

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA - TUESDAY, NOVEMBER 21, 2017
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

NEW BUSINESS

1. Presentation of Juvenile Court's Request for Additional Funds for Attorney Costs - Judge Lindsay Burton
2. Presentation and Consideration of Victims of Crime Act (VOCA) Grant Award- Lee Darragh, District Attorney
3. Presentation of Family Connection Fiscal Agent Request- Nancy Stites, Family Connection Director
4. Presentation of FM Global Insurance Company Fire Prevention Grant Application- Lanier Swafford, Emergency Services Director
5. Presentation of Georgia Forestry Commission 50/50 Grant Application- Lanier Swafford, Emergency Services Director
6. Presentation of Department of Public Health Occupant Safety Seat Grant Application- Lanier Swafford, Emergency Services Director
7. Presentation of Special Event Alcohol Permit Application - *Chamber of Commerce Business After Hours at United Community Bank on December 14, 2017*- Jason Streetman, Planning & Development Director
8. Presentation of 2018 ACCG Summer Georgia Counties Internship Program (GCIP) Grant Application- David McKee, Public Works Director
9. Presentation of request to abandon the portion of Powell Rd. between Amicalola Church Rd. and Colly Lane- David McKee, Public Works Director
10. Presentation of request to fund Lumpkin Campground Concept Improvement Plan- David McKee, Public Works Director
11. Presentation of Intergovernmental Agreement with the City of Dawsonville for municipal elections- Lynn Frey, County Attorney
12. Board Appointments:
 - a. **EMS Advisory Council Board**
 - i. Ricky Rexroat- *reappointment* (Term: December 2017 through December 2018)
 - ii. Lanier Swafford- *reappointment* (Term: December 2017 through December 2018)
 - b. **Health Board**

- i. Dr. Larry Anderson- *reappointment* (Term: December 2017 through December 2023)
- ii. Elaine Maple- *reappointment* (Term: December 2017 through December 2023)

c. **Parks & Recreation Board**

- i. Chad Cofield- *reappointment* (Term: December 2017 through December 2022)

13. County Manager Report

14. County Attorney Report

Backup material for agenda item:

1. Presentation of Juvenile Court's Request for Additional Funds for Attorney Costs - Judge Lindsay Burton



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Juvenile Court

Work Session: 11/21/2017

Prepared By: Natalie Johnson

Voting Session: 12/7/2017

Presenter: Judge Lindsay Burton

Public Hearing: Yes _____ No x

Agenda Item Title: Request for Additional Funding for Increased Attorney Fees

Background Information:

This is the first request this fiscal year to pay for attorneys for indigent parents and attorneys for children. The County has always paid attorneys for parents who could not afford to hire their own attorney. Indigent Defense uses the same screening process for parents in dependency cases as those individuals charged with crimes, In January of 2014, a new law required all cases to have an appointed Guardian Ad Litem and required the appointment of an attorney for every child. Since 2014, there has been a steady increase of the number of dependency cases opened in Dawson County.

Current Information:

All funds from Indigent Defense – Parent and the majority of funds from Indigent Defense – Child have been expensed to pay attorney invoices. At this time there are no additional funds within Juvenile Court’s budget that can be moved to cover attorney fees through the end of 2017. The judges consulted all calendars and discussed the proposed amount with the Indigent Defense Director prior to submission. Even with increases, the attorney costs will not exceed the amount spent last year.

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

Fund	Dept.	Acct No.	Budget	Expensed	Remaining	Requested
100	2600	521201	\$30,000	\$29,256	\$744	\$10,000
100	2600	521202	\$22,816	\$22,816	\$0	\$8,000

Recommendation/Motion: Motion to approve moving \$18,000 from General Government’s General Contingency account to Juvenile Court’s Indigent Defense – Child account (\$10,000) and Indigent Defense – Parent account (\$8,000)**.

Department Head Authorization: Judge Lindsay Burton

Date: 11/14/2017

Finance Dept. Authorization: Vickie Neikirk

Date: 11/16/2017

County Manager Authorization: DH

Date: 11/16/17

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

**Recommend moving \$18,000 from General Contingencies (would leave a balance of \$1,764)

Backup material for agenda item:

2. Presentation and Consideration of Victims of Crime Act (VOCA) Grant Award- Lee Darragh, District Attorney



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: District Attorney

Work Session: 11-21-17

Prepared By: Kristen Frame/ Rachel Seal

Voting Session: 11-21-17

Presenter: Lee Darragh

Public Hearing: Yes No

Agenda Item Title: VOCA Grant Award

Background Information:

The District Attorney's Office has been awarded the VOCA (Victims of Crime Act) grant through PAC/CJCC for FY 2018. The grant is to be used to fund the personnel expenses for a "Comp Advocate" for Dawson County.

Current Information:

The award is for a total of \$90,854 federal funds and requires no local match. The grant period is from October 1, 2017 through September 30, 2018 (is retroactive). All grant forms are due by November 30th, so item needs to be voted on at the 11/21/17 work session for signature and submittal.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	2200		\$90,854		\$90,854	

Recommendation/Motion: Approve

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Natalie Johnson for Vickie Neikirk

Date: 11/21/17

County Manager Authorization: DH

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



PAC

Prosecuting
Attorneys'
Council of Georgia

Seeking Justice with Honor

CHARLES A. SPAHOS
Executive Director

October 30, 2017

Re: Federal Fiscal Year 2018 VOCA Allocation - October 1, 2017 through September 30, 2018

BERT POSTON
Chair
District Attorney
Conasauga Judicial Circuit

Dear Mr. Darragh:

TASHA MOSLEY
Vice Chair
Solicitor-General
Clayton County

On behalf of Executive Director Chuck Spahos, it is my pleasure to inform you that the Criminal Justice Coordinating Council (CJCC) has voted to approve the 2017 VOCA Continuation and New Applications (Federal Fiscal Year 2018) as submitted by the Prosecuting Attorneys' Council of Georgia (PAC). Therefore, your office has been selected to receive a portion of those funds. Below are the specifics with regard to your allocation of the statewide grant distribution

GEORGE HARTWIG
Secretary
District Attorney
Houston Judicial Circuit

HAYWARD ALTMAN
District Attorney
Middle Judicial Circuit

County: Hall

Implementing Prosecuting Attorney: **District Attorney Lee Darragh**

Grant Period: **October 1, 2017 through September 30, 2018**

PAUL BOWDEN
District Attorney
Tifton Judicial Circuit

Allocation 1:

Continuation Federal Funds: **\$102,126**

Continuation Match Funds: **\$25,532**

Sub-Grant Number: **C16-8-207**

GREGORY W. EDWARDS
District Attorney
Dougherty Judicial Circuit

JOHN A. PIPKIN, III
Solicitor-General
Henry County

Allocation 2:

New "Comp Advocate" Federal Funds: **\$72,683**

New "Comp Advocate" **Match Waived** Funds: **\$18,171**

Number of "Comp Advocate" positions requested: **1**

Sub-Grant Number: **C15-8-374**

TIMOTHY G. VAUGHN
District Attorney
Oconee Judicial Circuit

STEPHANIE WOODARD
Solicitor-General
Hall County

The activation documents (see included checklist for guidelines on submitting documents) must be returned to PAC no later than November 30, 2017. If you have any questions, please contact Kathy Kemp (kkemp@pacga.org) or at (770) 282-6364.

Sincerely,

Carla M. Rieffel

Victims' Services Coordinator & Grants Administrator
Prosecuting Attorneys' Council

Kristen Frame (District Attorney's Office)

From: Kathy Kemp <kkemp@pacga.org>
Sent: Tuesday, October 31, 2017 9:21 AM
To: Jordan Langman (Finance); Kristen Frame (District Attorney's Office); L Thomason; Lee Darragh (District Attorney's Office); Lee Darragh; Lewis Martin (District Attorney's Office); Nancy J. Smallwood (Finance)
Subject: 2017-2018 VOCA Allocation Letter and Information - Northeastern Judicial Circuit
Attachments: Northeastern_Hall_VOCA_17_18_Allocation_Letter.pdf; 2_2017-2018 VOCA Grant Activation Checklist.pdf; 3_2017-2018 VOCA MOA (DA).pdf; 4_Special_Conditions.pdf; 5_2017_2018_VOCA_Forms.pdf; 6_VOCA At-A-Glance.pdf

Importance: High

Dear Honorable Lee Darragh:

On behalf of Executive Director Chuck Spahos, it is my pleasure to inform you that the Criminal Justice Coordinating Council (CJCC) has awarded VOCA funding to the Prosecuting Attorneys' Council of Georgia (PAC) for the 2017-2018 Federal Fiscal Year. Therefore, your office has been selected to receive a portion of those funds (see attached allocation letter).

Next Steps:

Please review and provide the following documents as part of your submission to PAC to activate your award. Note: All documents should be emailed to PAC (kkemp@pacga.org). The only original document that we must receive via mail is the signed MOA:

1. **Activation Checklist** (attached) – please use this as a guide when preparing your grant documents. This document specifies who should sign particular documents.
2. **Memorandum of Agreement** (attached) — the signed, original MOA should be returned by mail to PAC. You will be instructed to indicate the amount of your award(s) as well as the address and contact information for the Implementing County and the DA/SG office.
3. **Special Conditions** (attached) – initialed and signed Special Conditions should be returned to PAC. Note that an additional Special Condition (#56) regarding duties and expectations of victims comp advocates has been included and is applicable to those offices with Comp Advocates.
4. **Detailed Budget Worksheet(s)**—Detailed Budget Worksheet(s) totaling your award are due November 1, 2017. One budget is required for continuation awards that include a 20% match. A separate budget is required for awards for victims comp advocates, which requires no match.

Per the Special Conditions of the grant, your office/county must provide a 20% match on continuation awards. If you plan to use volunteer hours to provide any portion of the match, they are valued at \$12 per hour. Please direct all budget questions to Kathy Kemp (kkemp@pacga.org), and **submit your budget(s) via email in Excel format.**

5. **Forms for Activation** (attached) — All items should be completed, signed and returned via email. Please see the "Activation Checklist" for more information on completing these forms.
6. **PAFs/Salary Authorizations** — submit for each employee on the grant. Please **redact all social security numbers** as these are not required by CJCC or PAC.
7. **Job Descriptions** — submit for each employee on the grant.

All required documents MUST be submitted no later than November 30, 2017. Budgets are due by November 1, 2017. **Please forward all completed documents to PAC via email (retain originals), and mail the original MOA (retain a copy) to:**

Prosecuting Attorneys' Council of Georgia
ATTN: Kathy Kemp
1590 Adamson Parkway, Fourth Floor
Morrow, Georgia 30260
Telephone No: (770) 282-6364
E-mail: kkemp@pacga.org

The following important information and forms should be used throughout the grant year. All documents can be found on our website at: <http://www.pacga.org/site/content/356>.

1. VOCA At-A-Glance: This document provides a quick overview of reporting requirements and deadlines.
2. Subgrant Adjustment Request (SAR): Anytime you have a change to your grant (e.g. staff change, salary change), you must submit an SAR to PAC.
3. Subgrant Reimbursement Report (SER): Use this form to submit quarterly reimbursement requests to PAC.
4. Timesheet: All grant staff are required to keep timesheets. The timesheet must reflect:
 - a. Total hours worked
 - b. Time spent on grant activities (with hours divided into the approved grant activities)
 - c. Percentage of total time spent on grant activities.

It is highly recommended that you use the CJCC template, but if you prefer to use your own timesheet, please ensure that it captures all three pieces of information above.

5. Volunteer Contract: VOCA requires that funded programs utilize volunteers. No minimum number of volunteer hours is required, though you will have to sign an affidavit indicating that your office utilized volunteers. You may claim volunteer hours spent providing *direct victim service* as In-Kind match where each volunteer hour is valued at \$12 per hour. Each volunteer that performs work for you must complete a volunteer contract, which should be submitted with your reimbursement requests.
6. Volunteer Time Log: When submitting your reimbursement requests that include in-kind match in the form of volunteer hours, you must also submit a volunteer time log indicating the amount of time volunteers spent on grant activities. You may place all volunteers for the period on one Time Log.
7. Travel Log: When traveling under your VOCA grant, a travel log is required. Travel logs should indicate name of traveler, dates traveled, purpose of travel, and provide a day-by-day breakdown of costs incurred. If mileage is claimed, a mileage log must be provided.

As always, if you have any questions, please do not hesitate to contact me.

Sincerely,

Katherine Dean Kemp
Grants Development Specialist
Prosecuting Attorneys' Council of Georgia
1590 Adamson Parkway, Fourth Floor
Morrow, GA 30260
(770) 282-6364
www.pacga.org

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DOCUMENT SUBMITTAL CHECKLIST

The following items *must* be submitted with the **Allocation Package** before any funds are disbursed by PAC. All forms should be returned no later than **November 30, 2017** via e-mail to Kathy Kemp (kkemp@pacga.org). The ORIGINAL MOA only should be mailed to: Prosecuting Attorneys' Council of Georgia, ATTN: Kathy Kemp, 1590 Adamson Parkway, Fourth Floor, Morrow, GA 30260.

- MOA(s)** (Mail PAC the Original; MUST be signed by your County Commission and by your DA/SG).
- Detailed Budget Worksheet(s)** As requested in a previous email, budgets should be submitted by November 1, 2017. You must use provided Excel format and return via email. If you have not hired grant staff by November 1, please submit a budget with an indication of a "VACANT" position. Two budgets are required for those offices that will be receiving a victims Comp Advocate beginning October 1, 2017

Forms and Special Conditions

- Special Conditions** (Signed by both County Commission Chair and DA/SG, initialed by Project Director)
- Contact Information Page**
- Designation of Grant Officials Form** (The Authorized Official should be your County Commission Chair. This person may submit a letter designating a signing authority—see below—to sign all future submissions)
- Email List Form** (PAC communicates all VOCA-related matters via email. In addition to those names on the Grant Officials form, please provide names, titles and email addresses for any additional personnel who should be copied on VOCA-related correspondence)
- Reimbursement Selection Form** (Include a voided check if EFT is selected; if DA or SG office is being reimbursed instead of the County, the County Commission must sign this form or submit a letter indicating reimbursement directly to the DA or SG)
- Vendor Management Bank Account Form** (Signed by a representative for the specified bank account)
- Form W-9, Request for Taxpayer Identification Number and Certifications** (Signed by a representative for the specified entity)
- Disclosure of Lobbying Form** (Signed by County Commission)
- Standard Assurances Form** (Signed by County Commission)
- Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements** (Signed by County Commission)
- Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction** (Signed by County Commission)
- Audit Requirements Form**
- Civil Rights Requirements Form**
- EEOP Certification Form and/or Utilization Report**
All funded offices should complete the Certification Form online at: <https://ocr-eeop.ncjrs.gov>. The online portal provides a step-by-step method and guidance for preparing and submitting your EEO Utilization Report (if required) and/or Certification Form

Signature Authorization, PAFs and Job Descriptions, E-mail List

- Signature Authorization Letter** (Your Authorized Official may designate signing authority to another party or parties for future submission of forms and documents pertaining to this subgrant allocation. To do so, your Authorized Official should submit a letter on official Agency letterhead and reference the subgrant award number)
- Personnel Action Forms/Salary Authorization Statements for all grant and match-funded positions** (please redact all social security numbers)
- Job Descriptions for all grant and match-funded positions** NOTE that if job descriptions include activities that would not be allowable to be funded under the VOCA grant (e.g. administrative time for non-grant related activities), time spent conducting these activities should not be claimed on SERs.

