

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA – THURSDAY, SEPTEMBER 5, 2024  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534  
4:00 PM**

---

**NEW BUSINESS**

1. Presentation of a Resolution to Determine that Certain County Right-of-Way on Black's Mill Valley Road No Longer Serves a Substantial Public Purpose and to Initiate Abandonment Procedures- Public Works Director Robert Drewry
2. Presentation of FY 2026 Georgia Department of Transportation / Federal Transit Administration Section 5311 Transit Contract- Transit Coordinator Lee Adkins
3. Presentation of Updated Federal Transit Administration Title VI Program- Transit Coordinator Lee Adkins
4. Presentation of Transit Drug and Alcohol Testing Policy Update- Human Resources & Risk Management Director Kristi Finley
5. Presentation of Amendment to Residential Agriculture Zoning for Wedding Venues- Planning & Development Director Sharon Farrell
6. Presentation of 2025 Board of Commissioners Meeting Schedule- County Clerk Kristen Cloud
7. Presentation of Board Appointments:
  - a. Development Authority**
    - i. Warren King- *replacing Brian Trapnell* (Term: Through December 2026)
  - b. Long Range Planning Committee**
    - i. Victoria Goodyear- *replacing Cal Miller*
8. County Manager Report
9. County Attorney Report

***\*A Voting Session meeting will immediately follow the Work Session meeting.***

*Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 706-344-3666, extension 44514. The county will make reasonable accommodations for those persons.*



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST FORM

Department: Public Works

Work Session: September 5, 2024

Prepared By: Robert W. Drewry

Voting Session: September 19, 2024

Presenter: Robert W. Drewry

Public Hearing: Yes  No

Agenda Item Title: Presentation of Resolution to determine that the cross-hatched parcel on Black's Mill Valley Road in the attached plat no longer serves a substantial public purpose and to initiate abandonment procedures in accordance with state law.

**Background Information:**

At the regular meeting on April 7, 1986, the Board of Commissioners accepted Black's Mill Valley road as a county road and shown on survey dated February 21, 1986, by surveyor David W. Bealle. See attached plat. Highlighted on the plat is the dedicated right-of-way and included in the right-of-way and cross-hatched on the plat is an appendage to the right-of-way of approximately 0.4 acres.

The County Attorney has been consulted and agrees that Black's Mill Valley road is county owned, including the cross-hatched appendage.

**Current Information :**

Parcel 2 on the attached plat is the abutting property and is owned by Land Planning & Development, LLC (Deed Book 1457 Page 171). The owner, represented by Joannah Shoushtarian, desires to obtain the appendage parcel of approximately 0.4 acres from the County and leave the right-of-way intact.

In order to do so, the County must determine the parcel to be surplus and could consider disposing of it to the abutting property owner in accordance with state law. The owner is willing to have a survey of the appendage parcel prepared and appraised to determine fair market value.

Assuming the Board is in favor of the recommendation, the County Attorney will prepare an agreement with the abutting property owner wherein the owner will agree to cover the cost of the survey and appraisal to pay for the value of the property in exchange for the conveyance.

**Budget Information:**

Applicable:  Not Applicable:

Budgeted: Yes  No

Fund	Department	Account #	Budget	Balance	Requested	Remaining
n/a			2			

\*If this is a personnel-related request, has it been reviewed by Human Resources? \_\_\_\_\_

\*If this item is being requested to move to the same day's voting session for BOC consideration, provide *detailed justification* for the request:

Recommendation/Motion: Board approve a Resolution to determine that the cross-hatched parcel on Black's Mill Valley Road in the attached plat no longer serves a substantial public purpose and to initiate abandonment procedures in accordance with state law.

Department Head Authorization: RWD

Date: August 27, 2024

Finance Department Authorization: Vickie Neikirk

Date: 8/27/24

County Manager Authorization: J. Leverette

Date: 8/28/24

Comments/Attachments: \_\_\_\_\_

NAME & ADDRESS OF OWNER

THIS PROPERTY IS NOT LOCATED IN AN AREA HAVING SPECIAL FLOOD HAZARDS.

Pursuant to the Subdivision Regulations for Dawson County, Georgia, all requirements of approval having been fulfilled, this Final Plat was given Final Approval by the Dawson County Municipal Planning Commission on 19...

REAL PROPERTY FINANCIAL SERVICE INC. 165 W. WIEUCA RD. N.W. SUITE 215 ATLANTA, GA

Owner's Certification: State of Georgia, County of Dawson

"The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey."

Date: Chairman, Dawson County Municipal Planning Commission

"It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown thereon actually exist or are marked as 'future', and their location, size, type, and material are correctly shown and that all engineering requirements of the Subdivision Regulations of Dawson County, Georgia, have been fully complied with."

Agent: Terry Phillips, Vice President, Real Property Financial Services, Inc. Date: 3-27-86

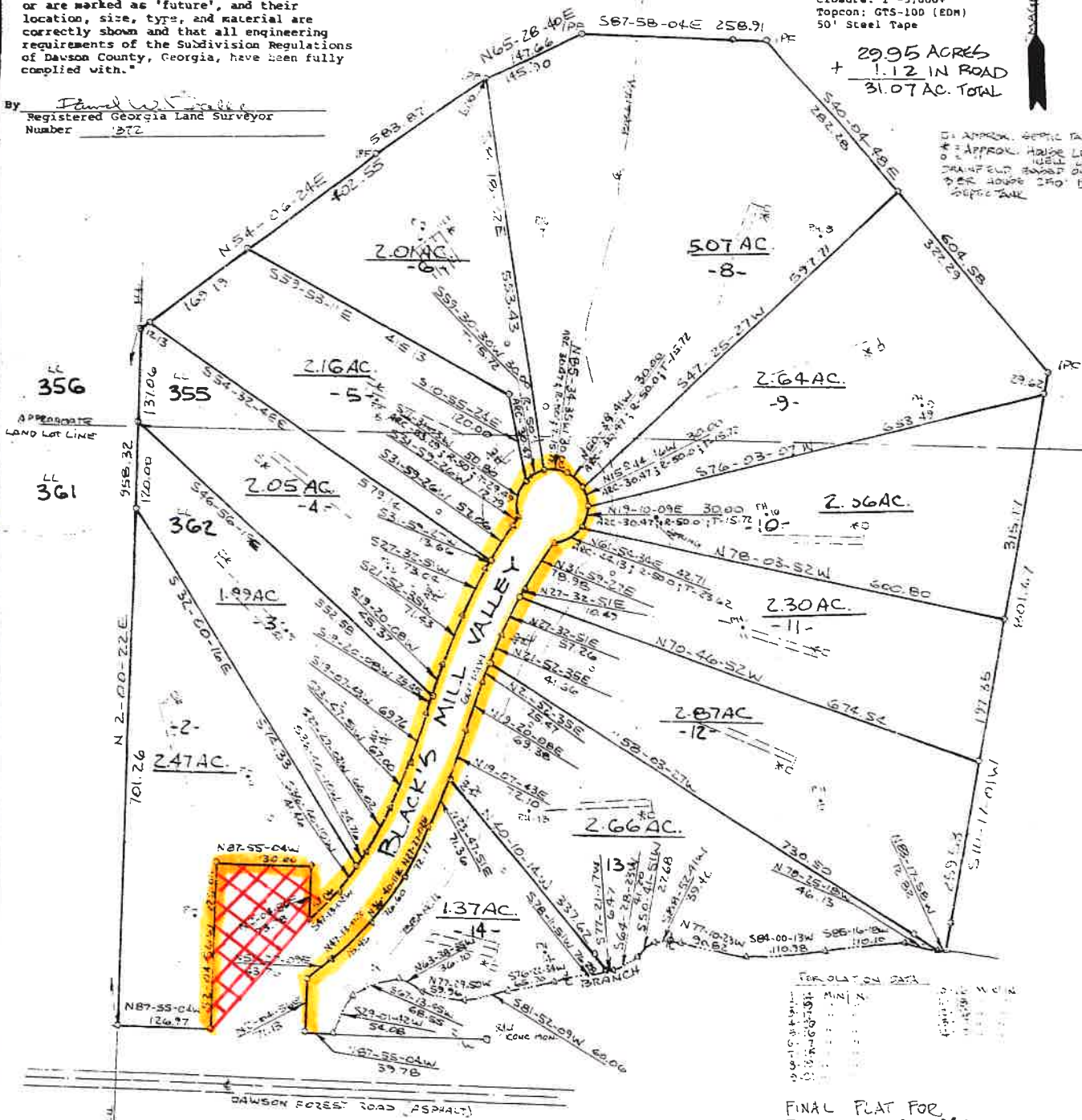
IPS: Iron Pin Set, IFF: Iron Pin Found, CL: Center Line, PL: Property Line, R/W: Right of Way, Closure: 1"-5,000', Topcon: GTS-100 (EDM), 50' Steel Tape

29.95 ACRES + 1.12 IN ROAD = 31.07 AC. TOTAL



By: Daniel W. Bealle, Registered Georgia Land Surveyor, Number: 272

APPROX. SEPTIC TANK LOC., APPROX. HOUSE LOCATION, WELL LOCATION, DRAINAGE BASIN ON PER HOUSE 240' E. S. 000' S. SEPTIC TANK



FINAL PLAT FOR BLACK'S MILL CREEK PHASE VI LAND LOTS 355 & 362 SOUTH HALF 13:14 DISTRICT ~ 1ST SECTION DAWSON COUNTY, GEORGIA

GEORGIA, DAWSON COUNTY CLERK'S OFFICE, SUPERIOR COURT FILED FOR RECORD 9:25 A.M. APRIL 8, 1986

Scale: 1" = 20', DATE: FEB 20 1986



IN MY OPINION THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE GEORGIA SUBDIVISION ACT AND THE CONSTITUTION OF THE STATE OF GEORGIA.

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF  
DAWSON COUNTY, GEORGIA, TO DETERMINE THAT CERTAIN COUNTY  
RIGHT-OF-WAY NO LONGER SERVES A SUBSTANTIAL  
PUBLIC PURPOSE; TO INITIATE ABANDONMENT PROCEDURES;  
AND FOR OTHER PURPOSES**

**WHEREAS**, pursuant to the Official Code of Georgia Annotated (“O.C.G.A.”) § 32-7-1, the County is authorized to abandon any public road under its jurisdiction when such abandonment is deemed to be in the public interest;

**WHEREAS**, O.C.G.A. § 32-7-2(b)(1) authorizes a County to abandon a section of the County road system which has for any reason ceased to be used by the public to the extent that no substantial public purpose is served by it or removal of the road is otherwise in the best public interest;

**WHEREAS**, O.C.G.A. § 32-7-2(b)(1) further provides that upon the determination by a County, by certification recorded in its minutes, accompanied by a plat or sketch, that any of its right-of-way has, for any reason, ceased to be used by the public to the extent that no substantial public purpose is served by it or that its removal from the County’s road system is otherwise in the best public interest, the County, and after notice to property owners located thereon, and after notice of such determination is published in the County’s legal organ once a week for a period of two weeks, and after a public hearing on the issue, may declare that section of the County’s road system abandoned;

**WHEREAS**, **Black’s Mill Valley Road** is public road as shown on that certain Final Plat for Black’s Mill Creek (Phase VI), recorded in the Dawson County Superior Court Clerk Property Records at Plat Book 17, Page 1;

**WHEREAS**, **Black’s Mill Valley Road** was dedicated to and accepted by the County as reflected in the Minutes of the Monthly Meeting of Dawson County Board of Commissioners Held April 7, 1986 at 8:00 P.M., and corresponding quit claim deed dated April 7, 1986, and recorded on April 8, 1986, in the Dawson County Superior Court Clerk Property Records at Deed Book 88, Page 58; and

**WHEREAS**, a portion of **Black’s Mill Valley Road** as highlighted on the plat or sketch attached hereto marked “Exhibit A” has not been used by the County as public roadway area and should be deemed surplus right-of-way area which no longer serves a substantial public purpose; and

**WHEREAS**, in accordance with O.C.G.A. § 32-7-2(b)(1), as cited above, before the County may declare such portions of the right-of-way abandoned, the processes required thereunder must first be initiated.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners, and it is hereby resolved by the authority of the same, as follows:

1. That portion of **Black's Mill Valley Road** as shown highlighted on the plat or sketch attached hereto marked as Exhibit "A," has ceased to be used by the public to the extent that no substantial public purpose is served by said right-of-way area, and the removal of said right-of-way area is in the best public interest.
2. The proceedings regarding the abandonment of said portion of **Black's Mill Valley Road** herein described shall be initiated.
3. The County Manager, or designee, shall provide notice of the County's determination in paragraph 1 above to the abutting property owner,

Land Planning & Development, LLC (TPN 097 106 001),

and shall cause notice of such determination to be published in the County's legal organ once a week for a period of two weeks prior to a public hearing on the proposed abandonment of that portion of **Black's Mill Valley Road** herein described.

4. The County Manager, or designee, shall schedule a public hearing for this Board to consider the abandonment of that portion of **Black's Mill Valley Road** herein described to be held after the above requirements have been met.

**DAWSON COUNTY BOARD OF COMMISSIONERS**

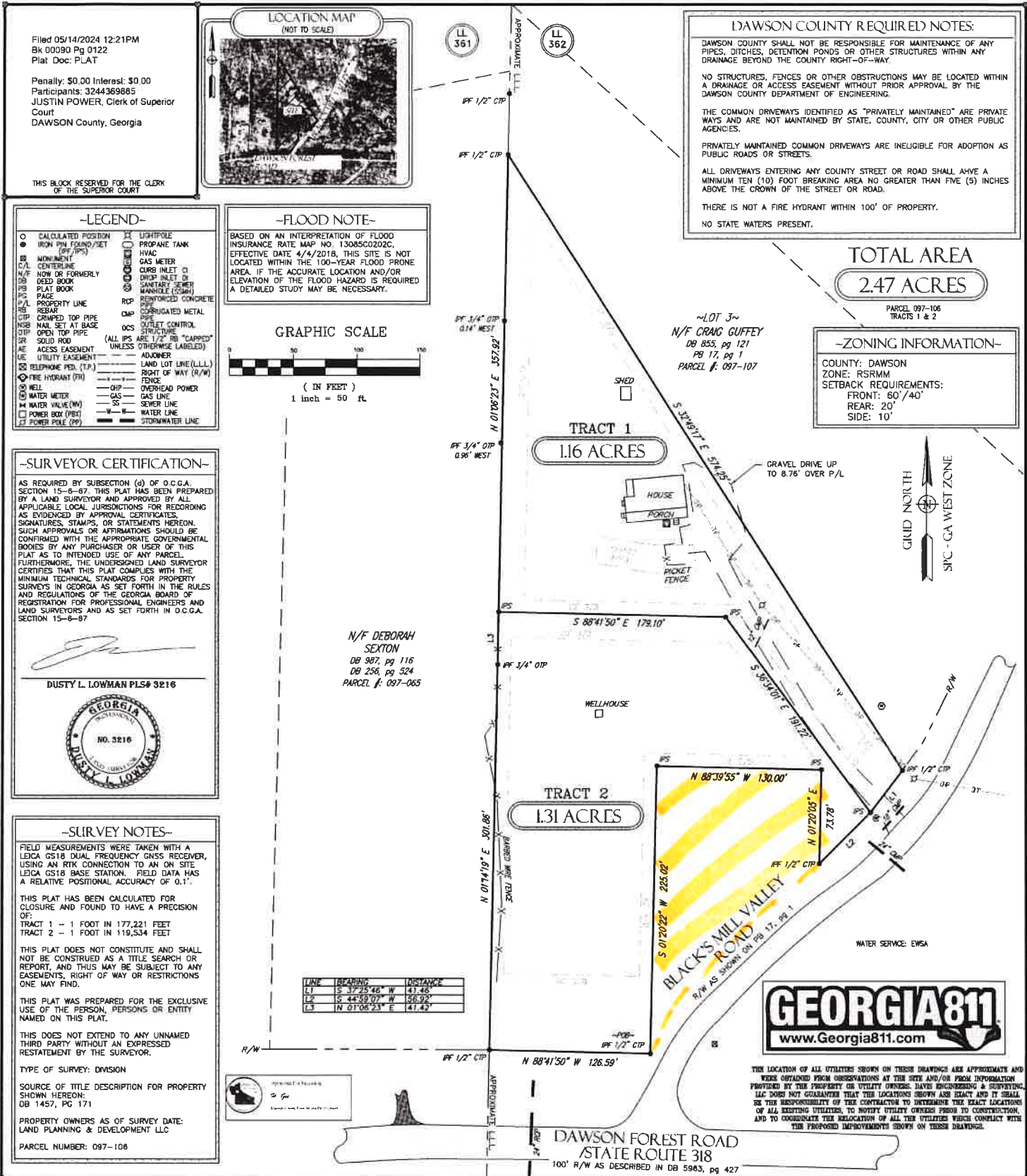
By: \_\_\_\_\_  
Billy Thurmond, Chairman

Attest:

[COUNTY SEAL]

\_\_\_\_\_  
Kristen Cloud, County Clerk

# EXHIBIT A



**SHEET NO.**  
1 OF 1

**PROJECT NO.**  
24-107

**DRAWN BY:** CAW  
**FIELD CREW:** CC/DK  
**PLAT DATE:** 4/23/2024  
**FIELD DATE:** 3/21/2024  
**FILE:** 24-107 BDA.dwg

**SURVEY FOR:**  
JOANNAH SHOUSHARIAN  
LOT 2, BLACK'S MILL CREEK SUBDIVISION, PHASE VI, PB 17, PG 1  
LAND LOT 362  
SOUTH HALF OF 13th DISTRICT, 1st SECTION  
DAWSON COUNTY, GEORGIA

**PREPARED BY:**  
**DES DAVIS**  
ENGINEERING & SURVEYING  
24 DAWSON VILLAGE WAY SOUTH  
DAWSONVILLE, GA 30534  
PHONE: (706) 265-1234  
DAVISENGINEERS.COM

CERTIFICATE OF AUTHORIZATION NUMBER: LSP 001057



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services-Transit

Work Session: 9-5-24

Prepared By: Dawn Johnson

Voting Session: 9-19-24

Presenter: Lee Adkins for Dawn Johnson

Public Hearing: Yes \_\_\_\_\_ No X

Agenda Item Title: Request for FY 2026 GDOT/FTA Section 5311 Transit Contract Approval

### Background Information:

Continuous grant with FTA and GDOT for providing public transportation for Dawson County citizens.

### Current Information:

Grant will continue to pay 50% match with federal and state funding for administrative and operating budget. Total budget is \$212,931 for administrative and operating budget for Dawson County at 50% match. A partial amount of this budget could be paid with Transit operating funds that are not known at this time.

Budget Information: Applicable: Not Applicable: Budgeted: Yes X No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	5540 & 5541	331150-026	\$212,931		\$212,931	

Recommendation/Motion: Approve FY 2026 GDOT/FTA Section 5311 Transit Contract at the September 19, 2024, BOC meeting.

