

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA – TUESDAY, NOVEMBER 20, 2018  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of Request for Sheriff's Office K9 Grant Extension- Chief Deputy Greg Rowan
2. Presentation of Request to Apply for 2019 Grant Funding for North Georgia K9 Task Force- Chief Deputy Greg Rowan
3. Presentation to Accept Georgia Emergency Management Agency K9 Grant Funds- Emergency Services Director Danny Thompson
4. Presentation of Emergency Management Agency Director Appointment- Emergency Services Director Danny Thompson
5. Presentation of IFB #328-18 - Heavy Equipment Maintenance & Repairs (Rebid)- Fleet Maintenance Director Shannon Harben / Purchasing Manager Melissa Hawk
6. Presentation of FY 2019 Legacy Link Addendum No. 1- Additional Funds for Respite Care- Senior Services Director Dawn Pruett
7. Presentation of FY 20 Georgia Department of Transportation / Federal Transit Administration Section 5311 Transit Contract- Senior Services Director Dawn Pruett
8. Presentation of Board Appointment:
  - a. Development Authority**
    - i. Gary Coates or Seanie Zappendorf- *replacing Sherry Weeks* (Term: December 2018 through December 2022)
9. County Manager Report
10. County Attorney Report

*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.*

**Backup material for agenda item:**

1. Presentation of Request for Sheriff's Office K9 Grant Extension- Chief Deputy Greg Rowan



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: 11-20-18

Prepared By: Laurie Whalen

Voting Session: 12-06-18

Presenter: Greg Rowan

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

Agenda Item Title: K9 Grant Extension

### Background Information:

The county has received this grant for several years. The current K9 grant ended June 30, 2018, and a sub-grant extension was granted through the end of the year in the amount of \$56,102. It is used to cover the salary and benefits of two K9 employees.

### Current Information:

There is no match required. Approval and signatures are all that is needed to activate.

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|----------|--------|---------|-----------|-----------|
| 250  |       | 3322     |        |         |           |           |

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

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

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

Finance Dept. Authorization: \_\_\_ Vickie Neikirk \_\_\_\_\_

Date: \_\_11/15/18

County Manager Authorization: DH \_\_\_\_\_

Date: 11/15/18

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

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

### Comments/Attachments:

**OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE COORDINATING COUNCIL**

**SUBGRANT AWARD**

**SUBGRANTEE:** Commissioner of Roads & Revenue Dawson County

**IMPLEMENTING**

**AGENCY:** Dawson County BOC

**FEDERAL FUNDS:** \$ 56,102

**MATCHING FUNDS:** \$ 0

**PROJECT NAME:** Multi-Jurisdictional Task Force

**TOTAL FUNDS:** \$ 56,102

**SUBGRANT NUMBER:** B17-8-003

**GRANT PERIOD:** 07/01/18-12/31/18


Award is hereby made in the amount and for the period shown above for a Subgrant under the Anti-Drug Abuse Act of 1988, Public law 100-690, Title VI, Subtitle C.

The award is made in accordance with the plan set forth in the application of the Subgrantee and subject to any attached special conditions.

The Subgrantee has agreed through the executed copy of certified assurances to be subject to all applicable rules, regulations, and conditions of the Anti-Drug Abuse Act of 1988. This Subgrant shall become effective on the beginning date of the grant period, provided that within forty-five (45) days of the award execution date (below) the properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council.

**AGENCY APPROVAL**

**SUBGRANTEE APPROVAL**

  
\_\_\_\_\_  
Jay Neal, Director  
Criminal Justice Coordinating Council

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

Date Executed: 07/01/18

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

58-6011882-001

\_\_\_\_\_  
Employer Tax Identification Number (EIN)

\*\*\*\*\*  
INTERNAL USE ONLY

| TRANS CD | REFERENCE | ORDER | EFF DATE | TYPE | PAY DATE | INVOICE     | CONTRACT # |
|----------|-----------|-------|----------|------|----------|-------------|------------|
| 102      | 14xxx     | 1     | 07/01/18 | 9    |          | **          | B17-8-003  |
| OVERRIDE | ORGAN     | CLASS | PROJECT  |      |          | VENDOR CODE |            |
| 2        | 46        | 4     | 14xxx    |      |          |             |            |

| ITEM CODE | DESCRIPTION 25 CHARACTERS       | EXPENSE ACCT | AMOUNT    |
|-----------|---------------------------------|--------------|-----------|
| 1         | Multi-Jurisdictional Task Force | 624.41       | \$ 56,102 |

**CRIMINAL JUSTICE COORDINATING COUNCIL**

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM  
SPECIAL CONDITIONS**

**SUBGRANTEE:** Commissioner of Roads & Revenue Dawson County

**SUBGRANT NUMBER:** B17-8-003

1. Non-compliance of any of the special conditions contained within this document, by the authorized official, project officials and/or employees of this grant, may result in a recommendation to Council that the award be rescinded.

Initials \_\_\_\_\_

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this FY 2017 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were adopted by the DOJ on December 26, 2014. If this FY 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or supplemental award) that are obligated on or after the acceptance date of this FY 2017 award.

For more information on the Part 200 Uniform Requirements, as they relate to OJP awards, see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

Initials \_\_\_\_\_

3. The subgrantee agrees to abide by all administrative and financial guidelines as stipulated in the current edition of the Department of Justice (DOJ) Grants Financial Guide available on the OJP website ((currently, the "2015 DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>). All services paid by federal and/or matching funds must have a valid contract that has been pre-approved by the CJCC to ensure compliance with federal and state guidelines and statutes.

Initials \_\_\_\_\_

4. A subgrantee that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

Initials \_\_\_\_\_

5. The subgrantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those awards have been, are being, or are used, in whole or in part, for one or more of the identical cost items for which awards are being provided under this OJP award, the

subgrantee will promptly notify, in writing, the grant manager for this CJCC award and, if so requested by CJCC, seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials \_\_\_\_\_

- 6. The subgrantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) [www.sam.gov](http://www.sam.gov) or with a successor government-wide system officially designated by OMB and OJP and applicable requirements on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs website at <http://www.ojp.gov/funding/sam.htm> and are incorporated by reference here.

Initials \_\_\_\_\_

- 7. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$150,000 and there has been no competition for the award, the recipient must comply with the rules governing sole source procurement found in the current edition of the OJP Financial Guide at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>

Initials \_\_\_\_\_

- 8. The subgrantee agrees to comply with all applicable requirements pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subgrantee or individuals defined as employees of the subgrantee. Failure to comply with requirements as set by the OJP which can be found in full at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> will result in the termination of the subgrant award by CJCC.

Initials \_\_\_\_\_

- 9. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages, and costs of attendance at such events. Information on pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (Section 3.10 of "Post award Requirements" in the 2015 DOJ Grants Financial Guide).

Initials \_\_\_\_\_

- 10. The subgrantee must collect, maintain, and provide to OJP, data that measures the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

Initials \_\_\_\_\_

- 11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.gov/funding/ojptrainingguidingprinciples.htm>.

Initials \_\_\_\_\_

- 12. The subgrantee understands and agrees that OJP may withhold award funds, or may impose other related requirements, if the subgrantee does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awa

Initials \_\_\_\_\_

- 13. The subgrantee agrees to comply with any additional requirements that may be imposed by CJCC during the period of performance for this award, if the subgrantee is designated as "high risk" for purposes of the DOJ high-risk grantee list.

Initials \_\_\_\_\_

- 14. In accordance with Federal regulations, the subgrantee must comply with the following Equal Employment Opportunity Plan reporting requirements:

- a. If the subgrantee has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees, but excluding political appointees), then it has to prepare an EEOP and submit it to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice for review within 60 days from the date of this award. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. The subgrantee may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.
- b. If the subgrantee received an award between \$25,000 and \$500,000 and has 50 or more employees, the subgrantee must prepare an EEOP, but does not have to submit the EEOP to OCR for review. Instead, the subgrantee must maintain the EEOP on file and make it available for review on request. In addition, the subgrantee must complete Section B of the Certification Form and return it to OCR within 60 days from the date of this award. The Certification Form can be found at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.
- c. If the subgrantee received an award for less than \$25,000; or if the subgrantee has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then the subgrantee is exempt from the EEOP requirement. However, the subgrantee must complete Section A of the Certification Form and return it to OCR within 60 days from the date of this award. The Certification Form can be found at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the CJCC upon request.

Initials \_\_\_\_\_

- 15. In the event a federal or state court or federal or state administrative agency makes an adverse finding of discrimination against the subgrantee after a due process hearing on the ground of race, color, religion, national origin, or sex, the subgrantee must submit a copy of the finding to the Office of Civil Rights and the CJCC.

Initials \_\_\_\_\_

- 16. The subgrantee agrees to comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Initials \_\_\_\_\_

- 17. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits recipients from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, all religious activities must be held separately from the grant-funded

program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion. For more information on the regulation, please see e-CFR website at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

Initials \_\_\_\_\_

18. The subgrantee understands that as a matter of federal law, funds awarded by OJP may not be used by the subgrantee, either directly or indirectly, to support or oppose enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government (exceptions exist if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law)

Subgrantee understands that federal funds awarded by OJP cannot be used to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, or subcontract or loan, or with respect to actions such as renewing, extending, or modifying any such award (exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations).

If questions should arise as to whether a particular use of federal funds by the subgrantee would or might fall within the scope of these prohibitions, the subgrantee is to contact CJCC for guidance and may not proceed without the express prior written approval of OJP. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted.

Initials \_\_\_\_\_

19. The subgrantee agrees to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restriction, including from various "general provisions" in the Consolidate Appropriations Act, 2017, can be found at

Should question arise as to whether a particular use of federal funds by the subgrantee would or might fall within the scope of an appropriations-law restriction, the subgrantee is to contact CJCC for guidance, and may not proceed without the express prior written approval of OJP.

Initials \_\_\_\_\_

20. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The subgrantee agrees to promptly refer to the DOJ OIG any credible evidence that an employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W., Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800)869-4499

or hotline fax: (202) 616-9881



Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig)

Initials \_\_\_\_\_

21. Restrictions and certifications regarding non-disclosure agreements and related matters

No subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with the law) of waste, fraud, or abuse to and investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The forgoing is not intended, and shall not be understood by the agency making the award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subgrantee –

- a. represents that it neither required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making the award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the subgrantee does or is authorized to make subawards or contracts under this award –

a. it represents that –

- (1) it has determined that no other entity that the subgrantee's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit the otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
- b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

Initials \_\_\_\_\_

22. The subgrantee agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under spec

reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subgrantee agrees to inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact CJCC for guidance.

Initials \_\_\_\_\_

- 23. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Reg. 51225 (October 1, 2009), the Department of Justice and the CJCC encourages grantees and subgrantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Initials \_\_\_\_\_

- 24. The subgrantee agrees to comply with CJCC grant monitoring guidelines, protocols, and procedures, and to cooperate with CJCC on all grant monitoring requests, including requests related to desk reviews and/or site visits. The recipient agrees to provide to CJCC all documentation necessary to complete monitoring tasks. Further, the subgrantee agrees to abide by reasonable deadlines set by CJCC for providing requested documents. Failure to cooperate with CJCC's grant monitoring activities may result in sanctions affecting the subgrantee's DOJ awards, including, but not limited to: withholdings and/or other restrictions, designation of the subgrantee as a DOJ High Risk Grantee, or termination of an award(s).

Initials \_\_\_\_\_

- 25. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used in accordance with the provisions of the Part 200 Uniform Requirements. Further, program income earnings and expenditures both must be reported on monthly or quarterly reimbursement requests.

Initials \_\_\_\_\_

- 26. To support public safety and justice information sharing, the subgrantee agrees to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. The subgrantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as describe at [https://it.ojp.gov/gsp\\_grantcondition](https://it.ojp.gov/gsp_grantcondition). The recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Initials \_\_\_\_\_

- 27. The subgrantee agrees that any information technology system funded or supported by funds under this award will comply with the 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies.

Initials \_\_\_\_\_

- 28. The subgrantee agrees to comply with all requirements of 28 CFR Part 46 and all OJP policies and procedures

regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

Initials \_\_\_\_\_

- 29. The subgrantee agrees to comply with all confidentiality requirements of 42 U.S.C. 3789(g) and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

Initials \_\_\_\_\_

- 30. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information, including telephone number and e-mail address. If any information is incorrect or has changed, a Subgrant Adjustment Request (SAR) must be submitted in writing to document changes.

Initials \_\_\_\_\_

- 31. The subgrantee agrees that within 120 days of award acceptance, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personal selection, and task force oversight and accountability. The subgrantee must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

Initials \_\_\_\_\_

- 32. The subgrantee agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request. The subgrantee may also be required to participate in strategic planning meetings and CJCC sponsored trainings.

Initials \_\_\_\_\_

- 33. The subgrantee agrees that a detailed justification for consultant/contractor fees in excess of \$650.00 per eight hour day (\$81.25 per hour) must be submitted to and approved by the Office of Justice Program office and the CJCC Council prior to obligation or expenditure of such funds.

Initials \_\_\_\_\_

- 34. This special condition facilitates compliance with the provisions of the National Environmental Policy Act (NEPA) and related statutes

Upon request, subgrantee must assist BJA in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds. Accordingly, the subgrantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the subgrantee agrees to contact CJCC.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the subgrantee or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The subgrantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The subgrantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

For any of the subgrantee's existing programs or activities that will be funded by these award funds, the subgrantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

Initials \_\_\_\_\_

- 35. The subgrantee agrees to track, account for, and report on all funds from this award separately from all other funds, including Department of Justice funds from awards for the same or similar purposes or programs. Accordingly, the accounting systems of the subgrantee must ensure that funds from this award are not comingled with funds from any other source. The subgrantee further agrees that all personnel whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award related activities.

Initials \_\_\_\_\_

- 36. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials \_\_\_\_\_

37. The following eligibility criteria was established by the Council for multi-jurisdictional task forces receiving Byrne Justice Assistance Grant funds: 1) at least two counties must participate; 2) If only two counties participate in the task force, the largest municipality within each county must also participate; and 3) If three or more counties participate in the task force, the cities are not required to participate. If the subgrantee does not meet these eligibility requirements, the award may be rescinded.

