1:	Georgia State Patrol – POST 50 180 Central Avenue Atlanta, GA 30303
Parking 1:	Consult security when arriving
OR	
Date 2:	Thursday, March 7, 2019
Training 2:	9:30am
Location 2:	Central Ga Technical College 80 Cohen Walker Road Warner Robins, 31088

Maps to both locations are located within this RFP. The Atlanta workshop is Attachment E and the Warner Robins workshop is Attachment F.

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-2020-tickets-55421468103> by Monday March, 4, 2019.

Attachment G should be completed and brought with you to the workshop.

Proposal Submission Deadline

Grant Applications must be submitted via eGOHS Plus no later than 11:59 p.m. on Friday, April 26, 2019.

All questions must be addressed via email, letter or telephone to:

Mr. Jimmy Sumner, GOHS Deputy Director

Jimmy.sumner@gohs.ga.gov

Governor's Office of Highway Safety

Attn: Mr. Jimmy Sumner

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

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

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 September 2020.*

Example 2: *Develop an educational program in Spanish on the importance of wearing safety belts by the end of September 2020.*

- 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, 2019.*

Example 2: *Prepare educational materials in Spanish stressing the importance of wearing safety belts by the end of November, 2019.*

- C. During the grant period, deliver educational curriculum/program to _____ [number of participants] per month in [location].

Example 1: *During the grant period, deliver the educational program on the importance of wearing safety belts to 100 high school students in Truckstop, Georgia per month.*

Example 2: *During the grant period, deliver the educational program tailored for Latino populations to 10 students 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].

Note the 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].*

**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].*

**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].

Note the 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].*

**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].*

**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].

Note the 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].*

**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].*

**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.

HIGHWAY ENFORCEMENT OF AGGRESSIVE TRAFFIC (H.E.A.T) TEMPLATE OBJECTIVES

1. Objective: The _____ Police Department/Sheriff's Office will implement a HEAT Unit within the first quarter of the FY ____ grant period. This includes the selection and training of personnel, procurement of equipment, and the commencement of enforcement.
 - a. Activity: Officers will be selected and assigned to the HEAT Unit, as well as trained for appropriate tasks. HEAT vehicles and other equipment will be purchased and outfitted with the HEAT color scheme and marking styles.
 - b. Evaluation: Officers' names and activities will be reported in the GOHS monthly report. Training certificates will also be submitted to GOHS. Documentation of vehicle and equipment purchase will be reported in the GOHS monthly report.
2. Objective: The HEAT Unit will initiate _____ speeding contacts per month during the grant period.
 - a. Activity: HEAT officers will be dedicated to enforcing the laws that govern speed on the roadways of _____ county/city through saturated patrol in areas identified by data to be those where speed related crashes, injuries, and fatalities occur. A minimum of _____ speeding contacts will be initiated each month by The Unit. All officers will be LIDAR and RADAR certified.
 - b. Evaluation: HEAT officers will list speed related contacts in their daily programmatic reports which will be summarized and submitted to GOHS in each monthly report. Compare the actual number of speeding contacts to the number projected and the increase or decrease in the number of speed related crashes, injuries, and fatalities to the previous year. Documentation of LIDAR/RADAR training will also be submitted to GOHS.
3. Objective: The HEAT Unit will initiate _____ DUI contacts per month during the grant period.
 - a. Activity: HEAT officers will be dedicated to enforcing the impaired driving laws on the roadways of _____ county/city through saturated patrol and checkpoints in areas identified by data to be those where DUI related crashes, injuries, and fatalities occur. A minimum of _____ DUI contacts will be initiated each month by the Unit. All officers will be up to date with regard to DUI SFST training through refresher and update classes.
 - b. Evaluation: HEAT officers will list impaired driving contacts in their daily programmatic reports which will be summarized and submitted to GOHS in each monthly report. Compare the actual number of DUI contacts to the number projected and the increase or decrease in the number of DUI related crashes, injuries, and fatalities to the previous year. Documentation of DUI SFST training will also be submitted to GOHS.
4. Objective: The HEAT Unit will initiate _____ occupant protection contacts per month during the grant period.
 - a. Activity: HEAT officers will be dedicated to enforcing the occupant protection laws on the roadways of _____ county/city through saturated patrol and checkpoints in areas identified by data to be those where non-restraint related crashes, injuries, and fatalities occur. The Unit will initiate a minimum of _____ occupant protection contacts each month. The HEAT Unit will maintain at least one CPST on the taskforce.
 - b. Evaluation: HEAT officers will list occupant protection contacts in their daily programmatic reports which will be summarized and submitted to GOHS in each monthly

report. Compare the actual number of occupant protection contacts to the number projected and the increase or decrease in the number of injuries and fatalities in relation to occupant protection to the previous year. Documentation of CPST training will also be submitted to GOHS.

5. Objective: The _____ Police Department/Sheriff's Office HEAT Unit will work with neighboring jurisdictions twice per month during the FY _____ grant period.
 - a. Activity: The HEAT Unit will work with other jurisdictions within the area through checkpoints, saturated patrols, and other traffic operations at least two times each month.
 - b. Evaluation: Activity involving other jurisdictions will be documented in the GOHS monthly programmatic reports.
6. Objective: The _____ Police Department/Sheriff's Office HEAT Unit will participate in GOHS/NHTSA activities and campaigns during the FY _____ grant period.
 - a. Activity 1: At least one HEAT officer will attend the monthly Traffic Enforcement Network meeting.
Activity 2: The HEAT Unit will participate in CIOT, OZT, 100 Days of Summer HEAT, and other GOHS/NHTSA campaigns.
 - b. Evaluation: Participation in Traffic Enforcement Network meetings and GOHS/NHTSA campaigns will be documented in the GOHS monthly programmatic reports.
7. Objective: The _____ Police Department/Sheriff's Office HEAT Unit will conduct _____ educational events a month to the public during the FY _____ grant period.
 - a. Activity: Conduct a minimum of _____ educational events a month to the public during the grant period. Mention of the Move-over law will be included in every event.
 - b. Evaluation: Events will be documented in the GOHS monthly programmatic reports.
8. Objective: The _____ Police Department/Sheriff's Office HEAT Unit will conduct a minimum of two seatbelt surveys in their jurisdiction during the FY _____ grant period.
 - a. Activity: Conduct a minimum of two seatbelt surveys during the grant period. At least one survey will be conducted at the beginning and one at the end of the grant period.
 - b. Evaluation: Usage rates will be documented in the GOHS monthly programmatic reports
9. Objective: The _____ Police Department/Sheriff's Office HEAT Unit will participate in at least 3 GOHS sponsored Thunder Task Force mobilizations during the FY _____ grant period.
 - a. Activity: A minimum of one HEAT officer will participate in at least one wave during each Thunder mobilization.
 - b. Evaluation: Participation in The Thunder Task Force will be documented in the GOHS monthly programmatic reports.



ALLOWABLE AND UNALLOWABLE COSTS

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

- Promotional/ Incentive type items
- 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.

INFORMATION NEEDED FOR ONLINE REGISTRATION

GOHS Highway Safety Grant Application Training Workshop for FFY 2020

Click on the Online Registration link and Register for the FFY 2020 Grant Application Training:

<https://www.eventbrite.com/e/gohs-grant-application-training-2020-tickets-55421468103>

Choose the workshop you will be attending from those listed on page 12 of the RFP. All attendees should register.

Deadlines:

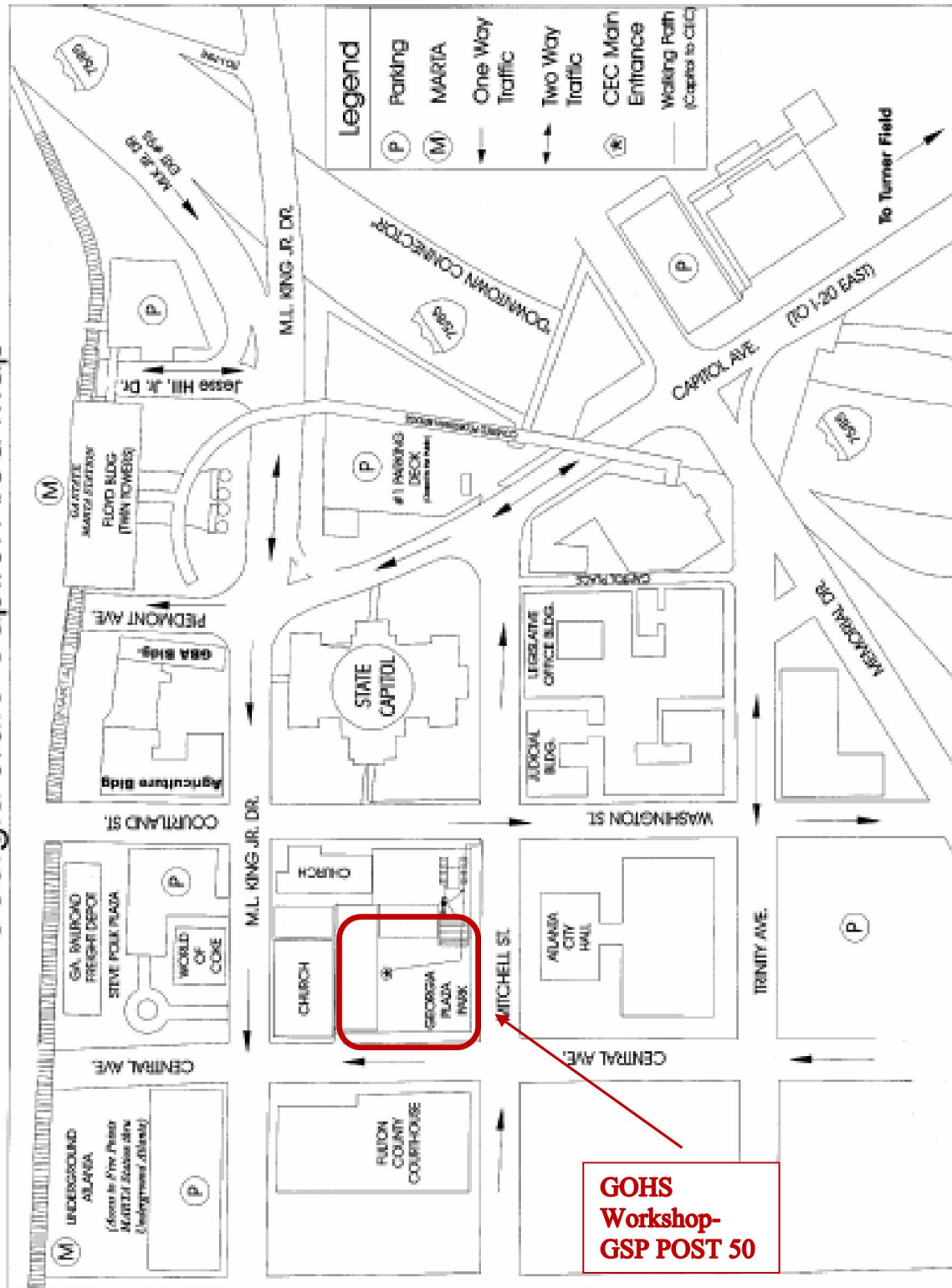
Registration Deadline	Monday, March 4, 2019
Application Due Date	Friday, April 26, 2019 at 11:59 pm or 2359 hours

Agency Required Information:

Complete the Agency Information form (Attachment G) and bring with you to the workshop. Only one per agency will need to be completed.