Department Head Authorization: Dawn Johnson

Date: 8-26-24

Finance Dept. Authorization: Vickie Neikirk

Date: 8/26/24

County Manager Authorization: J. Leverette

Date: 8/27/24

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

### Comments/Attachments:





FEDERAL TRANSIT ADMINISTRATION  
FY 2026 GRANT APPLICATION  
SECTION 5311 PROGRAM  
FORMULA FUNDS FOR RURAL TRANSIT

APPLICATION DUE  
SEPTEMBER 30, 2024

*This is a fillable form. Please use Adobe Acrobat Reader to complete this application. You may use the tab button to navigate between fillable form fields. Only the Transmittal Letter and Authorizing Resolution should be printed and returned as a scanned application attachment. All other application components should be completed and returned electronically.*

**APPLICANT**

**DAWSON COUNTY TRANSIT**

Transit Agency Name

**DAWN JOHNSON, DIRECTOR & LEE ADKINS, TRANSIT COORDINATOR**

Authorized Representative  
(Name & Title)

Date Submitted

**GDOT**

GDOT District Project Manager Signature

Date Received

# FY 2026 Section 5311 Grant Application Checklist

## To be completed by APPLICANT:

Name/Description of Item	Completed (Yes/No)
Part A: Contract Authorization Tracking System (CATS) Profile Form	Yes <input type="checkbox"/>
Part B: Transmittal Letter	Yes <input type="checkbox"/>
Part C: Authorizing Resolution	Yes <input type="checkbox"/>
Part D: FTA-Funded Assets/State of Good Repair	Yes <input type="checkbox"/>
Part E: Agency Inventory	Yes <input type="checkbox"/>
Part F: Sources of Local Matching Funds and Three-Year Budget Trends	Yes <input type="checkbox"/>
Part G: Fully Allocated Cost Worksheet	Yes <input type="checkbox"/>
Part H: Third Party Operators	Yes <input type="checkbox"/>
Part I: Public Notice & Private Enterprise Coordination	Yes <input type="checkbox"/>
Part J: FTA Title VI Data Collection, Reporting, and Economic Impacts	Yes <input type="checkbox"/>
Part K: Certification of No Intent to Charter Service	Yes <input type="checkbox"/>
Part L: Drug-Free Workplace and Drug Alcohol Program	Yes <input type="checkbox"/>
Part M: Drug-Free Workplace Act Certification for Public and Private Entities	Yes <input type="checkbox"/>
Part N: Certification of Equivalent Access for Persons with Disabilities	Yes <input type="checkbox"/>
Part O: FTA Civil Rights Assurance	Yes <input type="checkbox"/>
Part P: Debarment and Suspension	Yes <input type="checkbox"/>
Part Q: Disadvantaged Business Enterprise (DBE) Semi-Annual Reporting	Yes <input type="checkbox"/>
Part R: Lobbying Restrictions	Yes <input type="checkbox"/>
Part S: FTA Certifications and Assurances	Yes <input type="checkbox"/>
Part T: Americans with Disabilities Act Checklist	Yes <input type="checkbox"/>
Part U: Financial Certifications	Yes <input type="checkbox"/>
Part V: Equal Employment Opportunity Questionnaire	Yes <input type="checkbox"/>
Part W: TAMP Accountable Executive Form	Yes <input type="checkbox"/>
Part X: Grant Expenditures Form	Yes <input type="checkbox"/>
Part Y: NTD Reporting Accountable Executive Certification	Yes <input type="checkbox"/>
Part Z: Annual NTD Reporting Certification	Yes <input type="checkbox"/>

## To be completed by GDOT Staff:

Reviewed By	Date
GDOT Project Manager	Date
Transit Program Manager	Date
Assistant Division Director - Intermodal Division	Date

## Introduction

---

The Federal Transit Administration (FTA) provides federal funding to support the capital and operating assistance activities for rural transit systems. Georgia Department of Transportation (GDOT) is the designated recipient of these federal funds and is responsible for the program oversight and administration of the program in compliance with all applicable federal regulations.

Each year, GDOT announces the opportunity for eligible applicants to apply for Section 5311 funds for rural transit. Each application is reviewed and evaluated by GDOT using the established criteria described below.

In the distribution of funds for the Section 5311 Program, GDOT takes into account the non-urbanized population of each county. The Section 5311 formula for allocation proportions project funds based on non-urbanized population and land area relative to the total for the state. All projects that meet the service guidelines, complete the application requirements, and have the local match are funded to the level justified by their actual capital and operating expenses.

### Operating Assistance

Each subrecipient is reviewed based on the following metrics:

- Cost per hour
- Cost per trip
- Cost per vehicle
- Farebox revenue per trip

### Capital Assistance

Capital requests are evaluated according to GDOT's approved Transit Asset Management (TAM) Plan, incorporating the Useful Life Benchmark (ULB) for each specific type of equipment requested. All approved funding amounts under this program are dependent on the availability of FTA funds.

Proposed new systems will be evaluated based on their:

- Proposed system start-up plan
- Level of city/county/regional commission support
- Transit asset management/vehicle maintenance program
- Track record of operating similar services

All grant applicants should complete the Section 5311 application as outlined in the enclosed instructions. Ensure all required items on the Grant Application Checklist are completed and submitted with the application. Please note, the placement and publication of a public notice (Part I) must have a 15-day comment period that concludes PRIOR to September 30, 2024. The Applicant Organization Board must also adopt and certify the Authorizing Resolution (Part C) prior to the deadline.

Please contact your local GDOT District Project Managers (see Appendix A) with any questions or requests for assistance.

## Reporting Requirements

Data that GDOT subrecipients collect, monitor, and report is used to assess the performance of their transit services and document compliance with federal and state requirements. This information must be tabulated for monthly, semi-annual, and annual reports. Transit managers are primarily responsible for monitoring and reporting system performance on an ongoing basis.

GDOT's FTA subrecipients are contractually required to provide the following reports:

### Monthly Reports

- Monthly Vehicle Usage and Ridership Reports - due the 15th of each month.
- Monthly Reimbursement Requests (Please include supporting documentation) - due 30 days after the end of each month

### Semi-Annual Reports

- DBE Semi Annual Reports - due May 1st and November 1st
- Semi Annual Preventative Maintenance Interval Checklists - due January 25th and July 25th

### Annual Reports

- Drug and Alcohol Management Information System (DAMIS) reports - due March 1<sup>st</sup>

The table below provides a baseline schedule of activities and important reporting deadlines for FY 2026. Other activities may be added during the fiscal year.

**Table 1: Section 5311 Schedule of Activities for FY 2026**

<b>July</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - June</li> <li>- Monthly Operating Reimbursements Due - June</li> <li>- Provide updated insurance information to GDOT</li> </ul>	<ul style="list-style-type: none"> <li>- Semi-annual PM Checklist due - July 25th</li> <li>- Monitor capital contract purchases</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - July</li> <li>- Monthly Operating Reimbursements Due - July</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor Capital Contract Purchases</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - August</li> <li>- Monthly Operating Reimbursements Due - August</li> <li>- Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>- FY 2024 final operating reimbursements due September 30</li> <li>- FY 2026 Application and operating and capital budgets due September 30</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - September</li> <li>- Monthly Operating Reimbursements Due - September</li> </ul>	<ul style="list-style-type: none"> <li>- Semi-Annual Substance Abuse Awareness Training - Macon</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>- DBE report due - November 1</li> <li>- Monthly Vehicle Reports Due - October</li> <li>- Monthly Operating Reimbursements Due - October</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor Capital Contract Purchases</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - November</li> <li>- Monthly Operating Reimbursements Due - November</li> <li>- Monitor Capital Contract Purchases</li> </ul>	
<b>January</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - December</li> <li>- Monthly Operating Reimbursements Due - December</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor Capital Contract Purchases</li> <li>- Semi-annual PM Checklist due - January 25</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - January</li> <li>- Monthly Operating Reimbursements Due - January</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor Capital Contract Purchases</li> <li>- Receive D&amp;A Updates from GDOT for DAMIS reporting</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - February</li> <li>- Monthly Operating Reimbursements Due - February</li> <li>- Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>- Drug and Alcohol Monitoring</li> <li>- Conduct Annual Vehicle Inspections</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - March</li> <li>- Monthly Operating Reimbursements Due - March</li> <li>- Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>- Drug and Alcohol Monitoring</li> <li>- Conduct Annual Vehicle Inspections</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>- DBE report due - May 1</li> <li>- Semi-Annual Substance Abuse Awareness Training - Macon</li> <li>- Monthly Vehicle Reports Due - April</li> <li>- Monthly Operating Reimbursements Due - April</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor Capital Contract Purchases</li> <li>- Drug and Alcohol Training and Monitoring</li> <li>- Conduct Annual Vehicle Inspections</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>- Monthly Vehicle Reports Due - May</li> <li>- Monthly Operating Reimbursements Due - May</li> <li>- Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>- Drug and Alcohol Monitoring</li> <li>- Conduct Annual Vehicle Inspections</li> <li>- Vehicle Insurance Updates</li> </ul>

## Submission Guidelines

Please use the following guidance in submitting completed Section 5311 grant applications to GDOT.

- Applications should be submitted with the transmittal letter on Applicant Organization letterhead. Authorizing resolutions must be notarized. Both documents should be submitted as scanned attachments with the rest of the application package submitted electronically.
- All other required application materials included in this application packet shall be completed, saved, and returned in digital form.
- Applicants are asked to not change the format of any of the required items in the grant application.

### Please Note:

Incomplete and incorrect applications will be returned to the transit agency for corrections. Late submissions will be documented as such; information provided herein will be used as part of the application evaluation upon which final budgets are based and awarded by GDOT.

If submitting projects in BlackCat, please adhere to the following:

- The project descriptions must be detailed with quantities and useful life for all capital items over \$5,000.00.
- Mentioning name brands in the grant application for any project descriptions is prohibited under FTA procurement guidance.
- Quantities and useful life benchmarks need to be consistent and thorough and included in the project description in the BlackCat application.
- Ensure the correct Activity Line Item (ALI) is selected for the project requested (is it a lease, a purchase, a maintenance agreement, or a rental agreement?). For example, a radio rental maintenance agreement seems more of an operating expense than a capital expense. Any tire contract/agreement is an operating expense and not a capital expense.
- Ensure all projects are to the whole dollar (evenly split preferred) with NO PENNIES and CENTS.

**Applications will be rejected if these project guidelines are not followed.**

**SUBRECIPIENT ORGANIZATION INFORMATION**

Organization Official Name (as it appears in W9 Tax form)	Physical Address	Mailing Address (if different)
COMMISSIONER OF ROADS AND REVENUE OF DAWSON COUNTY	25 JUSTICE WAY SUITE 2313 DAWSONVILLE, GA 30534	25 JUSTICE WAY SUITE 2313 DAWSONVILLE, GA 30534

<b>Charging Indirect Costs:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Approved ICR Plan:</b>	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>De minimis Cost Rate:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

<b>Agency EIN (Tax ID):</b>	58-6011882		
<b>SAM Identification:</b>	EKXYK3GDEH95	<b>SAM ID EXP. Date (mm/dd/yyyy):</b>	04/09/2025
<b>DUNS Number:</b>	039486055		
<b>eVerify Number:</b>	121844	<b>eVerify Date (mm/dd/yyyy):</b>	05/21/2008

**SUBRECIPIENT CONTRACT PERSONNEL in ORDER of APPROVAL**  
(EXCLUDE THIRD PARTY OPERATORS)

<b>Contract Reviewer</b> (if applicable)	<b>Name:</b>	DAWN JOHNSON
	<b>Title:</b>	TRANSIT DIRECTOR
	<b>Phone:</b>	706-344-3700
	<b>Email:</b>	djohnson@dawsoncountyga.gov

<b>Attorney (if applicable)</b>	<b>Name:</b>	ANGELA E. DAVIS, Esq.
	<b>Title:</b>	PARTNER AT JARRARD & DAVIS, LLP
	<b>Phone:</b>	678-455-7150
	<b>Email:</b>	adavis@jarrard-davis.com

<b>Executor #1</b> (must have the organization's seal affixed or write the word seal next to signature when signing contract)	<b>Name:</b>	BILLY THURMOND
	<b>Title:</b>	BOC CHAIRMAN
	<b>Phone:</b>	706-344-3500
	<b>Email:</b>	chairman@dawsoncountyga.gov

<b>Executor #2 (if applicable)</b> "must have the organization's seal affixed or write the word seal next to the signature when signing contract"	<b>Name:</b>	
	<b>Title:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	

<b>Attestor / Witness</b>	<b>Name:</b>	KRISTEN CLOUD
	<b>Title:</b>	COUNTY CLERK
	<b>Phone:</b>	706-344-3500
	<b>Email:</b>	kcloud@dawsoncountyga.gov

<b>Notary</b> (must be separate from attestor and have a valid Notary Seal)	<b>Name:</b>	NATALIE JOHNSON
	<b>Title:</b>	ACCOUNTING AND BUDGET MANAGER
	<b>Phone:</b>	706-344-3500
	<b>Email:</b>	njohnson@dawsoncountyga.gov

1. Does the Applicant Organization employ 100 or more employees?

Yes       No

2. Do you use one or more Third Party Operators (TPO) that have 100 or more employees? If yes, please state the name of the company (ies), the TPO manager in responsible charge of your service, and their number of employees.

Yes       No

Company Name: \_\_\_\_\_

TPO Manager: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

3. Does your organization currently operate public transportation services using FTA Section 5311 funding?

Yes       No

4. FY 2025 Section 5311 application requests include: (check all that apply)

- Operating
- Capital - Vehicles
- Capital - Small Equipment
- Mobility Management



## Part B: Transmittal Letter

---

The following page includes a sample transmittal letter with fillable fields. Once all fields are complete, Applicants must electronically submit the transmittal letter on the Applicant Organization's letterhead and include the signature of the Authorized Official with the complete application package.

Please note that the Transmittal Letter and/or Authorized Official MAY NOT be submitted to GDOT from a Third-Party Operator (TPO) on the TPO's letterhead.

9/30/24

Date

Patricia Smith, Ph.D.  
Transit Program Manager  
Division of Intermodal  
Georgia Department of Transportation  
600 W. Peachtree Street  
Atlanta, Georgia 30308

Ms. Smith, Ph.D.:

The Commissioner of Roads and Revenue of Dawson County is applying for an FTA Section 5311 grant to aid in the operation of the Dawson County Transit for FY 2026 in the amount of \$ 212,931.00 as detailed in the table below. The financial assistance requested for this project has been reviewed and approved by the local transportation planning process and is identified in the State Transportation Improvement Program (STIP).

	Federal Share	State Share	Local Share	Total
Operating Assistance	\$ 212,931.00		\$ 212,931.00	\$ 425,862.00
Large Capital				\$ 0.00
Small Capital				\$ 0.00
Mobility Management				\$ 0.00
Total	\$ 212,931.00	\$ 0.00	\$ 212,931.00	\$ 425,862.00

Local operating assistance will be provided by The Commissioner of Roads and Revenue of Dawson County.

Local share of Large Capital Purchases will be provided by The Commissioner of Roads and Revenue of Dawson County.

Local share of Small Capital Purchases will be provided by The Commissioner of Roads and Revenue of Dawson County.

Local share of Mobility Management will be provided by The Commissioner of Roads and Revenue of Dawson County.

The Applicant certifies sufficient financial capacity exists to carry out the proposed projects listed above for a minimum of 90 days in the event of delays in the receipt of federal funds or execution of a contract. The applicant certifies the local match is from an eligible source of funds.

The applicant certifies all of the information contained in this funding application is correct and the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the

project property. If you have questions about this request for funding, please contact  
Dawn Johnson at 706-344-3700 or 706-344-3603

---

---

Signature

**Billy Thurmond**

---

Name of Authorized Official

**Chairman**

---

Title of Authorized Official

## Part C: Authorizing Resolution

---

The following two pages include an authorizing resolution that must be enacted by the governing body of the Applicant Organization and signed by the Chair of the County Commission, Mayor, or the head of the governing body as appropriate. Please complete the fillable fields on the resolution, then print and sign the designated fields. The authorizing resolution must be properly witnessed and notarized, including the date the notary's commission expires. The resolution should also be stamped with the notary seal as well as the seal of the county commission, city, or appropriate applicant jurisdiction. The certificate of the attesting officer must also be completed. A scanned copy of the completed, signed, and notarized Authorizing Resolution should be submitted as an attachment with the full application package.

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, AND GEORGIA DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER TITLE 49 U.S.C., SECTION 5311.**

**WHEREAS**, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon Applicant, including the provision of the local share of project costs; and

**WHEREAS**, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW THEREFORE, BE IT RESOLVED BY The Commissioner of Roads and Revenue of Dawson County hereinafter referred to as the "Applicant",

1. That the Designated Official Billy Thurmond, hereinafter referred to as the "Official, is authorized to execute and file an application on behalf of Dawson County Transit with the Georgia Department of Transportation, to aid in the purchase of bus transit vehicles and/or the planning, development, and construction of bus transit-related facilities pursuant to Section 5311 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances, or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances, or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation.
5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.

- 6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2024 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
- 7. That the applicant has or will have available in the General Fund the required non-federal funds to meet local share requirements for this grant application.

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond Chairman**

\_\_\_\_\_  
Name and Title of Authorized Official

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 2024 in the presence of

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public/Notary Seal

**CERTIFICATE**

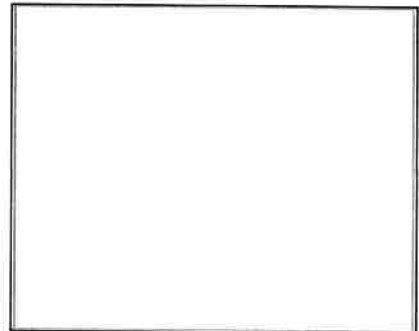
The undersigned duly qualified and acting \_\_\_\_\_ of

The Commissioner of Roads and Revenue of \_\_\_\_\_ (Title of Certifying/Attesting Official) (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on

\_\_\_\_\_, 2024.

\_\_\_\_\_  
Name of Certifying/Attesting Officer

\_\_\_\_\_  
Title of Certifying/Attesting Officer



**Part D: FTA-Funded Assets/State of Good Repair**

FTA requires that organizations receiving federal transit funds maintain a complete inventory of their transit (revenue-producing) vehicles and transit facilities. Please complete the agency's inventory using the Inventory form provided in Part E.

**Table 2: Inventory of Transit Facilities**

Facility Name	Facility Type	Physical Address	Condition (Excellent, Good, Fair, Poor)	Acquired under which FTA Grant Number?
<i>None</i>			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	
			Select	

Year	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14																										
15																										
16																										
17																										
18																										
19																										
20																										
21																										
22																										
23																										
24																										
25																										
26																										
27																										
28																										
29																										
30																										
31																										
32																										
33																										
34																										
35																										
36																										
37																										
38																										
39																										
40																										
41																										
42																										
43																										
44																										
45																										
46																										
47																										
48																										
49																										
50																										



**Part F: Sources of Local Matching Funds and Three-Year Budget Trends**

Please list ALL sources of local matching funds, including the amounts for each. The use of purchase of service (POS) contracts with the Georgia Department of Human Services (DHS) and other similar entities should also be shown, along with the source of the POS revenues.

For budgeting purposes, all non-eligible POS revenues must be deducted from the total transit operating expenses (as defined by FTA) as "program revenue" to arrive at the net Section 5311 transit operating expenses each month. The funding share of the net operating expenses is then calculated at 50% federal funds and 50% local funds.

Please note that other FTA funds, including Section 5310, 5316, and 5317 funds, are not eligible sources of local match funds. Local match funds must be traceable back to the source of origination (from a specific local governmental entity) and can be used only once as a local match source for a federal grant.

**F-1: Purchase of Service Contracts**

List all POS contracts in the table below. Include contracting agency/office, the contract start and end dates, contract amounts, cost per unit of service, and anticipated annual trips.

**Table 3: List of POS Contracts**

<b>POS Contracting Agency/Office</b>	<b>Contract Start Date</b>	<b>Contract End Date</b>	<b>Total Contract Amount</b>	<b>Cost per Unit of Transit Service</b>	<b>Anticipated Annual Trips</b>
DHS/ DEANNA SPECIALTY	7/1/25	6/30/26	\$ 65,000.00		11,000.00
<b>Total of All POS Contracts</b>			\$ 65,000.00		11,000.00

**F-2: Sources of Local Matching Funding**

Please list all sources of local matching funds in the table below.