STATE OF GEORGIA
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
Agreement for Funding of Prosecution Based VOCA Program

County: Dawson

Implementing Prosecuting Attorney: Lee Darragh

CJCC Grant No: C15-8-374

A. Federal Funds:	\$ <u> 72,683 </u>
B. Matching Funds:	\$ <u> 18,171 (Waived) </u>
C. Total Funds:	\$ <u> 90,854 </u>

Initial Grant Period: October 1, 2017 to September 30, 2018

THIS MEMORANDUM OF AGREEMENT (hereinafter referred to as the "Agreement") is made by and between the Prosecuting Attorneys' Council of the State of Georgia (hereinafter referred to as "PACGA"), an agency of the Judicial Branch of the State of Georgia, legally empowered to contract pursuant to O.C.G.A. §§ 15-18-40, et. seq., the Dawson County Board of Commissioners (hereinafter referred to as the "County"), a political subdivision of this State and the (District Attorney) (Solicitor-General) for the Northeastern (Judicial Circuit) (County) (hereinafter referred to as the "Prosecuting Attorney").

1. Between PACGA and the County, this Agreement shall constitute an intergovernmental agreement within the meaning of subsection (a) of Paragraph I of Section III of Article IX of the Georgia Constitution which authorizes intergovernmental agreements and contracts "for any period not exceeding 50 years with each other . . . for the provision of services" provided that such agreements and contracts "must deal with activities, [or] services which the contracting parties are authorized by law to undertake or provide."
2. Period of Agreement: This agreement shall be effective on October 1, 2017 and shall continue in effect for a period of one (1) year, unless terminated earlier under other provisions of this Agreement.
3. Purpose of this Memorandum of Agreement.
 - (a) The parties acknowledge and agree that PACGA has received a subgrant from the Georgia Criminal Justice Coordinating Council (CJCC) under the Federal Victims of

Crime Act Assistance Grant Program (hereinafter referred to as “VOCA”). The VOCA Grant Program supports direct services to crime victims, i.e. persons who have suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The Office for Victims of Crime (OVC) of the Bureau of Justice Assistance (BJA), U.S. Department of Justice (USDOJ) awards annual formula grants, which in turn are subgranted to local organizations for states to ensure crime victims' rights are upheld and play a meaningful role in the criminal justice process. In Georgia, that organization is CJCC, an agency of the Executive Branch of state government. O.C.G.A. § 35-6A-1, et. seq.

- (b) Effective October 1, 2013, PACGA has been awarded a VOCA subgrant by CJCC to serve as the centralized subgrant recipient on behalf of all prosecuting attorneys in the state. PACGA, in turn, is required to enter into an MOA with participating Counties and the Prosecuting Attorneys for those counties or judicial circuits.
- (c) The CFDA number for this grant program is 16.575.
- (d) Participating Counties and Prosecuting Attorneys are required to fulfill all programmatic and financial reporting requirements by submission through PACGA. PACGA has responsibility for consolidating individual reporting into a single report and submitting to CJCC. Unless specifically referenced in the Agreement or this document, all terms, conditions and policies of CJCC related to performance and reporting remain in full force and effect.

4. PACGA, County and Prosecuting Attorney Contact Information:

- (a) Exhibit “A” contains the name of the point of contact, mailing address, e-mail address(es) and telephone number(s) for all correspondence, reports and other matters relative to this Agreement for PACGA, the County and the Prosecuting Attorney.

- (b) Change of contact information:

The parties agree if there is a change in the point of contact, the mailing address(es), telephone number(s), and e-mail address(es), PACGA will be notified in writing. The County and Prosecuting Attorney will notify PACGA by submitting a Subgrant Adjustment Request (SAR).

5. Scope of Project:

- (a) The purpose of this Agreement shall be to facilitate efficient allocation of VOCA funding for victims' services by the Prosecuting Attorney within the County.
- (b) The Prosecuting Attorney will make mandated victims' services available throughout the Prosecuting Attorney's territorial jurisdiction. At a minimum, the Prosecuting Attorney and the County agree that the Prosecuting Attorney will provide those services specified in PACGA Policy 11.2 (see Exhibit “B”)

- (c) The Prosecuting Attorney will expand provision of services into areas where victims are un-served and/or underserved by utilizing PACGA resources to:
 - (1) Facilitate statewide data collection regarding the type and number of services provided by VOCA advocates;
 - (2) Identify areas where victims are un-served and/or underserved and redirect VOCA funds accordingly.
 - (d) Early Notification Services: For offices that accepted funding in addition to continuation funding for the Federal Fiscal Year 2015-2016, the Prosecuting Attorney agrees to work to develop protocols with law enforcement or courts conducting first appearance hearings within the jurisdiction that will help to identify victims and provide services to victims at or before the defendant's first appearance hearing.
 - (e) Post-Adjudication Services: For offices that accept funding in addition to continuation funding for the Federal Fiscal Year 2016-2017 to provide post-adjudication services, the Prosecuting Attorney agrees to provide services to victims during the post-adjudication phase of the criminal justice process and capture VSSR data related to this service provision.
 - (f) Victims Comp Services: For offices that accept funding in addition to continuation funding for the Federal Fiscal Year 2017-2018 to provide a victims compensation advocate, the Prosecuting Attorney agrees to hire an additional advocate and designate an advocate as the Victims Compensation point-of-contact for the Circuit.
 - (g) PACGA shall, upon the terms and conditions contained herein, allocate to County, and the County hereby accepts, an amount not to exceed the amount designated in the allocation letter to be used solely for the purposes of providing victims services as defined by the approved budget (see 9a).
6. Budget Limitation: The approved budget total (see 9a) may not be exceeded without the written approval of PACGA. The County is responsible for any expenditure that exceeds the approved budget. Any such expenditure may be credited toward meeting the matching fund requirements of the Grant (see 7a) provided those expenditures are included in the approved budget.
7. Matching Funds Requirement:
- (a) The VOCA Federal Grant Program that is the source of the funds used to support this Agreement requires grant recipients to provide matching funds as set forth below. The County agrees to provide such matching funds and to account for the expenditure of such matching funds to PACGA.
 - (b) The matching funds requirement for this MOA is 20% of the total approved continuation funding budget.

- (c) There is no match requirement on new funds provided to hire one or more victims' compensation advocates.
- (d) The Prosecuting Attorney's office may choose to meet a portion or all of the required match in the form of volunteer hours valued at \$12 per hour.

8. Use of Volunteers:

- (a) The Prosecuting Attorney's office must utilize volunteers unless a written waiver request is approved by both CJCC and the Federal Government.

9. Programmatic Reporting Requirements:

During the course of a grant period, the County and the Prosecuting Attorney are required to submit periodic programmatic and financial reports to PACGA. These reports include, but are not limited to:

- (a) Quarterly and Bi-annual Activity Reports - Victim Services Statistical Reports (VSSR); and

The Victim Services Statistical Report (VSSR) programmatic reporting deadlines are as follows:

Quarter 1	October 1 – December 31	Due: January 15, 2018
Quarter 2	January 1 – March 31	Due: April 15, 2018
Quarter 3	April 1 – June 30	Due: July 15, 2018
Quarter 4	July 1 – September 30	Due: October 15, 2018

- (b) Outcome Performance Measurement Surveys (Bi-annual).

- (1) The Outcome Performance Measurement Survey (OPM) programmatic reporting deadlines are as follows:

Period 1	November 1 – April 30	Due: May 30, 2018
Period 2	May 1 – October 31	Due: November 30, 2018

- (2) NOTE: OPM Survey reports are to be submitted directly to CJCC following the instructions as provided at the following website:
<http://cjcc.georgia.gov/outcome-performance-tools-1>.

10. Financial Reporting Requirements:

- (a) The County will submit budget worksheet(s) to PACGA no later than November 1,

2017. Separate budget worksheets are required for Continuation funding and New (victims compensation advocate) funding. A personnel action form and job description for each position funded by the subgrant must be submitted with the budget.

- (b) The County will submit to PACGA a Subgrant Expenditure Report (SER) form within 15 days of the end of each quarter requesting reimbursement for expenses incurred during the grant period. Separate SER forms are required for Continuation funding and New (victims compensation advocate) funding. Deadlines are as follows:

Quarter 1	October 1 – December 31, 2017	Due: January 15, 2018
Quarter 2	January 1 – March 31, 2018	Due: April 15, 2018
Quarter 3	April 1 – June 30, 2018	Due: July 15, 2018
Quarter 4	July 1 – September 30, 2018	Due: October 15, 2018

- (c) Counties and Prosecuting Attorneys must document volunteer in-kind match hours and submit the documentation with their request for reimbursement as well as the time record reporting form. A volunteer contract for each volunteer must be submitted.
- (d) Counties must submit a Subgrant Adjustment Request (SAR) to notify PACGA of the need to change any of the following:
- (1) The point of contact information;
 - (2) Request to modify budget within currently approved categories;
 - (3) Request for a no-cost extension;
 - (4) Personnel changes (changes in salary/benefits, new hires/terminations, changes in percentage of time spent by such personnel on the grant, etc.).
- (e) All program staff, both paid and volunteers, must keep time sheets documenting total time worked, time worked on grant activities, and the percentage of total time spent on grant activities. Time worked on grant activities must be further broken down into CJCC approved categories.
11. Payment Schedule: PACGA shall pay the County on a reimbursement basis. These funds will be reimbursed by PACGA upon receipt of proper documentation from the County, subject to approval by CJCC. Proper documentation includes copies of all invoices, sales receipts and/or cancelled checks for the items approved. Payment shall be issued to the county in the form of check or Automatic Clearing House (ACH) payment.
12. Accountability: The County agrees to expend said funds granted herein solely in conformance to this Agreement and the Special Conditions set forth by CJCC and in PACGA Policy 11.2 and to account for said funds in accordance with generally accepted accounting principles. An initialed copy of the Special Conditions must be returned to PACGA.
13. Audit: County will allow, obtain and cooperate with any audit or investigation of grant

administration requested or undertaken by PACGA, CJCC or the State Auditor. Upon request, the County agrees to provide PACGA with any information, documents and/or photographs PACGA deems necessary to monitor performance of this Agreement. The County further agrees these funds shall be included in the audit or financial statement of the County until all expenditures have been accounted for. A copy of the audit or financial statement will be returned with the contract. Federal grant dollars will be reported separate from other funds.

14. Records Retention: The County agrees to maintain proper and accurate books, records and accounts reflecting its administration of Agreement funds and compliance with all applicable laws and the Retention Schedules adopted by the State of Georgia pursuant to O.C.G.A. § 50-18-90 et seq. Such documentation shall be retained for at least five years from the completion of said project and shall be made available to PACGA upon request. Personnel records for grant funded positions must be retained as provided by the state retention schedule for Personnel records.
15. Liability to Others: The County shall hold PACGA, their officials and employees harmless from any and all claims including, without limitations, damage claims for injury to persons and/or property arising from the Grant.
16. Conflicts of Interest: The undersigned certify they will in all respects comply with state laws pertaining to conflicts of interest and to all laws related to PACGA officials and employees conducting business with PACGA.
17. Termination:
 - (a) Suspension or termination of this Agreement may occur if the County materially fails to comply with the terms of this Agreement. The Agreement may also be terminated:
 - (1) Due to non-availability of funds. Notwithstanding any other provision of this Agreement, in the event that either of the sources of payment for services under this contract (appropriations from the governing authority of contracting County, appropriations from the General Assembly of the State of Georgia, a Federal agency or the Congress of the United States of America) no longer exist or in the event the sum of all obligations of PACGA incurred under this and all other contracts entered into for this VOCA Grant Program exceeds the balance of such contract sources, then this Agreement shall immediately terminate without further obligation of PACGA as of that moment. Certification by the Executive Director of PACGA of the occurrence of either of the events stated above shall be conclusive.
 - (2) Due to default or for cause. This agreement may be terminated for cause, in whole or in part, at any time by PACGA for failure of the County to perform any of the provisions hereof. Should PACGA exercise its right to terminate this agreement under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The County will be required to submit the final agreement not later than 45 days after the effective date of written notice of termination. Upon termination of

this agreement, the County shall not incur any new obligations after the effective date of the termination and shall cancel as many outstanding obligations as possible. The above remedies are in addition to any other remedies provided by law or the terms of this agreement.

- (3) For Convenience. This Agreement may be canceled or terminated by either of the parties without cause. This Agreement may be terminated by the County for any reason upon 60 days prior written notice to PACGA. This Agreement may be terminated by PACGA for any reason upon 30 days prior written notice to the County and the Prosecuting Attorney.
- (b) Notwithstanding any other provision of this section, this Agreement may be immediately terminated without any opportunity to cure if any of the following events occurs:
- (1) County violates or fails to comply with any applicable provision of federal or state law or regulation.
 - (2) County knowingly provides fraudulent, misleading or misrepresentative information to PACGA.
 - (3) County has exhibited an inability to meet its financial or services obligations under this agreement.
 - (4) An assignment is made by the County for the benefit of creditors.
 - (5) A proceeding for the appointment of a receiver, custodian, trustee, or similar agent is initiated with respect to the County.
- (c) Any funds allocated to the County under this Agreement, which remain unobligated or unspent upon such termination, shall automatically revert to PACGA.