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

Georgia State Capitol Area Map



GOHS Workshop-building W





Governor's Office of Highway Safety
7 Martin Luther King Jr. Dr. SW
Suite 643
Atlanta, GA 30334

Agency Information

Agency Information

Agency Name: _____

Agency Address: _____
Street Address *Suite or Room #*

City *State* *ZIP Code*

Agency Phone: _____ Agency Fax #: _____

Agency Email: _____

Federal Tax ID #
(FEIN): _____ DUNS #: _____

County: _____ Website: _____

Agency Type*: _____

Agency Category*: _____

Agency Administrator: _____ Administrator Email: _____

*Agency Types: *State / Education / County / City / Other*

+ Agency Categories: *Schools (K-12) / Non-Profit Organization / State Universities/Colleges/Tech Schools / Police Department / City Government / Sheriff's Office / Government Agency / Public Health / State Agency / Local*





GEORGIA HIGHWAY SAFETY GRANT APPLICATION

**Governor's Office of Highway Safety
7 Martin Luther King Jr Drive, Suite 643
Atlanta, Georgia 30334
Tel: (404) 656-6996 Fax: (404) 651-9107
www.gahighwaysafety.org**

GRANT TERMS, CONDITIONS AND CERTIFICATION

GRANT TERMS AND CONDITIONS

1. AVAILABILITY OF FEDERAL FUNDS

All grant awards are contingent upon the availability of federal funds.

2. FINANCIAL MANAGEMENT SYSTEMS

Financial management systems shall provide for accurate, current and complete disclosure of financial results for each grant program. These systems must also provide records that identify the application of grant funds; effective control and accountability for all funds and property; comparisons of actual outlays with budgeted amounts; and a systematic method to assure timely and appropriate resolution of audit findings and recommendations.

3. OBLIGATION OF FUNDS

Grant funds may not, without advance written approval by the GOHS, be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the grant period.

4. ACCOUNTING RECORDS/SOURCE DOCUMENTATION

The grantee must maintain an accounting system, which identifies the source and application of all funds provided for the grant's activities. The system must record and summarize financial transactions in a manner sufficient to permit the required reports to be prepared from them. These financial transactions should be recorded in books of original entry (cash receipts and disbursement journals) and summarized through the use of ledgers, which identify the financial results of the grant's activities. All transactions should be adequately documented and identified in the accounting records in order that they can be traced from the original source documents to the accounting records and then to the monthly claim for reimbursement submitted to GOHS.

The grantee must support accounting records with source documentation such as cancelled checks, paid bills, etc. When personnel services are funded as part of the grant, the agency shall maintain the following additional documentation:

- payroll records;
- time distribution and attendance records for individual employees;
- salaries and wages of employees, chargeable to more than one project or cost;
- appropriate time distribution records showing time allocated to each function.

Documentation for matching funds must also meet the criteria above.

Support of salaries and wages

Where grantee employees are expected to work solely on a single Federal Award or cost objective, charges for their salaries and wages must be supported by semi-annual certification. This document verifies that the employee worked solely on that program for the period covered by the certification. The certification periods cover October – March and April – September. Grantees with personnel service costs within their budget must complete and submit the Semi Annual Certification Form provided by their assigned GOHS Planner no later than thirty (30) days after the close of each period. The form must be signed by the employee or their supervisory official having firsthand knowledge of the work performed by the employee.

5. **COSTS**

a. 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.

b. UNALLOWABLE COSTS

- Promotional/ Incentive type items
- 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.

Contact your GOHS planner if there are any questions or concerns regarding allowable or unallowable costs.

6. EDUCATION AND TRAINING

Development costs associated with new training curriculums and materials are allowable if they will not duplicate materials already developed for similar purposes by DOT/NHTSA/FHWA or by other states and are approved by the NHTSA/FHWA Regional Administrator. This does not preclude modifications of present material necessary to meet particular state and local instructional needs.

In order for the cost of training to be approved for funding in the grant, the following criteria apply:

- All personnel to receive training must currently be working in an area dealing with the highway safety grant or project.
- The person(s) receiving the training will be used in a highway safety area or project for a reasonable period of time after receiving the training.
- The training requested must be critical to the operation of the highway safety grant/project.

7. PROGRAM INCOME

Program income means gross income earned by the grantee from grant-supported activities. Program income may include but is not limited to revenue from service fees, sale of commodities acquired with federal funds, use of rental fees for property acquired with federal funds and royalties on patents and copyrights.

Income generated from a highway safety funded grant must be utilized in operation of the project, to defray on-going expenses during the grant period and should be credited against expenses claimed. Documentation shall be maintained for any such income. Agencies no longer receiving highway safety financial assistance but generating income from previously supported activities are encouraged to use the income to support continuation of the highway safety activity.

Proceeds from the sale of equipment will be handled in accordance with the requirements outlined in this chapter's Property Management Section and reported using the Property Management Form.

8. CASH MANAGEMENT

Cash drawdowns will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by 2 CFR 200.302.

For subgrantees, grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Grantees must monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees. 2 CFR 200.302.

Failure to adhere to these provisions may result in the termination of drawdown privileges.

9. REIMBURSEMENT/PAYMENT

Automated Clearing House (ACH)

- a. Effective January 1, 2012, grantees are highly encouraged to receive their claim for reimbursement payment electronically. Upon receipt of GOHS award letter, grantee must complete and submit the Vendor Management Form (VMF) within the first thirty days (30) of the grant period. Reimbursement could be delayed if grantee fails to submit the VMF.

Grantee's Reimbursement Checks

- b. Grantee approved by GOHS to receive a reimbursement check must agree to cash the check within 60 days from the date listed on the face of the check. Grantee understands that the holding of reimbursement checks may result in payment being cancelled by GOHS.

10. LAW ENFORCEMENT AGENCIES ONLY

In the case of grants involving traffic law enforcement activities, grantee will ensure the completion of the Georgia Uniform Motor Vehicle Accident Report form for all crashes occurring within their jurisdiction. Grantee will further ensure that said report is forwarded to the Georgia Department of Transportation within 14 days of the end of the month in which the crash occurred.

Electronic Crash Reporting and Citation Systems

- a. GOHS strongly encourages all law enforcement agencies to implement/participate in the electronic crash report and citation systems, which provide for reporting local crash and citation data electronically. Grantee's participation here provides for better data analysis, officer's safety and in some cases revenue opportunities.

11. EQUIPMENT

Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the grantee; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purpose 2 CFR 200.313.

GOHS retains the right to reclaim any equipment item purchased with federal highway safety funds provided through this grant. This right is established when any one of the following applies:

- a. The equipment item is not being used for the purposes for which it is purchased.
- b. The equipment item has a fair market value of \$5,000 or more;
- c. The grantee can no longer perform established objectives detailed in the grant;
- d. If the grantee fails to comply with State and Federal laws or policies that govern the terms and conditions of this grant.

The equipment shall be delivered and/or made available to GOHS within thirty (30) days after GOHS's written request.

12. GENERAL COSTS OF GOVERNMENT (Supplanting)

The grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled. Costs for personnel can only be reimbursed for the time spent directly on the project.

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be supplanting and is not allowable. Failure to comply with this requirement could result in the following actions:

- Refund to GOHS its portion of compensation (salary/fringe benefits) previously received.
- Termination of the federally funded grant.

If a grant employed person is unable to fulfill his or her duties for more than 12 consecutive weeks (FMLA), the grantee is expected to replace that employee. Contact your assigned GOHS planner for additional instructions.

13. PROJECT IMPLEMENTATION

The grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report and claim submission.

a. eGOHS Plus Login Process

Active grantees utilizing eGOHS Plus are required to login at least once per grant year. This includes the Agency's Authorized Official (AO), the Agency Administrator (AA), and the Agency Staff (AS). If the AO, AA, or AS fail to use their login in eGOHS Plus within 36 consecutive months, their login status will become deactivated and then it will require the eGOHS Plus System Administrator to reactivate their status.

b. GOHS Certification Page

Grantee must inform GOHS **immediately** when changes occur within the Agency's Authorized Official (AO), the Agency Administrator (AA), or the Agency Staff (AS). Grantee agrees to submit a new GOHS Certification page signed by the AO, AA, and AS in blue ink. The new form must be submitted to the assigned GOHS Planner no later than five (5) days after the change has been made in eGOHS Plus.

14. MODIFICATIONS/BUDGET AND PROGRAM

If after the implementation date of a project, it becomes necessary to make budget revisions, programmatic changes or schedule modifications, the grantee should detail the modification necessary and the justification for the change. Written modifications are necessary for all budget changes, time extensions beyond the approved ending date and for any major deviations from project goals and objectives. The request for the modification must be submitted by the grantee and approved by GOHS prior to any purchases or changes within the project. The modification is not approved until the grantee receives approval notice through eGOHS Plus. Contact your assigned GOHS planner for specific instructions to request modifications.

15. MONITORING AND REPORTING PROGRAM PERFORMANCE

Grantee shall constantly monitor the performance of grant activities to ensure that time schedules and other performance goals are being achieved. Actual progress toward established goals and objectives shall be compared monthly and reasons for not meeting objectives shall be reported. A Final Report must be completed and submitted in eGOHS Plus after the project ends. All grantees will be notified of the due date before the project ends.

Grant monitoring by GOHS personnel will begin soon after the effective date of the grant and periodically thereafter for the duration of the project. Monitoring visits may review, in detail, the progress of the project, record keeping and support documents, accountability of equipment, budget, time frames, and ensure monies obligated are spent in accordance with the grant agreement.

16. PROCUREMENT STANDARDS

Grantees will follow the same policies and procedures it used for procurement covered by their non-grant funds. These procedures must be written and should reflect applicable state and local laws and regulations. The grantee's procurement system will provide for maximum open and free competition concerning its procurement transactions.

Grantee will maintain a written code of conduct governing the performance of their employees engaged in the award and administration of contracts and bids. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract or bid supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Grantee procedures will provide for review of proposed procurement to avoid purchase of unnecessary or duplicate items. Whenever possible, the grantee should enter into state and local intergovernmental agreements for the procurement of common goods.

The grantee will maintain records sufficient to detail the significant history of the purchase.

Equipment items with a unit cost of \$5,000.00 or more must have prior approval from NHTSA through GOHS before being purchased.