**Table 4: Sources of Local Matching Funds**

<b>Local Funding Source</b>	<b>Amount</b>
Local Government General Revenues	\$ 212,931.00
Estimated NEMT Revenues (DCH Brokers)	\$ 0.00
POS Contracts (total from Table 3 above)	\$ 65,000.00
Other Local Fund Source (please specify, add rows for addition sources as needed)	\$ 12,000.00
<b>Total Local Matching Funds</b>	<b>\$ 289,931.00</b>

**F-3: Three-Year Operating Budget Trend (FY 2024 – FY 2026)**

Please complete Table 5 with federal and local operating funding from FY 2024 through FY 2026. **Only operating funds should be used to populate the table below.**

Actual FY 2024 funding levels should be extrapolated from your agency’s Final Reimbursement Form from July 2024. FY 2025 funding levels should be extrapolated from the budget submitted by your agency for FY 2025. Proposed FY 2026 funding levels should be extrapolated from the budget submitted with this application.

**Table 5: Three-Year Operating Budget Trend**

<b>FY 2024 – Actual</b>		<b>FY 2025 – Current Year Budget</b>		<b>Proposed FY 2026</b>	
Federal Funds	\$ 141,076.00	Federal Funds	\$ 171,000.00	Federal Funds	\$ 212,931.00
Local Funds (Total including general fund and POS revenues)	\$ 206,083.00	Local Funds (Total including general fund and POS revenues)	\$ 236,000.00	Local Funds (Total including general fund and POS revenues)	\$ 289,931.00
<b>Total</b>	<b>\$ 347,159.00</b>	<b>Total</b>	<b>\$ 407,000.00</b>	<b>Total</b>	<b>\$ 502,862.00</b>

**Section 5311**  
Title VI Transit Cost Analysis

**Instructions:**

Please fill out the blue cells with your organization's data from FY 2024. All other cells will auto-populate.

**FY 2026**

<b>Total Annual Trip Count</b>	14,456.00
<b>Annual Revenue Service Hours</b>	6,764.00
<b>Annual Miles in Revenue Service</b>	92,902.00
<b>Number of Revenue Vehicles</b>	4.00
<b>Farebox Revenue</b>	\$ 10,134.00

**Federally Allocated Funds**

**Spent                      Locally Allocated Funds Spent                      Total Funds Spent**

	\$ 141,076.00	\$ 141,083.00	\$ 282,159.00
<b>Cost per Hour</b>	\$ 20.86	\$ 20.86	\$ 41.71
<b>Cost per One-Way Passenger Trip (OWPT)</b>	\$ 9.76	\$ 9.76	\$ 19.52
<b>Cost per Mile</b>	\$ 1.52	\$ 1.52	\$ 3.04
<b>Cost per Vehicle</b>			\$ 70,539.75
<b>Farebox Revenue per Trip</b>			\$ 0.70

**Section 5311**

**Fully Allocated Cost Per One-Way Passenger Trip (OWPT) Worksheet**

**Instructions:**

Please fill out the blue cells with your organization's proposed data from FY 2026. All other cells will auto-populate.

**Formula:**

Expense Total/Estimated System Total OWPTs for Application Period = Average Cost per OWPT

**Comments as needed in this section:**

**Operating Expense Total (from Administrative & Operating Budget of Exhibit 2):** \$ 425,862.00

**Estimated System Total OWPTs for the Application Period:** 15,000

**Fully Allocated Operating Cost per OWPTs for the Application Period:** 28.3908

**Fully Allocated Operating Cost (FAOC) Information**

**Proposed POS Contracts Listed below for the Application Period:**

Name of Agency	Estimated OWPTs	Projected Revenue	Average Cost Per Trip
DHS/DEANNA SPECIALTY	10,000	\$ 65,000.00	6.5
			0
GDOT 5311	5000	\$ 212,931.00	42.5862
4			0
5			0
<b>Total</b>	15000	277931	49.0862

**POS Revenue Should Meet the Average FAOC:** Meets

## Part H: Third-Party Operators

---

Please check one (1) of the boxes below to indicate whether your agency employs a third-party operator (TPO). If your agency employs one or more TPOs, you must attach a copy of all TPO contracts to this application.

***TPO contracts must include a maximum amount or "Not to exceed" amount for proposed transit operations in FY 2026.***

1. Does this applicant Agency employ a Third-Party Operator?

- This Agency employs a TPO and a copy of the TPO contract(s) is attached.
- This Agency does not employ a TPO.

**\*\*\*A copy of all TPO contracts must be attached to this application. \*\*\***

## Part I: Public Notice & Private Enterprise Coordination

---

The Applicant Organization MUST publish the public notice, on the following page, one time in the local government's legal newspaper, and have a 15-day comment period that concludes PRIOR to September 30, 2024.

This is required to make private transportation service providers aware of the Applicant's grant application. The original legal ad and notarized publisher's affidavit from the newspaper must be included in your grant application.

The "Private Enterprise Coordination Certification" (see Part I-1) must be completed and included in the Applicant's completed grant application. Applicants must indicate if no response is received within the fifteen (15) days. If there is a response to the Public Notice, the Applicant must include the responses in Certification form.

The Applicant Organization MUST publish the following notice one time in the local government's legal newspaper and have a 15-day comment period that concludes PRIOR to September 30, 2024. This is required to make private transportation service providers aware of the Applicant's grant application. The original legal ad and notarized publisher's affidavit from the newspaper must be included in your grant application.

## Public Notice

Commissioner of Roads and Revenue of Dawson County is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

**Dawson Transit**                                  will offer general public transportation to all citizens of                   
Dawson County for any worthwhile purpose, including but not limited to shopping, medical treatment, social services, and other purposes.

Commissioner of Roads and Revenue of Dawson County solicits private sector input and participation to assure that private for-profit transportation operators have a fair and timely opportunity to participate in the development of this program.

Commissioner of Roads and Revenue of Dawson County also solicits comments and concerns from the general population on local rural public transportation services.

Commissioner of Roads and Revenue of Dawson County also solicits comments and concerns from the elderly, low-income, and disabled population and their representatives to assure that issues relating to the disabled are addressed in the service design proposed during the planning process.

Interested persons are invited to request that a public hearing be held to discuss the services being offered or development of the application.

Written comments, requests for a public hearing and/or written notice of intent by private for-profit transportation operators to provide or participate in any or all of the above services should be submitted no later than fifteen (15) days from the date of this publication to:

**Commission Chairman/Mayor/Chief Executive of Applicant Organization:**

Billy Thurmond, Chairman Dawson County Board of Commissioners

**Address/City/State/Zip Code of Applicant:**

25 Justice Way Suite 2313, Dawsonville, GA 30534

**Phone Number of Applicant:** 706-344-3500

If no response is received within the fifteen (15) days, Commissioner of Roads and Revenue of Dawson County will proceed with the application to the Georgia Department of Transportation.

**I-1: No Response to Public Notice Private Enterprise Coordination Certification**

The Applicant Organization's County Commission Chair, Mayor, or Authorized Executive must complete the certification below, sign, and date this form. The Applicant must also attach a Notice and Affidavit from the newspaper or letter sent to private transportation providers. For paper application submissions, these attachments should be inserted after this page.

This form, the original legal ad appearing in the local newspaper, and a notarized publisher's affidavit from the newspaper must be included in this Section 5311 grant application.

Advertisement run in the 8/14/2024 edition of the Dawson County News.

Indicate whether Applicant received a response to the public notice within 15 days:

- No response received  
 Response(s) received

If one or more responses were received, please complete the table below with a list of private transportation providers operating in the service area, including a contact person, address, and phone number.

Private Transportation Provider	Point of Contact	Phone Number	Address

Date of Notification(s) Requesting Public Hearing (if any): \_\_\_\_\_

Last day for private transportation providers to request the public hearing: 8/29/2024

The Applicant Organization, Commissioner of Roads and Revenue of Dawson County, will annually review existing service and any proposed service changes to determine the feasibility of private providers providing the public service. An annual review will be scheduled, and a review format will be developed to carry out this task. Private transportation service providers will be notified and their interest in the service provision will be assessed. Private transportation service providers will be invited to attend and be a part of the annual review process.

\_\_\_\_\_  
Signature

**Billy Thurmond Chairman**  
\_\_\_\_\_  
Name and Title of Authorized Official

\_\_\_\_\_  
Date

**AFFIDAVIT OF PUBLICATION**

State of Georgia  
County of Dawson

Personally appeared before the undersigned, Stephanie Woody, who having been duly sworn, on oath, says that she is the Group Publisher of THE TIMES, FORSYTH COUNTY NEWS, and DAWSON COUNTY NEWS, and that the Advertisement was Published in DAWSON COUNTY NEWS:

Ad# 137840  
Local Government  
Transit 5311  
Published: DCN Dawson County News: 8/14/2024

*Stephanie Woody*  
Stephanie Woody, Affiant  
Verified *[Signature]*

Sworn to and Subscribed before me  
This 14 day of August, 2024



*[Signature]*  
\_\_\_\_\_  
Notary Public



229, Dawson County, Georgia Records, which survey is incorporated herein for a more complete description of the subject property. The property is subject to: a one-half undivided interest of subject property being held by a third party; Flowage Easement to United States of America filed in Deed Book X, Page 396, Dawson County Records; Judgment of Court in favor of Oglethorpe Power filed in Deed Book 278, Pages 1-5 and Deed Book 598, Page 262, Dawson County Records. As described in Deed Book 1180, Page 50 & Deed Book 1532, Page 21, Dawson County, Georgia Records. Further described as Map & Parcel L15120001. will expire and be forever foreclosed and barred on and after the 1st day of October, 2024.

The tax deed to which this notice relates is dated the 5th day of July, 2023 and is recorded in the office of the Clerk of the Superior Court of Dawson County, Georgia in Deed Book 1647, Pages 21-22.

The property may be redeemed at any time before the 1st day of October, 2024, by payment of the redemption price as fixed and provided by law to the undersigned at the following address: AAPA ENTERPRISES, LLC, c/o Joseph A. Homans, Joseph A. Homans, P.C. 272 Hwy 9 SO., P. O. Box 477, Dawsonville, Georgia 30534, counsel for Grantee of the tax sale deed.

Please be governed accordingly. Service by certified mail: Tommy Hughes

7142 Highway 53 E Dawsonville, GA 30534  
**137091 07/24,31 08/07,14**

**137834 08/14**

**PUBLIC NOTICE**

Commissioner of Roads and Revenue of Dawson County is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas. Dawson Transit will offer general public transportation to all citizens of Dawson County for any worthwhile purpose, including but not limited to shopping, medical treatment, social services, and other purposes.

Commissioner of Roads and Revenue of Dawson County solicits private sector input and participation to assure that private for-profit transportation operators have a fair and timely opportunity to participate in the development of this program. Commissioner of Roads and Revenue of Dawson County also solicits comments and concerns from the general population on



local rural public transportation services. Commissioner of Roads and Revenue of Dawson County also solicits comments and concerns from the elderly, low-income, and disabled population and their representatives to assure that issues relating to the disabled are addressed in the service design proposed during the planning process. Interested persons are invited to request that a public hearing will be held to discuss the services being offered or development of the application. Written comments, requests for a public hearing and/ or written notice of intent by private for-profit transportation operators to provide or participate in any or all of the above services should be submitted no later than fifteen (15) days from the date of this publication to:

Commission Chairman/Mayor/ Chief Executive of Applicant Organization:  
 Billy Thurmond, Chairman  
 Dawson County Board of Commissioners  
 Address/City/State/Zip Code of Applicant:  
 25 Justice Way Suite 2313,  
 Dawsonville, GA 30534  
 Phone number of Applicant: 706-344-3500  
 If no response is received within fifteen (15) days, Commissioner of Roads and Revenue of Dawson County will proceed with the application to the Georgia Department of Transportation.  
**137840 08/14**

**Miscellaneous**

**IN THE SUPERIOR COURT OF DAWSON COUNTY STATE OF GEORGIA**

ANKITA SINGH and Petitioner owns the property in fee simple. Plaintiffs Scott Zelgewicz and Rhonda L. Zelgewicz filed a Complaint (Petition to Quiet Title) on March 5, 2024, Superior Court of Dawson County, Civil Action File No. 2024-CV-0103 ("Civil Action"). Plaintiffs have requested that the Court issue an order quieting title and removing all clouds upon their title to the property located at 296 Brights Way, Dawsonville, GA ("Property"). Plaintiffs have specifically requested the cancellation of a Security Deed recorded on December 20, 2004, at Dawson County records, Book 639, Page 348 from Vincent P. Murphy, Jr. and Laura E. Murphy to MERS as nominee for Primary Capital Advisors, LC covering a loan in the amount of \$51,400. The Subject Property is more particularly described as: All that tract or parcel of land lying and being in Land Lots 165 and 194, of the South half of the 13th

District, 1st Section of Dawson County, Georgia, being Lot 6 of Savannah Trace Subdivision, as per plat of survey recorded at Plat Book 44, Pages 115, 117, 119, and 121, Records of Dawson County, Georgia, which plat is by referenced incorporated herein and made a part hereof. All interested parties shall have 30 days from the date of the publication of this notice to make a claim in the referenced Civil Action. Failure to make a claim will result in this Court issuing an Order granting the relief requested by the Plaintiffs/ Petitioners in the Civil Action. Inquiries: David J. Reed, Esq., counsel for Petitioner, 1503 Bombay Lane, Roswell, GA 30076, 770-751-0900. Claims, file with: Clerk, Superior Court Dawson County, 25 Justice Way, Suite 1302, Dawsonville, GA 30534  
**137047 07/24,31 08/07,14**

**Name Changes**

**IN THE SUPERIOR COURT OF DAWSON COUNTY STATE OF GEORGIA**

IN RE: THE NAME CHANGE OF DEBORAH LEE MECHWART, PETITIONER. Civil Action File Number: 2024-CV-0337 NOTICE OF NAME CHANGE that on the 17th day of July, 2024, DEBORAH LEE MECHWART filed a Petition in the Superior Court of Dawson County, State of Georgia seeking a name change from DEBORAH LEE MECHWART to DEBORAH LEIGH WEST. Any interested or affected party has the right to appear and file objections. At the expiration of thirty (30) days from the filing of the Petition, upon proof of publication, and if no objection is

The public hearing will be held in the Dawson County Administration Building, 25 Justice Way, Assembly Room, Second Floor, Suite 2303, Dawsonville, Georgia. If you wish to speak at the public hearing before the Board of Commissioners, you must provide your name and address before speaking. Applications are available for public review on the County's website at www.Dawsoncountyga.gov or by visiting the Department of Planning & Community Development, 25 Justice Way, Suite 2223, Dawson County Administration Building, Dawsonville, Georgia, Monday through Friday, 8:00 a.m. to 5:00 p.m. The physical locations for specific applications listed below are provided for general locational purposes only and are believed to be accurate but not guaranteed. A more detailed

depiction of the property subject to the land use action may be obtained by referencing the GIS viewer on the Dawson County website at www.Dawsoncountyga.gov. ZA 24 05, Kurt Trump has submitted a request to the proper authorities requesting a Land Use Amendment to zone 3.13 acres of property zoned VCR (Vacation Cottage Residential) to CIR (Commercial Industrial Restricted). Issuing a Special Use Permit to operate an open storage business (Boat Storage) is also necessary. This property is located at 126 Oak Grove Road, Dawsonville, GA. (Parcel ID L17 189) The property is located north of War Hill Park Road. ZA24 06, Sean Courtney, on behalf of Chad Kimbral, has submitted a request to the proper authorities asking for the issuance of a Land Use Amendment to zone 2.86 acres of property zoned RSR (Residential Sub Rural) to a commercial designation (C-RB, C-CB, or C-HB) to operate an Automotive Repair and Services business. This property is located east of Georgia Highway 9, Parcel ID 088-108-004, near Jewel Slaton Road.

ZA 24 07, Davis Engineering, on behalf of Will Wade, has submitted a request to the proper authorities asking for the issuance of a Land Use Amendment to zone 1.47 acres of property zoned RSR (Residential Sub Rural) to a commercial designation (C-OI, C-RB, or C-CB) to construct a medical office building. This property is at 900 Highway 53, Georgia Highway 53, and Perimeter Road, Dawsonville, GA.  
**137836 08/14,28**

- VR24 10 Roberta Hastreiter-**  
 1FM5K7DH3JGC32394 2018 Ford Explorer(extended)  
 1FTSW21R08EC89797 2008 Ford F250(extended)  
 5XXGT4L31HG151992 2017 Kia Optima(extended)  
 2GKFLTEK3G6128008 2016 GMC Terrain(extended)  
 KL4MMBS23LB102329 2020 Buick Encore(extended)  
 KNFAK4A61G5595708 2016 Kia Forte(extended)  
 1FTSS3EL1ADA31677 2010 Ford E350  
 JN8AS58T38W303927 2008 Nissan Rogue  
 1FA6P8CF6K5166166 2019 Ford Mustang  
 1FTNW21F51EA22812 2001 Ford F250  
 1FMUE63E58UA43396 2008 Ford Explorer  
 1FMCU49H58KA90078 2008 Ford Escape/Hybrid  
 3FA6P0K95ER123226 2014 Ford Fusion  
 to be held on August 24, 2024, 1:00 pm at Chuay LLC, 1680 Hwy 53 Rear Dawsonville GA 30534.

## Part J: FTA Title VI Data Collection, Reporting, and Economic Impacts

*The Applicant Organization must complete the following sections pertaining to its Title VI Program activities.*

### J-1: General Reporting

1. List any Title VI-related lawsuits or complaints filed pertaining to the Applicant Organization's Section 5311 program.

None

2. Has your organization applied for any other federal financial assistance for transportation?

Yes       No

If "Yes," what kind of financial assistance and from which source?

TTFP Funding

3. In the last three years, has any Civil Rights/Title VI Compliance Review Activity been conducted at your organization?

Yes       No

**J-2: Title VI Monitoring Procedures/Monthly Vehicle Reports**

GDOT requires the following monthly reporting in order to meet FTA National Transit Database requirements. Accurate completion of the following information is critical to continued Section 5311 grant eligibility. Subrecipients must provide this data monthly, including data on population of your service area, percentage of trips made by minority population (compared to the total); types of services provided; days and hours of operation; number and type of vehicles in operation; number/percentage of wheelchair-equipped vehicles' total seating capacity; service area; total monthly ridership; transit costs by hour, mile, etc.; number of trips by trip purpose; quality of service; etc. Please seek technical assistance from your Area Project Manager, if you have any questions regarding the definitions or completion of these data.

The Applicant Organization agrees to provide this data on a monthly basis in a format designated by GDOT.

---

Signature

**Billy Thurmond**

---

Name of Authorized Official

**Chairman Board of Commissioners**

---

Title of Authorized Official

---

Date

### J-3: Performance and Quality of Service

#### Level of Service

Complete the table below with the requested information regarding Applicant Organization's transit service and area. Please use <https://www.census.gov/quickfacts/fact/table> to obtain information for population and minority percentage.

**Table 6: Level of Service Data**

<b>Total Population</b>	31,732.00
<b>Percent Minority</b>	<b>6.60%</b>
<b>Type of Service</b>	Demand Response
<b>Days/Hours of Operation</b>	Monday - Friday 8AM to 4PM
<b>Number of Vehicles</b>	4.00
<b>Number of Wheelchair Equipped Vehicles</b>	4.00
<b>Total Seating Capacity</b>	38.00

#### Performance and Quality of Service

Complete the table below with the Applicant Organization trip data from FY 2026. Suggested calculation methods are included in the parenthesis.