Initials \_\_\_\_\_

38. The subgrantee understands and agrees that funding will be spent on personnel expenses only.

Initials \_\_\_\_\_

39. Funds budgeted for personnel will be limited to that use only. Funds awarded for the purpose of filling a vacant position(s) will be reviewed on a quarterly basis, and if the position continues to be vacant, funds allotted for that position for the quarter will be de-obligated.

Initials \_\_\_\_\_

40. This award is contingent upon the successful submission of all required CJCC application documents, as well as the timely resolution of outstanding compliance issues. The subgrantee agrees to maintain programmatic and fiscal compliance during the application process and throughout the life of the grant award. If the application submitted for this grant award was deemed incomplete due to missing documents, the subgrantee agrees to provide the necessary documentation to complete the award packet within the time frame designated by CJCC. In addition, if, during a monitoring activity (e.g., site visit, desk review, technical assistance visit), findings are identified, the subgrantee agrees to take the necessary steps to address the findings within the time frame designated by CJCC.

If the subgrantee does not adequately resolve findings resulting from a monitoring activity or provide requested documents within the time frame designated by CJCC, the subgrantee will be deemed non-compliant and placed on a 90-day probationary period. If the required actions have not been resolved by the end of the 90-day probationary period (e.g., the requested documents have not been submitted and/or compliance issues remain outstanding/unresolved), the subgrantee understands that the awarded amount will be rescinded.

Initials \_\_\_\_\_

41. This is to certify that the aforementioned project will abide by all of the conditions for confidential informant funds and evidence purchase funds set forth by the CJCC in accordance with the effective edition of the Office of Justice Program's Financial Guide for Grants.

Initials \_\_\_\_\_

42. The Drug Task Force Control Board agrees to meet on **at least a quarterly** basis and submit to the CJCC lists of attendees and minutes for each meeting, as well as monthly reconciliations of each bank account.

Initials \_\_\_\_\_

43. The District Attorney from each judicial circuit within the jurisdiction of the Drug Task Force must be a member of its Control Board and must sign the Memorandum of Understanding (MOU) submitted to the CJCC.

Initials \_\_\_\_\_

- 44. All Drug Task Forces having a material amount of funding allocated in their approved subgrant budget for the utilization of K-9 initiatives, regardless of whether or not the accompanying budget narrative specifically addresses these initiatives, must receive certification from the Statewide Coordinator as designated by the CJCC. In addition, all other Drug Task Forces utilizing K-9 resources provided through other funding sources are strongly encouraged to have the participating K-9 team certified by the Statewide Coordinator. This will enable the State to provide a consistent measurement of K-9 resources for these types of projects funded under the grant program.

Initials \_\_\_\_\_

- 45. All asset seizures generated from project operations and resulting in forfeitures (federal and/or state) must be utilized to supplement Task Force operations or reduce the amount of local cash match provided by participating agencies.

Initials \_\_\_\_\_

- 46. Asset seizures resulting in forfeitures (federal and/or state) must be maintained in a separate bank account or accounted for separately on the subgrantee's financial records. Any policy established in reference to asset forfeiture for the project must be approved by the CJCC to assure that state and federal asset forfeiture procedures and policies are followed.

Initials \_\_\_\_\_

- 47. The subgrantee must submit a copy of the liability insurance policy covering the employees of the Drug Task Force before any grant funds may be drawn down.

Initials \_\_\_\_\_

- 48. The subrecipients agrees to submit semi-annual performance reports through CJCC Statistical Analysis Center as well as submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (<https://ojpsso.ojp.gov>). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit the require performance reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

Initials \_\_\_\_\_

- 49. All project costs not exclusively related to the approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials \_\_\_\_\_

- 50. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees shall register with the federal work authorization system, E-Verify, and provide CJCC with its eligibility verification system user number.

Initials \_\_\_\_\_

51. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in non-federal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials \_\_\_\_\_

52. The subgrantee agrees to cooperate with any assessments, national evaluations efforts, or information on data collection requests, including, but not limited to, the provision of any information for the assessment or evaluation of any activities within this project.

Initials \_\_\_\_\_

53. Pursuant to U.S. Attorney General Order No. 2353-2001, and O.C.G.A. §50-36-1(d), public or private nonprofit service providers that deliver in-kind (non-cash) services necessary to protect life or safety and do not charge for said services based on the recipients' income, may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 2353-2001) 66 FR 3613.) Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status, and shall promulgate same with staff and clients seeking services.

Initials \_\_\_\_\_

54. Where warranted, the subgrantee agrees to fully support homeland security initiatives in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by the Georgia Office of Homeland Security.

Initials \_\_\_\_\_

55. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by a detailed project budget that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the CJCC. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the CJCC.

Initials \_\_\_\_\_

56. The subgrantee must submit subsequent requests to revise the budget, project summary, and project plan prior to implementing any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials \_\_\_\_\_

57. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials \_\_\_\_\_

58. To assist in information sharing, the subgrantee shall provide the CJCC with a copy of all interim and final reports and proposed publications (including those prepared for conferences and other presentations) resulting

from this award. Submission of such materials prior to or simultaneous with their public release aids the CJCC in responding to any inquires that may arise. Any publications (written, visual, or sound) - excluding press releases and newsletters - whether published at the subgrantee's or government's expenses, shall contain the following statement: This project was supported by [Award No. ], awarded by the Bureau of Justice Assistance, Office of Justice Program, U.S. Department of Justice and the CJCC. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice or the CJCC.

Initials \_\_\_\_\_

59. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP).

In addition, subgrantees that provide hotline services will provide documentation of a contract for 24-hour language interpretation services for callers who do not speak English. Subgrantees that provide hotline services will ensure that its TTY machine is operational at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures. For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Initials \_\_\_\_\_

60. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to the CJCC.

Initials \_\_\_\_\_

61. The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

Initials \_\_\_\_\_

62. In the event a federal or state court or federal or state administrative agency makes an adverse finding of discrimination against the subgrantee after a due process hearing on the ground of race, color, religion, national origin, or sex, the subgrantee must submit a copy of the finding to the Office of Civil Rights and the CJCC.

Initials \_\_\_\_\_

63. Subgrantees will be reimbursed for lodging up to the federal per diem rates, even for in-state travel. Subgrantees should check the U.S. General Administration Services website ([www.gsa.gov](http://www.gsa.gov)) to determine the eligible per diem rate prior to making travel arrangements. For in-state travel, lodging will only be reimbursed if 1) the destination of the eligible event is 50 miles or more from the participant's place of residence and necessitates overnight travel, and 2) the participant is attending a programmatic event that directly aligns with the purpose of this award.

Grant funded events that include **30 or more participants** (both Federal and non-Federal) must ensure that lodging costs for any number of attendees do not exceed the prevailing Federal per diem rate for lodging. If the lodging rate is not the Federal per diem rate or less, none of the lodging costs associated with the event are allowable costs to the award. As a result, as the recipient, you would be required to pay for all lodging costs for the event with non-award funds, not just the amount in excess of the Federal per diem. For example, if the Federal per diem for lodging is \$78 per night, and the event lodging rate is \$100 per night, you would be required to pay the full \$100 per night, not just the difference of \$22 per night.



Initials \_\_\_\_\_

64. Subgrantees agree to provide the Council with a copy of all contracts executed under this grant award.

Initials \_\_\_\_\_

65. The subgrantee understands and agrees that – (a) No Funds may be used to maintain or establish a computer network unless such network blocks viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

Initials \_\_\_\_\_

66. The subgrantee must have written policies and procedures which govern the evidence room, asset forfeiture, PEPI (purchase of evidence, purchase of information), case files, and confidential informant files.

Initials \_\_\_\_\_

67. The subgrantee agrees to have (either employed full-time by the task force or detached from a participating municipality) **a minimum of four** full-time task force agents, plus one supervisory Commander, at all times. Should the number of task force agents fall below this criteria, the subgrantee agrees to submit a plan and timeline to CJCC detailing the steps the agency will take to move into compliance.

Initials \_\_\_\_\_

68. The subgrantee agrees to prioritize investigations of upper and mid-level drug distributors.

Initials \_\_\_\_\_

69. On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

Initials \_\_\_\_\_

70. Subgrantee agrees to actively avoid the duplication of existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing proposed IT system.

Initials \_\_\_\_\_

71. Subgrantee agrees to comply with 8 U.S.C. 1373

1. With respect to the "program or activity" funded in whole or part under this award, throughout the period of performance for the award, no subgrantee may prohibit or in any way restrict—(1) any government entity or official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373 (a); or (2) a government entity from sending, requesting, or receiving maintaining, or exchanging information regarding immigration status as describe in 8 U.S.C. 1373(b). For purposes of this award, any prohibition ( or restriction) that violates this condition is an "information-communication restriction."
2. Subrecipients may not accept this award in whole or part unless it first obtains a certification of compliance with 8 U.S.C. 1373, properly executed by the chief legal officer of the jurisdiction that would receive the subaward using the appropriate form provided which can also be found at <https://oip.gov/funding/Explore/SampleCertifications-8USC1373.htm>
3. Compliance with this condition is an authorized and priority purpose for this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated (including for authorize reimbursements) for the reasonable, necessary, and allocable costs (if any) that the subgrantee incurs to implement this condition.
4. Rules of Construction

a. For purposes of this condition:

- (1) "Program or activity" means what it means under title VI of the Civil Right Act of 1964 (see 42 U.S.C. 2000d-4a).
- (2) "Immigration status" means what it means for purposes of 8 U.S.C. 1373 (Illegal Immigration Reform and Immigrant Responsibility Act of 1996); and terms that are defined in 8 U.S.C. 1101 (Immigration and Nationality Act) mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 42 U.S.C. 901(a)(2)).
- (3) Pursuant to the provisions set out at (or referenced in) 8 U.S.C. 1551 note ("Abolition ... and Transfer of Functions"), references to the "Immigration and Naturalization Service" in 8 U.S.C. 1373 are to be read as references to particular components of the Department of Homeland Security (DHS).

b. Nothing in this condition shall be understood to authorize or require any subgrantee to violate any federal law, including any applicable civil rights or nondiscrimination law.

**IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to CJCC, before award acceptance.**

Initials \_\_\_\_\_

72. Authority to obligate award funds contingent on compliance with 8 U.S.C. 1373; unallowable costs; obligations to notify
  1. If the subgrantee is a State or local government, the grantee may not obligate award funds if, at the time of the obligation, the "program or activity" of subgrantee that is funded in whole or in part with award funds is subject to any "information-communication restriction." In addition, with respect to any project costs it incurs "at risk", the subgrantee may not obligate award funds for reimbursement, if at the time it incurs the cost, the "program or activity" of the subgrantee that would be reimbursed in whole or in part with award funds was subject to any "information-communication restriction."
  2. Any request for reimbursement made by the subgrantee shall be considered, for all purposes, to be

material representation by the subgrantee to CJCC that, as of the date the subgrantee requests the reimbursement, the subgrantee is in compliance with 8 U.S.C. 1373

- 3. The subgrantee must notify CJCC (in writing) if the subgrantee, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded "program or activity" of the subgrantee may be subject to any "information-communication restriction."
- 4. Rules of Construction

A. For purposes of this condition "information-communication restriction" has the meaning set out in the award condition entitled "Ongoing compliance with 8 U.S.C. 1373 is required."

B. Both the "Rules of Construction" and the "Important Note" set out in the award condition entitled "Ongoing compliance with 8 U.S.C. 1373 is required" are incorporated by reference as though set forth here in full.

Initials \_\_\_\_\_

**Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the CJCC.**

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**Authorized Official Signature** **Date**

---

**Print Authorized Official Name** **Title**

# DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

GRANT NUMBER: \_\_\_\_\_

Mr.

Ms.

PROJECT DIRECTOR NAME (Type or Print) \_\_\_\_\_

\_\_\_\_\_  
Title and Agency

\_\_\_\_\_  
Official Agency Mailing Address City Zip

\_\_\_\_\_  
Daytime Telephone Number Fax Number

\_\_\_\_\_  
E-Mail Address

Mr.

Ms.

FINANCIAL OFFICER (Type or Print) \_\_\_\_\_

\_\_\_\_\_  
Title and Agency

\_\_\_\_\_  
Official Agency Mailing Address City Zip

\_\_\_\_\_  
Daytime Telephone Number Fax Number

\_\_\_\_\_  
E-Mail Address

Mr.

Ms.

AUTHORIZED OFFICIAL (Type or Print) \_\_\_\_\_

\_\_\_\_\_  
Title and Agency

\_\_\_\_\_  
Official Agency Mailing Address City Zip

\_\_\_\_\_  
Daytime Telephone Number Fax Number

\_\_\_\_\_  
E-Mail Address

# CRIMINAL JUSTICE COORDINATING COUNCIL REIMBURSEMENT SELECTION FORM

SUBGRANT NUMBER: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

**1. SELECT A SCHEDULE FOR SUBMITTING REIMBURSEMENTS (CHECK ONE BOX)**

- MONTHLY** (Requests for reimbursement are due 15 days after the end of the month)
- QUARTERLY** (Requests for reimbursement are due 30 days after the end of the quarter)

**2. SELECT A PROCESS FOR RECEIVING REIMBURSEMENT PAYMENTS (CHECK ONE BOX)**

- ELECTRONIC FUNDS TRANSFER** (Reimbursements will be deposited into the bank account listed below. A voided check must be attached to ensure proper routing of funds.)