17. REPORTS

The grantee shall submit, at such times and in such forms as may be prescribed, such reports as the Governor's Office of Highway Safety (GOHS) may reasonably require, including monthly financial reports, progress reports, final financial reports and evaluations reports. A Final Report must be completed and submitted in eGOHS Plus after the project ends. All grantees will be notified of the due date before the project ends.

Monthly programmatic/activity reports and claims are due to GOHS by the 20th of the following month in which services are provided. (Example: October's Reports are due in eGOHS Plus on or before November 20th.)

Should we choose to include you in an evaluation to measure the effectiveness of your grant program, you agree to cooperate fully with the evaluation and provide information related to the grant.

The Georgia Electronic Records and Signatures Act (O.C.G.A. § 10-12-1 et. seq.) recognizes the legal validity of transactions carried out electronically and permits the recording and retention of information and documents in electronic form. It goes further to define the term "electronic record" as information created, transmitted, received, or stored by electronic means and retrievable in human perceivable form. Compliance with this act will allow the Governor's Office of Highway Safety to receive and process monthly financial claims based on the electronic submission of the claim forms through our eGOHS Plus program. The Authorized parties that submit the claims electronically are in effect signing to the validity of these expenditures in lieu of submitting a signed form. A signed form is still an acceptable method of submitting a claim but is no longer required as stated in this Code Section.

The integrity of the eGOHS Plus adopted and established by GOHS personnel has become intrinsic in the ability to manage grants as effectively and efficiently as possible. Effective October 1, 2007 GOHS authorized payments based on the electronic submission of claims and no longer require a hard copy with original signatures from the grantee.

18. PROPERTY MANAGEMENT

Non-expendable tangible personal property acquired by the grantee wholly or in part with federal funds, will have title vested in the grantee subject to the following management requirements and restrictions on use and disposition of the property:

A. Insurance

Grantees are required to carry full coverage on any motor vehicle purchased with grant funds as long as GOHS retains an interest in the vehicle.

- B. The grantee shall retain the property as long as it is used and there is a need for it to accomplish the purpose of the grant program, whether or not the program continues to be assisted by federal funds. (NOTE: If GOHS terminates a grant for cause prior to the end of the project period, disposition instructions for equipment will be issued within 120 calendar days after the end of the federal support of the project for which it was acquired.)** Procedures for grantee to manage the equipment until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained, including a description of the property, a serial number or other identification numbers, title holder, the acquisition date, cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property.

2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
 3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and reported to GOHS within 30 days.
 4. Adequate maintenance procedures must be developed to keep the property in good condition.
- C. When original or replacement equipment acquired under a grant is no longer needed for the original project, or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:
- Items with an original purchase price of \$5,000.00 or more must receive approval from The National Highway Traffic Safety Administration through GOHS prior to disposal.

19. PUBLIC INFORMATION AND EDUCATION

Projects receiving GOHS funding will be reviewed to determine if a Public Information and Education (PI&E) task needs to be an integral part of the effort. Where applicable, the GOHS staff will assist in the development and coordination of any public information activities.

Public Information and Education activities shall be included in monthly activity reports and the final reports. Copies of PI&E materials should be included as an attachment to these reports.

To be eligible for reimbursement, expenditures of funds for public information activities must have prior approval of GOHS. All public information material should recognize the support of GOHS, National Highway Traffic Safety Administration and/or Federal Highway Administration as applicable.

Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed-captioning of the verbal content of such announcement.

Federal highway safety funds cannot be used to pay the costs of advertising space or time unless special written permission has been granted by GOHS. GOHS may also seek approval from The National Highway Traffic Safety Administration.

20. PRODUCED MATERIALS/ ITEMS

Materials/items produced as part of the grant shall indicate that the project is sponsored by the Governor's Office of Highway Safety. All public awareness/education materials/items developed as a part of a highway safety grant are to be submitted in draft to GOHS for written approval prior to the final production and/or distribution. Prior to submission of the request for payment of such material/item, the sub-grantee shall submit to GOHS all materials/items produced as part of the grant.

21. OBSERVANCE OF NATIONAL SAFETY WEEKS

All grantees shall assist the Governor's Office of Highway Safety in promoting the observance of "National Child Passenger Safety Week" (September); "Click It or Ticket" (May and November); "Drive Sober or Get Pulled Over" (Operation Zero Tolerance) (July, September, and December) and "100 Days of Summer H.E.A.T." (Summer Months) as requested.

22. SELF-SUFFICIENCY ASSURANCE

State and local agencies must demonstrate the willingness and the ability to assume the costs of continuing activities after highway safety funding assistance has been terminated. The level of activity on continuation projects should extend to a point in the future substantially beyond the project expiration date. There should not be a significant reduction of the level or thrust of the effort.

23. SUBCONTRACTS

If a grantee needs to obtain a contract to perform certain phases of the work outlined in the approved grant, a subcontract may be initiated. GOHS must give written approval of the subcontract prior to its execution. The subcontract must cover the work to be accomplished by the subcontractor. All costs associated with contractual services must meet the same requirements for reimbursement as those for the grantee.

24. TRAVEL

Travel costs must be directly related to work under the highway safety grant or incurred in the normal course of administering the grant. Reimbursement should be consistent with those costs normally allowed by the grantee agency in its regular operations.

Should a grantee not have a specific written travel reimbursement policy, the State of Georgia Travel Regulations should be used. Travel costs are only reimbursed for personnel funded by the grant unless prior written approval is obtained from GOHS.

Out-of-state travel must be approved by GOHS *prior* to the travel. The grantee must have funds available in their grant to cover the expenses. If a budget revision is necessary to cover expenses, the revision must be approved prior to commencement of travel. All requests for out-of-state travel must be submitted in eGOHS Plus on the Travel Authorization Form. Unforeseen travel expenses may be reimbursed with the GOHS Director's (or designee) approval.

On some occasions, GOHS may hold workshops, conferences, etc. and directly pay the associated travel costs of attendees. Grantees must maintain these costs separate from their regular grant record to prevent confusion during an audit or review.

25. PERFORMANCE

This grant may be terminated or fund payments discontinued by GOHS where it finds a substantial failure to comply with the provisions governing these funds or regulations promulgated, including those grant conditions or other obligations established by GOHS. In the event the grantee fails to perform the services described herein, and has previously received financial assistance from GOHS, the grantee shall reimburse GOHS the full amount of the payments made.

However, if the services described herein are partially performed, and the grantee has previously received financial assistance, the grantee shall proportionally reimburse GOHS for payments made. This grant agreement may also be terminated due to non-availability of funds.

26. GRANT CLOSEOUT PROCEDURES

Upon completion of the grant, settlements of adjustment and payments shall be made after final claims for reimbursement and final program reports are received. Grants may be suspended, payments may be withheld or grantees may be prohibited from incurring additional expenses, if a grantee has failed to comply with the stipulations, standards or conditions of the grant awarded.

GOHS may terminate any grant, in part or in whole at any time before the completion of the grant, whenever it is determined that the grantee has failed to comply with the conditions of the grant. Also a grant may be terminated when both parties agree that continuation of the grant would not produce

beneficial results. Provisions for project termination are further detailed in the grant agreement and should be reviewed prior to approval.

All grant funded purchases must be requested, purchased, invoiced and delivered prior to September 30.

27. APPLICABLE FEDERAL REGULATIONS:

Grantees must comply with all applicable federal and state laws and requirements including those in 2 CFR 200 and the following Office of Management and Budget (OMB) Circulars:

- OMB Circular A-87 - Cost Principles for State, Local and Indian Tribal Government
- A – 21 - Cost Principals for Educational Institutions
- OMB Circular A-133 - Audit of State and Local Governments, Non-Profit Organizations (same as 2CFR 200.500)
- OMB Circular A-122 - Cost Principles for Non-profit Organizations
- O.C.G.A. § 10-12-1

Note: OMB Circulars may be viewed on the internet at: www.1800net.com/nprc/ State of Georgia: www2.state.ga.us/departments/audit/ Department of Audits and Accounts: [www.audits.ga.gov/NALGDAD/nonprofit organization audits.html](http://www.audits.ga.gov/NALGDAD/nonprofit_organization_audits.html)

28. AUDIT REQUIREMENTS

Grantee agrees to comply with the following audit requirements:

Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions OMB Circular A-133. An entity includes not only the grantee, but also the entire jurisdiction. As an example, if your agency were a city police department the entity would encompass the entire city. If your agency were a county agency, the entity would encompass the entire county. Therefore, to determine if your agency falls within the requirements to submit an audit, the federal funds for the entire city, county, etc. must be considered, not just the funds expended in your grant.

The audit requirements are established to determine whether (a) financial operations are conducted properly, (b) the financial statements are presented fairly, (c) the organization has complied with laws and regulations affecting the expenditure of federal funds, (d) internal procedures have been established to meet the objectives of federally assisted programs, and (e) financial reports to the Federal Government contain accurate and reliable information. In an organization wide audit, GOHS funds must be clearly identified using the applicable Catalog of Federal Domestic Assistance (CFDA) number.

Audits shall be carried out in accordance with generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants Guidelines for the Audit of State and Local Governments, as well as the booklet "Standards for Audit of Governmental Organizations, Programs, Activities and Functions," by the Comptroller General of the United States and OMB Circulars A-133 or A-110 whichever is applicable.

The audit report must include as a minimum the following:

- Financial statements including a supplemental schedule covering federal funds expended during the audit period.
- A study and evaluation of the recipient's internal control system.
- A study and evaluation of the contracting agency's compliance with the laws and regulations for federally funded programs.
- A schedule of all questioned costs and incidents of noncompliance related to the federally funded project.

The grantee's response to all findings and questioned costs, including corrective action taken or planned and the disposition of questioned costs, must accompany the audit report. This information must be sent to GOHS within 30 days of receipt of the audit report.

Failure to furnish an acceptable audit, as determined by the state and/or federal cognizant audit agency, may be a basis for denial and/or refund of federal funds. Federal funds determined to have been misspent are subject to refund or other resolution.

29. ACCESS TO RECORDS

The Governor's Office of Highway Safety, the Comptroller General of the United States, or any of their authorized representatives, shall have the right to access any pertinent books, documents, papers, equipment purchased with federal funds, and records of the grantee or subcontractor for the purpose of making audits, examinations, excerpts and transcripts.

30. COMPLIANCE WITH STATEWIDE REPORTING REQUIREMENTS

The grantee, as a condition of the grant, must comply with all state criminal justice reporting requirements mandated by law, or agency regulation. This includes, but is not limited to the following Sections of the Official Code of Georgia Annotated.

- 24-3-17 Admissibility of certified copies of records of Department of Public Safety or Department of Driver Services or comparable agencies in other states; admissibility of computer transmitted records
- 40-6-278 The commissioner of transportation shall prescribe, by rule, uniform motor vehicle accident reports and reporting procedures that shall be used by all police officers, whether state, county, or municipal.
- 40-13-1 The commissioner of driver services shall develop a uniform traffic citation and complaint form for use by all law enforcement officers who are empowered to enforce the traffic laws and ordinances in effect in this state.