**Table 7: Performance Data**

<b>Annual Trip Total</b>	14,456.00
<b>Average Trips per Month</b> <i>(Total trips divided by 12)</i>	1,205.00
<b>Annual Trips Serving Minority Populations</b> <i>(Annual trip total less trips by Caucasian riders)</i>	
<b>Percentage of Trips Serving Minority Populations</b> <i>(Trips serving minority populations divided by total annual trips, multiplied by 100)</i>	0.00%

Complete the table below with trip purpose data from the Applicant Organization's records for FY 2026.

**Table 8: Trip Counts by Purpose**

	<b>Trip Count</b>
Medical	1,239.00
Employment	2,641.00
Nutrition	5,409.00
Social/Recreation	1,837.00
Education	2,156.00
Shopping/Personal	1,174.00
<b>Total</b>	<b>14,456.00</b>

Transit Cost Analysis

The transit cost analysis is used to calculate the cost per hour, cost per one-way passenger trips, and cost per mile for this application. Applicants should enter data into each of the highlighted cells in the excel spreadsheet. Once the requested data is entered, the remaining fields should update automatically using the embedded formulas.

The Applicant Organization should use the FEDERAL SHARE, LOCAL SHARE, and TOTAL line items from its FY 2024 Final Reimbursement Form. Please attach a copy of the Applicant Transit Cost Analysis when submitting the application package.

**J-4: Economic Impacts**

Transportation System and Services

Applicant Organization should describe its current Section 5311 transit system in the text boxes below.

1. Service area (e.g., Countywide, city only, multi-county. Specify and all counties and municipalities served):  
**County wide, Dawsonville**

2. Methods used to communicate transit system information to the public. (Check all that apply):

<input checked="" type="checkbox"/> Word of Mouth	<input type="checkbox"/> Public Meetings
<input type="checkbox"/> Newsletters	<input checked="" type="checkbox"/> Social Media
<input type="checkbox"/> Newspaper	<input checked="" type="checkbox"/> County Website
<input type="checkbox"/> TV/Radio	<input type="checkbox"/> Government Buildings
<input checked="" type="checkbox"/> Community Events	<input type="checkbox"/> Other: _____

3. Trends in the number of public transit riders over the past three years. Please use data from the National Transit Database reports for FY 2022 and FY 2023. [The National Transit Database \(NTD\) | FTA \(dot.gov\)](https://www.fta.dot.gov/national-transit-database)

FY 2022 - Number of OWPTs	FY 2023 - Number of OWPTs	FY 2024 - Number of OWPTs
8798	12506	14456

4. Please explain any significant drops or increases in ridership over the past three years (e.g., new POS contact, reduced service area):

The increases in ridership has been increasing since covid starting going away and people started back getting out in public.

5. Period of time Applicant Organization has provided transit service:

20 plus years

6. Describe how transit services are delivered (i.e. by a third-party operator, by county staff, a combination of county and TPO staff, etc.):

- County Staff
- Third Party Operator (TPO)
- Combination County Staff and TPO
- Other: \_\_\_\_\_

7. Optional - New Starts Only: If Applicant Organization is applying for a NEW public transportation service, describe the area to be served, transit needs to be met, public outreach activities conducted, and overall organization for planning and delivering transit services. Please include all agencies/entities providing key transit-related activities, including vehicle operations, vehicle maintenance, operations reporting capabilities, etc.

Service Area Details

**Table 9: Service Area Details**

<b>Funding Sources</b>	<b>Total OWPT Provided in the Past 12 Months, by Source</b>	<b>Rates Charged per OWPT, by Source</b>
<b>5311</b>	<b>4,933.00</b>	
<b>DHS</b>	<b>9,523.00</b>	
DFAC		
Aging		
DBHDD		
NEMT - Medicaid		
GVRA		
<b>DCH</b>		
<b>Other (specify)</b>		

**\*\*\*Please insert a copy of the current fare sheet for the 5311 transit agency that shows fares charged for one-way passenger trips for all types of fares charged.\*\*\***



Statement of Public Benefits

List Applicant Organization's three most important focus areas in the communities it serves for FY 2026. Describe the role transit plays in those focus areas (jobs, medical, etc.).

**Focus Area #1**

Senior clients - transportation to senior center, medical appointments, grocery store.

**Focus Area #2**

Medical - Clients needing transportation to doctor visits.

**Focus Area #3**

Employment - Clients needing transportation to work due to not having a personal vehicle.

What specific actions are the Applicant Organization taking to increase ridership, especially among underserved populations (Veterans, transitioning services, etc.)?

Increase public awareness, brochures to local free health clinics, and use more media related announcements.

Project Coordination

Describe how the FTA-funded services detailed in this grant application will be coordinated with social service agencies and private transportation providers in the Applicant Organization's service area. Descriptions should include, but not be limited to, coordination with DCH, DHS, employer contracts, and on-the-job training (OJT) programs. Provide detailed information on existing coordinated services and any planned coordination activities.

**\*\*\*For New Government Entity Applicants Only - Service Initiation and Delivery:** If Applicant Organization is a NEW applicant for FTA Section 5311 funding, please describe your plan for initiating the service, including major phases and milestone dates for launching the new service and any other public or private sector partners participating in the launch of the new service).

## Part K: Certification of No Intent to Charter Service

---

The Applicant Organization must provide the certification shown below and include the signature of the Authorized Official.

The Applicant Organization, Commissioner of Roads and Revenue Dawson County certifies that it does not intend to and will not provide charter service with Federal Transit Administration funded equipment and facilities or provide any exclusive service during the operating period of this application.

The Applicant also certifies that conveyance of government officials shall not exceed 80 hours in a given year and such services must also be reported to the Federal Transit Administration.

---

Signature

**Billy Thurmond**

---

Name of Authorized Official

**Chairman**

---

Title of Authorized Official

---

Date

## Part L: Drug-Free Workplace and Drug and Alcohol Program

---

*Applicant Organizations that are current Section 5311 funding recipients must complete the following certification. New (or first time) Applicant Organizations may not sign this certification until their program has been approved by GDOT.*

I, Billy Thurmond, Chairman (Name and Title of Authorized Official),  
certify that Dawson County Transit and its contractors, as required, for the Section Rural Public  
Transportation Program has established and implemented an alcohol misuse prevention program and anti-  
drug abuse program in accordance with the terms of 49 CFR Part 40 and Part 655. I further certify that the  
employee training conducted under this part meets the requirements of 49 CFR Part 40 and Part 655.

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond**

\_\_\_\_\_  
Printed Name of Authorized Official

**Chairman**

\_\_\_\_\_  
Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part M: Drug-Free Workplace Act Certification for Public and Private Entities

*Applicant Organizations must complete the following certification and include the signature of the Authorized Official.*

The Commissioner of Roads & Revenue of Dawson County certifies that it will provide a drug-free workplace as specified in U.S. Department of Transportation's (DOT) rule, 49 CFR Part 40 and 655, which describes required procedures for conducting workplace drug and alcohol testing for FTA programs, including:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The Applicant's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and, the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement 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 or cooperative agreement, the employee will abide by the terms of the statement; and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- E. Notifying the Federal agency in writing, within ten calendar days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant or cooperative agreement;
- F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

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).

**Dawson County Transit**

Name of Applicant Organization

**Billy Thurmond**

Name of Authorized Official

25 Justice Way, Suite 2313 Dawsonville, GA 30534

Address

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond**

\_\_\_\_\_  
Printed Name of Authorized Official

**Chairman**

\_\_\_\_\_  
Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part N: Certification of Equivalent Access for Persons with Disabilities

*Applicant Organization is required to sign this certification only if the organization is requesting the purchase of a vehicle without disability access features (i.e. wheelchair lift) as required in 49 CFR Part 38).*

Commissioner of Roads and Revenue of Dawson County

\_\_\_\_\_ certifies that all our vehicles are purchased with disability access features.

*Fill out the form below if the agency is requesting the purchase of vehicles without disability features.*

I hereby certify that when viewed in its entirety, the demand-responsive transportation program of \_\_\_\_\_  
Commissioner of Roads and Revenue of Dawson County provides disabled persons with access equal to that afforded to any other person in terms of the following criteria:

- Response time,
- Fares (demand response system cannot charge higher fare for wheelchair boarding),
- Geographic area of service,
- Hours and days of service,
- Restrictions based on trip purpose,
- Availability of information and reservations capabilities, and
- Constraints on capacity or service availability.

Public Demand Response Agencies: In accordance with 49 CFR 37.77, public funded entities operating demand responsive systems for the general public which receive financial assistance under Section 18 of the Federal Transit Act must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Public entities receiving FTA funds under any other section of the FTA Act must file the certification with the appropriate FTA regional office.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond**

\_\_\_\_\_  
Printed Name of Authorized Official

**Chairman**

\_\_\_\_\_  
Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part O: FTA Civil Rights Assurance

*Applicant Organization must complete the following certification and include the signature of the Authorized Official.*

Commission of Roads and Revenue of Dawson County hereby certifies that, as a condition of receiving Federal financial assistance under the Federal Transit Act, the organization will ensure that:

- No person on the basis of race, color, or national origin, will be subjected to discrimination in the level and quality of transportation services and transit related benefits.
- Dawson County Transit will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.7(a).
- Dawson County Transit will make it known to the public that those persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The Applicant/Recipient assures that it will comply with the following laws and regulations so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in any U.S. DOT or FTA funded program or activity (particularly in the level and quality of transportation services and transportation-related benefits) on the basis of race, color, national origin, religion, sex, disability, or age:

- Federal transit laws, specifically 49 U.S.C. 5332, as amended by MAP-21 (prohibiting discrimination on the basis of race, color, religion, national origin, sex, disability, or age, and in employment or business opportunity),
- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d,
- The Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, et seq.,
- The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq.,
- U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21.7(a),
- U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and
- Any other applicable Federal statutes that may be signed into law or Federal regulations that may be promulgated,

As required by 49 CFR 21.7:



- It will comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing, with 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR Part 21 in the manner it conducts each Project, undertakes property acquisitions, and operates its Project facilities, including: its entire facilities and its facilities operated in connection with its Project. This assurance applies to your Applicant/Recipient's entire Project and to all parts of its facilities, including the facilities it operates to implement its Project,
- It will promptly take the necessary actions to carry out this assurance, including: notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA, and submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request,
- If it transfers FTA funded real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination: (1) while the property is used for the purpose that the Federal funding is extended, and (2) while the property is used for another purpose involving the provision of similar services or benefits,
- It will make any changes in its Title VI implementing procedures as U.S. DOT or FTA may request to comply with Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR part 21, and Federal transit laws, 49 U.S.C. 5332, as amended by MAP-21,
- It will comply with Federal guidance issued to implement Federal nondiscrimination requirements, except as FTA determines otherwise in writing,
- It will extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each Third Party Participant, including: (1) Any Subrecipient, (2) Any Transferee, (3) Any Third Party Contractor or Subcontractor at any tier, (4) Any Successor in Interest, (5) Any Lessee, or (6) Any other Third Party Participant in its Project,
- It will include adequate provisions to extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party agreement, including: (1) Each subagreement, (2) Each property transfer agreement, (3) Each third party contract or subcontract at any tier, (4) Each lease, or (5) Each participation agreement, and

As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR 27.9, and consistent with 49 U.S.C. 5307(c)(1)(D)(iii), as amended by MAP-21, the Applicant/Recipient assures that:

1. It will comply with the following prohibitions against discrimination on the basis of disability, which are a condition of approval or extension of any FTA funding awarded to: (1) Construct any facility, (2) Obtain any rolling stock or other equipment, (3) Undertake studies, (4) Conduct research, or (5) Participate in or obtain any benefit from any FTA administered program, and
2. In any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no otherwise qualified people with a disability will, because of their disability, be:
  1. Excluded from participation,

2. (Denied benefits, or
3. Otherwise subjected to discrimination.

The United States has a right to seek judicial enforcement of any matter arising under Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR Part 21, and this assurance.

The assurances made will remain in effect as long as: (1) Federal funding is extended to your Project, (2) Project property is used for a purpose for which the Federal funding is extended, (3) Project property is used for a purpose involving the provision of similar services or benefits, or (4) Ownership or possession is retained of its Project property.

The person whose signature appears below is authorized to sign this assurance on behalf of the recipient.

---

Signature of Authorized Official

**Billy Thurmond**

---

Printed Name of Authorized Official

**Chairman**

---

Printed Title of Authorized Official

---

Date

## Part P: Debarment and Suspension

---

*If the Applicant Organization is requesting funding exceeding \$25,000, the Applicant must provide the following certification, including the signature of the Authorized Official.*

## P-1: Non-Procurement Suspension and Debarment

U.S. DOT regulations, "Non-procurement Suspension and Debarment," 2 CFR Part 1200, which adopts and supplements the provisions of U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," 2 CFR part 180, permit certifications to assure the Applicant/Recipient acknowledges that:

The Applicant/Recipient certifies to the best of its knowledge and belief that, it, its principals, and first tier sub-recipients:

- a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded, or disqualified.
- b. Have not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of 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 any Federal or State antitrust statute, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding Section 'a' of this certification.
- d. Have not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this certification.
- e. Will promptly provide any information to the FTA if at a later time any information contradicts the statements of subparagraphs above, and
- f. Will treat each lower tier contract or lower tier subcontract under the Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it equals or exceeds \$25,000, is for audit services, or requires the consent of a Federal official.
- g. Will require that each covered lower tier contractor and subcontractor comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and assure that each lower tier participant in the Project is not presently declared by any Federal department or agency to be:
  - Debarred from participation in the federally funded project,
  - Suspended from participation in the federally funded project,
  - Proposed for debarment from participation in the federally funded project,
  - Declared ineligible to participate in the federally funded project,
  - Voluntarily excluded from participation in the federally funded project, or
  - Disqualified from participation in the federally funded Project.

The Applicant/Recipient will promptly provide a written explanation to GDOT if it or any of its principals, including any of its first-tier sub-recipients or lower tier participants, is unable to certify to the preceding statements in this certification.

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond Chairman**

\_\_\_\_\_  
Printed Name & Title of Authorized Official

\_\_\_\_\_  
Date

## P-2: SAM Certification

*GDOT subrecipients must verify they are current within the Federal government's System for Awards Management (SAM) before a contract can be extended. More information can be found on the SAM website: [SAM.gov | Home](https://sam.gov)*

Please attach a copy of the Applicant Organization's SAM certification when submitting the application package.

# COMMISSIONER OF ROADS AND REVENUE DAWSON COUNTY

Unique Entity ID <b>EKXYK3GDEH95</b>	CAGE / NCAGE <b>4YES7</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Apr 9, 2025</b>	
Physical Address <b>25 Justice WAY STE 2214 Dawsonville, Georgia 30534-3454 United States</b>	Mailing Address <b>25 Justice WAY Suite 2214 Dawsonville, Georgia 30534-3434 United States</b>	

## Business Information

Doing Business as <b>COUNTY OF DAWSON</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Georgia 06</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Apr 11, 2024</b>	Submission Date <b>Apr 9, 2024</b>	Initial Registration Date <b>Jan 9, 2008</b>
--	---------------------------------------	---

## Entity Dates

Entity Start Date <b>Jan 1, 1857</b>	Fiscal Year End Close Date <b>Dec 31</b>
---	---

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) 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?

**Not Selected**

## Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**No**

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**Not Selected**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other

acknowledgment of fault?  
Not Selected

### Exclusion Summary

Active Exclusions Records?  
No

### SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:  
Yes

### Entity Types

#### Business Types

Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US Local Government</b>	Organization Factors <b>(blank)</b>
Profit Structure <b>(blank)</b>		

#### Socio-Economic Types

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

#### Government Types

**U.S. Local Government**  
**County**

### Financial Information

Accepts Credit Card Payments <b>No</b>	Debt Subject To Offset <b>No</b>
---	-------------------------------------

EFT Indicator <b>0000</b>	CAGE Code <b>4YES7</b>
------------------------------	---------------------------

#### Electronic Funds Transfer

Account Type <b>Checking</b>	Routing Number <b>*****43</b>	Lock Box Number <b>(blank)</b>
Financial Institution <b>UNITED COMMUNITY BANK,INC</b>	Account Number <b>*****58</b>	

#### Automated Clearing House

Phone (U.S.) <b>7063443501</b>	Email <b>vneikirk@dawsoncountyga.gov</b>	Phone (non-U.S.) <b>(blank)</b>
Fax <b>7063443504</b>		

#### Remittance Address

**COMMISSIONER OF ROADS AND REVENUE**  
**DAWSON COUNTY**  
**25 Justice WAY**  
**Suite 2214**  
**Dawsonville, Georgia 30534**  
**United States**

### Taxpayer Information

EIN <b>****1882</b>	Type of Tax <b>Applicable Federal Tax</b>	Taxpayer Name <b>COMMISSIONER OF ROADS AND REVENUE DAWSON COUNTY</b>
Tax Year (Most Recent Tax Year) <b>2023</b>	Name/Title of Individual Executing Consent <b>Chief Financial Officer</b>	TIN Consent Date <b>Apr 9, 2024</b>
Address	Signature	

Apr 11, 2024 11:42:52 AM GMT  
<https://sam.gov/entity/EKXYK3GDEH95/coreData?status=null>

**Points of Contact**

**Accounts Receivable POC**

♀  
Laurie Whalen  
lwhalen@dawsoncountyga.gov  
7063443501

**Electronic Business**

♀  
Vickie Neikirk  
vneikirk@dawsoncountyga.gov  
7063443501

25 Justice WAY  
Suite 2214  
Dawsonville, Georgia 30534  
United States

NATALIE JOHNSON  
njohnson@dawsoncountyga.gov  
7063443501

25 Justice WAY  
Suite 2214  
Dawsonville, Georgia 30534  
United States

**Government Business**

♀  
Vickie Neikirk  
vneikirk@dawsoncountyga.gov  
7063443501

25 Justice WAY  
Suite 2214  
Dawsonville, Georgia 30534  
United States

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title

**Size Metrics**

**IGT Size Metrics**

Annual Revenue (from all IGTs)  
(blank)

**Worldwide**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	(blank)

**Location**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	(blank)

**Industry-Specific**

Barrels Capacity	Megawatt Hours	Total Assets
(blank)	(blank)	(blank)

**Electronic Data Interchange (EDI) Information**

This entity did not enter the EDI information

**Disaster Response**

This entity does not appear in the disaster response registry.



## Part Q: Disadvantaged Business Enterprise (DBE) Semi-Annual Reporting

---

*The Applicant Organization must complete the following certification that it will provide the required semi-annual DBE reports to GDOT on May 1st and November 1st of each year.*

As FTA Subrecipient GDOT has set a DBE FTA goal of 6.02% goal attainment for FY 2024-FY 2026. All subrecipients engaging in Third-party procurements for FTA Transit contracts should make Good Faith efforts to solicit certified DBE's as listed in the GDOT UCP Directory. All subrecipients will be included in the GDOT FTA goal of 6.02% Good Faith Effort for participation of DBE's in 3rd party contract opportunities, in lieu of having to prepare individual DBE goals.

The Applicant, Commissioner of Roads and Revenue of Dawson County, will provide the required FTA Semi-Annual Disadvantaged Business Enterprise (DBE) Program Report, referred to as the Uniform Report of DBE Commitments/Award and Payments, which is a requirement of 49 CFR Part 26. The semi-annual DBE report is a spreadsheet that captures a detailed breakdown of DBE participation in the Georgia Department of Transportation's DBE program.