**BANK NAME:** \_\_\_\_\_

**BANK ROUTING NUMBER:** \_\_\_\_\_

**BANK ACCOUNT NUMBER:** \_\_\_\_\_

**AGENCY CONTACT NAME:** \_\_\_\_\_

**AGENCY CONTACT  
TELEPHONE NUMBER:** \_\_\_\_\_

**AGENCY AUTHORIZED  
OFFICIAL NAME AND TITLE:** \_\_\_\_\_

**AGENCY AUTHORIZED  
OFFICIAL SIGNATURE:** \_\_\_\_\_

- CHECK** (Reimbursements will be mailed in the form of a check to the address listed below)

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE & ZIP:** \_\_\_\_\_

**ATTENTION:** \_\_\_\_\_

**AGENCY AUTHORIZED  
OFFICIAL SIGNATURE:** \_\_\_\_\_



### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (Intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 *et seq.*), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity--
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 *et seq.*), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0048

(See reverse for public burden disclosure.)

|  |   |  |
|--|---|--|
| <b>1. Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance  | <b>2. Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award | <b>3. Report Type:</b><br><input type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><b>For Material Change Only:</b><br>year _____ quarter _____<br>date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier _____, if known:<br><br>Congressional District, if known: _____  | <b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b><br><br>Congressional District, if known: _____   |  |
| <b>6. Federal Department/Agency:</b>   | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: _____  |  |
| <b>8. Federal Action Number, if known:</b>   | <b>9. Award Amount, if known:</b><br>\$ _____   |  |
| <b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b>  | <b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b>  |  |
| <b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the far above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: _____<br>Print Name: _____<br>Title: _____<br>Telephone No.: _____ Date: _____   |  |
| <b>Federal Use Only:</b>   |   | Authorized for Local Reproduction<br>Standard Form LLL (Rev. 7-97)   |

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawardees include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.





U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(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 enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) 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 be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) 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 agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) 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

(2) 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;

(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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller

**Federal Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

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

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

## **CIVIL RIGHTS REQUIREMENTS**

**Generally, employees and beneficiaries of agencies or organizations that receive federal funding are protected by civil rights laws. These laws prohibit certain types of discrimination in employment practices and in delivery of services. Please list the contact information of the person responsible for civil rights compliance within your organization.**

- (1) Civil Rights Contact Person:** \_\_\_\_\_
- (2) Title/Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (3) Telephone Number:** \_\_\_\_\_
- (4) Number of persons employed by the organizational unit (agency) responsible for administering the sub-grant:** \_\_\_\_\_

*For more information regarding civil rights requirements, go to [www.ojp.usdoj.gov/ocr/](http://www.ojp.usdoj.gov/ocr/)*

## AUDIT REQUIREMENTS

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A-133, as amended, which is effective regarding audits beginning July 1, 1996 and thereafter. The type of audit required under the Circular is dependent upon the amount of total Federal funds expended in the sub-recipient's fiscal year.

State or local governments and non-profit organizations that expend \$750,000 or more a year in Federal funds shall have an audit made in accordance with the Single Audit Act of 1984 and OMB Circular A-133, as amended. This audit report is due in State Administering Agency's office not later than nine (9) months after the end of the sub-recipient's fiscal year.

State or local government that expend less than \$750,000 in Federal funds yearly shall be exempt from compliance with the Single Audit Act and other Federal audit requirements.

*[NOTE: This does not exempt you from the requirement to maintain, produce, and report financial and other records and documentation relative to the expenditure of these grant funds upon request of the State or Federal Agency administering this program]*

**Please provide the following information:**

**Period of Fiscal Year:** \_\_\_\_\_

**Date of Last Audit:** \_\_\_\_\_

**Date of Next Audit:** \_\_\_\_\_

**Anticipated Date Next  
Scheduled Audit Will  
Be Forwarded to the  
Council:** \_\_\_\_\_

*[NOTE: if the total amount of your agency's federal funds expenditures (including this grant) does not equal or exceed \$750,000 you may write "Not Applicable" in this space]*

### **Vendor Management Form Instructions**

The Vendor Management Group (VMG) has redesigned the Vendor Management form to simplify process for adding a new vendor, making changes to existing vendors, and adding banking information in the PeopleSoft Financial system. This form is required for submission of all changes to an existing vendor's master file. Information can be typed into this form, saved and emailed to necessary parties. Always change the filename and save the form to your hard drive before making changes.

#### **SECTION 1**

|  |
|--|
| <b>Vendor Number</b> -Vendor number assigned by the PeopleSoft Financial system.   |
| <b>FEI/SSN /Employee ID Number (EE)</b> -All companies (corporations, partnerships, LLC's) have an IRS issued Federal Employer Identification (FEI) number or a Taxpayer Identification Number (TIN). All individuals must list their Social Security Number (SSN). FEI and SSN are nine digit numbers. Employee ID Number (EE) should be used by State of Georgia Employees—agencies can obtain this information from Human Capital Management System. This is an eight digit number. |
| <b>Vendor Name</b> - List the entire name of the business or individual that corresponds to the applicable FEI or SSN.   |
| <b>Payment Alternate Name</b> -If the payee name is different from the parent vendor name, the alternate payee name should be provided.  |
| <b>Address, City, State, Zip, Country, Phone, Fax and Email</b> - should always be filled in where applicable.   |

#### **SECTION 2**

**BANK ACCOUNT INFORMATION** This section is required to add or change bank account information to a new or existing vendor in the PeopleSoft Financial system. Attaching a copy of a voided check to the vendor management form is strongly encouraged and eliminates possible errors that could delay the vendor payment.

|   |
|---|
| <b>Routing Number</b> -This is generally the first set of numbers at the bottom of the check (not the deposit slip) and uniquely identifies the banking institution. This is a nine-digit number.   |
| <b>Bank Account Number</b> - This is generally the second set of numbers that identifies the checking account number that has been issued by the bank.  |
| <b>Check here if General Bank Account can be used by All State of Georgia agencies making payments.</b> If this general bank account can be used by any State of Georgia agency to process payments, please check this box located. The location label will be changed to "ACH PRIMARY"   |
| <b>Check here if this account can only be used for a Specific Purpose</b> -This is a special bank account that the vendor has provided that can only accept specific types of payment or may be applicable to certain State of Georgia agencies. List the specific use for this bank account on the line provided – the Additional Comments section can also be used to further explain the purpose of this account (e.g. Agency grant payments). The location label for this account will be "ACH-SP-All (Utilities)", or "ACH-SP-(Grant Payments Only)" |

**SECTION 3**

|   |
|---|
| <b>New Vendor-</b> Any entity or individual that has not been assigned a vendor number in PeopleSoft  |
| <b>Employee-</b> Any employee that has been issued an employee ID number through PeopleSoft   |
| <b>1099 Code-</b> Two digit code used by the IRS to describe the type of income paid to the vendor.   |
| <b>Classification Change-</b> (e.g. contractor became an employee).   |
| <b>Add Address-</b> Enter Address.  |
| <b>FEI/TIN Change-</b> Requires a new w-9 or a copy of a letter from the IRS showing the assignment of a new FEI.   |
| <b>Name Change-</b> Proper documentation is required for VMG to confirm the legal name change.  |
| <b>Change of Address-</b> Please indicate which address number in the PeopleSoft Financial system to change.  |
| <b>Right of Way Purchase (DOT use only)</b>   |
| <b>Vendor Deactivation –</b> Agency must certify that there are no outstanding vouchers or purchase orders for this vendor for their specific business unit.                  |
| <b>Fleet Anywhere Vendor- (DOT use only)</b>  |
| <b>Other-</b> include details in "Section 4 – Additional Comments" on the vendor management form.   |
| <b>Bank Account Add –</b> Check this box if adding a new bank account.  |
| <b>Bank Account Change –</b> Check this box if changing a bank account that is already in the system, or changing the location position of a bank account.                    |
| <b>Bank Account Delete-</b> Check this box if deleting a bank account all together. This requires a letter from the vendor stating that this account is no longer to be used. |
|   |

**SIC CODES**

|   |
|---|
| <b>Small Business-</b> A business which is independently owned and operated and must have either fewer than 100 employees or less than \$1 million in gross receipts per year.  |
| <b>Georgia Based Business-</b> Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal submitted, or a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia; provided, however that a place of business shall not include a post office box, site trailer or temporary structure. |

**Women Owned Business-** a business which is owned and controlled (51%) by a woman and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state.

**Minority Business Enterprise** - a small business which is owned and controlled by one or more minorities (51%) and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state. Classifications are—African American, Asian American, Hispanic/Latino, Native American and Pacific Islander. Please circle one.

**Minority Certified-** Same above having gone through the process of obtaining certification through the Georgia Department of Transportation.

**SECTION 4**

Include any additional comments in this section

**SECTION 5**

Complete all parts of this section to ensure VMG has complete contact information if questions arise.

**Questions?**

**Vendors**—direct all inquires to the state agency conducting business with the vendor.

**State Agencies**—direct all inquires to the Vendor Management Group at [psvvendor@sao.ga.gov](mailto:psvvendor@sao.ga.gov) or 404-657-3956, option #7.





### VENDOR MANAGEMENT FORM (TeamWorks)

The initiating Agency will submit this form to the Vendor Management Group for verification and approval. Agency must complete section 5 of the form to obtain approval.

#### SECTION 1 – VENDOR IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

VENDOR NUMBER: \_\_\_\_\_ FEI/SSN/EMP ID NUMBER: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

PYMT REMIT EMAIL \_\_\_\_\_ LOC # \_\_\_\_\_

PYMT REMIT EMAIL \_\_\_\_\_ LOC # \_\_\_\_\_

#### SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK)

ROUTING # \_\_\_\_\_ BANK ACCOUNT # \_\_\_\_\_

- Check here if General Bank Account can be used by ALL State of Georgia agencies making payments
- Check here if this account can only be used for a SPECIFIC purpose \_\_\_\_\_  
(Indicate specific purpose for which this account can be used)

I authorize the State of Georgia to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named above. I understand it is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information.

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

\_\_\_\_\_  
(Vendor Signature)

\_\_\_\_\_  
(Date)

#### SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> New Vendor                  | <input type="checkbox"/> E-Payable                          | <input type="checkbox"/> 1099 Code _____                      |
| <input type="checkbox"/> Classification Change _____ | <input type="checkbox"/> Add address                        | <input type="checkbox"/> FEI/TIN Change**                     |
| <input type="checkbox"/> Name Change**               | <input type="checkbox"/> Change of Address: Address # _____ | <input type="checkbox"/> Other (provide details in Section 4) |
| <input type="checkbox"/> Bank Account Add            | <input type="checkbox"/> Bank Account Change                | <input type="checkbox"/> Bank Account Delete                  |

Documentation for Vendor Name/TIN changes must include at least one of the following: IRS documentation (tax documents, FEI issuance letter, etc); Confirmation from Secretary of State's office of legal name change OR a newly completed W-9 form provided by the vendor.

#### SIC CODES (CHECK ALL THAT APPLY)

- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> Small Business    | <input type="checkbox"/> Women Owned                 | <input type="checkbox"/> Minority Business Enterprise | <input type="checkbox"/> African American | <input type="checkbox"/> Asian American   |
| <input type="checkbox"/> GA Based Business | <input type="checkbox"/> Minority Business Certified | <input type="checkbox"/> Hispanic-Latino              | <input type="checkbox"/> Native American  | <input type="checkbox"/> Pacific Islander |

#### SECTION 4 – ADDITIONAL COMMENTS

#### SECTION 5 – STATE OF GEORGIA AGENCY CONTACT INFORMATION (OFFICE USE ONLY)

By my signature, I certify that all reasonable effort has been made to submit information that is accurate, true, and is associated with the vendor name and Tax ID listed above.

Requestor Name: BEVERLY FORTE Agency BU#: 47100 Date: \_\_\_\_\_

Signature: Beverly Forte

Email: BEVERLY.FORTE@CJCC.GA.GOV Phone: 404-654-1744 Fax #: 404-654-1711

**Backup material for agenda item:**

2. Presentation of Request to Apply for 2019 Grant Funding for North Georgia K9 Task Force- Chief Deputy Greg Rowan



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff

Work Session: 11/20/18

Prepared By: Vickie Neikirk

Voting Session: 12/06/18

Presenter: Major Greg Rowan

Public Hearing: Yes  No

Agenda Item Title: Request for application of 2019 K9 Grant

Background Information:

Dawson County Sheriff's Office has received this funding in the past and is requesting to apply for funding for 2019 for the North Georgia K9 Task Force.

Current Information:

Dawson County Sheriff is requesting to apply for \$112,204 in grant funding for the North Georgia K9 Task Force.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

| Fund | Dept. | Acct No. | Budget | Balance | Requested          | Remaining |
|------|-------|----------|--------|---------|--------------------|-----------|
| 250  | 3322  |          |        |         | Grant<br>\$112.204 |           |

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

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

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

Finance Dept. Authorization: Vickie Neikirk

Date: 11.19.18

County Manager Authorization: DH

Date: 11/19/18

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

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

Comments/Attachments:



## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(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 enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) 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 be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) 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 agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) 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

(2) 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;

(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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

---

---

---

Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller

**Federal Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

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

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Organization

\_\_\_\_\_

### Instructions for Federal Debarment Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

|   |   |  |
|---|---|--|
| <b>1. Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance   | <b>2. Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award | <b>3. Report Type:</b><br><input type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><b>For Material Change Only:</b><br>year _____ quarter _____<br>date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier _____, if known:<br><br><b>Congressional District, if known:</b> _____  |   | <b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b><br><br><br><b>Congressional District, if known:</b> _____   |
| <b>6. Federal Department/Agency:</b> _____  | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: _____  |  |
| <b>8. Federal Action Number, if known:</b> _____  | <b>9. Award Amount, if known:</b><br>\$ _____   |  |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i> _____   | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i> _____                                     |  |
| <b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: _____<br>Print Name: _____<br>Title: _____<br>Telephone No.: _____ Date: _____   |  |
| <b>Federal Use Only:</b>  |   | Authorized for Local Reproduction<br>Standard Form LLL (Rev. 7-97)   |



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Backup material for agenda item:**

3. Presentation to Accept Georgia Emergency Management Agency K9 Grant Funds-  
Emergency Services Director Danny Thompson



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fire/EMS

Work Session: 11-20-18

Prepared By: Laurie Whalen

Voting Session: 12-06-18

Presenter: Danny Thompson

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

Agenda Item Title: K9 Grant (GEMA) Award

Background Information:

This is a grant through GEMA and the Department of Homeland Security for expenses related to the K9 program in the Fire/EMS department. The department has received this grant for several years.

Current Information:

The grant year runs from October 1, 2018, through September 30, 2019, in the amount of \$14,000 with no local match.