18. Victims of Crime Act - Funding Conditions:

- (a) County and the Prosecuting Attorney agree to comply with PACGA Policy 11.2 - Victims of Crimes Act - Funding Conditions.
- (b) County and the Prosecuting Attorney shall be subject to all applicable rules, regulations and conditions of the Victims of Crime Act.
- (c) The County and Prosecuting Attorney agree to comply with all Special Conditions set forth by CJCC and PACGA.
- (d) The County and Prosecuting Attorney agree to comply with the most recent edition of the DOJ Financial Guide available at: <http://ojp.gov/financialguide/DOJ/index.htm>

(e) The County and Prosecuting Attorney hereby assure and certify that it:

- (1) Complies with and will continue to comply with all Federal statutes, regulations, policies, guidelines and requirements, including 2 C.F.R., Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; 2 C.F.R. Part 180 – Government-wide Debarment and Suspension (Non-procurement); 28 C.F.R. Part 83 – Government-wide Requirements for a Drug-Free Workplace (Grants); 28 C.F.R. Part 69 – Restrictions on lobbying that govern the application, acceptance and use of Federal funds for this federally assisted project;
- (2) Will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable;
- (3) Will comply with all applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and the Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

19. Entire Agreement: This Agreement constitutes the entire agreement among and between parties. There are no representations, oral or otherwise, other than those expressly set forth herein. No amendment or modification of this Agreement shall be binding unless all parties have agreed to said modification in writing.
20. Penalties for Violations: Violation of any of the terms and conditions of this grant can result in penalties including but not limited to: withholding of disbursements or future awards, suspension/termination of awards, suspension/debarment, repayment of reimbursed federal funds, civil lawsuit, or criminal prosecution.
21. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above,

PROSECUTING ATTORNEY EXECUTION:

Lee Darragh
Signature

November 8, 2017
Date signed by Prosecuting Attorney

Printed Name Lee Darragh

The Honorable
District Attorney, Northeastern Judicial Circuit
Solicitor-General, _____ County

COUNTY EXECUTION:

Signature

Date signed by County

Printed Name Billy Thurmond

Title
Designee for Dawson County

PACGA EXECUTION:

Signature

Date signed by Council

Charles A. Spahos
Executive Director
Prosecuting Attorneys' Council of Georgia
1590 Adamson Parkway, Fourth Floor
Morrow, Georgia 30260-1755

EXHIBIT A

PACGA, County and Prosecuting Attorney Contact Information

1. The PACGA mailing address, e-mail address and telephone number for correspondence, reports and other matters relative to this contract, except as otherwise indicated, are:

Prosecuting Attorneys' Council of Georgia
Attn: Kathy Kemp
1590 Adamson Parkway, Fourth Floor
Morrow, Georgia 30260-1755
(770) 282-6300
Email: kkemp@pacga.org

2. The County's mailing address, email address and telephone number for correspondence, reports, and other matters relative to this contract are:

Dawson County Government
Attention: Rachel Seal
25 Justice Way
Dawsonville, GA 30534
Telephone No.: (706) 344-3501
Email: rseal@dawsoncounty.org

3. The PROSECUTING ATTORNEY'S mailing address, email address and telephone number for correspondence, reports, and other matters relative to this contract are:

Dawson County District Attorney's Office
Attention: Kristen Frame
P.O. Box 1690
Gainesville, GA 30503
Telephone No.: (770) 531-6965
Email: kframe@hallcounty.org

EXHIBIT B
PACGA Policy 11.2



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

1. Purpose.

This policy establishes policies, procedures and conditions that apply to all prosecution-based victim services programs that receive funding through the Council as specified in Section 3.

2. Authority.

- (a) Victim of Crimes Act (VOCA), 42 U.S.C. Chapter 112.
- (b) O.C.G.A. §§ 15-18-14.2; 15-18-40(c); 15-18-73(b).

3. Scope.

- (a) This policy applies to all district attorneys and solicitors-general that receive federal funding under the Victim of Crimes Act (VOCA), 42 U.S.C. Chapter 112, as amended, (hereinafter referred to as "funded offices") that are administered by the Council pursuant to one or more grants from the Criminal Justice Coordinating Council.
- (b) The provisions of this policy constitute binding special conditions that must be adhered to as a condition of the receipt of grant funds and are in addition to any other special conditions that may apply to the federal grant program.

4. Definitions.

- (a) "CJCC" means the Criminal Justice Coordinating Council.
- (b) "Funded office" means a district attorney's office or a solicitor-general's office that is receiving VOCA funds through the Council.
- (c) "OJP" means the Office of Justice Programs of the United States Department of Justice.
- (d) "VOCA" means the Victims of Crime Act, 42 U.S.C. Chapter 112.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (e) "VWAP" means a prosecution-based victim-witness assistance program operated by a funded office.

5. Role of the Council.

- (a) The Council is the fiscal officer for the prosecuting attorneys and the recipient of federal funds under VOCA. The Council is responsible to the CJCC, and through them to the federal grantor agency, for providing administrative oversight and insuring that all prosecuting attorneys' offices receiving VOCA funds comply with all state and federal statutes, rules, and regulations applicable to such grant, as well as any special conditions that apply to the grant.
- (b) The Executive Director is responsible to the Council for the proper administration of the grant and timely making any reports required by the grant. The Executive Director may designate one or more employees to perform any function necessary to administer the grant or which necessarily appertain thereto.

6. Responsibilities of District Attorneys or Solicitors-General.

- (a) The district attorney or solicitor-general of a funded office is responsible for the proper administration of the funds received by their office and compliance with this policy.
- (b) The district attorney or solicitor-general of a funded office may designate, in writing, an employee to be responsible for the administration of the grant funds and making any reports required by this policy or the grant. A copy of such designation shall be submitted to the Executive Director or his or her designee.
- (c) Each funded office agrees to adhere to the Program Guidelines for the Victims of Crime Act Victim Assistance Grant Program set forth in 28 CFR 94.101 et seq.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures		Approved October 2, 2013; amended April 15, 2015, amended August 24, 2016, amended July 15, 2017.
11.2	Victim Services	Victims of Crimes Act - Funding Conditions

- (d) Each funded office agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities initiated and/or conducted by the Council or CJCC during and subsequent to the grant award period.
- (e) Each funded office agrees to obtain and maintain a Data Universal Numbering System (DUNS) number and to provide that number to the Council.
- (f) Each funded office agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM).
- (g) Each funded office agrees to adhere to the provisions set forth in all executed Memoranda of Agreement and in the Special Conditions issued by CJCC or the Council.

7. Delivery of Services to Victims.

- (a) No cost for Services. Funded offices must provide services to crime victims at no charge.
- (b) Core Services. Funded offices must, at a minimum, abide by the provisions of the "Crime Victims' Bill of Rights," O.C.G.A. § 17-17-1, et seq., including, but not limited to, providing the following core services:
 - (1) Educating victims about their role in the criminal justice process.
 - (2) Stabilizing Lives:
 - (A) Funded offices shall:
 - (i) Coordinate crime scene clean-up services;
 - (ii) Provide information and assistance with the return of stolen/damaged property;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (iii) Provide referrals to and coordinate services with agencies that provide food, shelter, support groups, medical care, and crisis/emergency intervention and long-term therapy/counseling;
- (iv) Provide assistance with information, application, and document collection for Crime Victim Compensation, ensuring that all victims understand their rights to receive compensation, all applicable eligibility requirements, and all application procedures;
- (v) Provide assistance with information, application, and document collection for restitution in order to ensure that restitution is made a part of every applicable criminal sentence; and
- (vi) Provide assistance with other applications (TANF, Immigration, leases, etc.) and/or other paperwork relating to acquiring services as a direct result of the crime.

(B) Funded offices may:

- (i) Assist victims requesting assistance in working with bill collectors/creditors, where expenses directly resulted from the crime or loss of wages due to the crime; and
- (ii) Assist victims with employers and/or school administrators when victims lose wages, employment, or time as a direct result of the crime or cooperation with the prosecution.

(3) Meeting Emotional & Physical Needs.

(A) Funded offices shall:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (i) Ensure advocates' availability to victims and law enforcement around the clock, ensuring provision of both information about victim options immediately following the crime and first-response emotional support & crisis intervention (homicide, aggravated assault and domestic/family violence cases, and crisis response);
- (ii) Assist with death and serious injury notifications for families of victims;
- (iii) Provide assistance with preparation of Victim Impact Statements and presentation of the Statements in court;
- (iv) Provide assistance with letters, Victim Impact Statements, registration for Georgia Victim Impact Panel, facilitation of/accompaniment to Victim Visitor's Day, clemency hearings and executions, etc.;
- (v) Provide follow-up services to victims at hospital facilities, coroner's offices, and/or funeral homes;
- (vi) Provide personnel availability during interviews to help victims feel more comfortable;
- (vii) Provide emotional support to victims and their families throughout the judicial process;
- (viii) Provide practical assistance to ensure necessary court appearances of victims (e.g., services for disabled victims and translators); and
- (ix) Provide appropriate post-sentence referrals and intervention if needed.

(4) Meeting Safety & Security Needs.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(A) Funded offices shall:

- (i) Assist victims with safety planning;
- (ii) Coordinate communication with necessary professionals concerning on-going activities of the defendant that place the victim in fear and/or physical jeopardy;
- (iii) Prompt necessary actions to expedite a stage of the case for victim protection (i.e., alert prosecutors if a case is dismissed in Magistrate Court to initiate the indictment/bond process for victim protection);
- (iv) Prompt necessary actions to initiate the process for probation revocation if defendant violates the sentence terms and jeopardizes victim safety, etc.;
- (v) Provide information and advocacy regarding Temporary Protective Orders;
- (vi) Assist victims with notification requests to the county jail, Department of Corrections, Department of Community Supervision, and State Board of Pardons and Paroles regarding the defendant's release from incarceration and/or supervision; and
- (vii) Provide a comfortable waiting area apart from defendant's family and acquaintances;

(5) Assisting with the Criminal Justice System.

(A) Funded offices shall:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (i) Assist the victim and family members with understanding the criminal justice system and what to expect at each stage of the process;
- (ii) Assist the victim and family members with understanding all legal terminology and strategy during processing of the case;
- (iii) Advocate for restitution at time of sentencing);
- (iv) Coordinate victim needs for transportation and travel that may include; air, train, bus, auto, accommodations, and meals;
- (v) Assist victims with warrant application processes and attend pre-warrant court hearings;
- (vi) Serve as liaison between victims, investigators, prosecutors and court personnel;
- (vii) Provide assistance to investigators and prosecutors for initial and ongoing contact with victims (e.g., interviews and scheduling of interviews);
- (viii) Ensuring that contact information and the physical location of the victim is maintained and accurate for continuation of services;
- (ix) Provide courtroom orientation and pre-trial preparation to testifying victims;
- (x) Escort victims to court and related hearings;
- (xi) Provide ongoing communication and information regarding status of the case, bond hearings, grand jury decisions, disposition options, appellate decisions, etc.;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services


**Victims of Crimes Act - Funding
Conditions**

- (xii) Attend hearings with victims or on behalf of victims when their presence is not required;
- (xiii) Assist victims with making contact with the Board of Pardons and Paroles and the Department of Corrections to request notification regarding a defendant's entry into the prison system and offering avenues for opinions on early parole release;

(6) Education & Collaboration:

(A) Funded offices shall have personnel:

- (i) Serve on community victim advocacy committees, boards of directors, and task forces, acting as liaison for prosecutors' offices and the judicial system (i.e., shelters, rape-crisis centers, etc.);
- (ii) Represent the office on various victims' service bodies including; child fatality review, domestic violence fatality review, sexual assault response team, elder abuse task force, domestic violence task force, various multi-disciplinary teams, etc.;
- (iii) Provide training to community, law enforcement, educational facilities and other professionals on victim assistance and victim related issues including, but not limited to, family violence, identity theft, sexual assault, child abuse, teen dating violence, elder abuse, the criminal and civil justice process, stalking, and crime prevention; and
- (iv) Provide ongoing information and literature to educate victims about the Victim Assistance Program, criminal justice process, and other relevant issues through pamphlets, handouts, presentations, referrals, internet, etc.

 Prosecuting Attorneys' Council of Georgia		
Policies & Procedures		Approved October 2, 2013; amended April 15, 2015, amended August 24, 2016, amended July 15, 2017.
11.2	Victim Services	Victims of Crimes Act - Funding Conditions

(B) Funded offices may have personnel:

- (i) Serve on a Victim Impact Panel as member or coordinator, and hold monthly meetings, and assist in recruiting, training and maintaining victim panel members and speakers.

(7) Prosecutorial Assistance:

(A) Funded offices shall:

- (i) As needed, assist investigators and prosecutors with obtaining reports from DFACS, child advocacy and assessment centers, and other agencies;
 - (ii) As needed, assist investigators and prosecutors with completing referral forms and setting up forensic interviews at child advocacy and assessment centers;
 - (iii) Upon request from investigators, prosecutors, or child advocacy and assessment center personnel, will attend forensic interviews and multidisciplinary team meetings (MDT);
 - (iv) As needed, assist investigators and prosecutors with documentation in domestic and family violence cases (e.g. photographs of victim's injuries, statements, etc.).
- (8) Post-conviction. If the accused is found guilty and sentenced to incarceration in the custody of the Georgia Department of Corrections (GDOC) or supervision by the Georgia Department of Community Supervision (GDSC) funded offices will connect the victim with the Georgia Office of Victim Services and assist the victim with registering for offender status notifications.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2


Victim Services

Victims of Crimes Act - Funding
Conditions

(c) Limited English Proficient Victims.

- (1) Funded offices shall provide access to services and literature in Spanish and other languages as needed
- (2) Each funded office must have a written plan that ensures that victims who are not proficient in the English language are afforded access to services as required by Executive Order 13166. At a minimum, the plan must meet the requirements set forth in U.S. Dept. Of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. 67 Fed. Reg. 41455-41472 (June 18, 2002).
- (3) In addition, funded offices that provide hotline services will provide PAC documentation of a contract for 24-hour language interpretation services for callers who do not speak English. Funded offices that provide hotline services will ensure that TTY machines are operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

For information and resources for providing services to LEP or disabled individuals, visit LEP.gov or Georgia's Americans with Disabilities Act Coordinator's Office, <http://ada.georgia.gov>. You may also contact CJCC for technical assistance with questions or concerns.

 Prosecuting Attorneys' Council of Georgia		
Policies & Procedures		Approved October 2, 2013; amended April 15, 2015, amended August 24, 2016, amended July 15, 2017.
11.2	Victim Services	Victims of Crimes Act - Funding Conditions

(d) Equal Opportunity.


- (1) Funded offices shall provide services to all victims without regard to the victim's race, color, national origin, religion, sex or disability. Any person who believes that they have been discriminated against based on his or her race, color, national origin, religion, sex or disability has the right to file a civil rights complaint with the Office of Justice Programs.
- (2) Each funded office shall display the following statement in a prominent location where it will be visible to staff and visitors to the office and include it in any publications provided to members of the public:

The Victim Witness Assistance Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex or disability. If you believe you have been the target of discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complaint can be found on the Office of Justice Programs website. <http://www.ojp.gov/about/oct/complaint.htm>

(e) Immigration status.