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond**

\_\_\_\_\_  
Printed Name of Authorized Official

**Chairman**

\_\_\_\_\_  
Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part R: Lobbying Restrictions

*The lobbying requirements apply to all contracts and subcontracts of \$100,000 or more at any tier under a Federal grant. If any funds other than Federally 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 agreement, the payor must complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.*

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

1. No Federally 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 an 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 Federally 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-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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.

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond**

\_\_\_\_\_  
Printed Name of Authorized Official

**Chairman**

\_\_\_\_\_  
Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part S: FTA Certifications and Assurances

---

*As part of this grant application package, all applicants must attach a signed copy of the most recent available FTA Certifications and Assurances (FY 2024) included as the following two pages.*

The full FTA FY 2024 Certifications and Assurances document is available at:

[FY2024 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements \(.dot.gov\)](#)

- The FTA FY 2024 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (✓) showing that ALL categories numbered 01 through 18 are being certified by your organization OR indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2024 Certifications and Assurances page, which includes the "Affirmation of Applicant" and "Affirmation of the Applicant's Attorney."

Federal Fiscal Year 2024 Certifications and Assurances for FTA Assistance Programs

Name of Applicant: Roads and Revenue Commissioner of Dawson County

**The Applicant agrees to comply with applicable provisions of Categories 01 - 21.**

OR

**The Applicant agrees to comply with applicable provisions of the Categories it has selected:**

Category	Description	
1	Certifications and Assurances Required of Every Applicant	<input checked="" type="checkbox"/>
2	Public Transportation Agency Safety Plans	<input checked="" type="checkbox"/>
3	Tax Liability and Felony Convictions	<input checked="" type="checkbox"/>
4	Lobbying	<input checked="" type="checkbox"/>
5	Private Sector Protections	<input checked="" type="checkbox"/>
6	Transit Asset Management Plan	<input checked="" type="checkbox"/>
7	Rolling Stock Buy America Reviews and Bus Testing	<input checked="" type="checkbox"/>
8	Urbanized Area Formula Grants Program	<input checked="" type="checkbox"/>
9	Formula Grants for Rural Areas	<input checked="" type="checkbox"/>
10	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<input checked="" type="checkbox"/>
11	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<input checked="" type="checkbox"/>
12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	<input checked="" type="checkbox"/>
13	State of Good Repair Grants	<input checked="" type="checkbox"/>
14	Infrastructure Finance Programs	<input checked="" type="checkbox"/>
15	Alcohol and Controlled Substances Testing	<input checked="" type="checkbox"/>
16	Rail Safety Training and Oversight	<input checked="" type="checkbox"/>
17	Demand Responsive Service	<input checked="" type="checkbox"/>
18	Interest and Financing Costs	<input checked="" type="checkbox"/>
19	Cybersecurity Certification for Rail Rolling Stock and Operations	<input checked="" type="checkbox"/>
20	Public Transportation on Indian Reservations Formula and Discretionary Program (Tribal Transit Programs)	<input checked="" type="checkbox"/>
21	Emergency Relief Program	<input checked="" type="checkbox"/>

Federal Fiscal Year 2024 FTA Certifications and Assurances Signature Page  
*Required of all Applicants for federal assistance to be awarded by FTA in FY 2026.*

**AFFIRMATION OF APPLICANT**

Name of Applicant: Roads and Revenue Commissioner of Dawson County

Name and Relationship of the Authorized Representative: Billy Thurmond, Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2026, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2026.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute,

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Relationship of the Authorized Representative: Billy Thurmond, Chairman

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For: Roads and Revenue Commissioner of Dawson County

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Attorney for Applicant: Angela Davis

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## Part T: Americans with Disabilities Act Checklist

Please fill out the checklist below. This must be signed by the authorized Transit ADA Representative for your system.

### Is our Section 5311 Rural Transit System Compliant with the Americans with Disabilities Act (ADA)?

- We offer curb to curb service for ADA passengers, as needed.
- We do not charge passengers for no-shows. Our No-Show Policy suspension never exceeds 30 days.
- Cancellations made with less than 1-2 hours prior to pick-up can be considered no-shows.
- Our written No-Show policy for suspensions (if have one) is based on the percentage that a passenger rides overall, not on monthly occurrences.
- Have we documented any ADA complaints from public transit system users?
- Do we have enough wheelchair lift-equipped vehicles to meet our demand<sup>1</sup>?
- During peak times when/if our capacity cannot meet demand, disabled passengers are not denied service more often than non-disabled passengers?
- Our drivers test the wheelchair lifts before starting service each day.
- Our system accepts all types of wheelchairs for transport if wheelchair and passenger combined do not exceed the weight capacity of the lift and fits on the lift platform.<sup>1</sup>
- When we have a wheelchair lift failure, the repairs are completed quickly (within five days) so that our service to disabled passengers is not disrupted.
- We offer the same service to disabled and non-disabled passengers as described below:
  - We have the same hours of operation for services for disabled and non-disabled persons.
  - We have the same reservation time requirements, such as 24-hour notice, etc. for all passengers.
  - We do not charge a higher fare for ADA passengers as for other passengers.
  - Our disabled passengers are permitted to travel to all places that our non-disabled passengers can go.
- We allow service animals on the buses if they are assisting the passenger.

- We allow passengers to travel with their portable oxygen supply.
- We do not require disabled passengers to sit in designated seats if they do not wish to do so.
- We allow passengers to bring their mobility aids on the buses such as crutches, canes, walkers, etc.).
- Our drivers are trained to assist disabled passengers.
- Our drivers are familiar with the 800 lb. or 1,000 lb. weight limit of the wheelchair lifts and that all types of wheelchairs must be accommodated (scooters, etc), unless weight capacity is exceeded.
- Passengers who have difficulty using stairs are allowed to stand and ride up the lift as standees.
- Our drivers properly use the wheelchair securement systems on our vehicles.
- Smoking is prohibited on our vehicles.
- We have ADA-standard operating procedures, and all of our employees are trained and familiar with them.

*<sup>1</sup>ADA rule provides that transit operators must carry a wheelchair and occupant if the lift and vehicle can physically accommodate them, unless doing so is inconsistent with legitimate safety requirements. "Legitimate safety requirements" include such circumstances as a mobility device of such size that it would block an aisle or would interfere with the safe evacuation of passengers in an emergency, or weight exceeds lift capacity.*

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond**

\_\_\_\_\_  
Printed Name of Authorized Official

**Chairman**

\_\_\_\_\_  
Printed Title of Authorized Official

\_\_\_\_\_  
Date



## Part U: Financial Certifications

---

The GDOT Transit Department has recently finalized our Financial Management Policy requirements and has held multiple trainings on this subject so that our subrecipients understand and abide by the federal requirements of 2 CRR Part 200.

1. Please complete the following Financial Certification if you will be charging any indirect costs to your transit project. Please only complete the certification for the type of entity making application i.e. "governmental or private-nonprofit".
2. If you have an approved De minimis Cost Allocation Plan, please include a full copy of that plan in your application.
3. If you wish to charge indirect costs using the simplified method, please complete the "GDOT Modified Total Direct Cost Certification."
4. If GDOT is your cognizant agency, you may choose to use the Modified Total Direct Cost Plan which is a simplified method for determining your indirect cost basis.

## Financial System Certification – Government Entities

To be completed annually by "Governmental Entities" charging Indirect Costs.

### **CERTIFICATION OF INDIRECT COST RATE PROPOSAL**

#### **Certification of Financial Management System**

I, the undersigned, certify that N/A has a financial management system that accumulates and segregates direct costs (costs that can be specifically identified to a final cost objective, e.g., a project, program, or other direct activity of an organization) from indirect costs (costs incurred for a common or joint purpose benefitting more than one final cost objective, e.g. administrative costs such as clerical support, human resources, accounting, payroll, financial audits, rent, utilities, supplies, vehicle expense, executive management that are not readily assignable to the final cost objectives specifically benefitted, without effort disproportionate to the results achieved) and by project/activity, that are allowable in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR § 200).

#### **I certify the agency's financial management system has the following attributes:**

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts.
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into different cost accounts.
- Ability to accumulate and segregate allowable direct costs by project, funding source, and type of cost (e.g., labor, consulting, pass-thru, or other).
- Internal controls to maintain integrity of financial management system.
- Ability to consistently record and report costs as described in 2 CFR § 200.403.
- Ability to ensure costs billed are in compliance with 2 CFR § 200.
- Ability to ensure costs billed reconcile to general ledgers and job costing ledgers.
- Ability to ensure costs are in compliance with contract terms and federal and state requirements.

#### **I also certify that the types of records that are used to support the existence of these attributes include the following:**

- General ledger and job costing ledgers.
- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g., invoices, canceled checks).
- Accounting policy and procedure manuals specific to the agency.

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

All costs included in this application proposal N/A to establish billing or final indirect costs rates for the period of \_\_\_\_\_ are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of 2 CFR Part 200.19. Unallowable costs have been adjusted for, in allocating costs as indicated in the indirect cost proposal.

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the subsequent agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government cognizant agency will be notified of any accounting changes that would affect the predetermined rate.

I, hereby, declare that the foregoing is true and correct.

\_\_\_\_\_  
Governmental Unit / Subrecipient Name

\_\_\_\_\_  
Signature of Authorized Official

**Billy Thurmond**

\_\_\_\_\_  
Name of Official

**Chairman**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Execution of ICRP

## Financial System Certification – Non-Profit Organizations

To be completed annually by "Non-Profit Organizations" charging Indirect Costs.

### **CERTIFICATION OF INDIRECT COST RATE PROPOSAL**

#### **Certification of Financial Management System**

I, the undersigned, certify that N/A has a financial management system that accumulates and segregates direct costs (costs that can be specifically identified to a final cost objective, e.g., a project, program, or other direct activity of an organization) from indirect costs (costs incurred for a common or joint purpose benefitting more than one final cost objective, e.g. administrative costs such as clerical support, human resources, accounting, payroll, financial audits, rent, utilities, supplies, vehicle expense, executive management that are not readily assignable to the final cost objectives specifically benefitted, without effort disproportionate to the results achieved) and by project/activity, that are allowable in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR § 200).

#### **I certify the agency's financial management system has the following attributes:**

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts.
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into different cost accounts.
- Ability to accumulate and segregate allowable direct costs by project, funding source, and type of cost (e.g., labor, consulting, pass-thru, or other).
- Internal controls to maintain integrity of financial management system.
- Ability to consistently record and report costs as described in 2 CFR § 200.403.
- Ability to ensure costs billed are in compliance with 2 CFR § 200.
- Ability to ensure costs billed reconcile to general ledgers and job costing ledgers.
- Ability to ensure costs are in compliance with contract terms and federal and state requirements.

#### **I also certify that the types of records that are used to support the existence of these attributes include the following:**

- General ledger and job costing ledgers.
- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g., invoices, canceled checks).
- Accounting policy and procedure manuals specific to the agency.

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

All costs included in this application proposal date of N/A 20\_\_\_\_ to establish billing or final indirect (F&A) costs rate for the Fiscal Year period beginning \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_ are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E–Cost Principles of Part 23 “Cost Principles for Nonprofit Organization”.

This proposal does not include any costs which are unallowable under Subpart E–Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Dawson County Transit

Nonprofit Organization

\_\_\_\_\_  
Signature of Authorized Official

Billy Thurmond

Name of Official

Chairman

Title

\_\_\_\_\_  
Date of Execution of ICRP

## De Minimis Cost Allocation Plan

For Recovery of Indirect Costs for a Federal Grant Award.

### **Certification of Financial Management System**

I, the undersigned, certify that N/A has a financial management system that accumulates and segregates direct costs (costs that can be specifically identified to a final cost objective, e.g., a project, program, or other direct activity of an organization) from indirect costs (costs incurred for a common or joint purpose benefitting more than one final cost objective, e.g. administrative costs such as clerical support, human resources, accounting, payroll, financial audits, rent, utilities, supplies, vehicle expense, executive management that are not readily assignable to the final cost objectives specifically benefitted, without effort disproportionate to the results achieved) and by project/activity, that are allowable in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR § 200).

#### **I certify the agency's financial management system has the following attributes:**

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts.
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into different cost accounts.
- Ability to accumulate and segregate allowable direct costs by project, funding source, and type of cost (e.g., labor, consulting, pass-thru, or other).
- Internal controls to maintain integrity of financial management system.
- Ability to consistently record and report costs as described in 2 CFR § 200.403.
- Ability to ensure costs billed are in compliance with 2 CFR § 200.
- Ability to ensure costs billed reconcile to general ledgers and job costing ledgers.
- Ability to ensure costs are in compliance with contract terms and federal and state requirements.

#### **I also certify that the types of records that are used to support the existence of these attributes include the following:**

- General ledger and job costing ledgers.
- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g., invoices, canceled checks).
- Accounting policy and procedure manuals specific to the agency.

#### **Certification of Eligibility:**

I, the undersigned, certify that N/A is eligible to use the 10% *de minimis* indirect cost rate as the organization has:

- Received less than \$35 million in direct federal funding for the fiscal year requested and each fiscal year thereafter.

**Finally, I understand:**

The de minimis rate of 10% is to be applied to Modified Total Direct Costs which means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified Total Direct Cost excludes equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Costs must be consistently charged as either indirect or direct but may not be double charged or inconsistently charged as both.

The proper use and application of the de minimis rate is the responsibility of N/A and GDOT reserves the right to perform an audit to ensure compliance with 2 CFR § 200 and agreements with GDOT. If it is determined that N/A inconsistently charged costs, or is otherwise not in compliance with 2 CFR § 200, N/A may be required to reimburse GDOT for any identified overbilling.

N/A's schedule of expenditures of federal awards must include a note on whether it elected to use the 10% de minimis cost rate in accordance with 2 CFR 200 § 200.510(b)(6).

**Certification**

By signing this declaration, I certify to the best of my knowledge and belief that the information is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

\_\_\_\_\_  
Name of Non-Federal Entity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Official\*

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\*Must be an executive, financial officer, or equivalent of entity)

## Part V: Equal Employment Opportunity Questionnaire

---

The FTA Master Agreement requires all applicants, recipients, subrecipients and contractors receiving funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. FTA applicants, recipients, subrecipients and contractors who meet both of the following threshold requirements must implement the EEO Program elements (FTA C 4704.1A Chapter 2.2)

This requirement applies to state-administered programs covered by Federal Transit Laws and FTA Master Agreement funding categories under 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities; 5311 - Rural formula grants for Rural Areas; 5339 - Bus and Bus facilities; 5307 - Urbanized Area formula grants; and 5303, 5304 and 5305 - Metropolitan and Statewide Planning funds.

All FTA applicants, recipients, subrecipients and contractors who do not meet the EEO Program threshold are not required to submit an EEOP. However, they are still required to comply with all Equal Employment Opportunity statutes and regulations.

A recipient is required to submit a full or abbreviated EEO Program based on the number of its transit-related employees and whether it reaches a monetary threshold. Transit related employees include temporary, full-time, or part-time employees.

- Employs 100 or more transit related employees (requires a full EEO Program)
- Employs 50 or more transit-related employees; (requires an abbreviated EEO program)

And:

- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

**Example:** If 'ABC Transit' is a direct subrecipient and has 22 employees, it does not meet the threshold. If 'ABC Transit' subcontracts with a *Third-Party Operator* each entity is considered separately. If 'ABC Transit' with 22 employees, contracts with two agencies, one with 25 employees, and one with 52 employees (i.e.  $22+25=52$ ), then ABC Transit would not be required to have an EEO Program, but the contracted agency with 52 employees would be required to develop and submit to 'ABC Transit' an abbreviated EEO Program.

### **EEO Program Components (Full EEO Program)**

- Statement of Policy
- Dissemination
- Designation of Personnel Responsibility
- Utilization Analysis
- Goals and Timetables
- Assessment of Employment Practices
- Monitoring and Reporting

### **Abbreviated EEO Program Components**

- Statement of Policy
- Dissemination Plan
- Designation of Personnel Responsibility
- Assessment of Employee Practices
- Monitoring and Reporting Plan



Please complete all fields annually and submit to GDOT Transit Department.

Legal Name of Applicant: Dawson County Transit

Organization Type:  MPO  Transit Agency  Third-Party Contractor

1. How many transit related employees do you have in your organization? 8.00

(A transit related employee is an employee of an FTA applicant, recipient, or subrecipient who is involved in an aspect of an agency's mass transit operation funded by FTA. For example, a city planner involved in planning bus routes would be counted, but a city planner involved in land use would not be counted)

2. How much did your organization receive in capital or operating assistance the previous federal fiscal year?

\$ \$ 141,083.00

3. How much did your organization receive in planning assistance the previous federal fiscal year?

\$ \$ 0.00

4. Has your agency submitted a full EEO Program/or abbreviated program to GDOT based on the thresholds noted?

Yes  No

5. If yes, what is the date of your last submission? \_\_\_\_\_

6. Do you contract out any of your transit services?

Yes  No.

If yes,

a. What is the name of the agency(ies)? \_\_\_\_\_

b. How much did the agency receive in capital or operating assistance?

\$ \_\_\_\_\_

c. How many transit employees does the agency have? \_\_\_\_\_

d. Did the contracting agency submit an EEO Program to you?

Yes  No

If yes, what is the date of their last EEO Program submission? \_\_\_\_\_

I certify that the foregoing is true and correct.

Signature: \_\_\_\_\_

Title: Chairman

Date: \_\_\_\_\_

# Part W: TAMP Participant Accountable Executive Approval Form

## GDOT GROUP TRANSIT ASSET MANAGEMENT (TAM) PLAN

### FY 2024 TAM PERFORMANCE TARGETS

As the Accountable Executive for the below-named Participant in the Group Transit Asset Management (TAM) Plan sponsored by the Georgia Department of Transportation (GDOT), I hereby approve the enclosed FY 2024 TAM Performance Targets (dated 9/08/20) on behalf of the Participant transit provider organization.

Participant Organization Name: Commissioner of Roads and Revenue of Dawson County

Transit Provider Name (if different): Dawson County Transit

FTA Program Subgroup (check all that apply)

5311 Rural       5307 Urban

Did the Accountable Executive change from the CY 2023 named AE?

Yes       No

Name of Accountable Executive: Billy Thurmond

Signature of Accountable Executive: \_\_\_\_\_

Title: Chairman

Date: \_\_\_\_\_

Enclosure

## Part X: Grant Expenditures Form

---

The Grant Expenditures section details the project expenditures for active projects. Please use Exhibit A of the Contracts issued to the agency to find the information needed for the form. Expenditures projections should be realistic and accurate. Please complete the Grant Expenditures form in BlackCat.



## Part Y: NTD Reporting Accountable Executive Certification

---

*Applicant Organizations requesting Section 5311 funds must complete the following certification.*

I, Billy Thurmond (Accountable Executive/Board of Commission Chair) acknowledge that Section 5311 funds shall be used for the sole purpose of rural transit capital and operating assistance as set forth in FTA Circular 9040.1G.

Furthermore, I certify that Dawson County Transit (Applicant Organization) will not utilize any FY 26 5311 funding and/or associated assets to conduct any urban to urban "public" transportation trips within any UZA.

<https://www.transit.dot.gov/ntd/fta-census-map>

Dawson County Transit

Transit Agency/Applicant Organization

\_\_\_\_\_  
Signature of Accountable Executive

Billy Thurmond, Chairman

Printed Name & Title

\_\_\_\_\_  
Date

**Part Z: Annual NTD Reporting Certification**

*FY 26 Section 5311 recipients must complete the following certification.*

I, **Billy Thurmond** (Accountable Executive/Board of Commission Chair) acknowledge that Section 5311 funds shall be used for the sole purpose of rural transit capital and operating assistance as set forth in FTA Circular 9040.1G.