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|----------|--------|---------|-----------|-----------|
| 250  |       | 3929     |        |         |           |           |

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

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

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

Finance Dept. Authorizatio: Vickie Neikirk \_\_\_\_\_

Date: 11/15/18

County Manager Authorization: DH

Date: 11/16/18

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

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

Comments/Attachments:

**GEORGIA EMERGENCY MANAGEMENT AGENCY  
HOMELAND SECURITY**

**NATHAN DEAL**  
GOVERNOR



**HOMER BRYSON**  
DIRECTOR

October 29, 2018

RE: GAN #EMW-2018-SS-00067-S01  
SHO18-018  
Dawson County Emergency Services

Honorable Billy Thurmond  
Chairman  
Dawson County Board of Commissioners  
25 Justice Way, Suite 2313  
Dawsonville, Georgia 30534

Dear Commissioner Thurmond:

It's my pleasure to award your agency with a Fiscal Year (FY) 2018 Homeland Security subgrant from the Department of Homeland Security (DHS). Enclosed is the Recipient-Subrecipient Agreement for funding awarded to your agency by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). This agreement governs the use of funding provided by DHS to help your agency to build and enhance capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies in accordance with the goals and objectives of the State Strategic Plan.

The amount of this agreement is \$14,000.00. You may not exceed in either quantity nor total dollar amount the items expressly approved for you to purchase, as shown on the accompanying detailed budget worksheet(s). Also, the funds can only be applied to equipment found on the Authorized Equipment List (AEL), and as approved by your GEMA/Homeland Security Program Manager. **Please note that program activities and equipment purchases cannot begin until both parties have signed this agreement. This grant award expires November 30, 2019. All program activities must be completed by this date. Extensions will be granted only under extraordinary circumstances.** Please adhere to all requirements included in the agreement.

Attached to the Recipient-Subrecipient Agreement are Exhibits A through M. Please review all materials, and then return signed originals of the Recipient-Subrecipient Agreement along with **completed and signed** originals of Exhibits A - F to our office, Attention: Preparedness Grants and Programs, Post Office Box 18055, Atlanta, Georgia 30316 **by close of business December 14, 2018**. In addition, please retain a copy of the signed agreement for your records because no other copy will be returned.

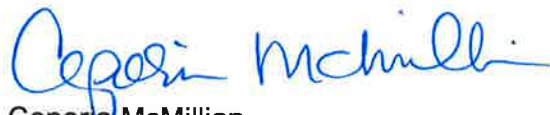
Please mail all requests for reimbursement to our office, Attention: Preparedness Grants and Programs, Post Office Box 18055, Atlanta, Georgia 30316. Documentation should include copies of invoices, cancelled checks or other types of justification and a signed Payment Request Form.

Honorable Billy Thurmond  
Page Two  
October 29, 2018

Quarterly progress reports are due at the end of each calendar quarter. The initial progress report will cover the period beginning October 1, 2018 and ending December 31, 2018; it should be submitted no later than January 30, 2019.

If you require further information as to the grantee package, please contact Shauna Hall, Grants Specialist, at 404-635-7014. Thank you for your work on behalf of the citizens of Georgia.

Sincerely,



Ceporia McMillian  
Manager of Preparedness  
Grants and Programs

CM/SH  
Enclosures  
cc: Chief Danny Thompson  
Dawson County Emergency Services

# GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

(SHADED AREAS ARE FOR GEMA/HIS USE ONLY)

## 2018 DETAILED BUDGET REQUEST

*For use with HSGP: State Homeland Security Program, Urban Area Security Initiative; Non-Profit Security Grant Program*

|   |   |
|---|---|
| Law Enforcement Terrorism Prevention Award? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | State on Behalf of Locals: <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

|       |                       |                    |                                  |            |            |         |        |
|-------|-----------------------|--------------------|----------------------------------|------------|------------|---------|--------|
| GAN#: | EMW-2018-SS-00067-S01 | Grant Number:      | SHO18-018                        | Revision#: |            | Area:   | 1      |
| DATE: | 3/1/2018              | SUBRECIPIENT NAME: | Dawson County Emergency Services | FEID:      | 58-6011882 | COUNTY: | Dawson |

|                          |            |                             |          |  |  |  |
|--------------------------|------------|-----------------------------|----------|--|--|--|
| <b>CONTRACT CONTACT:</b> | NAME/TITLE | Billy Thurmond/BOC Chairman | ADDRESS: | 25 Justice Way, Suite 2313, Dawsonville, Ga. 30534 |  |  |
|                          | PHONE:     | 706-344-3501                | EMAIL:   | chairman@dawsoncounty.org                          |  |  |

|                         |            |                            |          |  |  |  |
|-------------------------|------------|----------------------------|----------|--|--|--|
| <b>PROGRAM CONTACT:</b> | NAME/TITLE | Danny Speaks/ Deputy Chief | ADDRESS: | 393 Memory Lane Dawsonville, Ga. 30534 |  |  |
|                         | PHONE:     | 706-344-3666               | EMAIL:   | dspeaks@dawsoncounty.org               |  |  |

Specify the Investment Justification associated with the project to be funded. Choose one from the drop-down list below:  
 Investment Justification: 5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment

Specify Discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other. Choose one from the drop-down list below:  
 Discipline: Fire

### COST ESTIMATE

| ITEM | CATEGORY | ITEM                        | AEL # | QUANTITY | UNIT PRICE | TOTAL COST  |
|------|----------|-----------------------------|-------|----------|------------|-------------|
| 001  | SAR      | K9 Food                     |       | 4        | \$ 750.00  | \$ 3,000.00 |
| 002  | SAR      | Veterinary Expense          |       | 4        | \$ 600.00  | \$ 2,400.00 |
| 003  | SAR      | K9 Equipment                |       | 4        | \$ 350.00  | \$ 1,400.00 |
| 004  | SAR      | Training for K9 and Handler |       | 4        | \$ 900.00  | \$ 3,600.00 |
| 005  | SAR      | PPE for Handlers            |       | 4        | \$ 900.00  | \$ 3,600.00 |
| 006  |          |                             |       |          |            | \$ -        |
| 007  |          |                             |       |          |            | \$ -        |
| 008  |          |                             |       |          |            | \$ -        |
| 009  |          |                             |       |          |            | \$ -        |
| 010  |          |                             |       |          |            | \$ -        |
| 011  |          |                             |       |          |            | \$ -        |
| 012  |          |                             |       |          |            | \$ -        |
| 013  |          |                             |       |          |            | \$ -        |
| 014  |          |                             |       |          |            | \$ -        |
| 015  |          |                             |       |          |            | \$ -        |
| 016  |          |                             |       |          |            | \$ -        |
| 017  |          |                             |       |          |            | \$ -        |
| 018  |          |                             |       |          |            | \$ -        |
| 019  |          |                             |       |          |            | \$ -        |
| 020  |          |                             |       |          |            | \$ -        |

|                          |                 |          |                           |       |              |
|--------------------------|-----------------|----------|---------------------------|-------|--------------|
| GEMA/HS Program Manager: | Ronnie Register | Program: | GSAR                      | TOTAL | \$ 14,000.00 |
| Prepared By:             | Ronnie Register | Title:   | Fire Services Coordinator |       |              |

Category - The above chart must indicate a category with each line. Choose one from the drop-down list.

- |  |                                     |                                   |                         |
|--|-------------------------------------|-----------------------------------|-------------------------|
| 1. Personal Protective Equipment (PPE)       | 8. Decontamination (DECON)          | 15. Inspection and Screening (IS) | 22. Training (TRG)      |
| 2. EOD                                       | 9. Medical (MED)                    | 16. Animal and Plants (A&P)       | 23. Exercise (EX)       |
| 3. CBRNE Operational & Search & Rescue (SAR) | 10. Power (POW)                     | 17. Watercraft (WC)               | 24. Planning (PLG)      |
| 4. Information Technology (IT)               | 11. CBRNE Reference Materials (REF) | 18. Aviation (AIR)                | 25. Citizen Corps (CCP) |
| 5. Cyber Security (CS)                       | 12. CBRNE Response Vehicles (VEH)   | 19. CBRNE Logistical Support (LS) |                         |
| 6. Interoperable Communications (IOC)        | 13. Terrorism Prevention (TP)       | 20. Intervention (INT)            |                         |
| 7. Detection (DET)                           | 14. Physical Security (PS)          | 21. Other Authorized (O)          |                         |

**Backup material for agenda item:**

4. Presentation of Emergency Management Agency Director Appointment- Emergency Services Director Danny Thompson





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **11.20.18**

Prepared By: **Danny Thompson**

Voting Session: **12.06.18**

Presenter: **Danny Thompson**

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

Agenda Item Title: **Appointment of EMA Director**

Background Information:

Danny Thompson was appointed as the interim EMA director in July 2018 and provided 90 days by the Board of Commissioners to obtain his Certified Emergency Manager credentials.

Current Information:

As of September 28, 2018, I have successfully completed the requirements for Basic Certified Emergency Manager. I am requesting that the chairman and Board of Commissioners appoint me as EMA director.

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|----------|--------|---------|-----------|-----------|
|      |       |          |        |         |           |           |

Recommendation/Motion: Approve agenda item

Department Head Authorization: **DT**

Date: **11.20.18**

Finance Dept. Authorization: **Vickie Neikirk**

Date: **11/15/18**

County Manager Authorization: **DH**

Date: 11/15/18 \_\_\_\_\_

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

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

Comments/Attachments:



# Dawson County Emergency Services

Danny Thompson, EMA Director/Fire Chief  
Danny Speaks, Deputy Chief/ Operations & Training

393 Memory Lane  
Dawsonville, Georgia 30534  
(706) 344-3666 Office  
(706) 344-3669 Fax

---

Date- December 6, 2018

Mr. Homer Bryson Director  
Georgia Emergency Management Agency Homeland Security  
P.O. Box 18055  
Atlanta, GA 30316-0055

Dear Mr. Bryson,

This is to inform you that Mr. Franklin D. Thompson Jr., has been nominated by the Chairperson of the Dawson County Board of Commissioners to serve as the Director of Dawson County Emergency Management Agency. This position will be a full time / part-time position and will report directly to the Dawson County Board of Commissioners.

We look forward to working with you on this all-important position.

Please call if you have any questions.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
Chairman/Chief Elected Official  
County Board of Commissioners

cc: Files  
Area 6 Field Coordinator

**Backup material for agenda item:**

5. Presentation of IFB #328-18 - Heavy Equipment Maintenance & Repairs (Rebid)- Fleet Maintenance Director Shannon Harben / Purchasing Manager Melissa Hawk



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Shannon Harben

Work Session: 11/20 /2018

Prepared By: Melissa Hawk

Voting Session: 12/06/2018

Presenter: Shannon Harben / Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: IFB #328-18 - Heavy Equipment M & R - Rebid Presentation

**Background Information:**

The Dawson County Fleet Maintenance Department performs all repairs and maintenance on the Public Works' Road Department's equipment capable of being completed in-house. Other work is outsourced for performance.

**Current Information:**

An IFB was released on October 25, 2018, for the aforementioned service. Two bids were received on November 9, 2018. The lowest, most responsive bid was offered by Townley Construction as submitted.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

| Fund | Dept. | Acct No. | Budget    | Balance | Requested | Remaining |
|------|-------|----------|-----------|---------|-----------|-----------|
| 615  | 4910  | 531590   | \$200,000 |         |           |           |

Recommendation/Motion: To accept the bids submitted and to award an annual contract to Townley Construction for heavy equipment maintenance and repair, at prices offered, for one (1) year beginning January 1, 2019, with two (2) possible renewal-option years.

Department Head Authorization: Shannon Harben

Date: 11/9/2018

Finance Dept. Authorization: Vickie Neikirk

Date: 11/15/18

County Manager Authorization: DH

Date: 11/16/18

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

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

**Comments/Attachments:**

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski



# IFB #328-18 HEAVY EQUIPMENT MAINTENANCE AND REPAIRS - REBID

WORK SESSION – NOVEMBER 20, 2018



# Background and Overview



- ❖ The Dawson County Public Works, Roads Department's duties consist of many facets such as maintaining the County road rights-of way and minor debris clean-up after severe weather.
- ❖ Heavy equipment is needed to accomplish such tasks, which require regular maintenance and from time-to-time, repairs.
- ❖ The Dawson County Fleet Maintenance Department performs all repairs and maintenance capable of being completed in-house. Other work is out-sourced for performance.
- ❖ Current standard as-needed service contract approved May 5, 2016.
  - The last renewal year option expires on December 31, 2018.

# Procurement Approach and Procedure



- ✓ Advertised in Legal Organ
- ✓ Posted on County Website
- ✓ Posted on GLGA Marketplace
- ✓ Posted on Georgia Procurement Registry
- ✓ Emailed notification through vendor registry
- ✓ Notification through County's Facebook and Twitter accounts
- ✓ Notification through Chamber of Commerce
- ✓ Notified previous vendors
- ❑ **2 bids received**

# Scope of Services



- ❖ Contractor must have capability to diagnose and repair the following including, but not limited to:
  - Engine drivability issues
  - Forced induction system
  - Cooling/fuel systems
  - Breaking systems
  - Welding or fabrication
  - Towing, when necessary
  
- ❖ Contractor must, at a minimum:
  - Occupy a physical building/repair shop
  - Be able complete field/mobile repairs
  - Two (2) years minimum job experience/training for mechanic
  - Provide cost estimates to be approved by Fleet Maintenance Director
  - Provide proof of purchase on all markups for parts.
    - County reserves right to provide parts at Fleet Maintenance Director's discretion
  - Contractor to give priority availability on all authorized repair requests.