H.B. 489 Service Delivery Strategy Act

31. COURT PAY

The Governor's Office of Highway Safety cannot reimburse expenditures for court pay. Section 24-10-27 of the Official Code of Georgia Annotated, entitled witness fee for police officers, etc., indicates that expenditures for court pay to law enforcement officers shall be paid by the governing body authorized to disperse public funds for the operation of the court. Therefore, no federal funds can be utilized to supplant these local funds.

32. EQUAL OPPORTUNITY

The grantee agrees to comply with federal and state laws, rules and regulations and policies relative to nondiscrimination in employment practices because of political affiliation, religion, race, creed, color, sex, disability, age, national origin or one's limited English proficiency. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissals and other elements affecting employment and employees.

The grantee agrees to comply with Section 504 of the Rehabilitation Act of 1973 (The Act). No otherwise qualified disabled person shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The grantee agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all its sub-grantees, contractors and subcontractors.

The grantee agrees to comply with all requirements of the Americans Disabilities Act of 1990 (ADA) as applicable.

The grantee shall post in a conspicuous place, available to all employees and applicants for employment and services, notices setting the provisions of the above-mentioned Equal Opportunity certifications.

The grantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, disability, age, political affiliation, creed or one's limited English proficiency or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the Governor's Office of Highway Safety (GOHS).

33. BUY AMERICA ACT

The grantee will comply with provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steels, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

34. POLITICAL ACTIVITY (HATCH ACT)

The grantee will comply as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

The Hatch Act's Section 12(a) states in part:

"No officer or employee of any state or local agency whose principal employment is in connection with any activity which is financed in whole or in part by loans or grants made by the United States or any federal agency shall take any active part in political management or in political campaigns."

This section covers state and local government employees whose principal employment (generally has been defined as occupying at least fifty percent of the employee's time) is in connection with highway safety projects supported in whole or in part by federal funds under the Highway Safety Act of 1966. An "active part" in political management or campaigns may be defined as: spending time, money or supporting publicly the political campaign of any individual for public office with the purposes of and to solicit the support of others to the campaign.

35. CONFLICTS OF INTEREST

Personnel and other officials connected with this grant shall adhere to the requirements given below:

1. No official or employee of a state or unit of local government or of non-government grantees/sub-grantee shall participate personally through sole approval or disapproval of a grant application or a grant's budgetary matters, when doing so would create a conflict of interest, potential conflict of interest, or appearance of impropriety.
2. Appearance: An appearance of a conflict exists when a reasonable person would conclude from the circumstances that an employee's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a true conflict. In the use of these grant funds, officials or employees of state or local units of

government and non-governmental grantees/sub-grantees shall avoid any action which might result in, or create the appearance of:

- Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; or
 - Affecting adversely the confidence of the public in the integrity of the government or the program.
3. The grantee certifies that the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibits and regulates certain transactions between certain state officials, employees and the state of Georgia, have not been violated and will not be violated in any respect.

36. COPY RIGHT

Except as otherwise provided in the terms and conditions of this grant, the grantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or GOHS reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or GOHS purposes:

- the copyright in any work developed under this grant or through a contract under this grant; and,
- any rights of copyright to which a grantee or sub-grantee purchases ownership with grant support.

The federal government's rights and/or GOHS's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

37. RECORD RETENTION

All financial, statistical and other pertinent records shall be retained for at least three (3) years after submission of the final expenditure report. In the event any litigation, claims or audit has been initiated involving grantee's records before the end of the three period, the records will be retained for three (3) years after the litigation, claim or audit is resolved. Non-expendable property records shall be retained for three (3) years after the disposition of the property.

38. SAFETY BELT UTILIZATION AND COMPLIANCE WITH GEORGIA'S SAFETY BELT AND CHILD RESTRAINT LAWS

Grantees must have a written agency seat belt policy. Emphasis will be placed on encouraging each employee to use safety belts and comply with Georgia safety belt and child restraint laws.

39. CIVIL RIGHTS

The local highway safety grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and

Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

40. MINORITY BUSINESS ENTERPRISE POLICY and OBLIGATION

It is the policy of the U.S. Department of Transportation that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business contractors shall not discriminate on the basis of race, color, creed, national origin, sex in the award performance of contracts. Consequently, the MBE requirement of 49 CFR Part 23 applies to this agreement.

41. DEPARTMENT OF TRANSPORTATION LIMITED ENGLISH PROFICIENT (LEP) GUIDANCE

The Georgia Governor's Office of Highway Safety will comply and inform its sub-recipient to comply with the "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons" (DOT LEP Guidance).

42. CONFIDENTIAL INFORMATION

Any reports information, data given to or prepared or assembled by the grantee under this grant which GOHS requests to be kept confidential shall not be made available to any individual or organization by the grantee without prior written approval GOHS.

43. DRUG-FREE WORK PLACE CERTIFICATION

The grantee will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about:
 - i) The dangers of drug abuse in the workplace.
 - ii) The grantee's policy of maintaining a drug-free workplace.
 - iii) Any available drug counseling, rehabilitation, and employee assistance programs.
 - iv) The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- c) Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - i) Abide by the terms of the statement.

- ii) Notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e) Notifying the agency within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –
 - i) Taking appropriate personnel action against such an employee, up to and including termination.
 - ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agencies.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

This certification is required by the federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, require certification by state agency grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when GOHS determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

44. SPECIALIZED EQUIPMENT/OCCUPANT PROTECTION DEVICE PURCHASES

According to NHTSA Grants Funding Policy, Part II, A. (3), costs for the following items are subject to compliance with any applicable standards and specifications established by NHTSA, the Research and Special Programs Administration, The American College of Surgeons or by other nationally recognized standard-setting agencies (or by state standards and specifications, as long as they are at least as stringent as applicable national standards and specifications.): 1) police traffic radar and speed measuring devices and costs for re-certification of such devices used by the police and 2) Alcohol/drug testing devices and costs for re-certification of such devices.

Child restraint devices purchased with Highway Safety grant funds must meet Federal Motor Vehicle Safety Standard 213. Bicycle helmets purchased with Highway Safety grant funds must meet U.S. CPSC (Consumer Product Safety Commission) standards or those of the Snell Memorial Foundation.

45. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The grantee will report for each **sub-grant** awarded:

- a) Name of the entity receiving the award;
- b) Amount of the award;
- c) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- d) Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- e) A unique identifier (DUNS);
- f) The names and total compensation of the five most highly compensated officers of the entity if—of the entity receiving the award of the parent entity of the recipient, should the entity be owned by another entity;

- i) The entity in the preceding fiscal year received –
 - 1. Eighty percent (80%) or more of its annual gross revenues in Federal awards; and
 - 2. \$25,000,000.00 or more in annual gross revenues from Federal awards; and
- ii) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- g) Other relevant information specified by the Office of Management and Budget in subsequent guidance or regulation.

46. COMPLIANCE AGREEMENT

The Grantee agrees to abide by all Terms and Conditions including “Special Conditions” placed upon the grant award by GOHS. Failure to comply could result in a “Stop Payment” being placed on the grant and/or repayment by the grantee of costs deemed unallowable.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Governor's Office of Highway Safety determines to award the covered transaction, grant or cooperative agreement.

47. RACIAL PROFILING

If any agency or organization is found to have engaged in “racial profiling,” GOHS reserves the right to terminate the grant immediately. The term “racial profiling” means the practice of a law enforcement officer relying, to any degree, on race, ethnicity, or national origin in selecting individuals to subject to routine investigatory activities, or in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity, except that racial profiling does not include reliance on such criteria in combination with other identifying factors when the law enforcement officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin is part of the description of the suspect (U.S. H.R. 2074).

48. LOBBYING

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of

Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

49. RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

50. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

- A. As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR.

The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
 2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, local or state) with commission of any of the offenses enumerated in paragraph A of this certification; and
 4. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

C. Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

51. POLICY TO BAN TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging while Driving, grantees are encouraged to:

- A. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving:
 - Company-owned or Government-owned, leased or rented vehicles; or
 - Privately-owned when on official Government business or when performing any work on or behalf of the Government.
- B. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

52. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The state and each sub-recipient will not use 23 USC Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

53. LAW ENFORCEMENT VEHICULAR PURSUITS

Law enforcement agencies are encouraged to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police (IACP) that are currently in effect. (23C 402(j))

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Application Project Information

Project Title: TEN - Appalachian Trail

Project Summary:

The Appalachian Traffic Enforcement Network (ATTEN) will coordinate enforcement and education of law enforcement within the network region to maximize the highway safety benefit.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
General Additional Information

Check here if you are a non-profit organization

Click [HERE](#) to view the Non-Profit Disclosure information

Public Funds Documentation

501 (c) (3) form

Secretary of State Certification

Letter of Support

Reference Letter #1

Reference Letter #2

Reference Letter #3

Are funds being sought from other sources? * Yes ☒ No

Does your jurisdiction receive any other federal funds from other sources? * ☒ Yes ☐ No

If so, how much?

When is your Audit Period? From: 1/1/2019 To: 12/31/2019

DUNS Number 08-790-3287

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Problem Identification

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).

Georgia has seen an increase in the number of fatal crashes per one hundred million vehicle miles traveled over the last three years. Based upon the 2016 data, Georgia has a current fatality rate of 1.27, which is a 18% increase from 2014. Traffic fatalities totaled 1,540 in 2017, a 23% increase from the 2013 calendar base year count. The average traffic fatalities were 1,374 in 2013-2017, which represents a 10% increase from the 2010-2013 calendar year average

The Traffic Enforcement Networks (TEN) serve as a systematic means of implementing police traffic services statewide. Each network is comprised of multiple counties that have various highway safety problems (i.e. occupant safety, impaired driving, speeding, etc.). In addition to the highway safety problems, each Network has multiple law enforcement agencies and their traffic safety conducted issues cross-jurisdictional lines. Agency participation and reporting are issues that need to be improved to effectively address and evaluate current highway safety programs. The intent of the Traffic Enforcement Network (TEN) is to coordinate the enforcement and education efforts of law enforcement strategies and mobilizations by agencies to maximize the highway safety benefit.

The Appalachian Trail Traffic Enforcement Network serves an 8 county region (see attached map). It is comprised of 12 police departments, 8 sheriff's offices, and 1 college.