Funded offices that rely on in-kind (non-cash) services necessary to protect life or safety without charge based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. See 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.

(f) Victims of Federal Crimes.

 Prosecuting Attorneys' Council of Georgia		
Policies & Procedures		Approved October 2, 2013; amended April 15, 2015, amended August 24, 2016, amended July 15, 2017.
11.2	Victim Services	Victims of Crimes Act - Funding Conditions

Funded offices must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes. A victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.

(g) **Victims of Crimes Committed by Juveniles.**

Beginning January 1, 2014, funded offices must provide services to a victim of a delinquent act committed by a child which would constitute a crime if committed by an adult as required by O.C.G.A. § 15-11-481. If the funded office opts out of prosecuting delinquency cases in one or more counties in accordance with O.C.G.A. § 15-18-6.1, the funded office must provide the Council with documentation showing how victims of delinquent acts in those counties will receive services required by O.C.G.A. § 15-11-481 and this policy.

8. Use of Volunteers.

- (a) Funded offices must use volunteers unless a waiver is submitted to and approved by the Federal government that indicates that there is a compelling reason to waive this requirement. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.
- (b) Funded offices are required to complete an annual certification indicating the use of volunteers.
- (c) Each funded office agrees to meet any minimum volunteer requirements set forth by CJCC in the Special Conditions unless the requirement is waived in writing by CJCC.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (d) Funded offices shall furnish a listing of all project volunteers that provide direct services, a copy of the contract or agreement between each volunteer and the funded office identifying responsibilities for both parties, and a written job description indicating what types of direct services the volunteer will provide.
- (e) Funded offices wishing to claim volunteer hours as in-kind match may do so at the standard rate for the provision of direct services by a volunteer of \$12.00 per hour. Higher rates must be pre-approved by CJCC.
- (f) Funded offices must document direct service volunteer hours provided as in-kind match both with individual timesheets completed by each volunteer and through the use of CJCC's monthly volunteer time log or any other form or certification CJCC implements for the use of documenting volunteer time.

9. Non-Discrimination in Service Provision.

- (a) As recipients of federal funds from the Department of Justice, all funded offices are subject to the following federal non-discrimination laws:
 - (1) Title VI of the Civil Rights Act of 1964 - 42 U.S.C. § 2000d;
 - (2) Section 504 of the Rehabilitation Act of 1973 - 29 U.S.C. § 794;
 - (3) The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
 - (4) Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
 - (5) Title IX of the Education Amendments of 1972 - 20 U.S.C. § 1681 (applicable to all funded offices that conduct training);



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

(6) The Age Discrimination Act of 1975 - 42 U.S.C. § 6101; and,

(7) Equal Treatment for Faith-Based Organizations - 28 C.F.R. § 38.1 et seq. (prohibits discrimination based on religious affiliation during service delivery).

(b) In the event that a federal or state court, or federal or state administrative agency, makes an adverse finding of discrimination against a funded office, after a due process hearing, on the ground of race, color, national origin or sex, the funded office must submit a copy of the finding to the Council, the CJCC and the OJP Office of Civil Rights.

10. Local Victim Assistance Program Funding, a/k/a Five Percent (5%) Funding, Certification & Reporting.

(a) Funded offices must be certified and eligible to receive 5% funds by CJCC. Funded offices that are not certified as of the date that the funded office enters into the memorandum of agreement with Council, the county and the prosecuting attorney, must complete certification requirements prior to drawing down funds.

(b) Funded offices are required by O.C.G.A. § 15-21-132 to submit an annual report to CJCC detailing the receipt and expenditure of 5% funds by January 15 or other deadline established by CJCC of each year. This report must include the total amount of funds received pursuant to this Code section, the purposes for which the funds were expended, and the total number of victims served in each county for which the funds were received. A copy of the annual report shall also be submitted to each county governing authority from which funds were received pursuant to this Code section.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

11. Other Required Certifications.

- (a) As recipients of federal funds, funded offices are required to verify certain conditions and behaviors by completing certification requirements provided in the common rules for lobbying, drug-free workplaces, and suspension and debarment of the Office of Justice Programs (OJP).
- (b) Funded offices must complete and submit OJP Form 4061/6 entitled "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" to the Council with the memorandum of agreement.

12. Political Activity.

- (a) The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. § 7323, (as amended), concerning the political activity of government employees are applicable to funded office staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by federal grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
- (b) If any changes occur in the funded office's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted. Federal funds cannot be used, directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of OJP.

13. Equal Employment Opportunity Plan.

Funded offices must meet the requirements of 28 C.F.R. § 42.301 et seq., Equal Employment Opportunity Plans (EEOP). The plan must cover the grant period specified in the grant



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

application submitted by the Council, and an EEOP certification form be submitted directly to the Federal Government. If an office needs technical assistance in preparing an Equal Employment Opportunity Plan, they should contact the Office of Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

14. Training of Personnel.

- (a) All victim advocate staff must have completed 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA), CJCC, the Council or any other organization approved by CJCC that provides training specific to serving crime victims. New staff must complete this training within 12 months of the start of employment as a victim advocate.
- (b) Each employee providing victim services in a funded office must attend and successfully complete at least eight (8) hours of training in victim assistance annually. As part of this requirement, victim services supervisors and all fully or partially grant-funded staff in a funded office must attend a victims' compensation training approved by CJCC during the grant year. New staff (whether funded by this grant program or not) must complete this training within six (6) months of the start of employment as a victim advocate.
- (c) Funded offices understand and agree 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>
- (d) The Executive Director may for good cause waive or defer the training requirements provided for in this section unless otherwise prohibited by CJCC or OJP.

15. Use of Timesheets for Personnel



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (a) All VOCA funded staff (whether funded with Federal or matching funds) and direct victim service volunteers must maintain timesheets as specified by CJCC. Timesheets should be maintained on file where the staff member is employed and submitted to PAC or CJCC upon request.

16. Use of Federal Funds for Personnel Only

- (a) The Council requires that all Federal funds pay for costs of personnel only, unless, through a competitive process, CJCC has awarded Federal funds specifically for non-personnel items.
 - (1) Funded offices seeking an exception to use Federal funds to pay for non-personnel costs must submit their request in writing to the Council for approval prior to expending funds.
- (b) Matching funds may be used to pay for any allowable cost item, subject to limitations set forth by CJCC or the Council. Under this project, the Council specifically reserves the right to prohibit expenditures related to purchases of equipment costing \$5,000 or more.

17. Allowable Direct Service Costs.

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services. Direct services for which VOCA funds may be used include, but are not limited to the following:

- (a) *Immediate Health and Safety.* Those services which respond to the immediate emotional, psychological, and physical needs (excluding medical care) of crime victims such as:
 - (1) Crisis intervention;
 - (2) Accompaniment to hospitals for medical examinations;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (3) Hotline counseling;
- (4) Safety planning;
- (5) Emergency food, clothing, transportation, and shelter
- (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
- (7) Short-term (up to 45 days) nursing home, adult foster care, or group home placement for adults for whom no other safe, short-term residence is available;
- (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure victim's safety;
- (9) Emergency legal assistance, such as filing for restraining orders or protective orders, and obtaining emergency custody orders and visitation rights;
- (10) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Nonprescription and prescription medicine, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed, and

;

- (b) *Personal advocacy and emotional support.* Personal advocacy and emotional support including, but not limited to:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (1) Working with a victim to assess the impact of the crime;
 - (2) Identification of victim's needs;
 - (3) Case management;
 - (4) Management of the practical problems created by the victimization
 - (5) Identification of resources available to the victim;
 - (6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed, or;
 - (7) Traditional, cultural, and/or alternative therapy/healing (e.g. art therapy, yoga).
- (c) *Mental Health Counseling and Care.* Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;
- (d) *Peer-support.* Including but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;
- (e) *Facilitation of participation in criminal justice and other public proceedings arising from the crime.* The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g. juvenile justice hearings, civil commitment proceedings), including, but not limited to:
- (1) Advocacy on behalf of the victim;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (2) Accompanying a victim to offices and court;
 - (3) Transportation, meals and lodging to allow a victim who is not a witness to participate in a proceeding;
 - (4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;
 - (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceedings;
 - (6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings);
 - (7) Assistance with Victim Impact Statements;
 - (8) Assistance in recovering property that was retained as evidence, or;
 - (9) Assistance with restitution advocacy on behalf of crime victims.
- (f) *Legal assistance.* Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:
- (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding, or;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (2) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.
- (g) *Transportation.* Transportation of victims to receive services and to participate in criminal justice proceedings;
- (h) *Public awareness.* Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;
- (i) *Transitional housing.* Subject to any restriction on amount, length of time, and eligible crimes set forth by CJCC, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of the victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;
- (j) *Relocation.* Subject to any restriction on amount, length of time, and eligible crimes set forth by CJCC, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

18. Allowable Costs for Activities Supporting Direct Services

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

The following other allowable costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office:

- (1) *Coordination of activities.* Coordination activities that facilitate the provision of direct services, include, but are not limited to, statewide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators (Please note: due to the eligibility requirements of the VOCA Assistance Grant Program, this item is not intended to allow the funding of statewide coalitions that do not provide direct services);
- (2) *Supervision of direct service providers.* Payment of salaries and expenses of supervisory staff in a project, when CJCC determines that such staff are necessary and effectively facilitate the provision of direct services;
- (3) *Multisystem, interagency, multidisciplinary response to crime victim needs.* Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
- (4) *Contracts for professional services.* Contracting for specialized professional services (e.g. psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
- (5) *Automated systems and technology.* Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by CJCC after considering:

- (A) Whether such procurement will enhance direct services;
- (B) How any acquisition will be integrated into and/or enhance the program's current system;
- (C) The cost of installation;
- (D) The cost of training staff to use the automated systems and technology;
- (E) The ongoing operational cost, such as maintenance agreements or supplies, and;
- (F) How additional costs relating to any acquisition will be supported (Please note: In an effort to avoid duplication and coordinate large scale technology projects, CJCC must pre-approve all expenditures related to automated systems and technology.
- (G) Funding will not be approved for any computer system or software that is not capable of interfacing with the TRACKER case management system operated by the Council.

(6) *Volunteer trainings.* Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

19. Allowable Administrative Costs.

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services.

Administrative costs for which VOCA funds may be used by funded offices include, but are not limited to, the following::

- (1) *Personnel costs.* Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a pro-rated share of liability insurance;
- (2) *Skills training for staff.* Training exclusively for developing the skills of direct service providers including paid staff (both VOCA-funded and not) and volunteers, so that they are better able to offer quality services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources related to training. Conferences must be pre-approved by CJCC.
- (3) *Training-related travel.* Costs such as travel (in-State, regional, and national) including meals, lodging registration fees and other travel costs for paid direct service staff (both VOCA-funded and not);
 - (A) Reimbursement of expenses for training must meet the Statewide Travel Policy promulgated by the State Accounting Office (SAO) and the Office of Planning and Budget (OPB) pursuant to O.C.G.A. § 50-5B-5 and Chapter 6 of the Council's Rules. Reimbursement rates must follow local, State or Federal rates, whichever is lowest.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (4) *Organizational Expenses.* Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or minor modifications that would improve the program's ability to provide services to victims (Please note: construction costs are generally not allowed; please contact CJCC if you are considering applying for funds for any type of building adaptations or modifications);
- (5) *Equipment and furniture.* Subject to limitations set forth by the Council and CJCC, expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;
- (A) Title to all equipment and/or supplies purchased with Federal funds shall vest in the Council and will be assigned for use by the funded office. An inventory of such property must be maintained in accordance with Council Policy 4.8. Such equipment and supplies will be maintained in accordance with Council Policy 4.8 long as the equipment and/or supplies are used for program related purposes. If the funded office ceases to provide victim services, the Council has the right to determine the future use of such property and to reallocate it to another funded office.
- (B) Funded offices cannot use VOCA funds to purchase supplies for another organization or individual to perform a victim related service.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(6) *Operating costs.* Operating costs include but are not limited to the pro-rated share of:

- (A) Supplies
- (B) Equipment use fees
- (C) Property insurance,
- (D) Printing, photocopying, and postage;
- (E) Courier service;
- (F) Brochures that describe available services;
- (G) Books and other victim-related materials;
- (H) Computer backup files/tapes and storage;
- (I) Security systems;
- (J) Design and maintenance of Web sites and social media, or;
- (K) Essential communication services such as web hosts and mobile device services.

(7) *VOCA administrative time.* Costs of administrative time spent performing the following:

- (A) Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

(B) Collecting and maintaining crime victims' records;

(C) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and;

(D) Funding the pro-rated share of audit costs.

(8) *Leasing or purchasing vehicles.* Costs of leasing or purchasing vehicles, as determined by CJCC after considering, at a minimum, if the vehicle is essential to the provision of direct services;

(9) *Maintenance, repair, or replacement of essential items.* Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by CJCC after considering, at a minimum, if other sources of funding are available;

(10) *Project evaluation.* Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by CJCC. Please note: expenses of this type require pre-approval by CJCC.

20. Expressly Unallowable Costs.

No VOCA funds may be used to fund or support the following:

(1) *Lobbying.* Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. 1913), whether conducted directly or indirectly;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (2) *Research and studies.* Research and studies, except for project evaluation under 28 CFR § 94.121(j);
- (3) *Active investigation and prosecution of criminal activities.* The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims under 28 CFR § 94.119, during such investigation and prosecution;
- (4) *Fundraising.* Any activities related to fundraising, except for fee-based, or similar, program income authorized by CJCC;
- (5) *Capital expenses.* Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (except as specifically allowed by CJCC);
- (6) *Compensation for victims of crime.* Reimbursement of crime victims for expenses incurred as a result of a crime;
- (7) *Medical care.*
- (8) *Salaries and expenses of management.* Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators.

21. Motor Vehicle Operations.

- (a) *Seat Belt Use.* Pursuant to 23 U.S.C. §§ 402 and 403, and 29 U.S.C. § 668, funded offices, as a recipient of Federal contracts, subcontracts, and grants, shall encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and sub-recipients when operating government-owned, rented, or personally owned vehicles.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (b) Text Messaging While Driving. Text messaging while driving is prohibited for all personnel funded by grants administered by the Council pursuant to grants from CJCC. See Council Policy 12.2(6)(f).