# Equipment Inventory List



## ❖ Heavy Equipment List

- One (1) Caterpillar 120G motor grader
- One (1) Caterpillar 12M motor grader
- One (1) Komatsu WA250 SL rubber tire loader
- One (1) Bobcat T770 rubber track skid steer loader
- One (1) Vermeer chipper
- One (1) Bobcat E63 mini excavator
- One (1) Bobcat E85 small excavator
- Two (2) Monroe snow plow attachments
- Multiple truck mounted spreaders

## ❖ Tractor/Mowing Equipment List

- One (1) John Deere 6310 enclosed cab 2x2 tractors
- One (1) John Deere 6110M 4x4 cab tractor with Alamo Machete 2 side cutter attachment
- One (1) John Deere 5100M 4x4 cab tractor
- Multiple pull behind rotary cutters (bush hogs)

## ❖ Paving Equipment List

- One (1) Blaw-Knox PF3200 asphalt spreader
- One (1) Hamm HD70 dual steel wheel roller with vibratory system
- One (1) Ingersol Rand PT-125R rubber tire roller
- One (1) Wacker Packer RD 25 small steel wheel roller
- One (1) Front motor grader mount shoulder builder
- One (1) Tack truck body tank. Tack tank and components are included. Cab and chassis are not included in this contract as they are covered under our Heavy Truck Repair Maintenance and Repair contract.

# Offers Received



|   | Townley Construction                        | Yancey Brothers Co                        |
|---|---|---|
| <b>Item</b>                                       | <b>Price Proposal</b>                       | <b>Price Proposal</b>                     |
| <b>Hourly Rate in Shop</b>                        | \$145/hr                                    | \$139/hr                                  |
| <b>Hourly Rate in Field</b>                       | \$155/hr                                    | \$159/hr                                  |
| <b>Service/Travel Charge for Field Repair</b>     | \$180.00                                    | Callout - \$199.00 +<br>Travel - \$159.00 |
| <b>Towing Charge, if applicable</b>               | Based on Equipment -<br>Minimum of \$250.00 | \$1,000.00                                |
| <b>Fuel Surcharge, if applicable</b>              | \$0.00                                      | \$0.00                                    |
| <b>Percentage Markup on Parts (with receipts)</b> | 2%  | 130%                                      |
| <b>Warranty (parts &amp; labor)</b>               | <b>Parts: <u>Manufacturer</u></b>           | <b>Parts: <u>Zero</u></b>                 |
|   | <b>Labor: <u>10 days</u></b>                | <b>Labor: <u>Zero</u></b>                 |
| <b>Mileage from Shop to Fleet</b>                 | 23 miles                                    | 43 miles                                  |

Note: Overall lowest price is offered by Townley Construction.

# Staff Recommendation



Staff respectfully requests the Board to accept the bids submitted and to award an annual contract for heavy equipment maintenance & repairs to Townley Construction, at prices offered, for one (1) year beginning January 1, 2019, with two (2) possible renewal option years.

THANK YOU

**Backup material for agenda item:**

6. Presentation of FY 2019 Legacy Link Addendum No. 1- Additional Funds for Respite Care- Senior Services Director Dawn Pruett



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services-Senior Center

Work Session: 11-20-2018

Prepared By: Dawn Pruett

Voting Session: 12-06-2018

Presenter: Dawn Pruett

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

Agenda Item Title: Request to approve 2019 Legacy Link Contract Addendum #1.

**Background Information:**

Legacy Link receives an increase or decrease in funding during the contract year that changes original contract amounts.

**Current Information:**

Addendum #1 makes the following change: includes an additional \$16,258 for respite care to be used during the last six months of the FY 2019 contract (January-June 2019).

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|----------|--------|---------|-----------|-----------|
|      | 5520  |          |        |         |           |           |

Recommendation/Motion: Approve FY19 addendum and sign contract documents.

Department Head Authorization: Dawn Pruett

Date: 11-8-18

Finance Dept. Authorization: Vickie Neikirk \_\_\_\_\_

Date: 11/15/18

County Manager Authorization: DH

Date: 11/15/18

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

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

**Comments/Attachments:**

61

ADDENDUM NO. 1  
TO  
AGREEMENT

FOR  
BETWEEN THE LEGACY LINK, INC., AND DAWSON COUNTY COMMISSION

THE PROVISION OF Nutrition program and entered into on the first day  
Of July, 2018.

Said agreement is amended to read as follows.

W I T N E S S E T H:

WHEREAS, this component of said Area Plan also includes the  
provision of Alzheimer Respite

2. Description of Services.

(d) Provide Alzheimer Respite Services for elderly persons in  
Dawson County as described in the Legacy Link, Inc., Area Agency Plan  
for the period July 1, 2018 to June 30, 2019. Services must be  
performed as provided in Section "D" of Title III of the Older  
Americans Act of 1965 as amended. A total of 2,925 units of Alzheimer  
Respite services to 5 persons in Dawson County. The hours of operation  
for Alzheimer Respite services are Mondays, Tuesdays and Wednesday  
from 10:00 a.m. to 02:00 p.m.

5. Compensation.

(b) The total compensation paid by the Legacy to the Contractor  
for nutrition site operation pursuant to this Agreement shall not

meals in the amount of Forty Three Thousand Five Hundred Ninety Six Dollars (\$43,596.00).

(e) The total compensation paid by the Legacy to the Contractor for Alzheimer Respite services pursuant to this agreement shall not exceed Sixteen Thousand Two Hundred Fifty Eight Dollars (\$16,258.00)

6. Non-Federal Funds.

(a) As a condition of this Agreement, the Contractor agrees to insure non-federal funds in the amount of Five Thousand Three Hundred Seventy Two Dollars (\$5,372.00) will be available for nutrition site operations, and One Thousand Eight Hundred Six Dollars (\$1,806.00) will be available for Alzheimer Respite operation services.

The minimum cash requirement for the term of the Agreement being Nineteen Thousand Seven Hundred Sixty Eight Dollars (\$19,768.00) for congregate meals and Forty Two Thousand Two Hundred Eighty Four Dollars (\$42,284.00) for home-delivered meals.

The Contractor shall provide the necessary non-match local resources required for the provision of the services listed in Paragraph two (2) of this contract, this amount being Three Hundred Sixty One Thousand Four Hundred Twenty Seven Dollars (\$361,427.00).

All other terms and conditions of this agreement remain unchanged.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their seals the day and year first above written.

THE LEGACY LINK, INC.

By: \_\_\_\_\_  
Chief Executive Officer

Subscribed and sworn to  
in our presence:

\_\_\_\_\_  
Notary Public

CONTRACTOR:  
DAWSON COUNTY COMMISSION

By: \_\_\_\_\_  
Chairman

Subscribed and sworn to  
in our presence:

\_\_\_\_\_



**Backup material for agenda item:**

7. Presentation of FY 20 Georgia Department of Transportation / Federal Transit Administration Section 5311 Transit Contract- Senior Services Director Dawn Pruett



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services-Transit

Work Session: 11-20-18

Prepared By: Dawn Pruett

Voting Session: 12-6-18

Presenter: Dawn Pruett

Public Hearing: Yes  No

Agenda Item Title: Request for FY20 GDOT/FTA Section 5311 Transit Contract Approval and Ratify.

Due November 30, 2018.

**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.

Budget Information: Applicable: Not Applicable: Budgeted: Yes  No

| Fund | Dept. | Acct No.   | Budget  | Balance | Requested | Remaining |
|------|-------|------------|---------|---------|-----------|-----------|
| 250  | 5540  | 331150-020 | 132,747 |         |           | 132,747   |

Recommendation/Motion: Approve FY18 application and sign contract documents when received.

Department Head Authorization: Dawn Pruett

Date: 11-19-18

Finance Dept. Authorization: Vickie Neikirk

Date: 11.19.18

County Manager Authorization: DH

Date: 11/19/18

County Attorney Authorization:       

Date:       

**Comments/Attachments:**

66



**FEDERAL TRANSIT ADMINISTRATION**

**SECTION 5311 PROGRAM  
FORMULA FUNDS FOR RURAL TRANSIT**

**FY 2020 GRANT APPLICATION**

**DEADLINE FOR SUBMISSION: NOVEMBER 30, 2018**

**Please send an electronic copy and the original completed application to the designated Public Transportation Specialist for Applicant Organization's district.  
(See Appendix A on page 43 for contact information)**

**Transit Agency Name:**

Dawson County Transit

**Transit Supervisor:**

Dawn Pruett

**Date Submitted:**

**Public Transportation Specialist Signature:**

**Date Received:**

## 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 in Table 1 below:

**Table 1: Evaluation Criteria**

| Criteria | Currently Operating Transit Systems  | Proposed New Systems   |
|----------|--|--|
| 1        | Contract /Project Management Performance – including reimbursements, procurements, and other contract-related activities (20%) | Proposed System Start-Up Plan (40%)                                |
| 2        | Compliance Review Performance (30%)  | Level of City/County/Regional Commission Support (20%)             |
| 3        | Transit Asset Management (Maintenance) Activities (30%)  | Transit Asset Management Program/Vehicle Maintenance Program (25%) |
| 4        | Quality of National Transit Database (NTD) Reporting Activities (20%)  | Track Record in Operating Similar Services (15%)                   |

All approved funding amounts under this program are dependent on the availability of FTA funds.

All grant applicants should complete the Section 5311 application as outlined in the enclosed instructions. Ensure all required items on the Grant Application Checklist (Page 4) are completed and submitted with the application. Please note, the placement and publication of a public notice (page 19) must have a 15-day comment period that concludes PRIOR to November 30, 2018. The Applicant Organization Board must also adopt and certify the Authorizing Resolution (page Error! Bookmark not defined.) prior to the deadline.

Please contact your local GDOT District Public Transportation Specialist (see Appendix A on Page 43) with any questions or requests for assistance.

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

## 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.

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

### Monthly Reports

- Monthly Vehicle Usage and Ridership Reports – due the 15<sup>th</sup> of each month
- Monthly Reimbursement Requests – due 30 days after the end of each month

### Semi-Annual Reports

- DBE Semi Annual Reports – due May 1<sup>st</sup> and November 1<sup>st</sup>
- Semi Annual Preventative Maintenance Interval Checklists - due January 25<sup>th</sup> and July 25<sup>th</sup>

### Annual Report

- Drug and Alcohol Management Information System (DAMIS) reports – due March 1st

## FY 2020 Section 5311 Grant Application Checklist

| Name/Description of Item  | Completed?<br>(Yes/No) |
|---|------------------------|
| Part A: Grant Applicant Profile   | NA                     |
| Part B: Transmittal Letter  |                        |
| Part C: Authorizing Resolution  |                        |
| Part D: FTA-Funded Assets/State of Good Repair                                |                        |
| Part E: Section 5311 Project Budget   |                        |
| Part F: Sources of Local Matching Funds and Three-Year Budget Trends          |                        |
| Part G: Third Party Operators   |                        |
| Copy of all TPO Contracts   |                        |
| Part H: Public Notice & Private Enterprise Coordination                       |                        |
| Part I: FTA Title VI Data Collection, Reporting, and Economic Impacts         |                        |
| Copy of Current Fare Sheet  |                        |
| Part J: Certification of No Intent to Charter Service                         |                        |
| Part K: Drug-Free Workplace and Drug and Alcohol Program                      |                        |
| Part L: Drug-Free Workplace Act Certification for Public and Private Entities |                        |
| Part M: Certification of Equivalent Access for Persons with Disabilities      |                        |
| Part N: FTA Civil Rights Assurance  |                        |
| Part O: Debarment and Suspension  |                        |
| Part P: Disadvantaged Business Enterprise (DBE) Semi-Annual Reporting         |                        |
| Part Q: Lobbying Restrictions   |                        |
| Part R: FTA Certifications and Assurances                                     |                        |

|                     |   |      |
|---------------------|---|------|
| <b>Reviewed By:</b> | District Public Transportation Specialist         | Date |
|                     | Transit Program Manager                           | Date |
|                     | Assistant Division Director – Intermodal Division | Date |

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## Part A: Grant Applicant Profile

**Table 2: Grant Applicant Information Profile**

|   |                |   |
|---|----------------|---|
| <b>Legal Name of Applicant Organization</b>   |                | Commissioner of Roads and Revenue Dawson County   |
| <b>Physical Address</b>   |                | 25 Justice Way Suite 2313, Dawsonville, GA 30534  |
| <b>Mailing Address</b>  |                | 25 Justice Way Suite 2313, Dawsonville, GA 30534  |
| <b>Organization Type</b>  |                | <input checked="" type="checkbox"/> County Government <input type="checkbox"/> City Government<br><input type="checkbox"/> Regional Commission <input type="checkbox"/> Non-Profit Organization<br><input type="checkbox"/> Other (Specify) _____ |
| <b>Authorized Grant Submitter</b><br><br>(This should also be the person where questions about this application are to be directed) | <b>Name</b>    | Dawn Pruett   |
|   | <b>Title</b>   | Transit Director  |
|   | <b>Phone #</b> | 706-344-3700  |
|   | <b>Email</b>   | dpruett@dawsoncounty.org  |
| <b>DUNS #</b>   |                | 039486055   |
| <b>E-Verify #</b>   |                | 121844  |
| <b>Congressional District(s)</b>  |                | 9th   |
| <b>Authorized Official who will Execute the Contract</b>  | <b>Name</b>    | Billy Thurmond  |
|   | <b>Title</b>   | Chairman  |
|   | <b>Phone #</b> | 706-344-3500  |
|   | <b>Email</b>   | chairman@dawsoncounty.org   |
| <b>Designated Staff Person who will Attest the Executing Official's Signature and Affix the Government's Seal</b>                   | <b>Name</b>    | Kristen Cloud   |
|   | <b>Title</b>   | County Clerk  |
|   | <b>Phone #</b> | 706-344-3500  |
|   | <b>Email</b>   | kcloud@dawsoncounty.org   |
| <b>Designated Notary who will Notarize the Executing and Attesting Officials' Signatures</b>  | <b>Name</b>    | Natalie Johnson   |
|   | <b>Title</b>   | Accounting and Budgeting Manager  |
|   | <b>Phone #</b> | 706-344-3500  |
|   | <b>Email</b>   | njohnson@dawsoncounty.org   |
| <b>Does your transit system employ 100 or more employees?</b>   |                | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/>  |

|   |  |  |
|---|--|--|
| <p><b>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.</b></p> | <p>Yes _____<br/>No <u>  X  </u></p>   |  |
| <p><b>Does Your Organization Currently Operate Public Transportation Services Using FTA Section 5311 Funding?</b></p>   | <p>Yes <u>  X  </u><br/>No _____</p>   |  |
| <p><b>Public Transportation Service Area (i.e. county, city, or multiple counties)</b></p>  | <p>Dawson</p>  |  |
| <p><b>FY 2020 Section 5311 Application Request Includes (please check all that apply)</b></p>   | <p><u>  X  </u> Operating<br/> <u>      </u> Capital (vehicles)<br/> <u>      </u> Capital (small equipment)<br/> <u>  X  </u> Mobility Management</p> |  |

## Part B: Transmittal Letter

Applicant should provide the following letter on the Applicant Organization's letterhead and include the signature of the Authorized Official. Please note that the Transmittal Letter and/or Authorized Official MAY NOT be submitted to GDOT from a Third Party Operator (TPO) on his/her letterhead.