Agencies within the Traffic Enforcement Network Region have experienced the following within the past 5 years:

2013: 50 Fatalities
2014: 40 Fatalities
2015: 54 Fatalities
2016: 36 Fatalities
2017: 81 Fatalities

The Calhoun Police Department is the lead agency for the Mountain Area Traffic Enforcement Network. Calhoun is approximately 15 square miles in size and is the county seat of Gordon County, with 15,650 residents. The City of Calhoun is located in upper northwest Georgia. US Route 41 passes through the center of town and parallels Interstate 75 which runs along the eastern edge of the city, with access from 5 exits. I-75 leads north 49 miles to Tennessee, and south 68 miles to Atlanta. Interstate 75 has an estimated 73,400 vehicles that travel through Calhoun each day. GDOT estimates that 14,400 vehicles travel through the City of Calhoun each day using US Route 41. Georgia State Route 156 runs west out of town as West Line Street, leading 18 miles to Armuchee, and heads east out of town as Red Bud Road, leading 8 miles to Red Bud. Georgia State Route 373 (East Line Street and Dews Pond Road) leads east 8 miles to Cash. Georgia State Route 136 (North River Street) leads northwest 30 miles to Lafayette. Georgia State Route 53 passes through the southern part of Calhoun, leading east 15 miles to Fairmount and southwest 22 miles to Rome.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Problem Identification

NOTE: Need to say something about large employer – Mohawk? And how many employees they have traveling to the mill each day. We should also mention the Northwestern Technical College and the number of students they have. Gary McConathy can probably give us that number.

In 2015 Calhoun accounted for 53% of the 2,431 total crashes in Gordon County. In 2017 Calhoun accounted for 50% of the 2,358 total crashes in Gordon County. Calhoun has not suffered any fatal crashes in the past 3 years. Within the city limits of Calhoun there were 1,292 crashes in 2015 which resulted in 343 injuries. Of these crashes, 53 were related to speed, 38 were related to impaired driving, and 141 were related to distracted driving. 24% of the crashes were related to following too loosely. In 2017 Calhoun experienced 1,179 crashes with 252 injuries. Of the 1,179 crashes 37 of them were speed related, 28 was impaired driving related and 103 distracted driving. Additionally, 24% of these crashes were related to following too closely.

In 2016 there were 53 impaired drivers arrested in the City of Holly Springs. In 2018 there were 106 DUI arrest which is a 100% decrease. The City of Holly Springs also had a total of 697 speeding citations in 2016. In 2018 there were 1,468 speeding citations issued, a 111% increase.

The McCaysville Police Department has 10 sworn officers and a fleet consisting of 3 of marked patrol vehicles.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Documentation Attachment

Document Title: Network Map

Attachment:
http://georgia.intelligrants.com/_Upload/70114_1102584-FullNetworksMap.jpg

Document Title: Fatality Data

Attachment:
http://georgia.intelligrants.com/_Upload/70114_1102584_2-FFY2019TENCrashData.xlsx

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Program Assessment

Program Assessment helps determine the resources a community currently has in place to address the problem. Include a review of current 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. Identify local laws, policies, groups, and organizations that support or inhibit the success of the project.

The Governor's Office of Highway Safety (GOHS) created sixteen (16) Regional Traffic Enforcement Networks that encompass Georgia's 159 counties. The networks are made up of both local and state traffic enforcement officers and prosecutors from each region of the state. The activities and programs of each network are coordinated by a coordinator and along with an assistant. Both coordinators are full time law enforcement officers volunteering their time and efforts to highway safety. The dedicated support from these officers, their law enforcement agency and department heads are unsurpassed.

The Appalachian Trail Traffic Enforcement Network serves an 8 county region (see attached map). It is comprised of 12 police departments, 8 sheriff's offices, and 1 college. The reporting average for FY18 was 79%, an increase from FY16 (73). In 2018, a total of 10 monthly meetings were held and the network conducted 2 road checks. Average attendance at the meeting continues well at ____ officers. Training has been conducted on seat belt usage, speeding apprehension, DUI Suppression, CPST, and Railroad Grade Crossings.

The network held monthly meeting providing information, training and network opportunities to the attending officers. Prosecutors, judges and non-traditional traffic enforcement agencies such as Georgia Department of Natural Resources, Department of Corrections and Military Police attended the meeting and provided valuable assistance during traffic enforcement training and other initiatives.

One of the network's major accomplishments was the mobilization and participation of officers during traffic enforcement initiatives such as Drive Sober or Get Pulled Over, CIOT, Operation Southern Shield and 100 Days of Summer HEAT. The Traffic Enforcement Network is and continues to serve as a valuable tool for Georgia law enforcement communities.

Byron, like the rest of the state, saw a small decrease in traffic crashes in 2017. The Byron PD is very proactive in enforcement of traffic laws. We look at our crash data and work to focus our efforts in the locations with the highest amount of crashes.

From the intersection of I-75 going east on GA 49 is an area we focus on for enforcement because of the high amount of traffic crashes.

I-75 is another area high in crashes and heavy in enforcement. The majority of the speed citations written on I-75 are for 19 miles per hour and up over the speed limit.

In 2017 we had three traffic crashes that resulted in fatalities on White Road. Two of these were single vehicle crashes and one of those was an impaired driver. The other fatal crash involved three vehicles. All three of these crash locations were within 200 yards of each other. Enforcement on this roadway has always been constant.

Our goal is to continue our enforcement and education to continue to keep crashes going down and to save lives. In 2017 we reached over 8000 people through our education efforts to help reduce traffic crashes. We utilized the "Seatbelt Convincer", fatal vision goggles and other tools to make an impact at any event we could

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Program Assessment

participate in. So far in FY2018 the "Seatbelt Convincier" has been deployed 19 times.

In an effort to communicate legislative updates, court decisions and other pertinent information to traffic enforcement officers statewide, GOHS in partnership with Emory University established an email list serv in which all participating law enforcement agencies receive updated traffic enforcement related information in a timely manner. The list serv provided information relating to legal updates, training opportunities, traffic policies along with other important information. More than 800 traffic officers and prosecutors subscribed to the Georgia Traffic Enforcement Network (GATEN) list serv.

In FY20, the Network will continue to strengthen its efforts to increase agency participation and agency reporting. In addition the Network Coordinator/Assistant Coordinator will track and report monthly the number of officers receiving training within their network. The network will continue to hold monthly meetings to coordinate and carryout GOHS/NHTSA annual mobilizations in an effort to reduce the number of crashes, injuries and fatalities occurring on Georgia' roadways.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Program Assessment Chart

For Young Adult Only

College Population:

For Law Enforcement Agencies only

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		
DUI Arrests			
Speeding (all cases)			
Safety Belt Violations			
All Other Traffic Violations			
Traffic Crashes			
Check Point Conducted			

For Drivers Education only

Please provide the numbers trained in driver's education for your school for the previous three (3) state fiscal years (July 1 through June 30.). If data is not available for a particular activity/year combination, enter 0.

Activity	State Fiscal Year		
How many students were trained in a 30/6* driver's education program with financial assistance or free of charge?			
How many total students were trained in a 30/6* driver's education program?			
How many students requested financial assistance for driver's education?			
How many students were denied driver's education due to a lack of financial assistance?			

*30/6 driver's education program means 30 hours of classroom training and 6 hours of behind the wheel instruction

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Media Plan

Describe your plans for announcing the award of this grant to your community through media outlets available to you. Include specific media sources. Discuss how you plan to keep the public informed of grant activities throughout the entire project period.

Agency Administrator will announce this grant when awarded to all local media outlets within the network region in the form of an official press release. The Agency Administrator will coordinate press releases and media events prior to all National and Local campaigns such as Click It or Ticket, Operation Zero Tolerance, and 100 Days of Summer Heat. All of these press releases will be reported to the Governor's Office of Highway Safety when required by reporting procedures.

The Media outlets will include _____-

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Objectives: 001

If this goal incorporates a best practice, please check here: **If not, this application may not be approved.**

Proposed programs must be data driven and should be based on proven countermeasures. For guidance on best practices visit <http://www.gahighwaysafety.org/grants/best-practices/>

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

If Other, please specify:

Objective:

The Network Coordinator and/or Assistant Coordinator will ensure that a minimum of 10 Network meetings are held in the Network region within the grant period.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Objectives: 002

If this goal incorporates a best practice, please check here: **If not, this application may not be approved.**

Proposed programs must be data driven and should be based on proven countermeasures. For guidance on best practices visit <http://www.gahighwaysafety.org/grants/best-practices/>

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

If Other, please specify:

Objective:

The Network will participate in GOHS highway safety campaigns, including CIOT, OZT, and Summer HEAT. The coordinator and assistant coordinator will encourage a 24/7 safety belt and impaired driving enforcement concept to the agencies within the Network each month during the grant period.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Objectives: 003

If this goal incorporates a best practice, please check here: **If not, this application may not be approved.**

Proposed programs must be data driven and should be based on proven countermeasures. For guidance on best practices visit <http://www.gahighwaysafety.org/grants/best-practices/>

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

If Other, please specify:

Objective:

The network coordinator and/or assistant coordinator will ensure that a minimum of 5 road checks (preferably multi-jurisdictional road checks) are held in the network region within the grant period.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Objectives: 004

If this goal incorporates a best practice, please check here: **If not, this application may not be approved.**

Proposed programs must be data driven and should be based on proven countermeasures. For guidance on best practices visit <http://www.gahighwaysafety.org/grants/best-practices/>

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

If Other, please specify:

Objective:

The coordinator and/or assistant coordinator will attend the annual LEL Conference as scheduled by NHTSA, and as approved by GOHS. The coordinator and/or assistant coordinator will attend all coordinator meetings as scheduled by the GOHS Law Enforcement Services Director or Regional LEL.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Activities Evaluations: 001

6.1 GOHS Goal: Enhance Police Traffic S...The Network Coordinator and/or Assistant Coordinator will ensure that a minimum of 10 Network meetin

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

Objective: The Network Coordinator and/or Assistant Coordinator will ensure that a minimum of 10 Network meetings are held in the Network region within the grant period.

Activity: The coordinator and/or assistant coordinator will schedule a minimum of 10 network meetings during the grant period. The coordinator and/or assistant coordinator will stay in constant contact with network law enforcement, judges, and prosecutors to promote the Traffic Enforcement Network concept. An announcement will be placed on the GATEN listserve in a timely manner to announce the monthly meeting.

Evaluation: The coordinator or assistant coordinator will attach meeting agenda and sign-in sheet to the monthly report in eGOHS Plus.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOT
1	1	1	0	0	1	1	1	1	1	1	1	10

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Activities Evaluations: 002

6.1 GOHS Goal: Enhance Police Traffic S...The Network will participate in GOHS highway safety campaigns, including CIOT, OZT, and Summer HEAT.

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

Objective: The Network will participate in GOHS highway safety campaigns, including CIOT, OZT, and Summer HEAT. The coordinator and assistant coordinator will encourage a 24/7 safety belt and impaired driving enforcement concept to the agencies within the Network each month during the grant period.

Activity: The coordinator and assistant coordinator will discuss highway safety mobilization strategies with the Network prior to the mobilization date, encouraging participation and reporting. Agency participation will be monitored on a monthly basis by the coordinator and assistant coordinator.