22. Reporting Fraud or Criminal Activity Involving Grant Funds.

- (a) Funded offices agree to promptly refer to the U.S. Department of Justice (DOJ) Office of Inspector General (OIG) any credible evidence that a principal, 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.
- (b) 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
hotline: (contact information in English and Spanish) (800) 869-4499
hotline fax: (202) 616-9881

- (c) Additional information is available from the DOJ OIG website at:
<http://www.justice.gov/oig/hotline/>

23. Use of psychologists, professional counselors, social workers, and marriage and family therapists.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (a) Funded offices agree to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq.).
- (b) Funded offices agree to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq.).

24. Compliance with Federal Uniform Guidance and Audit Requirements.

- (a) Funded offices must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. §200.0 et seq., as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. §2800.101 et seq. Funded offices further understand and agree that funds may be withheld, or other requirements may be imposed, if outstanding audit issues (if any) from C.F.R. §200.0 et seq. (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide.
- (b) The Catalog of Federal Domestic Assistance (CFDA) number for this grant program is 16.575

25. Access to Records.

Funded offices will provide the Council, the Office for Victims of Crime, the Office of the Chief Financial Officer (OCFO), CJCC and their representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

26. Records & Reports; Use of TRACKER.

- (a) As used in this section:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

- (1) "TRACKER" means the Tracker Prosecutor Case Management System, a secure, on-line computer case management system operated by the Council;
 - (2) "VSSR Data" means data that documents the number of new and existing victims served, the demographics of victims, the type of crimes involved and the number and types of services provided to victims by funded offices.
- (b) Funded offices shall utilize TRACKER to document the number of new and existing victims served, the demographics of new victims, and the number and types of services provided victims of crime. Data shall be entered into TRACKER at or near the time services are provided.
- (1) Any funded office not on TRACKER on October 1, 2013 shall, as a condition of receiving funds, take all necessary steps to begin using TRACKER by the end of the first quarter.
 - (2) Funded offices not on TRACKER as of October 1, 2013, must maintain and submit VSSR data to the Council in such form as the Director of the Information Technology Division shall prescribe until such time as TRACKER becomes available for use by that office.
 - (3) When the Executive Director determines that TRACKER is available for use within a circuit or county, failure to utilize TRACKER may result in withholding of reimbursement of expenditures or void the memorandum of agreement.
- (c) Each funded office is responsible for the accuracy of data entered into TRACKER and reported to CJCC.
- (1) The victim assistance coordinator in each funded office shall review VSSR data for completeness and accuracy at least monthly.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

(2) For offices utilizing TRACKER to manage the preparation and disposition of criminal and civil cases, the victim assistance coordinator is only responsible for the completeness and accuracy of VSSR data related to those cases.

(d) Any unauthorized use of TRACKER may result in the loss of access to the system, termination of employment, or criminal or civil prosecution.

27. Prior Approval Required for Certain Contracts or Subcontracts.

Funded offices cannot use any federal funds, either directly or indirectly, in support of any contract or subcontract to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries without the express prior written approval of CJCC and OJP.

28. National Environmental Policy Act.

Funded offices must comply with the National Environmental Policy Act, 83 Stat. 852, 42 U.S.C. § 4321, et seq., and other related federal environmental impact analysis requirements if the funded office engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds:

- (a) New construction
- (b) Minor renovation or remodeling of a property that is either:
 - (1) Listed on or eligible for listing on the National Register of Historic Places; or
 - (2) Located within a 100-year flood plain.
- (c) A renovation, lease, or other proposed use of a building or facility that will either:
 - (1) Result in a change in its basic prior use; or



Prosecuting Attorneys' Council of Georgia

Policies & Procedures		Approved October 2, 2013; amended April 15, 2015, amended August 24, 2016, amended July 15, 2017.
11.2	Victim Services	Victims of Crimes Act - Funding Conditions

- (2) Significantly change its size.
- (d) Implementation of a new program involving the use of chemicals other than those:
 - (1) Purchased as an incidental component of a funded office; or
 - (2) Traditionally used, for example, in office, household, recreational or educational environments.

VICTIMS OF CRIME ACT ASSISTANCE GRANT PROGRAM
SPECIAL CONDITIONS

SUBGRANT NUMBER: C16-8-207 (continuation)
SUBGRANT NUMBER: C15-8-374 (comp advocates)

SUBGRANTEE: Prosecuting Attorney's Council of Georgia

1. 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 2017 award.

For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

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

Federal laws prohibit grantees and subgrantees of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Initials _____ KF

2. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

Initials _____ KF

3. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that subgrantees have in providing language services to LEP individuals, please see the website at <https://www.lep.gov>.

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 providing hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training within two weeks of their respective start dates as well as ongoing review of TTY answering procedures.

Initials _____ KF

4. All subgrantees of Federal financial assistance, regardless of the particular funding source, the

amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, CJCC investigates subgrantees that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, CJCC selects a number of subgrantees each year for compliance reviews, audits that require subgrantees to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Initials _____ KF

5. Federal grant program requirements, the subgrantee must comply with the following EEOP reporting requirements:

If the subgrantee has less than 50 employees, receives an award of less than \$25,000, or is a nonprofit organization, medical institution, educational institution, or Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, the subgrantee must complete and submit Section A of the Certification Form, which is available online at <https://www.ojp.gov/about/ocr/pdfs/cert.pdf>.

If the subgrantee is a government agency or private business, receives an award of at least \$25,000 but less than \$500,000, and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form). While the subgrantee does not have to submit the report to the Office for Civil Rights (OCR) for review, it must maintain the Utilization Report 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. The Certification Form is available at <https://www.ojp.gov/about/ocr/pdfs/cert.pdf>.

If the subgrantee is a government agency or private business, receives 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 a Utilization Report (formerly called an EEOP Short Form) and submit it to OCR for review within 60 days from the date of this award. For assistance in developing a Utilization Report, please consult OCR's website at <https://www.ojp.gov/about/offices/ocr.htm>. In addition, the subgrantee has to complete Section C of the Certification Form and return it to OCR. The Certification Form is available at <https://www.ojp.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at OCR by telephone at (202) 307-0690, TTY at (202) 307-2027, or e-mail at EEOSubmission@usdoj.gov.

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 OCR, is a violation of its Certified Assurances and may result in either (1) suspension of funding until such time as the subgrantee is in compliance or (2) termination of the award. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to CJCC upon request.

Initials _____ KF

6. Subgrantee agencies are required to clearly post a non-discrimination policy in accordance with the special conditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination against the subgrantee agency.

If a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex or

disability, then the subgrantee must submit a copy of the findings to CJCC and to OCR for review (28 C.F.R. §§ 42.205(5) or 31.202(5)).

Initials KF

7. Pursuant to A.G. Order No. 2353-2001 and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver in-kind (noncash) services necessary to protect life or safety and do not charge for said services based on the clients' 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 and 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.

Any law enforcement or prosecution subgrantee that provides in-kind (non-cash) services necessary to protect life or safety and does not charge for said services based on the clients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services (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 and 66 FR 3613; O.C.G.A §17-5-100(f))).

Initials KF

8. The subgrantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The details of subgrantee obligations are posted on OJP's website at <https://www.ojp.gov/funding/sam.htm>.

Initials KF

9. The subgrantee agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide") including any updated version that may be posted during the period of performance.

Initials KF

10. The subgrantee agrees to comply with the conditions of the Victims of Crime Act (VOCA) of 1984 sections 1404(a)(2), (b)(1), and (b)(2), 42 U.S.C. 10603(a)(2), (b)(1), (b)(2), applicable program guidelines and regulations, and program rules (28 C.F.R. part 94), as required.

Initials KF

11. The subgrantee understands and agrees that CJCC may withhold award funds or 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 other awards. The CFDA number for this grant program is 16.575.

Initials KF

12. If any changes occur in the subgrantee's lobbying status or activities a revised Disclosure of Lobbying Activities Form must be submitted to CJCC. The subgrantee further understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment,

repeal, modification, or adoption of any law, regulation or policy at any level of government without the express prior written approval of OJP.

Initials *D* *KF*

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

Initials *D* *KF*

14. The subgrantee agrees to comply with all the requirements of the DOJ's Regulations on the Confidentiality of Identifiable Research and Statistical Information. The subgrantee agrees that any information identifiable to a private person that is collected as part of this grant will be used for research and statistical purposes only and acknowledges that these data are immune from legal process. The subgrantee agrees to follow all the requirements for subject notification, information transfer agreements, and final disposition of data.

Initials *D* *KF*

15. The subgrantee understands that the maximum consultant/contractor rate is \$650.00 per eight hour day (\$81.25 per hour) and must provide justification and receive prior approval from CJCC for rates equal to or exceeding the maximum hourly and/or daily rate.

Initials *D* *KF*

16. The subgrantee 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 <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

Initials *D* *KF*

17. The subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by victims receiving assistance.

Initials *D* *KF*

18. The subgrantee agrees that if it currently has other active awards of federal funds, or receives any other award of federal funds during the period of performance, the subgrantee must promptly determine whether funds from any part of those award funds have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are being provided under this award. If so, the subgrantee will promptly notify the CJCC grant specialist for this award in writing of the potential duplication. In addition, if requested by CJCC, the subgrantee will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials *D* *KF*

24. Subgrantee agencies agree to comply with the core services and/or state approved standards applicable to their agency type as outlined in the Request for Applications and the application submitted for the applicable award. Subgrantee agencies are responsible for ensuring that their agency meets the minimum requirements and maintains all documentation applicable to its requirements.

Initials *S* *KF*

25. The subgrantee agrees to comply with CJCC's Subgrantee Programmatic and Fiscal Compliance Policy. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials *S* *KF*

26. The subgrantee agrees to obtain prior approval from CJCC to earn or use program income for any VOCA-funded program/project.

Initials *S* *KF*

27. All nonprofit organizations shall comply fully with the requirements set forth in O.C.G.A. § 50-20-1, et seq. and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

Initials *S* *KF*

28. All non-profit subgrantees under this award must make their financial statements available online (either subgrantee's or another publicly available website). OVC will consider subgrantee organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

Initials *S* *KF*

29. All non-profit subgrantees under this award must certify their non-profit status by submitting a statement to CJCC affirmatively asserting that the subgrantee is a non-profit organization and indicating that it has on file, and available upon audit, either a 1) copy of the subgrantee's 501(c)(3) designation letter, 2) letter from the state's taxing body or attorney general stating that the subgrantee is a non-profit organization operating within the state, or 3) copy of the subgrantee's state certificate of incorporation that substantiates its non-profit status. Subgrantees that are local non-profit affiliates of state or national non-profits should have available proof of (1), (2), or (3) and a statement by the state or national parent organization indicating that the subgrantee is a local non-profit affiliate.

Initials *S* *KF*

30. Subgrantees who provide emergency shelter agree that if their agency cannot house a victim they will 1) identify available resources, 2) assist the victim in developing and implementing a feasible plan to access other emergency shelter and/or other services, 3) advocate on behalf of victims to ensure the needed services are obtained, and 4) follow-up to ensure victim has received appropriate services in a timely manner.

Initials *S* *KF*

31. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to CJCC regarding the receipt and expenditure of these funds per O.C.G.A. § 15-21-132.

Initials *LF* *KF*

32. Subgrantee agencies agree to comply with the core services training and continuing education requirements applicable to their agency type as outlined in the state standards, Request for Applications, and the application submitted for the applicable award. Subgrantee agencies are responsible for ensuring that their agency's staff meets the minimum training requirements and continuing education and maintains all applicable documentation (additional online training resources are available at <https://www.ovcttac.gov>).

Initials *LF* *KF*

33. The subgrantee agrees that all fully or partially grant-funded staff and his/her supervisor must attend a Victim's Compensation 101 training hosted through CJCC. Staff and supervisors must provide a certificate of completion as proof of attendance. Only trainings received since 2015 meet this requirement. Victim's Compensation 101 also may be applied toward training requirements specified by the subgrantee agency's core service requirements.

Initials *LF* *KF*

34. The subgrantee must submit SAR #1 with the completed award package. The adjustment request must be accompanied by an accurate detailed project budget in the format requested by CJCC 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 CJCC. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by CJCC.

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

Initials *LF* *KF*

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

Initials *LF* *KF*

36. 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 (SER) 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 *LF* *KF*

37. A subgrantee that has never received a negotiated indirect cost rate from a Federal Agency, may elect to use the "de minimis" indirect cost rate of 10% as described in 2 C.F.R. 200.414(f). If a subgrantee elects to use the "de minimis" indirect cost rate, the subgrantee must advise CJCC 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).

deviation from this requirement must be requested in writing to CJCC utilizing the volunteer requirement waiver request form.

When using volunteer hours to satisfy the match requirement, the subgrantee agrees to utilize project volunteers that provide direct services as defined under the Victims of Crime Act. In order to comply with this requirement, the subgrantee shall furnish a written job description indicating what types of direct services the volunteer will provide. The subgrantee shall provide a copy of the contract between each volunteer and the subgrantee identifying responsibilities for both parties and, with each SER, a listing of all project volunteers that provide direct services using the Monthly Volunteer Time Record, both available at <https://cjcc.georgia.gov/grant-forms-publications>. The subgrantee shall submit an explanation of "other" volunteer services not listed on the Monthly Volunteer Time Record with each SER, as applicable. Volunteer time spent on administrative activities not related to the grant program, such as board member meetings, are unallowable.

Initials *S* *KF*

43. The subgrantee certifies that 1) equipment and/or supplies purchased with funds under this award shall vest in the agency that purchased the property, 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes, and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, CJCC will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia. Vehicles purchased with federal funds must only be used for approved service delivery including client transport or to provide other client services.

Initials *S* *KF*

44. 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 *S* *KF*

45. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

Initials *S* *KF*

46. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with understanding and completing application forms and procedures, obtaining necessary documentation, checking on their claim status, and/or following up with the Board of Appeals, as applicable.

Initials *S* *KF*

47. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et seq.). In addition the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et seq.).

Initials *S* *KF*

48. The subgrantee authorizes the Office for Victims of Crime, the Office of the Chief Financial Officer (OCFO), CJCC and its' representatives access to and the right to examine all records, books,

paper, and documents related to the VOCA grant.

Initials KF

49. Subgrantee agencies are subject to regular compliance monitoring activities by CJCC staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the award. Subgrantee agencies will be scheduled randomly for site visits and desk reviews annually. The subgrantee agency agrees to comply with all compliance monitoring activities.

Initials KF

50. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities, initiated and/or conducted by CJCC during and subsequent to the award period.

Initials KF

51. Repeatedly late submission of any reports may result in a temporary freeze or a recommendation to the Council for a reduction to your award. These reports include, but are not limited to, SERs and Progress Reports such as VSSR, OPM, and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.