Date

Mrs. Nancy Cobb  
Assistant Division Director  
Division of Intermodal  
Georgia Department of Transportation  
600 W. Peachtree Street  
Atlanta, Georgia 30308

Dear Mrs. Cobb:

The \_\_\_\_\_ (Applicant's organization) is applying for an FTA Section 5311 grant to aid in the operation of the \_\_\_\_\_ (transit agency's name) for FY 2020 in the amount \$ \_\_\_\_\_. 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.

The application total of \$ \_\_\_\_\_ is further detailed below (list all that apply)

- Operating assistance \$ \_\_\_\_\_ (50% federal share) with a local match requirement of \$ \_\_\_\_\_ (50% local share) to be provided by \_\_\_\_\_ (name of legal entity).
- Large Capital Purchase of Transit (Revenue) Vehicles in the amount of \$ \_\_\_\_\_ with an 80% federal share of \$ \_\_\_\_\_; 10% state funds in the amount of \$ \_\_\_\_\_ and 10% local funds in the amount of \$ \_\_\_\_\_ to be provided by \_\_\_\_\_.
- Small Capital Purchase in the amount of \$ \_\_\_\_\_ with an 80% federal share of \$ \_\_\_\_\_, 10% state funds in the amount of \$ \_\_\_\_\_ and 10% local funds in the amount of \$ \_\_\_\_\_ to be provided by \_\_\_\_\_.
- Mobility Management funding in the amount of \$ \_\_\_\_\_ with an 80% federal share of \$ \_\_\_\_\_, 10% state funds in the amount of \$ \_\_\_\_\_ and 10% local funds in the amount of \$ \_\_\_\_\_ to be provided by \_\_\_\_\_.

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 \_\_\_\_\_ at \_\_\_\_\_ (Applicant Organization's phone number) or \_\_\_\_\_ (Applicant Organization's email address).

\_\_\_\_\_  
Signature

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

## Part C: Authorizing Resolution

The following authorizing resolution 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 of other eligible Applicant Organization, as appropriate. 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.

### **RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION AND THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR A GRANT FOR PUBLIC TRANSPORTATION ASSISTANCE 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 (Dawson County Board of Commissioners), hereinafter referred to as the "Applicant",**

1. That the Designated Official (Billy Thurmond, Chairman) hereinafter referred to as the "Official" is authorized to execute and file an application on the behalf of the Applicant, a City/County government, with the Georgia Department of Transportation to aid in the financing of public transportation assistance 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 2020 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 \_\_\_\_\_, 2018.

\_\_\_\_\_  
**Authorized Official**

\_\_\_\_\_  
**Type Name and Title**

**Signed, sealed and delivered** this \_\_\_\_ day of \_\_\_\_\_, 2018 **in the presence of**

\_\_\_\_\_  
**Witness**

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

**CERTIFICATE**

The undersigned duly qualified and acting ( \_\_\_\_\_ ) of  
 ( \_\_\_\_\_ ) *County Clerk, Dawson County, Kristen Cloud* certifies that the foregoing is  
 a true and correct copy of a resolution adopted at a legally convened meeting held on  
 \_\_\_\_\_, 2018.

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

**(Seal)**

\_\_\_\_\_  
**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 respective inventory tables below. Please include any new rolling stock acquired after 6/30/18 with a mileage of zero (0), and include anticipated annual mileage for the vehicle. Add rows as needed.

**Table 3: Inventory of Rolling Stock Vehicles**

| GDOT Vehicle # | Year/Make/Model  | VIN #             | Purchased Under FTA Grant No.? | Mileage as of 06/30/2018 | Approximate Annual Mileage | Condition (excellent, good, fair, poor) | ADA Lift Equipped? (Yes/No) | Replacement Requested in FY2020? (Yes/No) |
|----------------|------------------|-------------------|--------------------------------|--------------------------|----------------------------|---|-----------------------------|---|
| 3633           | 2015 Ford Goshen | 1FDEEE3FS1GDC1767 | YES                            | 71,335                   | 30,000                     | Fair                                    | YES                         | NO  |
| 3738           | 2017 Ford Goshen | 1FDEE3FS2HDC35467 | YES                            | 33,006                   | 30,000                     | Good                                    | YES                         | NO  |
| 3862           | 2017 Ford Goshen | 1FDEE3FS3HDC61012 | YES                            | 21,925                   | 30,000                     | Good                                    | YES                         | NO  |
| 3              | 2017 Ford Goshen | 1FDEE3FS4HDC78949 | YES                            | 0                        | 30,000                     | Good                                    | YES                         | NO  |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |
|                |                  |                   |                                |                          |                            |   |                             |   |

**Table 4: Inventory of Transit Facilities**

| Facility Name               | Facility Type             | Address (Street, City)                    | Condition<br>(excellent, good,<br>fair, poor) | Acquired under<br>FTA Grant No.? |
|-----------------------------|---------------------------|---|---|----------------------------------|
| Dawson County Senior Center | County Senior Center/Park | 201 Recreation Road, Dawsonville GA 30534 | Good  | No                               |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |
|                             |                           |   |   |                                  |

## **Part E: Section 5311 Project Budget and Contracting Opportunities**

### **Part E-1: Project Budget**

The Applicant should insert a completed Project Budget Form for the GDOT Section 5311 Grant Application here. The Project Budget Form should include the number and type of vehicles requested, small capital items to be purchased, and amount for operating and/or mobility management assistance. Please insert the COMPLETED Project Budget that has already been initially reviewed by the respective GDOT District Public Transportation Specialist.

\*\*\* For electronic application submissions, submit the GDOT Project Budget Form as a clearly named attachment. For paper application submissions, please insert the Budget Form after this page. \*\*\*



## Part E-2: Contracting Opportunities

In Table 5, list and describe anticipated contracting opportunities (i.e. consultants or other vendors), budgeted amounts, and expected dates for advertising the opportunities (Project milestones for all contracted services (i.e. consultant or other vendor activities). Please insert rows as needed.

**Table 5: Contractor Deliverables**

| PROJECT DELIVERABLES TO BE PRODUCED BY CONSULTANTS OR OTHER CONTRACTORS |                         |   |            |          |  |
|---|-------------------------|---|------------|----------|--|
| Work Deliverable  | Estimated Budget Amount | Milestone   | Start Date | End Date | Person Responsible for Submitting FTA Quarterly Report to GDOT |
| # 1 -n/a  | \$                      | Draft RFP Submitted to GDOT for Approval:         |            |          |  |
|   |                         | Advertise Contract Opportunity:                   |            |          |  |
|   |                         | Draft Contract Submitted to GDOT for Approval:    |            |          |  |
|   |                         | Notice to Proceed Issued to Contractor:           |            |          |  |
|   |                         | Draft Deliverable Submitted to GDOT for Approval: |            |          |  |
|   |                         | Final Deliverable Submitted to GDOT:              |            |          |  |
| # 2 -n/a  | \$                      | Draft RFP Submitted to GDOT for Approval:         |            |          |  |
|   |                         | Advertise Contract Opportunity:                   |            |          |  |
|   |                         | Draft Contract Submitted to GDOT for Approval:    |            |          |  |
|   |                         | Notice to Proceed Issued to Contractor:           |            |          |  |
|   |                         | Draft Deliverable Submitted to GDOT for Approval: |            |          |  |
|   |                         | Final Deliverable Submitted to GDOT:              |            |          |  |

## 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 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.

### Part F-1: Purchase of Service Contracts

List all POS contracts in Table 6 below. Include contracting agency/office, the contract start/end dates, amounts, and cost per unit of service. Please add rows to the table as needed.

**Table 6: List of POS Contracts**

| POS Contracting Agency/Office:    | Contract Start Date: | Contract End Date: | Total Contract Amount: | Cost Per Unit of Transit Service: |
|-----------------------------------|----------------------|--------------------|------------------------|-----------------------------------|
| Deanna Speciality Transportation  | 7-1-2018             | 6-30-2019          | \$58,125               | \$7.75                            |
|                                   |                      |                    | \$                     | \$                                |
|                                   |                      |                    | \$                     | \$                                |
| <b>Total of all POS Contracts</b> |                      |                    | <b>\$58,125</b>        |                                   |

### Part F-2: Sources of Local Matching Funds

Please list all sources of local matching funds in Table 7 below. Add rows to the table as needed.

**Table 7: Sources of Local Matching Funds**

| Local Funding Source:   | Amount:          |
|---|------------------|
| Local Government General Revenues   | \$132,747        |
| Estimated Medicaid Revenues   | \$               |
| POS Contracts (total from Table 6 above)  | \$58,125         |
| Other Local Fund Source (please specify, add rows for additional sources as needed) | \$6,500          |
| <b>TOTAL LOCAL MATCHING FUNDS:</b>  | <b>\$197,372</b> |

**Part F-3: Three-Year Operating Budget Trend (FY2018-FY2020)**

Please complete Table 8 with federal and local operating funding from FY2018 through FY2020. Actual funding levels should be used for FY2018, current funding levels for FY2019, and your proposed FY2020 funding as requested in this application. *Only operating funds* should be used to populate the table.

**Table 8: Three-Year Operating Budget Trend**

| <b>FY 2018 (actual)</b>                                     |                  | <b>FY 2019 (current year budget)</b>                        |                  | <b>Proposed FY 2020 (this application)</b>                  |                  |
|---|------------------|---|------------------|---|------------------|
| Federal Funds   | \$107,655        | Federal Funds   | \$112,185        | Federal Funds   | \$132,747        |
| Local Funds (total including general fund and POS revenues) | \$178,458        | Local Funds (total including general fund and POS revenues) | \$195,185        | Local Funds (total including general fund and POS revenues) | \$197,372        |
| <b>Total</b>  | <b>\$286,113</b> | <b>Total</b>  | <b>\$307,370</b> | <b>Total</b>  | <b>\$330,119</b> |

## Part G: 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 FY2020.*

Does this applicant Agency employ a Third Party Operator?

\_\_\_\_\_ This Agency employs a TPO and a copy of the TPO contract(s) is attached.

  X   This Agency does not employ a TPO.

\*\*\*A copy of all TPO contracts must be attached to this application. For electronic application submissions, please submit the contracts as a clearly named attachment. For paper application submissions, please insert the TPO contract(s) after this page. \*\*\*

## Part H: Public Notice & Private Enterprise Coordination

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 November 30, 2018. 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.

If no response is received within the fifteen (15) days, the Applicant must certify this in the completed grant application in writing. If there is a response to the Public Notice, the "Private Enterprise Coordination Certification" (see next page, Part H-1) must be completed and included in the Applicant's completed grant application.

### Public Notice

The Dawson County Board of Commissioners is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

The Dawson County Board of Commissioners 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.

The Dawson County Board of Commissioners 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.

The Dawson County Board of Commissioners also solicits comments and concerns from the general population on local rural public transportation services.

The Dawson County Board of Commissioners 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:

**Dawson County Board of Commissioners, Chairman Billy Thurmond**  
**25 Tucker Avenue, Suite 2313, Dawsonville, GA 30534**  
**709-344-3501**

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

**Part H-1: 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 \_\_\_\_\_ (DATE) Edition of the \_\_\_\_\_ (Dawson County News).

Please complete Table 9 below with a list of private transportation providers operating in the service area, including a contact person, address, and phone number. Add rows to Table 9 as needed.

**Table 9: List of Private Transportation Providers**

| 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: \_\_\_\_\_

The Applicant’s organization, \_\_\_\_\_ Dawson County Board of Commissioners 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 of Authorized Official

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

\_\_\_\_\_  
Date

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

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

### Part I-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?

3. In the last three years, has any Civil Rights/Title VI Compliance Review Activity been conducted at your organization?  
 Yes  No

## Part I-2: Title VI Monitoring Procedures

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 public transit coordinator, 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 of Authorized Official

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

\_\_\_\_\_  
Date



### Part I-3: Performance and Quality of Service

#### Part I-3-1: Level of Service

Complete the Table 10 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 10: Level of Service Data**

|  |                                |
|--|--------------------------------|
| <b>Total Population:</b>                       | 24,379                         |
| <b>Percent Minority:</b>                       | 3.7                            |
| <b>Type of Service:</b>                        | Demand Response                |
| <b>Days/Hours of Operation:</b>                | 8 a.m – 4 p.m. Monday – Friday |
| <b>Number of Vehicles:</b>                     | 4                              |
| <b>Number of Wheelchair Equipped Vehicles:</b> | 4                              |
| <b>Total Seating Capacity:</b>                 | 40                             |
| <b>Service Area:</b>                           | Dawson                         |

#### Part I-3-2: Performance and Quality of Service

Complete Table 11 below with Applicant Organization trip data from FY2018. Suggested calculation methods are included in parenthesis.

**Table 11: Performance Data**

|  |        |
|--|--------|
| <b>Annual Trip Total:</b>  | 11,559 |
| <b>Average Trips Per Month:<br/>(Trip total divided by 12)</b>   | 963    |
| <b>Annual Trips Serving Minority Populations:<br/>(Annual trip total less trips by Caucasian riders)</b>   | 429    |
| <b>Percentage of Trips Serving Minority Populations:<br/>(trips serving minority populations divided by total annual trips, multiplied by 100)</b> | 3.7    |

Complete Table 12 below with trip purpose data from Applicant Organization’s records for FY2018.