Evaluation: The coordinator or assistant coordinator will attach meeting agenda and sign-in sheet to the monthly report in eGOHS Plus.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOT
1	1	1	1	1	1	1	1	1	1	1	1	12

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Activities Evaluations: 003

6.1 GOHS Goal: Enhance Police Traffic S...The network coordinator and/or assistant coordinator will ensure that a minimum of 5 road checks (pr

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

Objective: The network coordinator and/or assistant coordinator will ensure that a minimum of 5 road checks (preferably multi-jurisdictional road checks) are held in the network region within the grant period.

Activity: The coordinator and assistant coordinator will work with agencies within the Network to schedule a minimum of 5 road checks (preferably multi-jurisdictional) during the grant period. At least 2 will be held during the 100 Days of Summer HEAT campaign.

Evaluation: The coordinator or assistant coordinator will attach documentation of Network road checks, as well as use of the BAT trailer by other agencies.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOT
0	1	0	0	0	0	0	1	1	0	1	1	5

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Project Activities Evaluations: 004

6.1 GOHS Goal: Enhance Police Traffic S...The coordinator and/or assistant coordinator will attend the annual LEL Conference as scheduled by N

Goal: 6.1 GOHS Goal: Enhance Police Traffic Services

Objective: The coordinator and/or assistant coordinator will attend the annual LEL Conference as scheduled by NHTSA, and as approved by GOHS. The coordinator and/or assistant coordinator will attend all coordinator meetings as scheduled by the GOHS Law Enforcement Services Director or Regional LEL.

Activity: The coordinator and/or assistant coordinator will attend NHTSA sponsored LEL meetings as well as GOHS sponsored coordinator meetings for the purpose of developing strategies for future highway safety campaigns.

Evaluation: The coordinator and assistant coordinator will attach documentation of attendance at all LEL meetings as well as coordinator meetings in the monthly report.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOT
0	0	0	0	1	0	0	0	0	0	0	0	1

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Resource Requirements

Use this section to provide a detailed justification of all budget items. All resources should support the completion of the activities and objectives needed to accomplish the overall grant goal.

1. What personnel are needed? Hours they will they work? Include job descriptions.
2. What are the types and quantity of needed equipment?
3. How will equipment be used and by whom?
4. Describe the training required by personnel.
5. Are all resources necessary in order to achieve the grant goals/objectives?

With the award of this grant, network funds will be used to implement ATTEN programs and activities. Grant funds will be utilized as detailed below:

Regular Operating: \$7,500.00

Funds will be used for trailer maintenance, network meeting expenses, and network plaques and award certificates. Funds designated for awards (plaques, certificates, trophies) will be utilized in recognizing agencies and officers for their enforcement efforts, noteworthy accomplishments and other highway safety related efforts.

Travel: \$5,000

Funds will be utilized to facilitate travel for the coordinator/assistant coordinator to GOHS required meetings and conferences. (i.e. Regional LEL Conference, Hands Across the Borders, network meetings/training, agencies site visitations along with other highway safety conferences. Funds will also be utilized while providing traffic safety education to other network agencies around the state.

Equipment: \$7,500

The lead agency is requesting one Lidar and two in-car radar units. The equipment will be used by the Holly Springs to address the issues of speeding in an effort to reduce the number of crashes, injuries and fatalities. In addition, this equipment will allow the lead agency officers the ability to aggressively work speed enforcement within their jurisdiction.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Self-Sufficiency

Continuation Plan

Federal Funding guidelines require that each funded project indicate how the activities of the project will be continued after federal funds are no longer provided. The continuation plan must identify potential sources of non-federal funds.

The TEN program will continue throughout the State of Georgia to allow law enforcement officers and agencies the opportunity to network with others in their region and across the state.

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Regular Operating Expenses

Description	Unit Price	Quantity	Total Costs
Network Meeting Room Expenses	\$500.00	10	\$5,000.00
Bat Trailer Maintenance	\$500.00	1	\$500.00
Network awards (plaques, certificates, trophies)	\$50.00	10	\$500.00
Portable Breath Testing Units (Network)	\$350.00	3	\$1,050.00
High Visibility Reflective Vest (Network)	\$50.00	6	\$300.00
Traffic flashlight for patrol vehicle (Agency)	\$123.00	18	\$2,214.00
Traffic wands for flashlights (Agency)	\$14.00	18	\$252.00
Portable breath testing unit (Agency)	\$350.00	5	\$1,750.00
Window tint meter (Agency)	\$60.00	5	\$300.00
DUI pen light (Agency)	\$60.00	18	\$1,080.00
Total			\$12,946.00

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Travel

Description	Unit Price	Quantity	Total Costs
Travel for the Network Coordinator and Assistant Coordinator	\$5,000.00	1	\$5,000.00
Total			\$5,000.00

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Equipment Purchases

Description	Unit Price	Quantity	Total Costs
LIDAR speed detection unit	\$2,050.00	1	\$2,050.00
Total			\$2,050.00

Traffic Enforcement Networks 2020
Organization: Holly Springs Police Department
TEN-2020-Holly Spri-00019
Cost Category Summary

COST CATEGORY	TOTAL	AWARD AMT.
1. Personnel Services (salaries & fringes)	\$0	\$0
2. Regular Operating Expenses	\$12,946.00	\$12,946.00
3. Travel	\$5,000.00	\$5,000.00
4. Equipment Purchases	\$2,050.00	\$2,050.00
5. Contractual Services	\$0	\$0
6. Per Diem and Fees	\$0	\$0
7. Computer Charges and Computer Equipment	\$0	\$0
8. Telecommunication	\$0	\$0
9. Motor Vehicle Purchase	\$0	\$0
10. Rent Real Estates	\$0	\$0
11. Total	\$19,996.00	\$19,996.00
MATCHING FUNDS		
Local Cash Match (You must enter at least a 0 before saving to force the page to calculate the category totals).	0%	\$0
Federal Participation (percentage of total in Item 11)	100.00%	\$19,996.00

**A RESOLUTION OF THE
CITY OF HOLLY SPRINGS
RECOGNIZING GEORGIA CITIES WEEK, APRIL 21-27, 2019 AND
ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND
CORRESPONDING ACTIVITIES**

WHEREAS, city government is the closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Georgia Cities Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Georgia that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Georgia Municipal Association and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Georgia Cities Week offers an important opportunity to convey to all the citizens of Georgia that they can shape and influence government through their civic involvement.

NOW, THEREFORE BE IS RESOVLED that the City of Holly springs declares April 21-27, 2019 as Georgia Cities Week

NOW THEREFORE BE IT FURTHER RESOLVED that the City of Holly Springs encourages all citizens, city government officials, and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

IN WITNESS WHEREOF, I have hereto set my hand and caused the Seal of the City of Holly Springs to be affixed this 15th day of April 2019.

Mayor, Steven W. Miller

Attest:

Karen Norred, City Clerk
(Seal)



Day of Prayer in Holly Springs, Georgia Proclamation

WHEREAS, a National Day of Prayer was first established by the Continental Congress in 1775 and the United States Congress in 1952 approved a Joint Resolution setting aside a day each year to recognize the tradition of prayer in our nation; and

WHEREAS, we are afforded the privilege of prayer and the joy of seeking guidance, strength, comfort and inspiration from Almighty God. Regardless of our individual beliefs and faith practices, we have an assurance that God hears our prayers and faithfully responds to our petitions; and

WHEREAS, the sixty-eighth observance of the National Day of Prayer will be held on Thursday, May 2, 2019, with the theme, "Love One Another" based on John 13:34, which says, "*Love one another. Just as I have loved you,*" and

NOW THEREFORE, I, Steven W. Miller by virtue of the authority vested in me as Mayor of the City of Holly Springs, Georgia, do hereby proclaim May 2, 2019 as:

A Day of Prayer

In the City of Holly Springs and urge our citizens to join me in this worthy observance.

IN WITNESS WHEREOF, I have hereto set my hand and caused the seal of the City of Holly Springs, Georgia, to be affixed this 15th day of April, 2019.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



National Historic Preservation Month Proclamation

WHEREAS, the City is committed to the economic development of its Main Street District within the context of historical preservation; and

WHEREAS, historic preservation is an effective tool for economic development, growth management, downtown revitalization, growing local pride, and maintaining the overall character of a community while enhancing the quality of life; and

WHEREAS, it is of the utmost importance to protect the memory of those who came before us and to pave a way for success for those who will come after us; and

WHEREAS, historic preservation encourages sustainable growth and revitalization while maintaining community character; and

WHEREAS, historic preservation can benefit citizens of all ages; and

NOW THEREFORE, I, Steven W. Miller, by virtue of the authority vested in me as Mayor of the City of Holly Springs, Georgia, do hereby proclaim May as:

National Historic Preservation Month

In the City of Holly Springs, and I urge our citizens to observe this month with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, I have hereto set my hand and caused the seal of the City of Holly Springs, Georgia, to be affixed this 15th day of April 2019.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



Proclamation
50th Anniversary of Municipal Clerks Week
May 5 – 11, 2019

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, Steven W. Miller, Mayor of the City of Holly Springs, do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Karen Norred and Assistant Municipal Clerk, Donna Sanders and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 15th day of April 2019.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



Proclamation

Building Safety Month — May 2019

Whereas, the City of Holly Springs of Holly Springs, Georgia is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

Whereas, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians are dedicated members of the International Code Council, a U.S. based organization, that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, play, and;

Whereas, our nation benefits economically and technologically from using the International Codes® that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the world;

Whereas, these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquake; which, according a FEMA-commissioned study by the National Institute Building Science, provide \$11 in future mitigation benefits for every dollar invested; and;

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, efficient and livable buildings that are essential to America's prosperity, and;

Whereas, "No Code. No Confidence." the theme for Building Safety Month 2019, encourages all Americans to raise awareness of the importance of safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2019 encourages appropriate steps everyone can take to ensure the safety of our built environment, and recognizes that the implementation of safety codes by local and state agencies has saved lives and protected homes and businesses, and,

Whereas, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Steven W. Miller, Mayor of the City of Holly Springs, Holly Springs, Georgia do hereby proclaim the month of May 2019 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Dated this 15th day of April 2019.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- ☐ Board of Appeals
- ☒ Downtown Development Authority (DDA)
- ☐ Planning & Zoning Commission
- ☐ Main Street Board
- ☐ Cherokee County Library Board of Trustees

Name Jimmy T. Long

Home Address [REDACTED]

City Woodstock State GA Zip Code 30189

Home Phone [REDACTED] Unlisted? ☐ Yes ☐ No
Cell Phone 11 Email

Employer U.S. Whirlpool Occupation owner

Employer's Address Holly Springs 123 P. Rickman Trl. Dr.
City Canton State GA Zip Code 30115

Business Phone 770-4-5081 Website USWhirlpool.NET

- 1) Are you a registered voter in the City of Holly Springs? ☐ Yes ☒ No
Cherokee County? ☒ Yes ☐ No
- 2) How did you hear about the Board or Commission to which you are applying? Nancy Moon
- 3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration). No
- 4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume. Chairman of Woodstock DDA for 11 years
- 5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain.