Initials KF

52. The subgrantee agrees to activate the agency's award within 90 days of receipt. Subgrantees who do not activate their awards within the specified timeframe may be immediately classified as high-risk agencies. Furthermore, the subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if CJCC determines that the subgrantee is a high-risk agency due to inactivity or results of any other risk assessment performed by CJCC per 28 C.F.R. parts 66, 70.

Initials KF

53. No subgrantee under this award may require any employee or contractor to sign an internal confidentiality agreement or statement that explicitly or implicitly prohibits or otherwise restricts the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

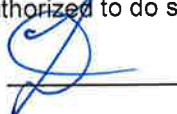
In accepting this award, the subgrantee –

- i. Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (explicitly or implicitly) employees or contractors from reporting waste, fraud, or abuse as described above,
- ii. 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 (explicitly or implicitly), reporting of waste, fraud, or abuse as described above it will immediately stop any further obligations of award funds, provide prompt written notification to CJCC, and resume (or permit resumption of) such obligations only if expressly authorized to do so by CJCC,
- iii. Represents that it has determined that no other entity 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 or otherwise currently restrict (explicitly or implicitly)

employees or contractors from reporting waste, fraud, or abuse as described above,

- iv. Represents that it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation, and
- v. Certifies that if it learns or is notified that any subgrantee, 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 (explicitly or implicitly), reporting of waste, fraud, or abuse as described above it will immediately stop any further obligations of award funds to or by that entity, provide prompt written notification to CJCC making this award, and resume (or permit resumption of) such obligations only if expressly authorized to do so by CJCC.

Initials _____

 KF

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

Faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by subgrantees.

Initials _____

 KF

55. The subgrantee agrees to submit any and all board meeting minutes recorded which took place during the expenditure period. Board meeting minutes submitted should coincide with the timing of SER submissions, see Special Condition #36. The subgrantee agrees to provide a schedule of board meetings for the grant year inclusive of each meeting's date, time, and location.

Initials _____

 KF

56. **PAC Statewide Distribution Subgrantees with Victims Compensation Advocates –**
The subgrantee agrees to: 1) Designate an Advocate to serve as the primary Compensation Advocate; 2) Ensure that Compensation Advocates attend Advanced Victims Compensation Trainings; 3) Ensure that all compensation applications submitted by the District Attorney's Offices are submitted via the Victims Comp Portal and include the police report or an investigative document (e.g. warrant, indictment, etc.); 4) Develop relationships with Law Enforcement to increase the number of Compensation applications submitted and to obtain police reports for victims of violent crimes; 5) Develop a resource list in their respective judicial circuit; 6) Monitor all incomplete applications within their judicial circuit via the Victims Comp Portal and assist with getting requested information/documentation; 7) Follow-up with victims at the request of Victims Compensation staff prior to an application being denied; 8) Submit applications for immediate family members for victims of homicide (counseling benefit); 9) Periodically review the UCR

SUBGRANT NUMBER: C16-8-207 (continuation)
SUBGRANT NUMBER: C15-8-374 (comp advocates)

SPECIAL CONDITIONS

database for known restitution orders that are 5 years or older. and 10) When submitting applications for victims of DUI inform/assist victims with the DUI memorial sign application.

Initials LF

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 Grantee.

Authorized Official Signature Date

Print Authorized Official Name Title

Lee Darragh NOV. 8, 2017

DA/SG Signature Date

LEE DARRAGH

Print DA/SGI Name

Additional Requirements

1. The Subgrantee's DUNS # is 039486055

2. The Subgrantee understands and agrees that all grant-funded staff including volunteers and those staff that provide a cash match are required to keep timesheets.

Initials: Y KF

3. The Subgrantee understands and agrees that active investigation and prosecution of criminal activities are expressly unallowable costs. No VOCA funds may be used to pay salaries, benefits or other costs associated with active investigation and prosecution of criminal activities except for the provision of victim assistance services to crime victims during such investigation and prosecution.

Initials: J KF

CERTIFICATE OF NON-SUPPLANTING

Federal law requires that grant funds received by the Department of Justice, not be used to supplant or replace funds that would normally be available or appropriated for the same purpose. As the subgrantee and administrator of VOCA funds on behalf of the district attorneys and solicitors-general, PACGA is obligated to ensure that prosecutors' offices do not violate these non-supplanting requirements. This certificate of non-supplanting is to be signed by the recipient Victim-Witness Program's District Attorney or Solicitor General. Although the Prosecuting Attorneys' Council of Georgia may provide guidance on VOCA budgets, and the Criminal Coordinating Council of Georgia may approve VOCA budgets, it is contingent upon the VWAP program receiving federal funds to certify non-supplanting of local funds.

Supplanting Definition: Supplanting is considered the reduction of state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law. In those instances where a question of supplanting arises, the sub-grantee or grantee may be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

CERTIFICATION

The recipient certifies that any funds awarded through the Victims of Crime Act (VOCA) will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated or allocated for the purpose of providing services to victims of crime. The recipient understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant and civil and/or criminal penalties.



Signature of District Attorney or Solicitor-General

Nov. 8, 2017

Date

LEE DARRAGH

Printed Name of District Attorney or Solicitor-General

DESIGNATION OF GRANT OFFICIALS - INSTRUCTIONS

On the following page, fill in the name, title, address, and phone number for the project director, the financial officer, and the authorized for the grant. No two officials can be the same person.

A. Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project.

B. Financial Officer

This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer/controller, or the board treasurer.

C. Authorized Official

This person is the official who is authorized to apply for, accept, decline, or cancel the grant for the applicant agency. This must be the executive director of a state agency, chairperson of the county Board of Commissioners, city mayor, chairperson of the city council, or the chairman/president of the board of directors. All correspondence regarding the grant activation must be signed by the authorized official. Once an allocation has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to PAC.

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Dawson County District Attorney's Office

PROJECT TITLE: VOCA Grant Victim's Compensation Advocate

GRANT NUMBER: C15-8-374

Mr.

Ms.

Kristen Frame

PROJECT DIRECTOR NAME (Type or Print)

Victim Services Director, District Attorney, Northeastern Judicial Circuit

Title and Agency

P.O. Box 1690

Gainesville

30503

Official Agency Mailing Address

City

Zip

(770) 531-6965

(770) 531-6970

Daytime Telephone Number

Fax Number

kframe@hallcounty.org

E-Mail Address

Mr.

Ms.

Rachel Seal

FINANCIAL OFFICER (Type or Print)

Grants Manager, Dawson County Government

Title and Agency

25 Justice Way

Dawsonville

30534

Official Agency Mailing Address

City

Zip

(706) 344-3501

Daytime Telephone Number

Fax Number

rseal@dawsoncounty.org

E-Mail Address

Mr.

Ms.

Lee Darragh

DA or SG (Type or Print)

District Attorney, Northeastern Judicial Circuit

Title and Agency

P.O. Box 1690

Gainesville

30503

Official Agency Mailing Address

City

Zip

(770) 531-6965

(770) 531-6970

Daytime Telephone Number

Fax Number

ldarragh@hallcounty.org

E-Mail Address

**Prosecuting Attorneys' Council of Georgia
VOCA Reimbursement Selection Form**

AGENCY NAME: Dawson County District Attorney's Office

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. **For reimbursements to be deposited into an account other than the county –e.g. DA's Operating Account, etc.–the County Commission must sign below or submit a letter authorizing such deposits)**

Bank Name: United Community Bank

Bank Routing Number: 061112843

Bank Account Number: 100958

Agency Contact Name: Vickie Neikirk

Agency Contact Telephone Number: 706 344 3501 ext. 42214

Agency Authorized Official Name and Title: Billy Thurmond, Chairman

Agency Authorized Official Signature: _____

- Check** (Reimbursements will be mailed in the form of a check to the address listed below. For payments to be made to an entity other than the county –e.g. DA's Office, VWAP Program, etc.–the county must submit a letter authorizing such payments)

Mailing Address: _____

City, State & Zip: _____

Attention: _____

Agency Authorized Official Signature: _____



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: 14893 FEI/SSN/EMP ID NUMBER: 58-6011882
 VENDOR NAME: Commissioner of Roads and Revenue Dawson County
 PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) _____
 ADDRESS: 25 Justice Way, Suite 2313
 CITY: Dawsonville STATE: Georgia ZIP CODE: 30534 COUNTRY: USA
 PHONE NUMBER: 706 3443501 ext. 42214 FAX NUMBER: 706 531 2703
 CONTACT EMAIL: vneikirk@dawsoncounty.org
 PYMT REMIT EMAIL _____ LOC # _____
 PYMT REMIT EMAIL _____ LOC # _____

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

ROUTING # 061112843 BANK ACCOUNT # 100958

- 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 VDCA
(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.

Vickie Neikirk _____ (Date)
(Vendor Printed Name) (Vendor Signature)

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: _____ Agency BU#: _____ Date: _____
 Signature: _____
 Email: _____ Phone: _____ Fax #: _____

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.

Guide to Completing the Disclosure of Lobbying Activities Form

1. Disclosure of Lobbying Activities (complete as follows):
 - a. Section 1: Write/Type "B"
 - b. Section 2: Write/Type "B"
 - c. Section 3: Write/Type "A"
 - d. Section 4: Check "Subwardee"
 - e. Section 5: Write/Type "State of Georgia, Criminal Justice Coordinating Council, 104 Marietta Street, Suite 440, Atlanta, GA 30303:"
 - f. Section 6 Write/Type "U.S. Department of Justice, Office of Justice Programs."
 - g. Section 1: Write/Type "Victims of Crime Act Formula Grant Program." CFDA 16.575
 - h. Section 10a: Your agency information
 - i. Section 10b: Leave blank
 - j. Sign and date

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.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: State of Georgia Criminal Justice Coordinating Council 104 Marietta Street, Suite 440 Atlanta, GA 30303 Congressional District, if known:	
6. Federal Department/Agency: U.S. Department of Justice Office of Justice Programs	7. Federal Program Name/Description: Victims of Crime Act Formula Grant Program CFDA Number, if applicable: <u>16.575</u>	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Commissioner of Roads and Revenue Dawson County 25 Justice Way, Suite 2313 Dawsonville, GA 30354	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. 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 (County): _____ Print Name: <u>Billy Thurmond</u> Title: <u>Chairman, Dawson County</u> Telephone No.: _____ Date: _____	
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	



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. §7 94); 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.

County Commission Signature

Date



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:

Commissioner of Roads and Revenue Dawson County
25 Justice Way, Suite 2313
Dawsonville, GA 30534

2. Application Number and/or Project Name

C15-8-374

3. Grantee IRS/Vendor Number

58-6011882

4. Printed Name and Title of County Official

Billy Thurmond, Chairman

5. County Official Signature

6. Date

**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.

Billy Thurmond, Chairman, Dawson County Board of Commissioners
Name and Title of Authorized Representative (County Commission Chair)

Signature (County Commission Chair)

Date

Commissioner of Roads and Revenue Dawson County
Name of Organization

25 Justice Way, Suite 2313, Dawsonville, GA 30534
Address of Organization

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 \$500,000 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 the State Administering Agency's office not later than nine (9) months after the end of the sub-recipient's fiscal year.

State or local governments that expend less than \$500,000 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: January 01 - December 31

Date of Last Audit: 06/30/2017

Date of Next Audit: 06/30/2018

Anticipated Date Next Scheduled Audit Will Be Forwarded to the Council: 07/15/2018

[NOTE: If the total amount of your agency's federal funds expenditures (including this grant) does not equal or exceed \$500,000 you may write "Not Applicable" in this space.

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:** Danielle Yarbrough
- (2) **Title/Address:** County Clerk / HR Director
25 Justice Way, Suite 2233
Dawsonville, GA 30534
- (3) **Telephone Number:** 706 344 3501 ext. 42245
- (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/

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. COMMISSIONER OF ROADS AND REVENUE DAWSON COUNTY	
2 Business name/disregarded entity name, if different from above DAWSON COUNTY BOARD OF COMMISSIONERS	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ LOCAL GOVERNMENT	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) 25 JUSTICE WAY, SUITE 2214	Requester's name and address (optional)
6 City, state, and ZIP code DAWSONVILLE, GA 30534	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
5 8 - 6 0 1 1 8 8 2	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Natalie Johnson</i>	Date ▶ <i>2-27-17</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

VOCA At-A-Glance: Reporting Requirements & Deadlines
Federal Fiscal Year 2017-2018

I. Activation Packages

Deadline: November 30, 2017 (budgets due 11/1/17)
Submit: Refer to the Grant Activation Checklist to ensure proper submission

II. Subgrantee Expenditure Reporting Form (SER)

Deadlines: SER #1 January 15, 2018 (for the period covering Oct. 1 – Dec. 31, 2017)
SER #2 April 15, 2018 (for the period covering Jan. 1 – March 31, 2018)
SER #3 July 15, 2018 (for the period covering April 1 – June 30, 2018)
SER #4 October 15, 2018 (for the period covering July 1 – Sept. 30, 2018)

Submit: By email to kkemp@pacga.org.
Include SER form in Excel format, SER Authorization Form, Volunteer Time Log, Volunteer Contracts, and receipts to support any expenditure outside of the PERSONNEL category.

III. Victims Services Statistical Report (VSSR)

Deadlines: VSSR #1 January 15, 2018 (for the period covering Oct. 1 – Dec. 31, 2017)
VSSR #2 April 15, 2018 (for the period covering Jan. 1 – March 31, 2018)
VSSR #3 July 15, 2018 (for the period covering April 1 – June 30, 2018)
VSSR #4 October 15, 2018 (for the period covering July 1 – Sept. 30, 2018)

Submit: Via TRACKER
****NOTE**** Quarter 4 submissions include narrative questions that may require submission of additional documentation. Additional documentation in support of Quarter 4 submissions should be submitted via email to kkemp@pacga.org.

IV. Subgrantee Adjustment Request (SAR)

Deadlines: Within 14 days of the effective date of any change to your grant.

Submit: By email to kkemp@pacga.org.
Include: SAR form, revised budget, and supporting documentation (e.g. salary authorization forms, job descriptions). MAJOR changes (i.e. reallocating funds between categories) are not permitted in the last 60 days of the grant and must be submitted by the SER #3 deadline. MINOR changes (e.g. filling vacancies, issuing raises) may be submitted up until the SER #4 deadline

V. 5% Reports (Annual Report and Re-certification)

Deadlines: Annual Report due in spring 2018. Re-cert is due in 2018. Deadlines set by CJCC. Annual reporting is yearly and re-certification is every two years (all offices on the same cycle).