**Table 12: Trip Counts by Purpose**

|                   | <b>Trip Count</b> | <b>Minority Population Trip Count</b> |
|-------------------|-------------------|---------------------------------------|
| Medical           | 1,228             | 27                                    |
| Employment        | 1,204             | 84                                    |
| Nutrition         | 3,362             | 258                                   |
| Social/Recreation | 2,406             | 15                                    |
| Education         | 1,281             | 168                                   |
| Shopping/Personal | 2,078             | 196                                   |
| <b>TOTAL</b>      | <b>11,559</b>     | <b>748</b>                            |

Part I-3-3: Transit Cost Analysis

Table 13 below is used to complete the transit cost analysis for this application. The table includes embedded formulas to calculate the cost per hour, cost per one-way passenger trips, and cost per mile. Applicant should enter data into each of the grey highlighted fields. Once the requested data is entered, select the full table, then press “F9” on your keyboard. 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 FY2018 Final Reimbursement Form.

**Table 13: Transit Cost Analysis**

| Total Annual Trip Count                 | Federally Allocated Funds Spent in FY2018 | Locally Allocated Funds Spent in FY2018 | Total Funds Spent in FY2018 | Annual Revenue Service Hours in FY2018 | Annual Miles in Revenue Service in FY2018 |
|---|---|---|-----------------------------|--|---|
| 11,559                                  | 107,655                                   | 178,458                                 | 286,1130.00                 | 1,524                                  | 21,125                                    |
| Cost per hour                           | \$ 70.64                                  | \$ 117.10                               | \$1,877.38                  |  |   |
| Cost Per One-Way Passenger Trips (OWPT) | \$ 9.31                                   | \$ 15.44                                | \$ 247.52                   |  |   |
| Cost per mile                           | \$ 5.10                                   | \$ 8.45                                 | \$ 135.44                   |  |   |

## Part I-4: Economic Impacts

### Part I-4-1: Transportation System and Services:

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

1. Service area (i.e. countywide or multiple counties, municipalities served):

Dawson, Lumpkin, Hall, Forsyth

2. Methods used to communicate transit system information to the public:

Median, Facebook, website, brochures, other organizations

3. Trends in the number of public transit riders transportation over the past three years:

| # of OWPTs in FY2016 | # of OWPTs in FY2017 | # of OWPTs in FY2018 |
|----------------------|----------------------|----------------------|
| 9,822                | 10,416               | 11,599               |

4. Period of time Applicant Organization has provided transit services:

Over 20 years

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

All trips provided by county staff

6. **\*\*Optional – New Starts Only\*\*** If Applicant Organization is applying to FTA 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.



Part I-4-3: Statement of Public Benefits

List Applicant Organization's three most important focus areas in the communities it serves for FY2020. Describe the role transit plays in those focus areas (jobs, medical, etc.).

Focus Area #1

Senior Clients

Focus Area #2

Medical

Focus Area #3

Jobs

What actions is the Applicant Organization taking to increase ridership, especially among under-served populations (Veterans, transitioning services, etc.)?

Increased public awareness

Part I-4-4: 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.

We work with DFACS, Family Connection, Good Will, 9<sup>th</sup> District, and other agencies to coordinate transportation.

**\*\*\*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 J: 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, Dawson County Board of Commissioners 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 of Authorized Official

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

\_\_\_\_\_  
Date

## Part K: 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*, certify that \_\_\_\_\_ *Dawson County Board of Commissioners* and its contractors, as required, for the Section 5311 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

\_\_\_\_\_  
Date

## Part L: 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 Dawson County Board of Commissioners 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:
  - The dangers of drug abuse in the workplace;
  - The Applicant's policy of maintaining a drug-free workplace;
  - 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:
  - 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
  - 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).

The Applicant's headquarters are located at the following address:



Dawson County Board of Commissioners  
Chairman Billy Thurmond  
25 Tucker Ave. Suite 2313  
Dawsonville, GA 30534

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

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

\_\_\_\_\_  
Date

## Part M: 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).

I hereby certify that when viewed in its entirety, the demand-responsive transportation program of \_\_\_\_\_ Dawson County Board of Commissioners provides disabled persons with access equal to that afforded to any other persons 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 \_\_\_\_\_, 201\_\_.

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

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

\_\_\_\_\_  
Date

## Part N: FTA Civil Rights Assurance

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

The \_\_\_\_\_ Dawson County Board of Commissioners 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.
- The \_\_\_\_\_ Dawson County Board of Commissioners 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).
- 
- The \_\_\_\_\_ Dawson County Board of Commissioners 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: it's 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

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

\_\_\_\_\_  
Date

## Part O: 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.

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 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

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

\_\_\_\_\_  
Date

## Part P: 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 1<sup>st</sup> and November 1<sup>st</sup> of each year.

The Applicant, Dawson County Board of Commissioners 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 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.

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Authorized Official

---

Title of Authorized Official

---

Date



## Part Q: 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.

\_\_\_\_\_  
Name and Title of Subrecipient's Authorized Official

\_\_\_\_\_  
Signature of Subrecipient's Authorized Official

\_\_\_\_\_  
Date

## Part R: 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 2018) included as the following two pages.

- The full FTA FY 2018 Certifications and Assurances document is available at :  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/grants/grantee-resources/114591/2018-certifications-and-assurances.pdf>
- The FTA FY 2018 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (✓) showing that ALL categories numbered 01 through 23 are being certified by your organization.
- Original signatures must be placed on the FTA Fiscal Year 2018 Certifications and Assurances page which includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney”.

**FEDERAL FISCAL YEAR 2018 CERTIFICATIONS AND ASSURANCES  
FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

**Name of Applicant:** Dawson County Transit

**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:**

| <u>Category</u> | <u>Description</u>  |       |
|-----------------|---|-------|
| 01.             | Required Certifications and Assurances for Each Applicant.  | _____ |
| 02.             | Lobbying.   | _____ |
| 03.             | Private Sector Protections.   | _____ |
| 04.             | Rolling Stock Reviews and Bus Testing.  | _____ |
| 05.             | Demand Responsive Service.  | _____ |
| 06.             | Intelligent Transportation Systems.   | _____ |
| 07.             | Interest and Financing Costs and Acquisition of Capital Assets by Lease.                                      | _____ |
| 08.             | Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements. | _____ |
| 09.             | Alcohol and Controlled Substances Testing.  | _____ |
| 10.             | Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).   | _____ |
| 11.             | State of Good Repair Program.   | _____ |
| 12.             | Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.                 | _____ |
| 13.             | Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.                                     | _____ |
| 14.             | Enhanced Mobility of Seniors and Individuals with Disabilities Programs.                                      | _____ |
| 15.             | Rural Areas and Appalachian Development Programs.   | _____ |
| 16.             | Tribal Transit Programs (Public Transportation on Indian Reservations Programs).                              | _____ |
| 17.             | State Safety Oversight Grant Program.   | _____ |
| 18.             | Public Transportation Emergency Relief Program.   | _____ |
| 19.             | Expedited Project Delivery Pilot Program.   | _____ |
| 20.             | Infrastructure Finance Programs.  | _____ |
| 21.             | Construction Hiring Preferences.  | _____ |

**FEDERAL FISCAL YEAR 2018 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2018)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Dawson County Board of Commissioners

Name and Relationship of the Authorized Representative: \_\_\_\_\_

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 2018, 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 2018.

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 \_\_\_\_\_  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For Dawson County Board of Commissioners : \_\_\_\_\_

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 \_\_\_\_\_  
Attorney for Applicant

*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.*

## Appendix A: Contact Information for GDOT District Public Transportation Specialists

| District | Assigned Counties  | Name/Contact Information   |
|----------|--|--|
| 1        | Banks, Barrow, Clarke, Dawson, Elbert, Forsyth, Franklin, Habersham, Hall, Hart, Jackson, Lumpkin, Madison, Oconee, Rabun, Towns, Stephens, Union, Walton, White   | Jemal Sheppard<br>1475 Jesse Jewell Parkway<br>Gainesville, GA 30501<br>(770) 533-7346 office<br>(678) 630-5285 cell<br><a href="mailto:djsheppard@dot.ga.gov">djsheppard@dot.ga.gov</a>         |
| 2        | Baldwin, Bleckley, Burke, Columbia, Dodge, Emanuel, Glascock, Greene, Hancock, Jasper, Jefferson, Jenkins, Johnson, Laurens, Lincoln, McDuffie, Morgan, Newton, Oglethorpe, Putnam, Richmond, Taliaferro, Treutlen, Warren, Washington, Wilkes, Wilkinson      | Kristy "Mellie" Pettit<br>4260 Frontage Road<br>Augusta, GA 30909<br>(478) 553-3410 office<br>(478) 232-6007 cell<br><a href="mailto:kpettit@dot.ga.gov">kpettit@dot.ga.gov</a>                  |
| 3        | Bibb, Butts, Chattahoochee, Coweta, Crawford, Dooly, Fayette, Harris, Heard, Henry, Houston, Jones, Lamar, Macon, Meriwether, Marion, Monroe, Muscogee, Peach, Pike, Pulaski, Schley, Spalding, Stewart, Sumter, Talbot, Taylor, Troup, Twiggs, Upson, Webster | Carrie Anderson<br>115 Transportation Blvd.,<br>Thomaston, GA 30286<br>(706) 646-7570 office<br>(404) 640-1342 cell<br><a href="mailto:caanderson@dot.ga.gov">caanderson@dot.ga.gov</a>          |
| 4        | Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Coffee, Colquitt, Cook, Crisp, Decatur, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Terrell, Thomas, Tift, Turner, Wilcox, Worth   | P. Algenia Skinner<br>710 West 2 <sup>nd</sup> Street<br>Tifton, GA 31794<br>(229) 391-5433 office<br>(229) 454-6760 cell<br><a href="mailto:paskinner@dot.ga.gov">paskinner@dot.ga.gov</a>      |
| 5        | Appling, Bacon, Brantley, Bryan Bulloch, Camden, Candler, Charlton, Chatham, Clinch, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Pierce, Screven, Tattnall, Telfair, Toombs, Ware, Wayne, Wheeler                                | Troy Green<br>204 N. US Highway 301<br>Jesup, GA 31546<br>(912) 530-4372 office<br>(912) 424-3741 cell<br><a href="mailto:tgreen@dot.ga.gov">tgreen@dot.ga.gov</a>                               |
| 6        | Bartow, Carol, Catoosa, Chattooga, Cherokee, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield   | Freida Black<br>P. O. Box 10<br>500 Joe Frank Harris Pkwy.<br>Cartersville, GA 30120<br>(678) 721-5312 office<br>(770) 262-3778 cell<br><a href="mailto:fblack@dot.ga.gov">fblack@dot.ga.gov</a> |



# DAWSON COUNTY BOARD OF COMMISSIONERS

November 20, 2018

Billy Thurmond  
Chairman

Sharon Fausett  
Commissioner  
District 1

Chris Gaines  
Commissioner  
District 2

Jimmy Hamby  
Commissioner  
District 3

Julie Hughes Nix  
Commissioner  
District 4

David Headley  
County Manager

Kristen Cloud  
County Clerk

Dawson County  
Government Center  
25 Justice Way  
Suite 2313  
Dawsonville, GA 30534  
Phone 706-344-3501  
Fax 706-344-3504

Mrs. Nancy Cobb  
Assistant Division Director  
Division of Intermodal  
Georgia Department of Transportation  
600 W. Peachtree Street  
Atlanta, Georgia 30308

Dear Mrs. Cobb:

The Dawson County Board of Commissioners is applying for an FTA Section 5311 grant to aid in the operation of the Dawson County Transit for FY 2020 in the amount \$132,747. 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.

The application total of \$132,747 is further detailed below:

- Operating assistance \$ 132,747 (50% federal share) with a local match requirement of \$ 132,747 (50% local share) to be provided by the Dawson County Board of Commissioners.
- Large Capital Purchase of Transit (Revenue) Vehicles in the amount of \$0 with an 80% federal share of \$0; 10% state funds in the amount of \$0 and 10% local funds in the amount of \$0 to be provided by the Dawson County Board of Commissioners.
- Small Capital Purchase in the amount of \$0 with an 80% federal share of \$0, 10% state funds in the amount of \$0 and 10% local funds in the amount of \$0 to be provided by the Dawson County Board of Commissioners.
- Mobility Management funding in the amount of \$0 with an 80% federal share of \$0 10% state funds in the amount of \$0 and 10% local funds in the amount of \$0 be provided by the Dawson County Board of Commissioners.

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.

November 20, 2018

Page 2

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 the Dawson County Board of Commissioners at 706-344-3501 or [chairman@dawsoncounty.org](mailto:chairman@dawsoncounty.org).