Furthermore, I certify that **Dawson County Transit** (Organization's name) did not utilize any FY 24 5311 funding and associated assets to conduct any urban to urban "public" transportation trips within any UZA during the period of **7/1/25** (Date) to **6/30/26** (Date).

**Dawson County Transit**

Transit Agency/ Section 5311 Recipient

\_\_\_\_\_  
Signature of Accountable Executive

**Billy Thurmond, Chairman**

Printed Name & Title

\_\_\_\_\_  
Date

# INFORMATION REQUIRED TO INITIATE NEPA

## A CHECKLIST

For FTA to determine the extent of environmental analysis required for a proposed project, we must have a clear idea of what it may do to the environment. This includes the **natural environment** (soil, water, air, flora/fauna) and the **human environment** (socioeconomics, land use, traffic, etc.). Additionally, FTA must determine whether any Federal funding is sought (now or in the future) for the proposal and if FTA is required to make a decision or approval (e.g., approval for incidental use of property).

### INFORMATION REQUIRED

### QUESTIONS to be ADDRESSED

- Sources of federal, state, and local funds and transit nexus

*Is the project a Federal Action eligible for FTA funding?*

- Description of existing property with a clear map showing the Area of Potential Effect (APE)

*What are the Existing conditions? Cleared land or forested land? Water? Urban, rural, suburban? Gently rolling, flat, etc.? Modern visual intrusions in the area, such as cell towers, modern buildings, etc.? Is the site a brownfield or contaminated? Have any site assessments been completed?*

- Street address or coordinates

*Are there possible environmental areas of concern at the site or in its surroundings? Any known hazards? Existing buildings contain lead paint/asbestos? Standing water on site? Industrial site? Industrial sites within a block of the project site? In a historic district?*

- Photos of property, any buildings on property and the surrounding area directly adjacent to the project site.

*What are the characteristics of the natural environment of the property? Provide photos of the land in all directions and of any buildings or structures on the land. Are any of the buildings be historic? Are the buildings in use? Are the buildings safe? Who/what industry occupies the building?*

- Photos of surrounding buildings visible from property

*Are there any nearby buildings that may be historic? Any new construction visible from the project site? Number of stories of the buildings surrounding the project site.*

- Description of complete project with site plan. Be specific for each action of the project.

*What physical changes will be made to the existing site? Any digging or other ground disturbing activities such as clearing and grubbing? Will a building be constructed? Will an existing building be renovated or rehabilitated? Will parking be added or subtracted? Any changes to the traffic amount or flow due to the project? Provide any renderings that are available of the existing project site and the planned work. Be specific about actions, such as replacement of windows/doors, new construction, etc. Will the completed project include storage facilities, maintenance facilities or an operation center?*

List of actions required upon existing property to achieve complete project (e.g., clear 5 acres of wooded land, demolish building, culvert and cover creek, etc.)

*Are there physical changes that are not obvious in the site plan? (e.g., excavation for a basement, fuel storage) Are there going to be any residential or business displacements?*

Logical termini, alignment, mode, and technology (if a linear project).

*Has thorough planning for the proposed project occurred? (3 out of 4 are typically enough to begin NEPA.) Any feasibility or environmental studies been completed? If so, please attach to the checklist document.*

List of any public involvement done for the project, to date, if any

*Has the community affected by the project been informed? If so, when was the community engaged/informed? Is there any potential controversy? Are there any local organizations that should be informed?*

**Property Acquisition:** Unless an early or at-risk (hardship or protective buy) acquisition meets the conditions, property cannot be acquired until NEPA is **complete** and an environmental determination or decision document has been issued by FTA TR04. This restriction is found in FTA's environmental regulations ([23 CFR 771.113](#)) and includes offers to purchase the property or any other commitment to purchase the property or to proceed to a settlement ([FTA Circular 5010.1E](#)). Project sponsors should contact FTA TR04 with any questions about potential timing of property acquisitions and their corresponding NEPA documentation.

Examples, which can be either implied or explicit, of prohibited acquisition activities during the NEPA process include:

- Any offer to purchase;
- Any negotiation to purchase;
- Any discussion on price;
- Any commitment to purchase or establishing any conditions of purchase; and,
- Any commitment to proceed to settlement.

**Equity Analysis:** Be sure to review and understand your responsibilities per [49 CFR Section 21.5\(b\)\(3\)](#) for **facility** construction projects. Additionally, please review and comply with [FTA Title VI Circular](#).

**The more information FTA knows about a project, the more accurate we can be in assigning the most appropriate level of environmental analysis.**

Updated 10/15/2021







[Project Overview](#)

[Project Details](#)

[Project Funding](#)

[Project Documents](#)

## Funding

### Project Information

Commissioner of Roads and Revenue of Dawson County Operating Assistance up to 50% Federal Share

UPIN: BCT0002764

Created by: Lee Adkins on 8/6/2024 11:26:13 AM

Project Status: In Development

Last Modified by: Dawn Johnson on 8/21/2024 12:35:47 PM

[Delete](#)

### Project Funding Summary

Year: 2026

Requested: \$425,862

Status: Not Submitted

Allocated: \$0

Encumbered: \$0

[Return to Funding Requests](#)

- [Budget](#)
- [Comments](#)

### Project Budget

#### Expense

Budget Code	Category	Amount
-------------	----------	--------

5011.01	Building and Maintenance	\$0.00
5011.02	Administrative	\$0.00
5011.03	Asst. Transit Director	\$0.00
5011.04	Finance Director	\$0.00
5011.05	HR/Compliance Manager	\$0.00
5011.06	Operations Manager	\$0.00
5011.07	Safety Manager	\$0.00
5011.08	Maintenance Manager	\$0.00
5011.09	Director Salary	\$26,822.00
5011.10	Supervisor Salary	\$0.00
5011.11	Bookkeeper Salary	\$0.00
5011.12	Secretary Salary	\$0.00
5011.99	Other	\$0.00
<b>5015 Administration Fringe Benefits</b>		
5015.01	Health/Medical Insurance	\$4,380.00
5015.02	Life Insurance	\$200.00
5015.03	Dental Insurance	\$0.00
5015.04	FICA	\$2,070.00
5015.05	Retirement Pensions	\$1,250.00
5015.06	Other Insurance	\$0.00
5015.07	Unemployment Insurance	\$0.00
5015.08	Workmans Compensation	\$0.00
5015.09	Uniform/Clothing Allowance	\$0.00
5015.10	Paid Absence (Vacation, Sick, Holiday)	\$0.00
<b>5020 Administration Services</b>		
5020.01	Janitorial/Labor Services	\$0.00
5020.02	Legal Services	\$0.00
5020.03	Payroll Services	\$0.00
5020.04	CPA Services	\$0.00
5020.05	Computer Services/Design/Program	\$0.00
5020.06	Data Processing Services	\$0.00
5020.07	Administrative/Consulting Services	\$0.00
5020.08	Advertising Services/Fees	\$150.00
5020.09	Security Services	\$0.00
5020.10	Temporary Help Services	\$0.00
5020.11	Leases and Rentals Office Equipment	\$250.00
5020.12	Leases and Rentals Facilities	\$0.00
5020.13	Drug and Alcohol Services / Testing	\$500.00
5020.14	Audit	\$2,000.00
5020.99	Other	\$0.00
<b>5039 Administration Materials and Supplies Consumed</b>		
5039.01	Office Supplies	\$2,500.00
5039.01	Printing	\$0.00
5039.99	Other	\$0.00
<b>5040 Administration Utilities</b>		
5040.01	Electric	\$0.00
5040.02	Gas	\$0.00
5040.03	Water/Sewer	\$0.00
5040.04	Garbage	\$0.00
5040.05	Telephone	\$1,000.00
5040.99	Other	\$0.00
<b>5050 Administration Insurance</b>		
5050.01	Physical Damage	\$0.00
5050.02	Liability and Property	\$0.00
5050.03	Recoveries	\$0.00
5050.04	Vehicle Insurance	\$2,300.00
<b>5060 Administration Taxes</b>		
5060.01	Vehicle Licensing and Reg. Tax	\$0.00
5060.02	Property Tax	\$0.00
5060.03	Other	\$0.00
<b>5090 Administration Miscellaneous Expense</b>		

- [Project Overview](#)
- [Project Details](#)
- [Project Funding](#)
- [Project Documents](#)

## Comments

### Project Information

Commissioner of Roads and Revenue of Dawson County Operating Assistance up to 50% Federal Share

UPIN: BCT0002764

Created by: Lee Adkins on 8/6/2024 11:26:13 AM

Project Status: In Development

Last Modified by: Dawn Johnson on 8/26/2024 10:36:52 AM

[Delete](#)

### Project Funding Summary

Year: 2026

Requested: \$425,862

Status: Not Submitted

Allocated: \$0

Encumbered: \$0

[Return to Funding Requests](#)

- [Budget](#)
- [Comments](#)

### Comments

[Add New Comment](#)

Subject	Comment	User	Date
<a href="#">Select</a>	Administration and Operating Salaries and Fringe increased due to anticipated changes in grades to help retain employees along with starting salaries for new employees. Also includes COLA, merit, and longevity increases. Worker's Compensation adjusted for Operating Salaries due to information from Finance Department. Fuel and Lubricants increased due to increased fuel costs. Other cash grants including Revenue subcontracted from Deanna Specialty/TNT, inc. through DHS is remaining the same at \$65,000. We are working on an increase from them, but have had no response.	Dawn Johnson	8/26/2024 10:36:52 AM

5090.01	Dues and Subscriptions	\$650.00
5090.02	Travel and Meetings	\$3,200.00
5090.03	Postage	\$0.00
5090.04	Bank and Merchant Fees	\$0.00
5090.05	Indirect Expenses (Must Have Approval)	\$0.00
5090.99	Other	\$0.00
<b>5011 Operating Labor</b>		
5011.01	Driver / Operator Salaries and Wages	\$167,764.00
5011.02	Driver / Operator Overtime	\$0.00
5011.03	Dispatchers	\$61,697.00
5011.04	Mechanics	\$0.00
5011.05	Bus Washers	\$0.00
5011.06	Employees in Training Salaries and Wages	\$0.00
5011.99	Other	\$0.00
<b>5015 Operating Fringe Benefits</b>		
5015.01	Health/Medical Insurance	\$75,055.00
5015.02	Life Insurance	\$500.00
5015.03	Dental Insurance	\$0.00
5015.04	FICA	\$17,530.00
5015.05	Retirement Pensions	\$5,500.00
5015.06	Other Insurance	\$0.00
5015.07	Unemployment Insurance	\$0.00
5015.08	Workmans Compensation	\$7,744.00
5015.09	Uniform/Clothing Allowance	\$2,500.00
5015.10	Paid Absence (vacation/sick/holiday)	\$0.00
5015.99	Other	\$0.00
<b>5020 Operating Services</b>		
5020.01	Temporary Health Service	\$0.00
5020.02	Vehicle Maintenance/Repair	\$9,000.00
5020.03	Towing and Wrecker Services	\$0.00
5020.04	Leases and Rentals Equipment	\$0.00
5020.99	Other	\$0.00
<b>5030 Operating Fuel and Lubricants</b>		
5030.01	Fuel and Lubricants	\$38,000.00
5030.99	Other	\$0.00
<b>5032 Operating Tires and Tubes</b>		
5032.01	Tires and Tubes	\$0.00
5032.99	Other	\$0.00
<b>5039 Operating Materials and Supplies Consumed</b>		
5039.01	Auto Parts	\$0.00
5039.02	Medical/Safety Equipment or Supplies	\$0.00
5039.03	Fire Extinguishers	\$0.00
5039.04	Cleaning Supplies	\$1,500.00
5039.05	Vehicle Supplies/Small Tools	\$0.00
5039.99	Other	\$0.00
<b>5060 Operating Taxes</b>		
5060.01	Property Tax	\$0.00
5060.02	Fuel Tax	\$0.00
5060.99	Other	\$0.00
<b>5090 Operating Miscellaneous</b>		
5090.01	Miscellaneous	\$3,000.00
5090.02	Marketing	\$0.00
<b>5101 Operating Purchased Transportation Services</b>		
5101.01	Purchased Transportation Services	\$0.00
		<b>Expenses</b> \$437,062.00
<b>Ineligible Expenses</b>		
<b>Category</b>		<b>Amount</b>
<b>Ineligible Expenses</b>		
Ineligible Expenses		\$0.00
<b>Revenue</b>		
<b>Budget Code</b>	<b>Category</b>	<b>Amount</b>

	Farebox		\$11,200.00
	Non-Eligible Purchase of Service Revenue/Contract Revenue		\$0.00
<b>Non-Calculated Revenues</b>			
	Contract Revenue		\$0.00
	Contract Revenue from Reserve		\$0.00
	Advertising Income		\$0.00
	Contract Maintenance Revenue - Sold Maintenance Service		\$0.00
	Investment Income		\$0.00
	Local - Local Tax Levied		\$0.00
	Other Federal Cash Grants		\$65,000.00
	Other Revenue		\$0.00
		<b>Revenues</b>	\$11,200.00
		<b>Total Expenses</b>	\$437,062.00
		<b>Total Revenues (minus)</b>	\$11,200.00
		<b>Net Project Cost</b>	\$425,862.00
<b>Federal Request:</b>			
Federal Amount:	<input type="text"/>	50.00%	<input type="text"/> \$212,931.00
<b>Match Required:</b>			
		50.00%	\$212,931.00
State Source	<input type="text"/>		<input type="text"/>
Match Source	Local		<input type="text"/> \$212,931.00
Match Source	<input type="text"/>		<input type="text"/>
Match Source	<input type="text"/>		<input type="text"/>
Match Source	<input type="text"/>		<input type="text"/>
		<b>Total Match</b>	\$212,931.00
		<b>Over/Under</b>	\$0.00

Save

Cancel

Last Modified: Budget updated by Dawn Johnson, 8/21/2024 12:35:47 PM

# Dawson Transit

## *Rural Public Transportation System For The General Public*

<b>Dawson Co.</b>	<b>Mon-Fri</b>	<b>\$2.00 each direction</b>
<b>Dahlonega</b>	<b>Mon-Fri</b>	<b>\$4.00 each direction</b>
<b>Cumming</b>	<b>Tues &amp; Thurs</b>	<b>\$4.00 each direction</b>
<b>Gainesville</b>	<b>Tues &amp; Thurs</b>	<b>\$6.00 each direction</b>

Fee applies to all riders over 6 years of age

Rider must provide a child safety seat for all children under 6

Riders under 12 must be accompanied by an adult 18 yrs. or over

All rides are booked on a first come first serve basis

Please provide a 48 hr. advanced notice prior to desired ride

*These fares and area of service are  
subject to change at any time*

**Hours of operations Mon-Fri 8:00a.m.-4:00p.m.**

**To schedule a ride or  
for more information please call**

**706-344-3603**



# Dawson Transit

*Sistema público rural del transporte  
Para el público en general*

<b>Dawson Co.</b>	<b>Lunes-Viernes</b>	<b>\$ 2.00 cada dirección</b>
<b>Dahlonega</b>	<b>Lunes-Viernes</b>	<b>\$ 4.00 cada dirección</b>
<b>Cumming</b>	<b>Martes &amp; Jueves</b>	<b>\$ 4.00 cada dirección</b>
<b>Gainesville</b>	<b>Martes &amp; Jueves</b>	<b>\$ 6.00 cada dirección</b>

El costo se aplica a *todas las personas* mayores de 6 años de edad

La persona debe proporcionar a *asiento de seguridad del niño* para todos los niños debajo de 6 años

*Persona debajo de 12 años* debe ser acompañado por un adulto 18 de años

Las reservaciones serán de acuerdo *a la primera persona que llame*

*Proporcione su cita por favor 24 horas antes de su reservación*

*Estos precios y el área del servicio pueden  
a cambiar en cualquier momento*

**Horas de las operaciones**  
**Lunes-Viernes 8:00 a.m. - 4:30 p.m.**

**Para programar una cita o  
para más información llame por favor al**

**706-344-3603**

**entiendo algo de español**



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services-Transit

Work Session: 9-5-2024

Prepared By: Dawn Johnson

Voting Session: 9-19-2024

Presenter: Lee Adkins

Public Hearing: Yes \_\_\_\_ No X

Agenda Item Title: Request for updated Federal Transit Administration Title VI Program

**Background Information:**

FTA Title VI Program has to be updated every 3 years with 2024 being an updated year.

**Current Information:**

Updates made to FTA Title VI Program due to census and RLS recommendations. RLS provides training, technical assistance, and transportation management and operations consulting services to small, medium and large public transit systems, federal and state departments of transportation, government agencies, and paratransit operators.

Budget Information: Applicable: Not Applicable X Budgeted: Yes \_\_\_\_ No \_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve updated Federal Transit Administration Title VI Program

Department Head Authorization: Dawn Johnson

Date: 8-19-2024

Finance Dept. Authorization: Vickie Neikirk

Date: 8/26/24

County Manager Authorization: J. Leverette

Date: 8/27/24

County Attorney Authorization: \_\_\_\_

Date: \_\_\_\_

**Comments/Attachments:**

Update due September 30, 2024.



***Federal Transit Administration  
Title VI Program***

**Dawson County Transit**

**September 19, 2024,**

Plan expires September 19, 2027

# Title VI Plan Table of Contents

The Dawson County Transit Title VI plan includes the following elements:

## Table of Contents

Section 1: Title VI Plan Approval .....	3
Section 2: Title VI Policy Statement .....	4
Section 3: Title VI Notice to the Public .....	5
Section 4: Title VI Complaint Procedure .....	7
Section 5: Title VI Complaint Form .....	9
Section 6: List of Title VI Investigations, Complaints and Lawsuits .....	12
Section 7: Public Participation Plan .....	13
Section 8: Four Factor Analysis and LEP Data .....	16
Section 9: Language Assistance Plan .....	22
Section 10: Minority Representation Information .....	27
Section 11: Providing Assistance to and Monitoring Subrecipients .....	28
Section 12: Title VI Equity Analysis for Facility Acquisition .....	29
Section 13: Fixed Route Transit Providers Service Standards and Policies .....	30

**Section 1: Title VI Plan Approval**

Title VI Plan Adopted on: 2024 \_\_\_\_\_

Adopted by: Dawson County Board of  
Commissions \_\_\_\_\_

Signature(s): \_\_\_\_\_

Approval:

## **Section 2: Title VI Policy Statement**

### **Policy Statement**

Dawson County Transit, operating as a public transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Georgia Department of Transportation (GDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and GDOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. Dawson County Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

**Section 3: Title VI Notice to the Public**

**Title VI Notice to the Public**

**Notifying the Public of Rights Under Title VI**

**Dawson County Transit**

Dawson County Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the ABC Transit.

- For more information on Dawson County Transit’s civil rights program or Title VI obligations, the procedures for, or to file a complaint, please contact:

**Dawn Johnson, Title VI Coordinator**  
**706-344-3700, (TTY 800-255-0056)**

Email: [djohnson@dawsoncountyga.gov](mailto:djohnson@dawsoncountyga.gov);

Or visit our administrative office at

**201 Recreation Rd, Dawsonville, GA, 30534**

For more information, visit [www.dawsoncountyga.gov](http://www.dawsoncountyga.gov)

- For transportation-related Title VI matters, a complaint may also be filed directly with GDOT’s Equal Employment Opportunity Office: Title VI Liaison, 600 West Peachtree Street N.W. Atlanta, GA 30308; via phone: 404-631-1972; TTY: 711 or email: [civilrights@dot.ga.gov](mailto:civilrights@dot.ga.gov)

or to

- Federal Transit Administration, Office of Civil Rights, Director  
East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC, 20590.
  - If information is needed in another language, contact 1-800-752-6096.
  - Si se necesita información en otro idioma, comuníquese con 706-344-3700.