Submit: Via CJCC portal. User IDs and Passwords will be sent to your office by CJCC.

VI. Outcome Performance Measurement Surveys (OPMs)

Deadlines: October 30, 2018 (for the period covering October 1, 2017 to September 30, 2018)

Submit: Via the CJCC portal. User IDs and Passwords will be sent to your office in advance of the deadline.
Note: Besides 5%, this is the **ONLY** report submitted directly to CJCC.

VII. Volunteer Waiver Forms/Volunteer Affidavits

Deadlines: October 15, 2018
Required if your office has not used volunteers in any capacity during the grant year

Submit: By email to kkemp@pacga.org with SER #4

Backup material for agenda item:

3. Presentation of Family Connection Fiscal Agent Request- Nancy Stites, Family Connection Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Family Connection

Work Session: 11/21/17

Prepared By: Dawn Pruett, Board Vice Chair

Voting Session: 12/7/17

Presenter: Nancy Stites

Public Hearing: Yes No

Agenda Item Title: Family Connection Fiscal Agent Request

Background Information:

Dawson County Family Connection's mission is to provide leadership through collaboration with all segments of the community for the well-being of families and children. Having another entity serve as their fiscal agent makes it possible to accept state and federal funds that are reimbursable contracts that support a Coordinator and the work of the collaborative. Dawson County Family Connection was created in 1991 and became a non-profit in 1998. Dawson County Government has served as their fiscal agent since July 1, 1999.

Current Information:

Contract funding received and managed by the fiscal agent has allowed programs to be envisioned at the Family Connection table and come to fruition such as Mentoring, School-based Health Clinics, Stewards of Children, Underage drinking prevention campaign and many other projects and activities with a focus on school success and strengthening families and children.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
207						

Recommendation/Motion: Approval for Dawson County to be the fiscal agent for Family Connection for FY 2018

Department Head Authorization: Dawn Pruett

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 11/16/17

County Manager Authorization: DH

Date: 11/16/17

County Attorney Authorization:

Date:

Comments/Attachments:

Family Connection is requesting Dawson County Government contract for all fiscal activities relative to the operation of Dawson County Community Partnership, Inc./Family Connection for 2018. Request approval/authorization for application submittal and the Chairman's signature upon acceptance of additional grant award contracts and donations received throughout 2018 as approved by the Family Connection Board. If matching funds are required, a separate request will be brought before Dawson County Government for approval.

Attached is 1) Memorandum of Understanding, 2) Family Connection 2018 Budget, 3) Fiscal Agent Agreement

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is hereby entered into this _____ day of _____, 2017 by and between Dawson County Community Partnership, Inc./Family Connection, hereinafter referenced as “Agency”, and the Board of Commissioners of Dawson County, hereinafter referenced as “Dawson County”.

1. Fiscal Agent/Financial Accounting.

Dawson County shall act as fiscal agent and provide financial accounting support to the Agency for programs supported by donations to the Agency and by the grants received by the Agency referenced in “Exhibit A”, which is attached hereto and incorporated herein by reference. The grants referenced in Exhibit A may be amended during the term of this Memorandum of Understanding upon approval by Dawson County.

2. Agency Services.

The Agency shall furnish the following services, data and information to the Dawson County:

1) act as the liaison between the Agency and all vested community organizations, and 2) to provide appropriate administrative duties including, but not limited to, program development and contract deliverables implementation, resource development, coordinating public information, and 3) provide all grant applications, agreements or contracts and corresponding data required by the fiscal agent to fulfill the grant requirements and

3. Term.

The parties hereto agree that the term of this Memorandum of Understanding shall be as follows: January 1, 2018 – December 31, 2018.

4. Records.

Dawson County shall maintain such records and accounts regarding property, personnel and financial records deemed necessary by the Agency and any grant or contract funding source to assure a proper accounting for all project funds for both federal and non-federal shares. Any such records shall be made available for audit purposes to the Agency, the grant or contract funding source, or the Controller General of the United States or any authorized representative and shall be retained for three years after the expiration of this Memorandum of Understanding unless permission to destroy such records is granted by both the Agency and the grant or contract funding source.

5. Mutual Cooperation.

Dawson County agrees to assist the Agency in complying with all of the conditions governing grants or contracts under current laws and regulations.

APPROVED, this _____ day of _____, 2017.

ATTEST:

DAWSON COUNTY
BOARD OF COMISSIONERS

Danielle Yarbrough, Clerk
Dawson County Commissioners

By: _____
Billy Thurmond, Chairman

ATTEST:

DAWSON COUNTY COMMUNITY
PARTNERSHIP, INC.

Nancy F Stites
Nancy Stites

Title: Coordinator, Family Connection

Dawn Pruett
Dawn Pruett

Title: Vice Chair, Family Connection Board

Exhibit A

Department of Human Services

- Grant for approximately \$47,000 July 1, 2017 - June 30, 2018 with no match requirement
- Grant for approximately \$48,500 July 1, 2018 – June 30, 2019 with no match requirement

Department of Behavioral Health & Developmental Disabilities – Office of Prevention Services

- Grant for approximately \$147,793 October 1, 2017 – September 30, 2018 with no match requirement
- Grant for approximately \$147,793 October 1, 2018 – September 30, 2019 with no match requirement

Fiscal Agent Designation and Acceptance Agreement

County: DAWSON

The Commissioner of Roads and Revenue-Dawson County agrees to serve
(official name of agency or board)

as the fiscal agent for the Dawson County Community Partnership, Inc.
(name of Family Connection collaborative)

For the period of July 1, 2018 through June 30, 2019.

The fiscal agent certifies they 1) understand this is a 12 month commitment 2) understand expenses are reimbursable on a quarterly basis, 3) agree to receive all financial correspondence and payments relating to the grant, and make all records available for any required financial audit, 4) have appropriate accounting and financial systems to document costs incurred and claims made under this contract, and 5) agree the local Family Connection collaborative board is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the fiscal agent's own policies and procedures.

Mail signed agreement with signed W-9 to:

FY2019 Fiscal Agent Information
Georgia Family Connection Partnership
235 Peachtree Street, Suite 1600
Atlanta, GA 30303-1422

Deadline: February 16, 2018

Family Connection Collaborative Chair:

Fiscal Agent:

(Signature in blue ink)

(Signature of agency representative legally responsible to enter into contract.)

Dawn Pruett

Signature in blue ink)

(Print Name in Block Letters)

Billy Thurmond

Date: Dawn Pruett

(Print Name in Block Letters)

Title: Chair- Board of Commissioners

(Print Title in Block Letters)

Family Connection Coordinator:

Date: _____

(Signature in blue ink)

Nancy Stites

(Print Name in Block Letters)

Date: November 14, 2017

Attach completed W-9 form and mail to address given above.

Note: Information entered into CIMS system by collaborative will be source for contract preparation.

Family Connection ALL-ENCOMPASSING Budget - 2018

Expense Type	Total	DHS Family Connection	Office Prevention Services	County Supplement	Fund-raising	Big Canoe Women's Guild	United Way	Northside Hospital	Misc. Donations
General Operating									
Tax Preparation	750	750	0						
Audit	1,315	515	800						
Board Ins/Contents/	1,854	1,354	500						
Postage	4,170	50	4,120						
dues/fees	453	303	150						
Training & Conferences	675	300	375						
Supplies	4,995	500	4,495						
Meeting Expense	564	564	0						
Subscriptions/dues/fees*	541	73	468						
Printing	6,455	0	6,455						
Advertising - billboard, ads	23,090		23,090						
sub total	44,862	4,409	40,453	0	0	0	0	0	0
Telecommunications									
Telephone & internet charges	1,625	800	825						
Travel	6,450	1,000	5,450						
Per Diem Fee & Contracts									
FC Coordinator- salary 11/15 (\$62,118)	48,426	29,201	19,225						
Fringe	15,009	12,890	2,119						
worker's comp	200	200	200						
FC Admin Assistant-salary \$14.00/hr	20,792			20,792					
fringe	1,591			1,591					
OPS Project Coord.- 9/16 \$36,000	36,000		36,000						
Fringe \$10,154	10,155		10,155						
OPS Evaluator	13,500		13,500						
Website maintenance	702		702						
Social media	990		990						
Marketing Design	16,500		16,500						
Copier lease	100			100					
sub total	165,399	42,291	99,391	22,483	0	0	0	0	0
Total	218,336	48,500	146,119	22,483	0	0	0	0	0
Initiatives & Special Projects									
School Youth health services	16,200						1,200	15,000	
Suicide Prevention	5,000				2,000	1,000	2,000		
Child abuse/neglect	2,800				500		2,300		500
School supplies donation	500						1,500		
Support for homeless students	1,500						2,000		
Substance Abuse Prevention	3,000				1,000				
Total	29,000	0	0	0	3,500	1,000	9,000	15,000	500
TOTAL	247,336	48,500	146,119	22,483	3,500	1,000	9,000	15,000	500

Family Connection ALL-ENCOMPASSING Budget - 2017

Expense Type	Total	DHS Family Connection	Office Prevention Services	County Supplement	Fund-raising	400 North Board of Realtors	United Way	Northside Hospital	Misc. Donations
General Operating									
Board Ins/Contents/	2250	1500	750						
Tax Preparation	750	375	375						
Audit	1,315	650	665						
Subscriptions/dues/fees*	365	365							
Postage	1,570	50	1,520						
Supplies	5,181	404	4,777						
Printing	7,510	0	7,510						
Training & Conferences	1,700	100	1,600						
Meeting Expense	800	800							
Advertising - billboard, ads	29,880		29,880						
sub total	51,321	4,244	47,077	0	0	0	0	0	0
Telecommunications									
Telephone & internet charges	1,500	800	700						
Travel	8,600	2,200	6,400						
Per Diem Fee & Contracts									
FC Coordinator- salary 11/15	47,476	30,042	16,280				1,154		
Fringe	14,642	9,714	4,840				88		
FC Admin Assistant-salary \$14.00/hr	20,384			20,384					
fringe	1,559			1,559					
OPS Project Coord.- 9/16	37,800		37,800						
Fringe	3,004		3,004						
OPS Evaluator	13,500		13,500						
Website maintenance	702		702						
Social media	990		990						
Positive Social Norm Consultant	1,500		1,500						
Marketing Design	15,000		15,000						
Copier lease	100			100					
sub total	156,657	39,756	93,616	22,043	0	0	1,242	0	0
Total	218,078	47,000	147,793	22,043	0	0	1,242	0	0
Initiatives & Special Projects									
School Youth health services	17,800						2,800	15,000	
CAPA	500				500				
Stewards of Children	500					500			
School supplies donation	500								500
Support for homeless students	2,000					2,000			
Early Learning Strategy	5,700				1,000	2,000	2,700		
Family Connection Operating Exp	3,000				2,000		1,000		
Total	30,000	0	0	0	3,500	2,000	9,000	15,000	500
TOTAL	248,078	47,000	147,793	22,043	3,500	2,000	9,000	15,000	500

Family Connection Budget - 2018

Expense Type	Total	DHS Family Connection	Office Prevention Services	County Supplement	Fund-raising	Big Canoe Women's Guild	United Way	Northside Hospital	Misc. Donations
General Operating									
Tax Preparation	750	750	0						
Audit	1,315	515	800						
Board Ins/Contents/	1,854	1,354	500						
Postage	4,170	50	4,120						
dues/fees	453	303	150						
Training & Conferences	675	300	375						
Supplies	4,995	500	4,495						
Meeting Expense	564	564	0						
Subscriptions/dues/fees*	541	73	468						
Printing	6,455	0	6,455						
Advertising - billboard, ads	24,764		24,764						
sub total	46,536	4,409	42,127	0	0	0	0	0	0
Telecommunications									
Telephone & internet charges	1,625	800	825						
Travel	6,450	1,000	5,450						
Per Diem Fee & Contracts									
FC Coordinator- salary 11/15 (\$62,118)	48,426	29,201	19,225						
Fringe	15,009	12,890	2,119						
worker's comp	400	200	200						
FC Admin Assistant-salary \$14.00/hr	20,792			20,792					
fringe	1,591			1,591					
OPS Project Coord.- 9/16 \$36,000	36,000		36,000						
Fringe \$10,154	10,155		10,155						
OPS Evaluator	13,500		13,500						
Website maintenance	702		702						
Social media	990		990						
	0								
Marketing Design	16,500		16,500						
Copier lease	100			100					
sub total	164,165	42,291	99,391	22,483	0	0	0	0	0
<i>Total</i>	218,776	48,500	147,793	22,483	0	0	0	0	0
Initiatives & Special Projects									
School Youth health services	16,200						1,200	15,000	
Suicide Prevention	5,000				2,000	1,000	2,000		
Child abuse/neglect	2,800				500		2,300		
School supplies donation	500								500
Support for homeless students	1,500						1,500		
Substance Abuse Prevention	3,000				1,000		2,000		
Total	29,000	0	0	0	3,500	1,000	9,000	15,000	500
TOTAL	247,776	48,500	147,793	22,483	3,500	1,000	9,000	15,000	500

Backup material for agenda item:

4. Presentation of FM Global Insurance Company Fire Prevention Grant Application-
Lanier Swafford, Emergency Services Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 21 November 2017

Prepared By: Lanier Swafford

Voting Session: 7 December 2017

Presenter: Lanier Swafford

Public Hearing: Yes _____ No X

Agenda Item Title: Request to apply for the FM Global Fire Prevention Grant

Background Information:

FM Global Insurance Company offers grants to fire departments to assist with prevention and education. DCES has never applied for this grant and it was recently brought to our attention by the Chairman and County Manager. Georgia Mountain RDC has also reached out concerning this grant and offered to assist in writing and applying.

Current Information:

The goal is to apply for a 100% funded grant with no local match. The department would like to request \$10,000 to fund in prevention efforts and programs including a Fire Extinguisher Training System. An information sheet concerning eligible projects is attached to this form. Any portion not funded by the grant could be paid from the fire department small equipment budget.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
General	Fire	531600	50,000	50,000		

Recommendation/Motion: Motion to approve for DCES to apply for the FM Global Fire Prevention Grant which is due March 31, 2018 for an amount not to exceed \$10,000.