Billy Thurmond, Chairman  
Dawson County Board of Commissioners

**SECTION 5311 - RURAL TRANSIT BUDGET State fiscal year period: July 1, 2019 - June 30, 2020**

Subrecipient: Dawson County

District: 2

Date: 10/12/2018 **Please submit budget to GDOT for approval by: October 05, 2018 @ 4:00 p.m.**

State Budget Year: SFY2020

Operating Period: 1-Jul-2019 To: 30-Jun-2020

**Subrecipients fill-in green highlighted areas ONLY**

| <b>Administrative Budget</b>    | <b>Cost</b> | <b>Operating Budget</b>        | <b>Cost</b>  | <b>Capital Budget</b>      | <b>Qty</b> | <b>Cost/Each</b> | <b>Cost</b> |
|---------------------------------|-------------|--------------------------------|--------------|----------------------------|------------|------------------|-------------|
| 1. Director Salary              | \$38,093.00 | 16. Driver Salary              | \$91,651.00  | 31. Standard Van*          |            |                  | \$0.00      |
| 2. Supervisor Salary            |             | 17. Dispatcher Salary          | \$37,740.00  | 32. Conversion Van*        |            |                  | \$0.00      |
| 3. Bookkeeper Salary            |             | 18. Mechanic Salary            |              | 33. Conversion Van / Lift* |            |                  | \$0.00      |
| 4. Secretary Salary             |             | 19. Fuel                       | \$23,000.00  | 34. Shuttle Van            |            | \$42,502.92      | \$0.00      |
| 5. Training                     | \$1,800.00  | 20. Maintenance and repairs    | \$8,500.00   | 35. Shuttle Van / Lift     |            | \$46,249.92      | \$0.00      |
| 6. Marketing                    | \$225.00    | 21. Vehicle Insurance Expenses | \$4,410.00   | 36. Shuttle Bus            |            | \$48,792.92      | \$0.00      |
| 7. Telephone                    | \$1,575.00  | 22. Drug/Alcohol Testing       | \$500.00     | 37. Shuttle Bus / Lift     |            | \$51,285.92      | \$0.00      |
| 8. Office Supplies              | \$1,600.00  | 23. Fringe Benefits            | \$47,000.00  | 38. Mobile Radio           |            | \$2,000.00       | \$0.00      |
| 9. Rental Expenses/Equip Rental | \$450.00    | 24. License Expense            |              | 39. Base Radio             |            | \$7,200.00       | \$0.00      |
| 10. Standard Overhead           |             | 25. Uniforms Expenses          | \$1,000.00   | 40. Computer System        |            | \$3,200.00       | \$0.00      |
| 11. Computer Software           | \$4,100.00  | 26. Utilities                  |              | 41. 3"- 6" Lettering       |            | \$25.00          | \$0.00      |
| 12. Audit                       | \$1,400.00  | 27. Software Licensing         |              | 42. Vehicle Striping       |            | \$265.00         | \$0.00      |
| 13. Indirect Expenses           |             | 28. Communications             | \$2,450.00   | 43. Other:                 |            |                  | \$0.00      |
| 14. Other                       |             | 29. Other                      |              | 44. Other:                 |            |                  | \$0.00      |
| 15. Other                       |             | 30. Other                      |              | 45. Surveillance System    |            |                  | \$0.00      |
|                                 |             |                                |              | 46. Tablets                |            |                  | \$0.00      |
|                                 |             |                                |              | 47. Roof Hatch             |            | \$300.00         | \$0.00      |
|                                 |             |                                |              | 48. Bike Rack              |            | \$1,200.00       | \$0.00      |
| <b>Administrative Total</b>     | \$49,243.00 | <b>Operating Total</b>         | \$216,251.00 | <b>Capital Total</b>       | 0          |                  | \$0.00      |

**Net Operating Summary**

| Administrative Total / Ratio                | \$49,243.00  | 18.55%    | <p>*Note: These vehicle options are not currently available</p> <p>6" Lettering and Striping are costs per vehicle for system name/ must equal total number of vehicles requested if selected</p> <p><b>List vehicles requested to be replaced:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vehicle #</th> <th>Mileage</th> <th>Vehicle #</th> <th>Mileage</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | Vehicle # | Mileage | Vehicle # | Mileage |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--------------|-----------|--|-----------|---------|-----------|---------|--|--|--|--|--|--|--|--|--|--|--|--|
| Vehicle #                                   | Mileage      | Vehicle # |  | Mileage   |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
|   |              |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
|   |              |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
|   |              |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
| Operating Total / Ratio                     | \$216,251.00 | 81.45%    |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Total Operating Budget</b>               | \$265,494.00 |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
| 49. LESS: Purchase of Service (POS) Revenue |              |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
| 50. LESS: Non-5311 Expenses                 | \$0.00       |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Public Transportation Budget</b>         | \$265,494.00 |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
| 51. _____                                   |              |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Net Operating Total</b>                  | \$265,494.00 |           |  |           |         |           |         |  |  |  |  |  |  |  |  |  |  |  |  |

**Budget Summary**

|   | <b>Totals</b> | <b>Federal</b> | <b>State</b> | <b>Local</b> |
|---|---------------|----------------|--------------|--------------|
| Operating Budget Total                  | \$265,494.00  | \$132,747.00   |              | \$132,747.00 |
| **Purchase of Service (POS) Local Funds | \$0.00        |                |              |              |
| Capital Budget Total                    | \$0.00        | \$0.00         | \$0.00       | \$0.00       |

**Budget Grand Total** \$265,494.00 \$132,747.00 \$0.00 \$132,747.00



# 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 24 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**

**Backup material for agenda item:**

8. Presentation of Board Appointment:

**a. Development Authority**

- i. Gary Coates or Seanie Zappendorf- *replacing Sherry Weeks* (Term: December 2018 through December 2022)

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 Authority

**Name** Gary Coates

**Home Address** 53 Old Hickory Way

**City, State, Zip** Dawsonville, Ga. 30534

**Mailing Address (if different)** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone Number** 706-216-5473 **Alternate Number** \_\_\_\_\_

**Fax Telephone Number** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Additional information you would like to provide:**

See resume.

**Signature** Gary Coates **Date** 2-2-17

**Please note: Submission of this application does not guarantee an appointment.**

### ***PROFESSIONAL QUALIFICATIONS SUMMARY***

Highly accomplished professional offering more than twenty years of experience in operational and financial management position as Chief Operating Officer, City Manager, Chief Internal Auditor, Controller, and Chief Accountant; proven excellent bottom-line results; praised by colleagues and employees as an outstanding leader.

Areas of expertise include budget preparation, staff training, leadership, resource management, operational analysis, financial planning, staff supervision, quality improvement, quality control, strategic planning, and operations.

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### ***PROFESSIONAL EMPLOYMENT HISTORY***

#### **Business Instructor**

North Georgia Technical College Blairsville Georgia (2009)  
Served on faculty for Business and Accounting.

#### **DIRECTOR OF FINANCIAL OPERATIONS**

*Atlanta Housing Authority, Atlanta, Georgia (1999-2008)*

Direct divisional projects, activities, and operations. Ensure that all program funding and revenues are accounted for, properly acquired, allocated, analyzed, and managed. Direct and/or perform a variety of complex financial studies, analysis, and reports using various analytical techniques to maximize the use of division funds and to improve the division's financial future.

#### **DEPUTY DIRECTOR OPERATIONS**

*Save The Children, Atlanta, Georgia (1997 - 1999)*

Serve as the Chief Operating Officer responsible for the day to day operations of Atlanta field office. Manage agency's Human Resources, Management Information Systems, Finance, Administrative Support, Security and Building functions. Serve as member of senior management team.

#### **CITY MANAGER**

*City of Hazlehurst, Hazlehurst, Georgia (1994 - 1997)*

Manage the daily operations of the city, including all administrative functions by serving as the Chief Operating Officer. Authorize all personnel actions, including appointments, discipline, and terminations; present annual operating budget to the Mayor and Council; prepare and recommend all five-year capital improvement programs, manage all city contracts; manage all city purchasing policy laws.

#### **PRESIDENT / OWNER**

*Coates and Associates, Suches, Georgia (1993 - 1994)*

Provided management consulting services to businesses and individuals. Provided financial review and operational analysis; auditing of utility services; arbitration of labor and securities; and financial planning, including life, health, disability income protection, and retirement plans.

#### **CHIEF INTERNAL AUDITOR**

*Southwest Florida Water Management District, Brooksville, Florida (1976 - 1993)*

Served as member of senior management team and managed oversight audits; handled a \$120million operating budget; worked with the corporate governing board and executive director to plan, direct, and review all

functions, programs, and organization of management. Coordinated, developed, and provided leadership to establish internal review department for the agency. Planned, presented, and obtained written organizational charters for internal audit department. Established joint committee for reviewing regulatory rules and processes in conjunction with business and community leaders and the corporate governing board.

*(Promoted from Manager of Budgets and Financial Reporting in 1987 with Southwest Florida Water)* Managed professional staff in areas of budget preparation; review and analytical reporting; and review, preparation and presentation of all financial reporting activities, including monthly, quarterly, and annual financial reports to the executive staff and governing board. Planned, organized, and implemented successful conversion to programmatic and performance based budget approach. Instrumental in providing leadership and direction to implement first corporate automated management information system. Implemented long-term capital improvement and budget plan.

#### **INVESTMENT OFFICER / CHIEF ACCOUNTANT**

*Florida State University, Tallahassee, Florida (1974 - 1976)*

Responsible for maximizing return on investment of a multi-million dollar investment portfolio. Also managed the general accounting office and supervised staff of eighty. Maximized return on investment of idle cash. Improved reporting of management information through implementation of a revised financial system. Trained personnel in the use of financial reporting systems. Implemented aggressive investment portfolio techniques for improved returns.

#### **ASSISTANT CONTROLLER**

*Tallahassee Democrat, Incorporate Tallahassee, Florida (1972 - 1974)*

Handled preparation, review, and analysis of monthly operating statements; prepared quarterly budget reports; and coordinated audit activities and acted as a liaison with banks; maximized profits through improved newsprint purchasing and inventory controls; named Project Leader for upgrading computer systems and subsequent conversions; improved corporate cafeteria through contracting and management practices.

### ***ACADEMIC CREDENTIALS***

**Tampa College, Tampa, Florida**  
Master of Public Administration

**University of South Florida, Tampa, Florida**  
Bachelor of Arts in Business Administration

### ***PROFESSIONAL CERTIFICATION AND ASSOCIATIONS***

- ® Certified Fraud Examiner
- ® Arbitrator
- ® President, "Christmas in April" - Hazlehurst / Jeff Davis County
- ® Member, Coastal Economic Development - Transportation Committee
- ® Board Member, Southeast Georgia Regional Development Authority
- ® Member, Georgia City / County Managers Association
- ® Member, Hazlehurst Rotary
- ® Board Member, Jeff Davis Library Board and Friends of Library
- ® Member of International City Managers Association
- ® Served as faculty member of Webster College

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 Authority

Name Secmie Zappendorf

Home Address 113 scarlet Oak Lane

City, State, Zip Dawsonville Ga 30534

Mailing Address (if different) 20 Duck Thurmond Rd

City, State, Zip Dawsonville Ga 30534

Telephone Number [REDACTED] ( Alternate Number W 706 344 1235

Fax Telephone Number N/A

E-Mail Address [REDACTED]

Additional information you would like to provide:

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

Signature [Signature] Date July 2, 2018

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 2235  
Dawsonville, GA 30534  
(706) 344-3501 FAX: (706) 344-3504



Seanie Zappende

Discovery Parts - 2003-present Chief Financial Officer

CL Casting- Casting agent/ contractor 2011-present

#### Community Involvement

Riverside Military Academy- August 2017 - present, assist with the Admissions Dept. with meet and greet and open house, RMA Foundation with fundraising and the Sandy Beaver Awards Banquet, and help raised around \$20,000 for the Splash Club.

Georgia State University Alumni Board of Directors- Dec. 2017-present promote and financially support the university, assist any alumni career needs, and mentor current students.

The Citadel- August 2017 - present, assist in the Citadel Foundation, Atlanta Alumni Association, and the Mechanical Engineering Department.

Georgia Mountain Hospice Queen of the Mountain Dawsonville 2017- our group raised over \$35,000 for the annual event.

Bethel United Methodist Church- Vice Chairman Church Council 2016-present,  
Charter Organization Representative - Jan. 2013 - present, sign all documents regarding Cub/Boy/Venture scouts, and a liaison between church and scouts

Dawson County Chamber of Commerce- Board of Directors - Dec. 2014 - Dec.2016 -sub committee Ambassador and Membership: had the highest recruitment of new businesses while sitting on Ambassador and Membership committees. Each board member is asked to sit on at least one sub committee. Attended all board meetings and also attended Ribbon cuttings, Chamber Luncheons, Business After Hours, and membership drives. Community Committee- Jan. 2017-present

Dawson County Republican Party Vice President- Jan. 2017-present, assist with the monthly Constant Contact, event set up, coordinate guest speakers, and represent the organization to all community functions.

Forsyth County Republican Party Vice President, assist with event set up, coordinate guest speakers, and represent the organization to all community functions.

Relay for Life- executive board member- 2014-present ,promote Relay and group raised from \$50-70,000 per year

Bowen Center for the arts- Executive Board Member- Aug. 2016- present, promoter and finally support the Bowen.

City Official of Dawsonville Downtown Development Authority (DDA) - Secretary/Treasurer April 2014- May 2017

-2014 Reissue Bond that saved \$1.9 million,

-July 22nd, 2014 Signed purchase 19 acres of Main Street Park, leased back to the City

-July 4th 2014-2016 4th of July Fireworks-Sparks in the Motorsports Park celebration and raised \$22,000 each year.

-May 18th 2015, Initiated guideline process for Dawsonville Downtown Development Grant Project Fund Application packet, May 21st Application for Facade revolving Loan, assisted 4 grant recipient with their businesses.

- attended City Training and Bus Tour, prepared agendas and conducted the meetings, volunteered at the Music and Beer Festival, Moonshine Festival, City Christmas Parade and Santa photo on behalf of The City. Attended dedications, ribbon cuttings, special events, city meetings, city called meetings, county commissioner meetings, implemented social media on social media to help bring awareness of things happening in the city and county. Promoted local businesses and feature them on social media, educate the public regarding grants available to assist with businesses.

Dawson County Middle School PTSO- President - August 2013 - May 2015

-restart the PTSO for DCMS by recruiting other parents to be involved.

-held monthly board meetings

-spoke at school chorus/band concert on behalf of PTSO

-Started monthly newsletter to PTSO members.

-created Gmail and input documents needed to succeed the program

Dawson County Middle School Governance Council- Board Member August 2013 - May 15 initiated a STEM program with Engineering for Kids at Robinson Elementary School.

Dawson County High School PTSO VP of Finance - Sept 2013 - May 2014

-assisted with annual fundraiser- Taste of Dawson.

Georgia State University Alpha Xi Delta Corporation Housing Board - Vice President - April 2014-2016

-as an alumni of GSU and sister of Alpha Xi Delta Sorority, I was asked to sit on the Housing Board to help make decision regarding financial spending of money in account. Help decide on design of housing interior and approve budget.

Dawson County Board of Ed System Governance Council Executive Board Member Nov.-2014 -May 2015 Secretary

-assisted in implementing a STEM enrichment program, Engineering for Kids program to Dawson County Middle School. Program was brought to our attention Nov. 9th 2014 and the program for the Spring season.

Dawson Family Connections- Celebrity Waitress.2014

Pageant Judge - Miss Kare For Kids Sept 13, 2014, Sept. 2015, Auditor for Relay for Life Beauty Pageant

PTO various positions-helped raise over \$60,000, part of the money for a quarter mile running track and inside a soccer field with goals, initiated the 1 mile/5k annual race and running club at Inman Elementary in 2009, the school had continued years after my children left as part of the Peachtree City Running Club/ Rotary Grand-Prix