The **Dawson County Transit** Notice to the Public is posted in the following locations:

1. Dawson County Transit Office
2. Dawson County Senior Center
3. Dawson County Transit buses

## Sample Title VI Notice to the Public in Spanish

### Notificación al Público de Derechos Bajo el Título VI

- Dawson County Transit opera sus programas y servicios sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con Dawson County Transit.
- Para obtener más información sobre el programa de derechos civiles o los obligaciones Título VI de Dawson County Transit, o para obtener más información sobre los procedimientos para, o a presentar una queja, se pone en contacto con:

**Dawn Johnson, Coordinador del Título VI**  
**706-344-3700, (TTY 800-255-0056)**

Correo electrónico: [djohnson@dawsoncountyga.gov](mailto:djohnson@dawsoncountyga.gov);

O visite a nuestra oficina administrativa en:

**201 Recreation Rd, Dawsonville, GA, 30534**

Para más información, visite a: **[www.dawsoncountyga.gov](http://www.dawsoncountyga.gov)**

- Para asuntos de transporte relacionados con el Título VI, también se puede presentar una queja directamente ante la Oficina de Igualdad de Oportunidades en el Empleo (Oficina de EEO, en Inglés,) del GDOT: Title VI Liason, 600 West Peachtree Street N.W. Atlanta, Georgia 30308; vía telefónica: 404-631-1972; TTY: 711 o correo electrónico: [civilrights@dot.ga.gov](mailto:civilrights@dot.ga.gov)

o, a:

- Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, Director East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- Si se necesita información en otro idioma, comuníquese con 404-631-1972.



## **Section 4: Title VI Complaint Procedure**

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by Dawson County Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

If the complainant is unable to reduce the complaint to writing, please contact the Title VI Coordinator using the information below, and a staff member will help dictate the complaint or provide other necessary assistance.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with Dawson County Transit no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, Dawson County Transit will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the agency's Title VI Coordinator. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Dawson County Transit has 60 days to investigate the complaint. If more information is needed to resolve the case, the ABC Transit may contact the complainant requesting further information. The complainant has **30** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within **30** business days, Dawson County Transit can administratively close the case.

After the investigator reviews the complaint, the agency will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision it must direct the appeal back to the agency. The complainant has 30 days after receipt of the closure letter or the letter of finding to do

so. The appeal will be investigated and decided by a separate party than the Title VI Coordinator (or other official who issued the initial decision). The appeal process information will be included in the letter.

Written Title VI Complaints, or any questions regarding Title VI protections, should be forwarded to:

**Dawn Johnson, Title VI Coordinator**  
**706-344-3700, (TTY 404-631-1972)**  
Email: [djohnson@dawsoncountyga.gov](mailto:djohnson@dawsoncountyga.gov)  
Or visit our administrative office at  
201 Recreation Rd, **Dawsonville, GA 30534.**

For transportation-related Title VI matters, a complaint may also be filed directly with GDOT's Equal Employment Opportunity Office: Title VI Liaison, 600 West Peachtree Street N.W. Atlanta, GA 30308; via phone: 404-631-1972; TTY: 711 or email: [civilrights@dot.ga.gov](mailto:civilrights@dot.ga.gov)

Or

Federal Transit Administration, Office of Civil Rights, Director  
East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, please contact 1-800-752-6096.

*Si necesita información en otro idioma, por favor llame (1-800-752-6096).*

**Section 5: Title VI Complaint Form**

**Dawson County Transit  
Title VI Complaint Form**

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
E-Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No

**Section III:**

**I believe the discrimination I experienced was based on (check all that apply):**

**Title VI:**  Race     Color     National Origin

**Other (specify):** \_\_\_\_\_

Date of Alleged Discrimination (Month, Day, Year): \_\_\_\_\_

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section IV**

Have you previously filed a Civil Rights related complaint with this agency?

Yes

No

**Section V**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes                       No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court \_\_\_\_\_

State Court \_\_\_\_\_

State Agency \_\_\_\_\_

Local Agency \_\_\_\_\_

If marked Yes in Section V, please provide information about a contact person at the agency/court where the complaint was filed.

**Name:**

**Title:**

<b>Agency:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Section VI</b>
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

**You may attach any written materials or other information that you think is relevant to your complaint.**

**Signature and date required below**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please submit this form in person at the address below, or mail this form to:**

**Dawson County Transit System  
Dawn Johnson, Director (Title VI Coordinator)  
201 Recreation Rd  
Dawsonville, Ga 30534  
706-344-3700  
djohnson@dawsoncountyga.gov**

**Section 6: List of Title VI Investigations, Complaints and Lawsuits**

The Dawson County Transit maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**Check One:**

There have been no investigations, complaint and/or lawsuits filed against us since the last plan submission.

\_\_\_\_\_

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

## **Section 7: Public Participation Plan**

### ***Dawson County Transit's Public Involvement Philosophy***

Dawson County Transit welcomes and values public involvement. GDOT and its recipients believe that well-designed, proactive public involvement improves its planning and policy efforts and ultimately leads to better decisions, better projects, and maximized, long-term public benefits. Creating long-term, sustainable systems requires our agency to embrace outside skills and knowledge, including input from the public. Advantages of enhanced public involvement include:

- Increased public collaboration. Citizen collaboration on projects benefits our agency's processes and outcomes, promoting public participation and respectful, productive dialogue.
- Decisions that better reflect diverse interests. Consulting with all identifiable interests helps Dawson County Transit better understand and reflect the full range of community values and livability standards.
- Efficient transportation decision implementation. Early public involvement fosters better decision making and reduces costly project plan revisions and change orders.
- Enhanced agency credibility. Increased public involvement results in more meaningful and better interactions between Department personnel and customers. This interaction aids everyone. The agency better understands public concerns, and customers gain an appreciation of the agency and its responsibilities.
- Dawson County Transit proactively involves the public in addressing transportation issues. The agency communicates its mission and goals to the widest audience possible and considers feedback received from transportation stakeholders and the public.

The agency embraces several specific goals:

- Provide for open and continuous communication to incorporate public input into decision-making and inform the public of planning, program functions, project activities, designs, and construction.
- Implement a public involvement strategy to identify and use agency resources to inform the public of our activities and receive public input. The strategy will establish levels (based on the nature and complexity of the activity) for communicating with transportation stakeholders and the public.
- Consult with local governments in identifying transportation needs, coordinating projects, and selecting viable solutions.
- Respond quickly and transparently to concerns expressed about agency activities and educate the public about transportation programs and issues.
- Review and update the public involvement strategy and process as needed, continuously evaluate public outreach activity effectiveness, and use the results to improve the program.
- Ensure minorities and low-income populations have opportunities to participate in the public involvement process.
- Foster internal communication and training to promote public involvement process understanding and implementation.

### **Strategies and Desired Outcomes**

To promote inclusive public participation, Dawson County Transit will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement



- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

In addition to these general strategies, Dawson County Transit has also employed these specific strategies or activities:

- Create a new brochure in English and Spanish
- Create postings on social media concerning transit operations
- Work with non-profit agencies letting them know about transit and participate in activities

**Public Outreach Activities**

The public outreach and involvement activities conducted by Dawson County Transit since the last Title VI Program submission are summarized in the table below.

Specific Public Participation activities are listed in the table below:

<b>Event Date</b>	<b>Dawson County Transit Staffer(s) or Department</b>	<b>Activity</b>	<b>Communication Method (Public notice, posters, social media)</b>	<b>Notes</b>
August 2023	Staff	Distribute brochures/discuss operations, games	Social media, notice in paper, email	Over 400 people attended the event
2023-2024	Staff	Discuss and distribute brochures to Non-Profit Health Clinic	Brochures	Ongoing
2023-2024	Staff	Speak to Rotary Club on Transit	Speaking engagement	65 people attending

## **Section 8: Four Factor Analysis and LEP Data**

### **What does it mean to be Limited English Proficient (LEP)?**

LEP individuals do not speak English as their primary language and therefore have a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information in English.

### **Background**

Federal law prohibits discrimination based on national origin. National origin discrimination includes discrimination based on a person's inability to speak, read, write or understand English. Recipients of Federal funds must provide meaningful access to LEP individuals.

On August 11, 2000, Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," was issued. Executive Order 13166 requires Federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of the Executive Order 13166 directs each Federal department or agency "to prepare a plan to improve access to...Federally conducted programs and activities by eligible LEP persons...."

### **Framework for Deciding when Language Services are Needed**

Dawson County Transit will take the following steps to ensure meaningful access to its programs, services, and activities for LEP individuals in a manner that balances the following four factors.

## FOUR-FACTOR ANALYSIS

The Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the agency;
2. The frequency with which LEP persons come into contact with the agency's services and programs;
3. The nature and importance of the agency's services and programs in people's lives; and
4. The resources available to the agency for LEP outreach, as well as the costs associated with that outreach.

### **Factor One: The number or proportion of LEP persons eligible to be serviced or likely to be encountered by Dawson County Transit**

The first step in determining the appropriate components of a Language Assistance Plan is understanding the proportion of LEP persons who may encounter our agency's services, their literacy skills in English and their native language, the location of their communities and neighborhoods and, more importantly, if any are underserved as a result of a language barrier.

To do this, the agency evaluated the level of English proficiency and to what degree people in its service area speak a language other than English and what those languages are. Data for this review is derived from the United States Census and the American Community Survey. The most recent data available for the state were the ACS 2018-2022 five-year estimates.

#### *Service Area Overview*

Dawson County Transit service area encompasses Dawsonville/Dawson County. Home to 26,023 people spread over 214 square miles, the service area's population speaks 7 different language groups. However, the overall numbers of residents who speak English 'less than very well' are very low. Of the total service area population of 26,023, 200, or .00768551% of the population of residents, report speaking English less than very well. A

breakdown of the language groups, and those speaking English less than very well, are shown below.

	Dawson County, Georgia	
Label	Estimate	
Total:	26,023	
Speak only English	24,491	
Spanish:	1,135	
Speak English "very well"	868	
Speak English less than "very well"	267	1.03%
French, Haitian, or Cajun:	0	
Speak English "very well"	0	
Speak English less than "very well"	0	
German or other West Germanic languages:	63	
Speak English "very well"	52	
Speak English less than "very well"	11	0.04%
Russian, Polish, or other Slavic languages:	72	
Speak English "very well"	0	
Speak English less than "very well"	72	0.29%
Other Indo-European languages:	168	
Speak English "very well"	93	
Speak English less than "very well"	75	0.31%
Korean:	0	
Speak English "very well"	0	
Speak English less than "very well"	0	
Chinese (incl. Mandarin, Cantonese):	0	
Speak English "very well"	0	
Speak English less than "very well"	0	
Vietnamese:	0	

Speak English "very well"	0	
Speak English less than "very well"	0	
Tagalog (incl. Filipino):	92	
Speak English "very well"	50	
Speak English less than "very well"	42	0.16%
Other Asian and Pacific Island languages:	2	
Speak English "very well"	0	0.00%
Speak English less than "very well"	2	0.01%
Arabic:	0	
Speak English "very well"	0	
Speak English less than "very well"	0	
Other and unspecified languages:	0	
Speak English "very well"	0	
Speak English less than "very well"	0	

<https://data.census.gov/cedsci/> Table C16001

*The Safe Harbor Provision*

The U.S. Department of Transportation (U.S. DOT) has adopted the U.S. Department of Justice’s Safe Harbor Provision. This provision outlines circumstances that can provide a “safe harbor” for U.S. DOT recipients (and sub-recipients) regarding translation of vital documents. Specifically, if a recipient provides written translation of vital documents for each LEP group that constitutes the lesser of 1,000 persons or five percent (5%) of the total population eligible to be served or likely to be affected or encountered, such action is considered strong evidence of compliance with the recipient’s written translation obligations.

The Safe Harbor Provision only applies to the translation of written documents. It does not affect the agency's requirement to provide meaningful access to LEP individuals through oral language services.

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

The data above shows that just one language meets the Safe Harbor threshold—Spanish. Dawson County is home to 267 people (1.41% of the population) who speak Spanish, and speak English less than very well. The number of people who speak other languages and English less than very well all comprise under 0.1% of the population each.

1) The number of people that speak other languages and English less than very well all comprise under 1.84 % for a total of 469 people. They speak Spanish, German or other West Germanic, Russian, Polish, or other Slavic, Other Indo European, Tagalong, Asian and Pacific Island.

#### *Designation of Vital Documents*

Based on the limited population of Spanish speakers who also speak English less than very well, no languages meet the Safe Harbor Threshold in our service area. The agency is therefore not designating any vital documents at this time. However, any unmet language needs will still be met as described in the Language Access Plan, below.

#### **Factor Two: The frequency with which LEP persons come into contact with Agency services and programs.**

Dawson County Transit recognizes the importance of taking measures to gauge LEP needs. Dawson County Transit Coordinator communicates with drivers to let them know of

language barriers and logs them into our software system to let drivers know of any LEP issues. Dawson County has no one at this time that falls into the LEP category.

### **Factor Three: The Importance of the Agency's Service to People's Lives**

Dawson County Transit services likely affect every community member in some way. Our transit services are used daily by people who do not have access to their own transportation. Our services allow riders access to grocery stores, medical appointments, work, social service agencies, social activities, and a variety of other essential destinations. Some LEP persons are immigrants with no legal way to access a driver's license at this time.

Finally, Dawson County Transit's planning process relies on input from the public. The agency's services are therefore important to LEP person's lives, and must be accessible to everyone, regardless of ability to speak English.

### **Factor Four: Resources and Costs for LEP Outreach**

Given that Dawson County Transit has a very limited number of LEP citizens, we can meet the needs of its LEP population through relatively simple means. In the event assistance in a rare language is needed, Dawson County Transit can reach out to local colleges or county staff members to find staff who are proficient and may be willing to assist. Other free resources include the use of Google Translate or other technology-based translation services. Our agency can utilize Google Translate to interpret simple comments or messages left on our social media or in real time if necessary to communicate without advance warning an interpreter is needed.

Dawson County Transit recognizes there will be times when professional interpretation or translation services are needed. In those cases where a citizen needs to communicate with us in another language. Our agency employees have access to a telephonic interpretation service called Language Line. This is a pay-as-needed service under which the agency is billed per minute for service. This makes the service affordable. We can also use Google Translate and our smart phones. Finally, Dawson County Transit will pay for document translation services when needed. These resources give our agency the ability to perform outreach with the LEP population at a reasonable cost.

## **Section 9: Language Assistance Plan**

As a recipient of federal US DOT funding, Dawson County Transit is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The Dawson County Transit’s Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons

### ***Four Factor Analysis Results: LEP Populations Served***

Item #1 – Four Factor Analysis Results: LEP Populations Served
--

The data above shows that just one language meets the Safe Harbor threshold—Spanish. Dawson County is home to 267 people (1.41% of the population) who speak Spanish, and speak English less than very well. The number of people who speak other languages and English less than very well all comprise under 0.1% of the population each.

1) All languages that have the lesser of 1,000 people, or 5% of the service area’s population, that speak English “less than very well”. State that these language(s) (if any) meet the Safe Harbor Threshold. If none do, state that.

2) The number of people that speak other languages and English less than very well all comprise under 1.84 % for a total of 469 people. They speak Spanish, German or other West Germanic, Russian, Polish, or other Slavic, Other Indo European, Tagalong, Asian and Pacific Island.



Item # 2 – Description of how Language Assistance Services are Provided, by Language

The Dawson County Transit has identified, developed, and uses the following:

- a) Individuals who have contact with the public are provided with “I Speak” language cards to identify language needs in order to match them with available services. Language cards verified and distributed by the Director as need.
- b) Any other need for translated documents or interpretation services will be provided on an as-needed basis. That is, anyone requesting specific information in a non-English language will be provided it upon request. The agency will use its internal resources to meet this need, when available. Otherwise, the agency will reach out to the network of resources it has developed, or hire a translator or interpreter as needed.

Item #3 – Description of how LEP Persons are Informed of the Availability of Language Assistance Service

In order to ensure that LEP individuals are aware of Dawson County Transit’s language assistance measures, Dawson County Transit provides the following:

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.
- Drivers and dispatchers are provided “I Speak” language cards to identify language needs in order to match them with available services.
- The agency’s website includes language stating, “If you need assistance or information in another language, please contact (404) 631-1972.” This message is provided in every language identified as meeting the safe harbor threshold, as well as all languages identified as representing at least 1% of the service area.

Item #4 – Description of how the Language Assistance Plan is Monitored and Updated

Dawson County Transit will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in the ABC Transit service area.

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.

- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether ABC Transit’s financial resources are sufficient to fund language assistance resources needed.
- Determine whether Dawson County Transit has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Dawson County Transit’s failure to meet the needs of LEP individuals

<p>Item #5 – Description of how Employees are Trained to Provide Language Assistance to LEP Persons</p>
---

The following training will be provided to Dawson County Transit staff:

- Information on the Dawson County Transit Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of “I Speak” language cards (used to identify language preference).
- Documentation of language assistance requests.
- How to handle a potential Title VI / LEP complaint.

## "I Speak" Language Identification Card

**Note:** For additional languages visit the US Census Bureau website

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñàunh daáu vaø oâ naøy neáu quyè vò bieát ñoïc vaø noui ñöôic Vieät Ngöô.	Vietnamese
	당신이 한국어 말할 경우 이 상자를 표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

<http://www.lep.gov/ISpeakCards2004.pdf>

## Log of LEP Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

## **Section 10: Minority Representation Information**

Dawson County Transit does not have any transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient. This section is inapplicable.

## **Section 11: Providing Assistance to and Monitoring Subrecipients**

1. Does agency provide funding to subrecipients?

No, the agency does not have subrecipients.

## **Section 12: Title VI Equity Analysis for Facility Acquisition**

Title 49 CFR, Appendix C, Section (3)(iv) requires “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. Has the agency built a facility?

No, the agency has not built a facility.

## **Section 13: Fixed Route Transit Providers Service Standards and Policies**

*FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.*

Dawson County Transit:

is a fixed route transit provider

is **not** a fixed route transit provider





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST FORM

Department: HR & Risk Management / Dawson Transit

Work Session: Sept. 05, 2024

Prepared By: Kristi Finley, Director

Voting Session: 09/19/2024

Presenter: Kristi Finley, Director

Public Hearing: Yes \_\_\_\_\_ No  X

Agenda Item Title: Approval of Drug & Alcohol Policy Update \_\_\_\_\_

**Background Information:**

This will be replacing the current policy approved in 2021.

**Current Information :**

GDOT/FTA has issued new standards for the Drug and Alcohol Policy issued for Dawson County Transit.

**Budget Information:**

Applicable: \_\_\_\_\_ Not Applicable:  X

Budgeted: Yes \_\_\_\_\_ No  X

Fund	Department	Account #	Budget	Balance	Requested	Remaining

\*If this is a personnel-related request, has it been reviewed by Human Resources? \_\_\_\_\_

\*If this item is being requested to move to the same day's voting session for BOC consideration, provide *detailed justification* for the request:

Recommendation/Motion: \_\_\_\_\_

Department Head Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Department Authorization: Vickie Neikirk

Date: 8/28/24

County Manager Authorization: J. Leverette

Date: 8/28/24

Comments/Attachments: \_\_\_\_\_

**DRUG AND ALCOHOL TESTING POLICY**  
**DAWSON COUNTY TRANSIT**  
**Adopted as of September 19, 2024**

**A. PURPOSE**

- 1) Dawson County Transit provides public transit and paratransit services for the residents of Dawson County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Dawson County Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of Dawson County Transit and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of Dawson County Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue

service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

*Alternate specimen:* An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Collection Site:* A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Cutoff:* The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Employee:* Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

*Evidential Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

*Initial Drug Test:* The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

*Limit of Detection (LOD):* The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

*Limit of Quantification (LOQ):* For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

*Negative result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative specimen:* A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

*Oral Fluid Specimen:* A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

**Primary specimen:** In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

**Prohibited drug:** Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

**Reconfirmed:** The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

**Rejected for Testing:** The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

**Revenue Service Vehicles:** All transit vehicles that are used for passenger transportation service.

**Safety-sensitive functions:** Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

**Specimen:** Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

**Specimen Bottle:** The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary ("A") or split ("B") specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

**Split Specimen:** In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

*Split specimen collection:* A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.



- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Undiluted (neat) oral fluid:* An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

*Urine specimen:* Urine collected from an employee at the collection site for the purpose of a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine or oral fluid. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable

suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

## **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Dawson County Transit supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

## **F. PROHIBITED CONDUCT**

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Dawson County Transit, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Dawson County Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Dawson County Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

#### **H. TESTING REQUIREMENTS**

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Dawson County Transit authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Dawson County Transit. Any safety-

sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Dawson County Transit. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Dawson County Transit will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Dawson County Transit will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) Observed collections
  - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:
    - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Dawson County Transit that there was not an adequate medical explanation for the result;
    - ii. The MRO reports to Dawson County Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
    - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute

and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

## **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by

49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Dawson County Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant



must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.
- e. If a pre-employment test is canceled, Dawson County Transit will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *Dawson County Transit* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Dawson County Transit* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Dawson County Transit proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### **L. REASONABLE SUSPICION TESTING**

- 1) All Dawson County Transit FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Dawson County Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Dawson County Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Dawson County Transit
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Dawson County Transit shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Dawson County Transit. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered

employee from testing under Federal authority as specified in this policy or the associated consequences.

## **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Dawson County Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Dawson County Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

## **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.

- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Dawson County Transit authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Dawson County Transit' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

#### **O. RETURN-TO-DUTY TESTING**

Dawson County Transit will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing

following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
  - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site

- before the testing process commenced for a pre-employment test has not refused to test.
- d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
  - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.
  - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m. Fail to remain readily available following an accident.
  - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Dawson County Transit employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has

agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of Dawson County Transit and will be performed using non-DOT testing forms.

- c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
  - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**
  - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Dawson County Transit.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

Dawson County Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.



## **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Dawson County Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Dawson County Transit or the employee.

- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Dawson County Board of Commissioners* on *September 19, 2024*.

APPROVE:

ATTEST:

\_\_\_\_\_  
Billy Thurmond, Chairman

\_\_\_\_\_  
Kristen Cloud, County Clerk

**Attachment A**

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Director	Director of Transit	FTA
Coordinator	Supervision of Drivers	FTA
Driver	Operation of Transit Vehicle	FTA
DAPM	Drug & Alcohol Program Manager	FTA
Maintenance	Fleet Maintenance	FTA



## **Attachment B Contacts**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

### **Dawson County Transit Drug and Alcohol Program Manager**

Name: Kristi Finley

Title: Director of HR and Risk Management

Address: 25 Justice Way, Suite 2233, Dawsonville, GA 30534

Telephone Number: 706-344-3501

### **Medical Review Officer**

Name: Donald Freeman, M.D.

Title: Medical Review Officer

Address: 4237 Salisbury #312, Jacksonville, FL 32255

Telephone Number: 904-332-0472

### **Substance Abuse Professional #1**

Name: Robert Haynes

Title: Substance Abuse Professional

Address: 432 Canton Hwy., Suite G&M, Cumming, GA 30040

Telephone Number: 770-889-1023

### **Substance Abuse Professional #2**

Name: Claudia Gerber

Title: Substance Abuse Professional

Address: 176 Towne Lake Pkwy., Woodstock, GA 30188

Telephone Number: 404-932-6217

### **HHS Certified Laboratory Primary Specimen**

Name: Keating Family Medicine

Address: 1080 Lumpkin Camp Ground Rd. S., Dawsonville, GA 30534

Telephone Number: 706-265-4100

### **Breath Alcohol Test**

Name: Keating Family Medicine

Address: 1080 Lumpkin Camp Ground Rd. S., Dawsonville, GA 30534

Telephone Number: 706-265-4100

**Sec. 121-69. R-A residential agricultural/residential exurban.**

Residential agricultural/residential exurban districts are areas that consist of mainly larger parcels, primarily agricultural ~~in~~ land use with residential or other use incidental to the agricultural use, or areas that are not under intensive development pressures. Agricultural uses range from farmsteads, pastures, horticulture, animal husbandry, poultry, and forestry, including intensively managed tree farms to non-managed woodlands. The conservation of prime agricultural and forestry resources from intensive development into other uses is a primary objective of this classification and is encouraged. Some prime agricultural land is geographically located on land with constraints on residential or commercial development, such as steep forested slopes or river valley flood plains; therefore, careful consideration should be given to land use changes in those areas. These areas do not have existing public sanitary sewer facilities and are mainly accessed by rural roads.

(1) *Permitted principal uses.*

- a. Principal uses that are allowed by right or by special use approval are listed ~~on~~in Table 3.1.
- b. Restrictions that apply to particular uses allowed by right or special use approval are referenced ~~in~~in Table 3.1 and are contained in section 121-75 of this article.

(2) *Allowed accessory uses.*

- a. Customary and essential accessory farm buildings and uses are allowed and include barns and other livestock structures, storage sheds, used for the day-to-day operation of such activities, for the storage or preservation of said crops, products, and foodstuffs raised or grown on said parcel, and roadside stands for the sale of products grown on that property only and that comply with the requirements of this section.
- b. Accessory structures shall be no larger than the footprint of the principal structure or one-half the gross square footage, whichever is greater, with the exception that when the lot size is three acres or greater, the size of the accessory structure shall not be regulated in size but shall meet all setback requirements.
- c. One guest quarters or caretaker/employee residence is allowed per ~~f~~parcel in accordance with the following:
  - 1. The guest quarter/caretaker residence must be located on the same parcel as the principal residence.
  - 2. The guest quarter/caretaker residence must be constructed in conjunction with or after the principal residential building is constructed.
  - 3. The height of the guest quarter/caretaker residence shall not exceed the height of the principal residential building.
  - 4. At least one of the residences must be owner-occupied full-time.
  - 5. Access to the guest quarter /caretake residence shall be from the same driveway as the principal residence.
- d. Home occupations are allowed if requirements in article VI, section 121-181 are met.
- e. Direct marketing of produce grown on site is allowed in a farm market, one farm market, or one roadside stand no greater than 500 square feet of building area.
- f. Storage, retail or wholesale marketing, or processing of agricultural products into a value-added agricultural product is a permitted use in a farming operation if more than 50 percent of the stored, processed or merchandised products are produced on-site by the farm operator.
- g. Agricultural farm operations may include any or all the following agriculturally related uses and some non-agriculturally related uses so long as the general character of the farm is maintained.

1. ~~On properties with a minimum of 15 acres, value-added agricultural activities such as education tours, wedding venues, seasonal photography sessions and similar special-event facilities with a minimum of 15 acres, and/or processing facilities are allowed, etc. Wedding venues and similar special e~~ Event facilities may sell and serve alcohol provided an appropriate alcohol license is held by the property owner or the alcohol is served in accordance with the state and local catering requirements and a valid caterer's license.
  2. Bakeries selling baked goods containing products grown on-site.
  3. Playground areas or equipment, not including motorized vehicles or rides.
  4. Petting farms, animal displays, and pony rides.
  5. Wagon, sleigh, and hayrides.
  6. Nature trails.
  7. Open-air or covered picnic areas with restrooms.
  8. Educational classes, lectures, and seminars.
  9. Historical agricultural exhibits.
  10. Kitchen facilities and/or tasting rooms for processing/cooking or serving of items for sale containing produce and crops grown on-site.
  11. Gift shops for ~~the sale of~~ selling agricultural products and non-agricultural products such as antiques or crafts, limited to 1,000 square feet building area.
  12. Construction and renovation of structures to be utilized for the assembly of people are subject to commercial building codes and Life Safety code requirements.
- h. If any agricultural farm includes the listed uses in section 121-69(2)g. adequate parking facilities must be provided in the form of the following:
1. A minimum of 20 parking spaces must be provided.
  2. Parking facilities may be located on a grass or gravel area. All parking areas shall be defined by either gravel, cut lawn, sand, or other visible markings.
  3. All parking areas shall be located a minimum of 25-feet from any exterior property line, and the drives shall be designed in such a manner as to avoid traffic hazards associated with entering and exiting the public roadway.
  4. Paved parking areas must meet all design, landscaping and screening, and setback requirements set forth by Dawson County codes and regulations. A land disturbance permit is required.
  5. All lighting and parking lighting shall not exceed 1.0 footcandles in intensity along the property lines of any adjoining property when measured 36 to 48 inches above grade.
- i. Additional Standards for Wedding Venues
1. The principal use of the parcel on which the wedding venue is located shall be agricultural.
  2. Wedding venues may sell and serve alcohol provided the property owner holds an appropriate alcohol license or the alcohol is served according to state and local catering requirements and a valid caterer's license.
  3. Overnight accommodations are allowed in association with a wedding venue.
  4. Overnight lodging may only be permitted for guests of the wedding, limited to a three-night stay.



5. Overnight accommodations shall be limited to ten bedrooms unless the Dawson County Environmental Health Office has permitted a smaller number of bedrooms.
6. All structures used for assembly or overnight accommodations must meet the International Fire Code and commercial construction codes.
7. The maximum number of guests or attendees for an indoor venue shall be based on the approved occupancy of the building.
8. The maximum number of guests or attendees for an outdoor venue shall be 250 for any single event.
9. Outdoor music shall not be allowed after 10:00 PM.
10. The noise generated from the property shall not exceed 70 (dB) as measured at any property line.
11. A fire safety, prevention, and emergency response services plan shall be submitted for review and approval by Dawson County.
12. Local or state agencies must review access to ensure that vehicles leave or join the roadway traffic at a proper angle and conform to the road rules.
13. Portable sanitary facilities shall be located at least twenty-five feet from an adjacent property with residential use.
14. Fireworks displays are prohibited.

- (3) *Allowed temporary uses.* The following temporary uses are allowed:
  - a. Seasonal U-pick fruits and vegetable operations.
  - b. Seasonal outdoor mazes of agricultural origin such as straw bales or corn, small-scale outdoor entertainment such as a car show, art fair or music concert, fun houses or haunted houses, non-profit fund-raising events, and festivals with a special event business permit.
- (4) *Prohibited uses.*
  - a. Any principal use not shown ~~on~~in Table 3.1 as allowed in a zoning district, whether by right or with approval as a special use, is specifically prohibited.
  - b. Manufacturing operations related to allowed agricultural uses are prohibited.
  - c. Horses are prohibited on lots less than three acres.
  - d. Meat processing and food franchises or franchise products are prohibited.
  - e. Non-dwelling ~~type~~ structures shall not be ~~connected to utilities and~~ used as ~~a~~ dwellings. Non-dwelling structures include but are not limited to campers, travel trailers, recreational vehicles, motor homes, buses, and utility buildings.
- (5) *Building requirements.* The minimum area, yard, and building requirements in the R-A residential agricultural district are as set forth in Table 3.1.

Georgia Wedding Venues with over night stay Accommodations

Venue Name	County	City	Accommodates overnight	Acres	Max Guests
<i>CeNita Vineyards</i>	White	Cleveland	2	50	100
<i>Fritz Farm</i>	Crisp	Cordele	4	23	100
<i>Meadows at Mossy Creek</i>	White	Cleveland	8	105	275
<i>Hamilton Place Events</i>	Crisp	Arabi	10	9	150
<i>TimberMill Acres</i>	Tift	Tifton	10	40	300
<i>Historic Red Farm</i>	Fulton	Palmetto	12	113	400
<i>Tahoma Plantation</i>	Early	Blakely	14	1000	150
<i>Satolah Creek Farm</i>	Rabun	Clayton	18	45	150
<i>Whimsy John's Creek</i>	Fulton	Alpharetta	20	16	300
<i>Mountain Laurel</i>	White	Cleveland	20	21	250
<i>Bogle Farms</i>	Meriwether	Greenville	20	-	300
<i>Nubbintown Farms</i>	Calhoun	Edison	23	1200	300
<i>Five Star Lodge</i>	Fannin	Morganton	24	45	135
<i>Stella's Garden</i>	Banks	Commerce	25	60	300
<i>LeWallen Farms</i>	Cherokee	Waleska	30	400	200



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST FORM

Department: BOC

Work Session: September 5, 2024

Prepared By: Kristen Cloud

Voting Session: September 19, 2024

Presenter: Kristen Cloud

Public Hearing: Yes \_\_\_\_\_ No X

Agenda Item Title: Presentation of 2025 Board of Commissioners Meeting Schedule

**Background Information:**

BOC Meetings

- Meetings are held the first and third Thursday each month. Work sessions begin at 4 p.m.; voting sessions immediately follow the work sessions; and executive sessions (as needed) follow the voting sessions.

**Current Information:**

Please see accompanying document: Dawson County Board of Commissioners Proposed Meeting Calendar 2025.

The proposed meeting calendar calls for one work session and one voting session in January (on January 16), as normal; as well as one work session and one voting session in June (on June 5), due to the Juneteenth holiday.

Please note that, as dictated by the county’s enabling legislation, this item also will need ratification via Consent Agenda at the BOC’s first meeting of 2025 on January 16. (Section 1-9. “The time, date, and place of the meetings shall be determined by the board in the first meeting of the year.”) However, board approval is requested first during the year prior for advanced advertising purposes, which is why the item comes before the board at this time.

**Budget Information:**

Applicable: \_\_\_\_\_ Not Applicable: X Budgeted: Yes \_\_\_\_\_ No \_\_\_\_\_

Fund	Department	Account #	Budget	Balance	Requested	Remaining

\*If this is a personnel-related request, has it been reviewed by Human Resources? N/A

\*If this item is being requested to move to the same day’s voting session for BOC consideration, provide *detailed justification* for the request:

N/A

Recommendation/Motion: Approve 2025 BO 155 ting Schedule/Calendar

Department Head Authorization: Billy Thurmond  
Finance Department Authorization: Vickie Neikirk  
County Manager Authorization: J. Leverette

Date: 08/20/2024  
Date: 8/26/24  
Date: 8/27/24

Comments/Attachments:

Dawson County Board of Commissioners Proposed Meeting Calendar 2025

**PUBLIC NOTICE**

**Dawson County Board of Commissioners  
Proposed Meeting Calendar 2025**

**4 p.m. Work Session**

**Voting Session Will Immediately Follow Work Session**

**Executive Session (as needed) Will Immediately Follow Voting Session**

01/16/25
02/06/25
02/20/25
03/06/25
03/20/25
04/03/25
04/17/25
05/01/25
05/15/25
06/05/25
07/03/25
07/17/25
08/07/25
08/21/25
09/04/25
09/18/25
10/02/25
10/16/25
11/06/25
11/20/25
12/04/25
12/18/25

*Note:* Work Session Agenda Items Generally Move Forward To The  
Following Meeting's Voting Session For BOC Consideration

**Meetings are held in the Dawson County Government Center Assembly Room  
(second floor), located at 25 Justice Way, Dawsonville, Georgia 30534.**

**The public is invited to attend.**

DAWSON COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO COUNTY  
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

**Board or Authority Applied for: Development Board** \_\_\_\_\_

**Name: Warren King** \_\_\_\_\_

**Home Address: 1038 Chestatee Point** \_\_\_\_\_

**City, State, Zip: Dawsonville, GA 30534** \_\_\_\_\_

**Mailing Address (if different)** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Number** \_\_\_\_\_

**Fax Telephone Number: NA** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Additional information you would like to provide:**

\_\_\_\_\_ My biography has been summarized and if you need more detail, I can expand it.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** Warren King \_\_\_\_\_ **Date** Aug 30, 2024

**Please note: Submission of this application does not guarantee an appointment.**

**Return to:** Dawson County Board of Commissioners  
Attn: County Clerk  
25 Justice Way, Suite 2313  
Dawsonville, GA 30534  
(706) 344-3501 FAX: (706) 344-3504  
kcloud@dawsoncountyga.gov

## **Brief Biography 2024**

**Warren J. King**

**1038 Chestatee Point**

**Dawsonville, Georgia 30534**

**Current Personal Objective:** Make a significant contribution to our community by providing insight, leadership, creativity, and advice in general business management, international business, product management and marketing.

### **Education:**

- Mechanical Engineering Degree from the University of Wisconsin in Madison, Wisconsin (1968).
- MBA from the Kellogg School at Northwestern University in Evanston, Illinois (1971).
- Certificates from the Wharton School on Strategic Management and Connected Strategies (2022).

### **Current Activities**

- Lecturer in Strategic Management and International Business at the University of North Georgia
- President and CEO of Next Level Advisors.
- President of the Bowen Center for the Arts and Board Member of the Good Shepherd Clinic.

### **Past leadership positions in local and state organizations.**

- 2006 President of Dawson County's RIC-Rack Thrift Store and Food Bank.
- 2007 President of the Rotary Club of Dawson County.
- 2008 Board Member of the Georgia Council for the Arts.

### **Significant Business Experience**

- President and CEO, Arco Polypropylene LLC 2000-2004**
- Deputy Managing Director, Singapore Aromatics Company 1997-2000**
- Vice President, Global Business Management for Olefins and Aromatics, Amoco Chemicals 1994-1997**
- Executive Vice President, Amoco Foam Products Company 1993-1994**

**Family:** Wife, Nancy, three grown children and five grandchildren

---

**From:** Jane Graves  
**Sent:** Thursday, August 29, 2024 1:47 PM  
**To:** Billy Thurmond; Seth Stowers; Chris Gaines; Alexa Bruce; Emory Dooley  
**Cc:** Kristen Cloud  
**Subject:** Prospective new LRPC member

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Commissioners,  
Victoria Goodyear has expressed her interest to join the Long-Range Planning Committee after attending and participating in our last three meetings. I attach her details below for your consideration.

TIA  
Jane G  
LRPC Chair

## **Victoria Goodyear**

Dawson County resident since 2018, and 5<sup>th</sup> generation Georgian.

I graduated from Georgia Southwestern University in 2013 with a dual degree and continued working there as a back office and surgery manager. I specialized in ophthalmology in a very busy medical practice for several years before staying home with my children for the past 11 years. I am heavily involved In Dawson County's largest homeschool community and currently homeschooling my senior, my fifth grader and my kindergartener.

Over the years both my husband and I continue to regularly coach and assist a variety of youth sports with Dawson County's Parks and Recreation (including girls' basketball, flag football, soccer, softball and swim team). We love the action and competition with friends and family on the pickleball courts too.

The combination of homeschooling along with youth and adult sporting activities means that the quality, availability, accessibility and sustainability of the numerous county facilities we use is of paramount importance to our family and others like us.

My family and I are also passionate about traveling, both to local Dawson County gems (like Edge of the World, Amicalola and Bearden Falls, Burt's Farm and the Etowah River) as well as adventuring further afield with our visits to



The Rocky Mountains for skiing, or Hawaii to surf. It is important to me to not only invest time in this community but to also incorporate ideas from elsewhere that might help to preserve our home-grown natural environment for those who live here, those who visit and for the future.

I am very active in my church community (Harvest Baptist) supporting several groups and organizations through them, including their mission programs and projects that focus on the needs of the elderly and those with special needs.

I wish to express my sincere interest in the opportunity to work as a member of the Long-Range Planning Committee serving Dawson County, and to contribute to our community's wise growth and development.