Signature Jimmy T. Long Date 1-19-17



STORMWATER FACILITY MAINTENANCE AGREEMENT CITY OF HOLLY SPRINGS, GEORGIA

THIS AGREEMENT, made and entered into this 8th day of May, 2018, by and between Univeter Road Investments, LLC hereinafter called the "Landowner", and the City of Holly Springs, Georgia, hereinafter called the "City". WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as (Tax Map/Parcel Identification Number) 15N19-147B & 145 as recorded by deed in the land records of Cherokee County, Georgia, Deed Book 10592 Page 65, hereinafter called the "Property".
7229 317

WHEREAS, the Landowner is proceeding to build on and develop the property; and WHEREAS, the Site Plan/Subdivision Plan known as Univeter Road Tract, hereinafter called the "Plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for control of stormwater within the confines of the Property; and

WHEREAS, the City and the Landowner, its successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of the City of Holly Springs, Georgia, require that on-site stormwater management facilities be constructed and maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management facilities as shown on the Plan be constructed and adequately maintained by the Landowner, its successors and assigns, including any homeowners association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The on-site stormwater management facilities shall be constructed by the Landowner, its successors and assigns, in accordance with the plans and specifications identified in the Plan.
2. The Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management facilities. This includes all pipes, channels, or other conveyances built to convey

stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions. The appropriate Maintenance Activity Schedule(s) and Stormwater Structural Control Maintenance Checklist(s) found in the *Georgia Stormwater Management Manual* are to be used to establish what good working condition is acceptable to the City.

3. The Landowner, its successors and assigns, shall inspect the stormwater management facilities and submit an inspection report annually. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structures, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.
4. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the stormwater management facilities whenever the City deems necessary. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.
5. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management facilities in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside the easement for the stormwater management facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.
6. In the event the City pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City, or shall forfeit any required bond, upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder. If not paid within the prescribed time period, the City shall secure a lien against the real property in the amount of such costs. The actions described in this section are in addition to and not in lieu of any and all legal remedies available to the City as a result of the Landowner's failure to maintain the facilities.
7. This agreement imposes no liability of any kind whatsoever on the City, and the Landowner agrees to hold the City harmless from any liability in the event the stormwater management facilities fail to operate properly.

8. This Agreement shall be recorded among the land records of the Clerk of Superior Court of Cherokee County, Georgia prior to the final plat being recorded, and the final plat shall contain a reference to the deed book and page where the Agreement is recorded. This Agreement shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs, and any other successors in interests, including any homeowners association.
9. This Agreement may be enforced by proceedings at law or in equity by or against the parties hereto and their respective successors in interest.
10. Invalidation of any one of the provisions of this Agreement shall in no way effect any other provisions, and all other provisions shall remain in full force and effect.

MAINTENANCE AGREEMENT

SO AGREED this 8th day of May, 2016

PROPERTY OWNER
LIMITED LIABILITY CORPORATION

Name of LLC: Unveter Rd Investments, A Georgia Corporation
Printed or Typed Name

By: [Signature]
Signature
Lee Lusk
Typed or Printed Name

Attest: [Signature]
Signature of Witness
Becky Bruce
Typed or Printed Name

Title: owner, president
(President or Vice President)

Title: Permit Tech
(Notary Public)



HOLLY SPRINGS, GEORGIA

Attest: _____
City Clerk

By: _____
Mayor

(CITY SEAL)



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: Discussion of the following:

Release of Bonds: Racetrac-Performance Bond, Holly Glen Phase 1A-Performance Bond

DATE: April 3, 2019

COUNCIL MEETING DATE: April 8, 2019

RECOMMENDATION

STAFF ANALYSIS

The following bonds have been requested for release:

Subdivision/Project	Bond Type	Bond Number	Amount
Racetrac-Sixes Road	Performance	106778972	\$92,885.00
Holly Glen Phase 1A	Performance	DVIFSU0698410	\$39,077.50

The City Engineer has inspected both projects and approved the release of both bonds.

CONCURRENCES

City Engineer

FISCAL IMPACT

N/A

ALTERNATIVES

Denial

ATTACHMENTS

NA

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

RENEWAL TERMS FOR 2019-2020

CITY OF HOLLY SPRINGS

HO7

1050 Crown Pointe Pkwy., Suite 600
Atlanta, GA 30338

Coverage Period:

May-01-2019 to May-01-2020

Presented by:



201 Prior Street
Atlanta, GA 30303

Quote Date:

3/25/2019

Administered by:

Willis Insurance Services of Georgia

Concourse Corporate Center Five, 18th Floor
Atlanta, GA 30328

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2019-2020

CITY OF HOLLY SPRINGS

General Liability and Law Enforcement Liability	Limit of Liability
Each Occurrence	\$4,000,000
Personal & Advertising Injury	\$4,000,000
Products / Completed Operations	\$4,000,000
Failure to Supply Utilities	\$4,000,000
Fire Legal Liability	\$4,000,000
Law Enforcement Liability	\$4,000,000
General Aggregate	Unlimited
Products / Completed Ops Aggregate	\$20,000,000
Failure to Supply Utilities Aggregate	\$20,000,000
Medical Payments	Excluded
Form	Occurrence
General Liability Deductible	\$0
Law Enforcement Liability Deductible	\$5,000
Employee Benefits Liability	\$4,000,000
Employee Benefits Aggregate	\$20,000,000
Form	Occurrence
Deductible	\$0

Coverage Features:

- No premium Audits
- Defense Costs Outside the Limit
- Special Events Liability
- Athletic Participants Liability
- Fireworks Display Liability
- Cemetery Professional Liability
- Limited Pollution Liability
- Non-Owned Aircraft
- Non-Owned Watercraft
- Host Liquor Liability
- Worldwide Territory
- Garage Liability
- Garage Keepers Liability
- Personal Injury Liability
- Authorized Moonlighting by Police Officers
- Jail Cell Operations
- Police Animal Liability
- Assault and Battery
- Inmate Medical Coverage
- Sexual Abuse Coverage

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2019-2020

CITY OF HOLLY SPRINGS

Public Officials / Errors & Omissions Liability	Limit of Liability
Each Wrongful Act or Occurrence	\$4,000,000
Aggregate Limit	\$20,000,000
Form	Occurrence
Deductible	\$5,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limits
- Pay on Behalf Basis
- Personal Injury – to include:
 - Mental Anguish
 - Shock
 - Humiliation
- Employment Practices Liability – including coverage for:
 - Libel
 - Slander
 - Defamation
 - Sexual Harassment
 - Sexual Abuse
- Americans with Disabilities Act (ADA)
- Zoning Claims Seeking Monetary Demands
- Civil Rights Violations
- Services Performed Under a Mutual Aid Agreement

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Disclaimer:

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2019-2020

CITY OF HOLLY SPRINGS

Automobile Liability	Limit of Liability
Combined Single Occurrence Limit	\$4,000,000
Uninsured Motorists Liability	\$75,000
Hired & Non-Owned Liability	\$4,000,000
Medical Payments	Excluded
Deductible	\$0
Uninsured Motorist Deductible	\$0

Automobile Physical Damage	Limit of Liability
Limit	Actual Cash Value
Hired Physical Damage	Included
Vehicles Covered	Per Schedule
Comprehensive Deductible	\$1,000
Collision Deductible	\$1,000
Hired Physical Damage Deductible	\$1,000

Coverage Features:

- Automatic Coverage for Vehicles up to \$100,000 in value
- Automatic Liability Coverage for new vehicles
- Deductible Per Occurrence

Crime / Fidelity	Limit of Liability
Blanket Employee Dishonesty	\$500,000
Forgery or Alteration	\$500,000
Computer Crime	\$500,000
Money and Securities	\$500,000
Deductible	\$1,000

Coverage Features:

- Faithful Performance Included
- Includes all local and state required bonds

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2019-2020

CITY OF HOLLY SPRINGS

Property	Limit of Liability
Total Insured Values	\$3,450,297
Blanket Building & Contents	\$3,262,594
Mobile Equipment	\$187,703
Computers("EDP")	Included
Flood Limit – Including Zones A and V	\$3,450,297
Earthquake Limit	\$3,450,297
Coinsurance Provision	None
Locations Covered	Per Schedule
Valuation – Building & Contents	Replacement Cost
Valuation – Mobile Equipment	Actual Cash Value
Deductible – Buildings & Contents (All Perils)	\$1,000
Deductible – Mobile Equipment	\$1,000
Automatic Coverage Extensions:	
Business Interruption	\$500,000
Extra Expense	\$500,000
Computers ("EDP")	\$500,000
Builders Risk	\$500,000
Property in Transit	\$500,000
Valuable Papers	\$500,000
Equipment Breakdown	Limit of Liability
Limit Per Occurrence	\$3,262,594
Ordinance or Law Limit	\$3,262,594
Hazardous Substance	\$250,000
Deductible	\$1,000
Automatic Coverage Extensions	
Ammonia Contamination	\$1,000,000
Expediting Expenses	\$10,000,000
Service Interruption	\$3,262,594
Spoilage / Consequential Damage	\$10,000,000
Water Damage	\$1,000,000

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2019-2020

CITY OF HOLLY SPRINGS

Police Animal Mortality Coverage	Limit of Liability
Scheduled Limit	\$15,000
Deductible	Nil

Risk Management Services

<u>Type of Service</u>	<u>Annual Contribution</u>
Loss Control & Safety Training	
On Site Visitation	Included
Awareness Training	Included
Awareness Through Safety Bulletins	Included
Automobile Drivers Training	Included
Access to Safety Videos	Included
Safety Grant	
Based on a Contribution Volume and up to \$10,000	Included
Subject to Approval & Requirements	
Employment Practices Help Line	
Legal Advice	Included
Property Appraisals	
Building Valuations	Included
Content and Historical Valuations	Included

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2019-2020

CITY OF HOLLY SPRINGS

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$8,133
Law Enforcement Liability – Before Credit	\$43,389
<i>Law Enforcement Initiative Credit Amount</i>	\$8,678
Law Enforcement Liability – After Credit	\$34,711
Public Officials Liability	\$13,593
Automobile Liability	\$18,151
Automobile Physical Damage	\$9,508
Property – Buildings & Contents	\$5,448
Mobile Equipment	\$231
Police Animal Mortality	\$1,500
Crime / Fidelity	\$960
Boiler & Machinery	\$681
Uninsured Motorist	\$636
Sub Total	\$93,552
Less Renewal Credit	\$12,272
Total	\$81,280

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

City of Holly Springs

Program Details	2018 Expiring Program	2018 Rating Exposure	2018 Premium	2019 Expiring Program	2019 Rating Exposure	2019 Premium	Exposure Change	Premium Change	Net Rate Change
General Liability			\$6,414			\$8,133			
Each Occurrence	\$4,000,000	\$2,602,232		\$4,000,000	\$2,809,876		8.0%	26.8%	18.8%
General Aggregate	Unlimited			Unlimited					
Deductibles									
General Liability	\$0			\$0					
Law Enforcement Liability			\$29,670			\$34,711			
Each Occurrence	\$4,000,000	34		\$4,000,000	36		5.9%	17.0%	11.1%
General Aggregate	Unlimited			Unlimited					
Deductibles									
Law Enforcement	\$5,000			\$5,000					
Public Officials Liability			\$10,290			\$13,593			
Each Occurrence	\$4,000,000	\$2,602,232		\$4,000,000	\$2,809,876		8.0%	32.1%	24.1%
Aggregate	\$20,000,000			\$20,000,000					
Deductible	\$5,000			\$5,000					
Automobile Liability			\$16,304			\$18,787			
Combined Single Limit	\$4,000,000	49		\$4,000,000	51		4.1%	15.2%	11.1%
Uninsured Motorist Liability	\$75,000			\$75,000					
Deductibles									
Auto Liability	\$0			\$0					
Auto Physical Damage			\$8,492			\$9,508			
Limit	Actual Cash Value	44		Actual Cash Value	46		4.5%	12.0%	7.4%
Vehicles Covered	Scheduled Vehicles			Scheduled Vehicles					
Deductible	\$1,000			\$1,000					
Crime			\$738			\$960			
Blanket Employee Dishonesty	\$500,000	46		\$500,000	55		19.6%	30.1%	10.5%
Money & Securities	\$500,000			\$500,000					
Deductible	\$1,000			\$1,000					
Property & Mobile Equipment			\$5,163			\$5,679			
Total Insured Values	\$3,450,297	\$3,450,297		\$3,450,297	\$3,450,297		0.0%	10.0%	10.0%
Flood Limit	\$3,450,297			\$3,450,297					
Earthquake Limit	\$3,450,297			\$3,450,297					
Deductibles									
Building and Contents	\$1,000			\$1,000					
Mobile Equipment	\$1,000			\$1,000					
Equipment Breakdown			\$681			\$681			
Per Occurrence	\$3,262,594	\$3,262,594		\$3,262,594	\$3,262,594		0.0%	0.0%	0.0%
Deductible	\$1,000			\$1,000					
Animal Mortality			\$1,500			\$1,500			
Scheduled Limit	\$15,000	1		\$15,000	1		0.0%	0.0%	0.0%
Deductible	\$0			\$0					
Municipal Workforce AD&D			\$1,213			\$1,213			
Limit	\$50,000	36		\$50,000	36		0.0%	0.0%	0.0%
Deductible	\$0			\$0					
GIRMA Contribution Total			\$80,465			\$94,765	4.1%	17.8%	13.7%
Less Dividend			(\$3,596)			(\$12,272)			
Net GIRMA			\$76,869			\$82,493	4.1%	7.3%	3.2%
Broker Fee			\$10,000			\$10,000			
Grand Total			\$86,869			\$92,493	4.1%	6.5%	2.4%

Note: Total exposure and rate change based on weighted averages



City of Holly Springs

May 1, 2019 - May 1, 2020

COVERAGE OPTION	Limit	Deductible	Accept	Reject	Premium*
A. Off-Duty Liability Extends coverage to secondary employers, while defining "law enforcement activities" in a broad manner. This off-duty policy addresses most of the deficiencies that existing Law Enforcement liability policies neglect.	\$1,000,000	\$10,000	☐	☐	\$10,400

* Off-Duty Liability premium above is inclusive of Surplus Lines taxes.

MOONLIGHTING: What's The City's Liability?

In the current economic climate, moonlighting among governmental employees has grown significantly, particularly the demand for off-duty police officers by private industry. Private employers prefer hiring off-duty police officers over private security officers because of the law enforcement officers' police powers, training, and "presence."

However, moonlighting by police officers can be problematic because of the number of potential legal issues that arise for the secondary employer as well as for the municipality if police action must be taken. If secondary employment is permitted but not controlled, the potential for liability increases significantly, especially if the municipality allows the officer to use department uniforms, weapons, and equipment.

It is essential for a public entities to discuss internally and with their trusted insurance professionals regarding the exposure to liability and the inherent reputational risk involved. This product will help address gap exposures others do not.

IMPORTANT: The proposal, and any executive summaries included with or supplementing the proposal outlines certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. It does not include all the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract language. The insurance policies themselves must be read for those details. Policy forms for your reference will be made available upon request.

DISCLAIMER: These are indications only and are subject to underwriting approval and final premium calculations

Compensation Agreement

City of Holly Springs & Arthur J. Gallagher Risk Management Services, Inc.

THIS COMPENSATION AGREEMENT is made and entered into and effective the 1st day of May, 2019 ("Effective Date") by and between CITY OF HOLLY SPRINGS, a Georgia Municipality ("Client"), and ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC., an Illinois corporation ("Gallagher").

I. TERM AND TERMINATION

This Agreement shall commence on the Effective Date for a term of one (1) year and shall automatically renew on the first anniversary of the Effective Date and annually thereafter for additional one- (1) year terms but may be terminated by either party at any time upon thirty (30) days prior written notice.

II. OBLIGATIONS OF GALLAGHER

Gallagher will provide the services set out on Exhibit A attached hereto (collectively, the "Services") to Client: General Liability, Law Enforcement Liability, Public Officials Liability, Employment Practices Liability, Automobile Liability and Automobile Physical Damage, Property, Mobile Equipment, Crime, Boiler & Machinery. If the Services include the placement of insurance coverages, Gallagher will use its commercial best efforts to secure such insurance coverages on Client's behalf. In the event an insurance company cancels or refuses to place the listed insurance, Gallagher will use its best commercial efforts to obtain the coverage from another insurance company. Gallagher will also provide the following Services: (1) risk identification; (2) loss measurement; (3) gathering and analysis of loss information; (5) setting of risk retention levels; (6) development of retention financing plans; (7) development of insurance specifications; (8) negotiation with insurers regarding coverages, costs and payment options; (9) implementation of retained and transferred risk programs; (10) monitoring of annual program; and (11) insurance audit Services.]

III. OBLIGATIONS OF CLIENT

Client shall remunerate Gallagher its usual and customary brokerage commission for the Services. In addition to or in lieu of commission, Client shall pay Gallagher an annual fee of \$10,000 for the Services, which such fee may be revised at the time of renewal of this Agreement by the execution of an amendment to this Agreement signed by the parties hereto. Such Service(s) is additional and ancillary, which Gallagher is providing to Client as a licensed counselor. In receiving the fee stated herein, Gallagher will not be receiving any compensation from any other source on or relating to the same transaction. If work is required to be performed in addition to the Services, Client agrees to compensate Gallagher for such additional work at its usual and customary rates.

IV. DISCLOSURES

A. In addition to such fees and commissions provided herein, Gallagher may also receive investment income on fiduciary funds temporarily held by it, such as premiums or return premiums. Other parties, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers, captive managers and similar parties, some of which may be owned in whole or in part by Gallagher's corporate parent, may earn and retain usual and customary commissions and fees in the course of providing insurance products to clients. Gallagher may also participate in contingent and supplemental commission arrangements with insurance companies. Contingent commission arrangements provide for additional contingent compensation if underwriting, profitability,

volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. Supplemental commissions, unlike contingents, are known at the effective date of the policy, but are typically paid later and apart from when usual and customary commission is paid. Any such fees or commission will not constitute compensation to Gallagher under Section III. above.

- B. Gallagher's fees under this Agreement shall be earned on the Effective Date (and any renewal thereof), and payable on invoicing. Client is responsible for payment of premiums for all insurance placed by Gallagher on its behalf. If any amount is not paid in full when due, including premium payments to insurance companies, that nonpayment will constitute a material breach of this Agreement that will allow Gallagher to immediately terminate this Agreement, at its option, without notice to Client. In addition, and not in lieu of the right to terminate, Gallagher reserves the right to apply return premiums or any other payment up to \$5,000 received by Gallagher on Client's behalf to any amounts owed by Client to Gallagher unless such return premiums or other payments are disputed by Client.
- C. Where applicable, insurance coverage placements which Gallagher makes on Client's behalf, may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees, to the Internal Revenue Service (federal), various state(s) departments of revenue, state regulators, boards or associations. In such cases, Client is responsible for the payment of such taxes and/or fees, which will be identified separately by Gallagher on invoices covering these placements. Under no circumstances will these taxes or other related fees or charges be offset against the amount of Gallagher's brokerage fees or commissions referred to herein.
- D. Gallagher will not be operating in a fiduciary capacity, but only as Client's broker, obtaining a variety of coverage terms and conditions to protect the risks of Client's enterprise. Gallagher will seek to bind those coverages based upon Client's authorization, however, Gallagher can make no warranties in respect to policy limits or coverage considerations of the carrier. Actual coverage is determined by policy language, so read all policies carefully. Contact Gallagher with questions on these or any other issues of concern.

V. LIMITATION OF LIABILITY

Gallagher's liability to Client, arising from any negligent acts or omissions of Gallagher, whether related to the Services provided hereunder or not, shall not exceed \$20 million in the aggregate. Without limiting the foregoing, Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first written above.

ARTHUR J. GALLAGHER RISK
MANAGEMENT SERVICES, INC.

CITY OF HOLLY SPRINGS

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date matching effective date or most recent amendment: 5/1/2018

EXHIBIT A

The following outlines services provided by Gallagher over the term of this Agreement:

- Place the following lines of insurance coverage on Client's behalf: General Liability, Law Enforcement Liability, Public Officials Liability, Employment Practices Liability, Automobile Liability and Automobile Physical Damage, Property, Mobile Equipment, Crime, Boiler and Machinery.
- Consult with **City of Holly Springs** to formulate a marketing strategy that focuses on delivering a cost-effective risk management strategy and structure based upon current market conditions.
- Work with **City of Holly Springs** to produce comprehensive underwriting data and criteria for insurance carrier negotiations.
- Formally present coverage submissions to agreed upon insurance carrier(s) and negotiate terms on behalf of **City of Holly Springs**
- Summarize the results of executing the marketing strategy developed with **City of Holly Springs** and communicate program recommendations.
- Provide consultation to **City of Holly Springs** on exposures, existing coverage, and the desirability and/or feasibility of potential program changes when recommended by Gallagher or when requested by the client.
- Promote risk control services from the insurance carrier(s) and ensure services are being delivered
- Advocate for the **City of Holly Springs** on claim reporting, claim advice, and claims advocacy with insurance carrier(s)
- Request change endorsements, when requested by the client or when otherwise necessary, ensuring accuracy and delivery in a timely manner.
- Administration of insurance program, including policy review and issuance, invoicing, coordination and/or issuance of required documentation, i.e., automobile identification cards, certificates of insurance, and other program administration, as required by the client.
- Review accounting and billing data received from insurance markets on client's behalf to ensure accuracy.