Department Head Authorization: Lanier Swafford

Date: 11/13/17

Finance Dept. Authorization: Vickie Neikirk

Date: 11/14/17

County Manager Authorization: DH

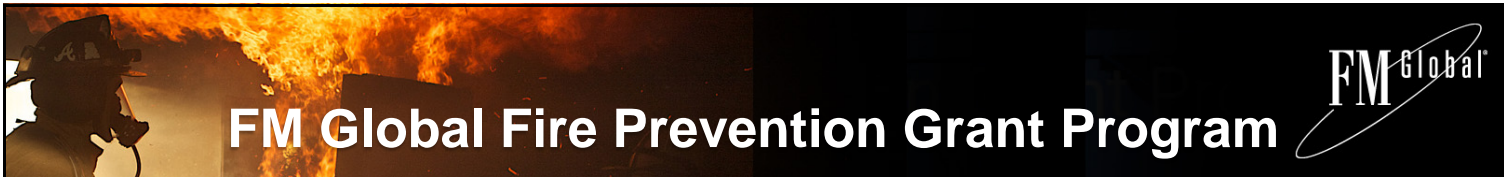
Date: 11/16/17

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

See attached



FM Global Fire Prevention Grant Program

FM Global

Frequently Asked Questions

Who is eligible?

Any organization or agency around the world that supports fire prevention can apply for an FM Global Fire Prevention Grant; however, funds must be used for public purposes. Additional terms and conditions may apply for applicants based in the United States, Canada and other countries.

What can I apply for?

Funding requests will be considered to help support organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts. Here are some examples to use as a guide:

- Pre-Incident Planning (computer software programs, laptops)
- Fire Prevention Education/Training (community outreach initiatives, workshops, publications)
- Arson Prevention/Fire Investigation (juvenile fire setter programs, continuing education courses, digital and specialized cameras, accelerant detection equipment)

What can I not apply for?

Funding requests for salaries, motor-powered vehicles (fire apparatus, automobiles, off-road vehicles), building projects, and equipment or training related to fire suppression, for example, will not be considered. In addition, service contracts on equipment and software, equipment for incidents related to hazardous material, carbon monoxide detectors and CPR equipment/training do not fall within the scope of the fire prevention grant program.

What are the qualities of a successful application?

Applications that clearly demonstrate a need for funding whose use will have a significant impact on preventing fire loss are acceptable. It is also important to provide plenty of detail and documentation in your application to support your request.

How much should I apply for?

Although there is no limit on how much funding you can apply for, this grant program is designed to provide seed money to help support your fire prevention, preparedness and control efforts.

Do I need to provide matching funds?

Matching funds are not required, but sometimes only partial funding of a request will be awarded. Applicants may need to contribute additional funds to supplement their award. You may only be able to purchase some of the items or may need to look for a less expensive model of the product you applied for.

How are decisions made about my grant?

All grant applications are reviewed by a committee consisting of a diverse group of FM Global property loss prevention experts and members of the public fire service community—to ensure funding is awarded where it will make the most difference.

What is the deadline for submitting my application?

Grant applications are reviewed three times per year. Deadlines for receipt of applications are March 31, July 31 and November 30. Decisions on awards are made approximately 3 - 4 months after the deadline.

When can I reapply for funding?

Previous grant recipients may reapply for funding three years from the date of their initial award letter. For applications that did not result in a grant award, applicants may reapply for funding one year from the date of their notification letter.

Questions/Comments:

If you have any questions or comments, please contact firepreventiongrants@fmglobal.com.



FM Global Fire Prevention Grant Program

Eligibility Requirements

For applicants based in the United States:

Applicants must be a governmental unit of a city, town, county, state, commonwealth, the District of Columbia, possession of the United States, the United States itself or any political subdivision as described in Section 170(b)(1)(A)(v) of the U.S. Internal Revenue Service Code or a 501(c)(3) or (4) tax-exempt organization under the U.S. Internal Revenue Service Code.

For applicants based in Canada:

Applicants must be a governmental unit of a city, town, county, province, territory, Canada itself, or any political subdivision thereof or a registered charity under Section 149(1)(f) of the Income Tax Act of Canada.

For applicants based in any country other than the United States and Canada:

Applicants must demonstrate that their organization operates exclusively as a fire service unit, or a national, state, regional, local, or community organization that supports fire prevention under the laws of the country in which the organization is located.

The laws and customs applicable to the grantee organization must not permit any of its income or assets to be distributed to, or applied for the benefit of, a private person or non-charitable organization other than pursuant to the conduct of the grantee organization's fire prevention activities, or as payment of reasonable compensation for services rendered or as payment representing the fair market value of property which the grantee organization has purchased.

The grantee organization has no shareholders or members who have a proprietary interest in the income or assets of the organization.

The laws and customs applicable to the grantee organization do not permit the organization, other than as an insubstantial part of its activities to engage in activities that are not for religious, charitable, scientific, literary, or educational purposes; or to attempt to influence legislation, by propaganda or otherwise.



FM Global Fire Prevention Grant Program

Previous Grant Recipients

Marion Community Fire Department - US\$2800 - Funding awarded to purchase tablets for pre-fire planning.

Bureau of Education and Services for the Blind (State of CT Dept of Rehabilitation Services) - US\$3000 - Funding awarded towards the purchase of fire prevention educational materials.

Kingsport Fire Department - US\$2285 - Funding awarded towards the purchase of fire prevention educational materials.

Spring Hill Volunteer Fire Department Inc - US\$1100 - Funding awarded to purchase a laptop, projector and screen.

Evesham Township Fire District No. 1 - US\$1800 - Funding awarded towards the purchase of cameras for fire scene documentation and investigation.

City of New Bern Fire-Rescue - US\$2150 - Funding awarded to purchase a K9 vehicle insert.

Brookline Fire Department - US\$2500 - Funding awarded towards the purchase of combination smoke and carbon monoxide detectors.

City Of Mount Holly - US\$1442 - Funding awarded to purchase arson investigation tools and equipment.

Ashtabula Fire Department - US\$1464 - Funding awarded towards the purchase of a camera and accessories.

City of D'Iberville Fire Department - US\$3000 - Funding awarded towards the purchase of laptops and accessories.

West Fork Rural Fire Department - US\$1000 - Funding awarded towards the purchase of computer.

Penn Fire Department - US\$2676 - Funding awarded to purchase four tablets and one digital camera.

Home Fire Sprinkler Coalition - US\$35000 - Funding awarded to complete a study on the effectiveness of home fire sprinklers.

Ambridge Fire Department - US\$1200 - Funding awarded towards the purchase of a computer for prefire planning and for smoke detectors.

Valley Volunteer Fire Department, Incorporated - US\$3000 - Funding awarded towards the purchase of combination smoke and carbon monoxide detectors.

Oak Grove Heights Fire Department - US\$500 - Funding awarded towards the purchase of a digital camera and fire prevention education materials.

Erskine Lakes Volunteer Fire Co. 1 - US\$1973 - Funding awarded to purchase a computer for prefire planning.

Arrington Volunteer Fire Department - US\$2000 - Funding awarded towards the purchase of two iPads and software for prefire planning.



FM Global Fire Prevention Grant Program



Bath Fire Department - US\$7838 - Funding awarded to purchase fire extinguisher trainer.

Oceanside Fire Department - US\$1800 - Funding awarded towards the purchase of combination smoke and carbon monoxide detectors.

Washington Township Fire Department - US\$2000 - Funding awarded to purchase fire investigation equipment.

Town of Mansfield Fire Marshal Office - US\$2250 - Funding awarded to purchase a camera and auxiliary lighting for fire investigation scenes.

Estill Volunteer Fire Department - US\$2200 - Funding awarded to purchase two iPads for prefire planning.

Colorado Springs Fire Department - US\$1806 - Funding awarded to purchase two hydrocarbon gas detectors for fire investigation.

City of Bayonne Fire Department - US\$4000 - Funding awarded to purchase fire prevention educational materials.

Flemingsburg Fire Department - US\$2700 - Funding awarded towards the purchase of a Sparky the Dog fire costume, smoke detectors and fire prevention education materials.

Hope Jackson Fire Company - US\$1475 - Funding awarded to purchase remote auxiliary lighting for fire investigations.

Springfield (MA.) Fire Department - US\$4000 - Funding awarded to purchase new tablets for prefire planning.

City of Savannah Fire Department - US\$2662 - Funding awarded to purchase fire prevention educational materials.

Children's Village of Washington County - US\$3000 - Funding awarded to send second grade students to attend a two-day fire prevention camp.

Moore County Volunteer Fire Department - US\$2964 - Funding awarded to purchase a gas detector and educational materials.

Independent Living Center of Kern County - US\$5670 - Funding awarded towards the purchase of American Red Cross Emergency three-day, one-person Go Kits.

Poquonnock Bridge Fire District - US\$3000 - Funding awarded towards the purchase of a tablet and camera for prefire planning.

Bolivar Fire Department - US\$2041 - Funding awarded to purchase fire prevention educational materials.

Michigan City Fire Department - US\$1400 - Funding awarded towards the purchase of a camera for fire investigations.

Mayfield Fire Department - US\$1111 - Funding awarded towards the purchase of smoke detectors.



FM Global Fire Prevention Grant Program



Bergholz Volunteer Fire Co. Inc - US\$1420 - Funding awarded to purchase fire prevention educational materials.

Greene County Fire Investigation Team - US\$2400 - Funding awarded to purchase computer, printer and accessories.

Cherryville Fire Department - US\$1960 - Funding awarded towards the purchase of two iPads for prefire planning.

Wilton Fire Department - US\$2625 - Funding awarded to purchase a computer and fire prevention educational materials.

Verona Volunteer Fire Department - US\$3000 - Funding awarded to purchase fire prevention educational materials.

Joliet Fire Department - US\$1000 - Funding awarded to purchase a camera and accessories.

Town of Pulaski Fire Department - US\$600 - Funding awarded to purchase a projector for fire prevention training.

Godwin-Falcon Fire Department, Inc. - US\$7600 - Funding awarded to purchase fire extinguisher trainer.

Bound Brook Fire Department - US\$2133 - Funding awarded to purchase fire prevention educational materials.

American Township Fire Department - US\$1562 - Funding awarded to purchase fire investigation equipment and training of personnel.

Sharon Volunteer Fire Department - US\$2660 - Funding awarded towards the purchase of a computer and software for prefire planning.

Miles City Fire and Rescue - US\$1594 - Funding awarded to purchase tablets for pre-fire planning.

Second District Volunteer Fire Dept - US\$2594 - Funding awarded to purchase fire prevention educational materials.

Terrebonne Parish Fire Protection District 4-A - US\$2514 - Funding awarded to purchase a sparky fire dog costume.

Tappahannock-Essex Volunteer Fire Dept - US\$930 - Funding awarded towards the purchase of a digital camera and accessories.

Baxter Fire Department - US\$2094 - Funding awarded for the purchase of fire prevention materials.

Ironton Fire Department - US\$2000 - Funding awarded towards the purchase of smoke detectors.

Goshen Fire and EMS - US\$2487 - Funding awarded for the purchase of three iPad's.

DeKalb Fire Department - US\$955 - Funding awarded for the purchase of a digital camera and various fire investigation tools.



FM Global Fire Prevention Grant Program



Netawaka Rural Fire District #6 - US\$1200 - Funding awarded towards the purchase of fire investigation equipment.

Cuerpo de Bomberos de Villa Alhue - US\$3474 - Funding awarded for the purchase of equipment to assist with community fire prevention training.

West Peoria Fire Protection District - US\$950 - Funding awarded towards the purchase of tablets for prefire planning.

Winslow Township Fire District #1 - US\$2000 - Funding awarded towards the purchase of smoke detectors.

Sullivan Fire Rescue - US\$1580 - Funding awarded towards the purchase of tablets for prefire planning.

Saylesville Fire District - US\$3000 - Funding awarded towards the purchase of tablets for prefire planning.

Covington Fire Department - US\$480 - Funding award for the purchase of 1000 smoke alarm magnets.

Village of Pelham Fire Department - US\$2280 - Funding awarded towards the purchase of tablets for prefire planning.

Berlin Twp. Fire Department - US\$1400 - Funding awarded for the purchase of two iPad's for fire prevention.

Storrington Firefighter Association - US\$2500 - Funding awarded towards the purchase of an inflatable Fire Education House.

Little Caillou Fire Department - US\$1600 - Funding awarded towards the purchase tablets and accessories.

Cabin John Park Volunteer Fire Department - US\$1000 - Funding awarded towards the purchase fire prevention education materials.

Volunteer Firefighter Alliance - US\$2400 - Funding awarded towards the purchase an fire prevention education materials, an iPad and accessories.

City of Olney Fire Department - US\$2050 - Funding awarded to send two firefighters to the Illinois Fire Service Institute for arson investigation training.

Sergeantsville Volunteer Fire Company - US\$1560 - Funding awarded for the purchase iPads and accessories for prefire planning.

Elgin Fire Department - US\$2685 - Funding awarded to send three fire investigators to attend a four day class on "Investigation of Gas and Electric Appliance Fires".

Mt. Pleasant Fire Department - US\$2050 - Funding awarded towards the purchase tablets for prefire planning.

Seekonk Fire Department - US\$3520 - Funding awarded to purchase software for prefire planning.

Bedford Fire Service - US\$2215 - Funding awarded to purchase a laptop with accessories.



FM Global Fire Prevention Grant Program



South Haven Fire Department - US\$2500 - Funding awarded towards the purchase of fire prevention materials.

Amboy Fire Protection District - US\$2500 - Funding awarded for the purchase of smoke detectors.

South Plainfield Bureau of Fire Prevention - US\$1610 - Funding awarded to purchase a gas detector.

City of Hartford Fire Department - US\$2500 - Funding awarded towards the purchase of smoke detectors.

City of Hammond - US\$3000 - Funding awarded towards the purchase of fire prevention and safety education kits and digital cameras.

Okolona Fire Protection District - US\$2871 - Funding awarded towards the purchase of five iPads.

Libertyville Fire Department - US\$2432 - Funding awarded towards the purchase of iPads with accessories.

City of Booneville Fire Department - US\$2390 - Funding awarded to purchase assorted fire safety education materials.

Scipio Township Volunteer Fire Department - US\$1300 - Funding awarded towards the purchase of two desktop computers with accessories and two tablets.

Orlando Fire Department - US\$2400 - Funding awarded to purchase four portable scene light rechargeable lanterns.

Perry Township Fire Department - US\$2000 - Funding awarded towards the purchase of three iPads, cases and mounts.

City of York - US\$1623 - Funding awarded towards the purchase of fire safety/prevention videos..

Aberdeen Huntington Twp Fire Department - US\$2150 - Funding awarded to purchase fire safety educational materials, a laptop and accessories.

Marrowbone West Cumberland Fire Dept. - US\$2000 - Funding awarded to purchase smoke detectors.

Bendersville Community Fire Company Inc. - US\$936 - Funding awarded to purchase two iPads with accessories.

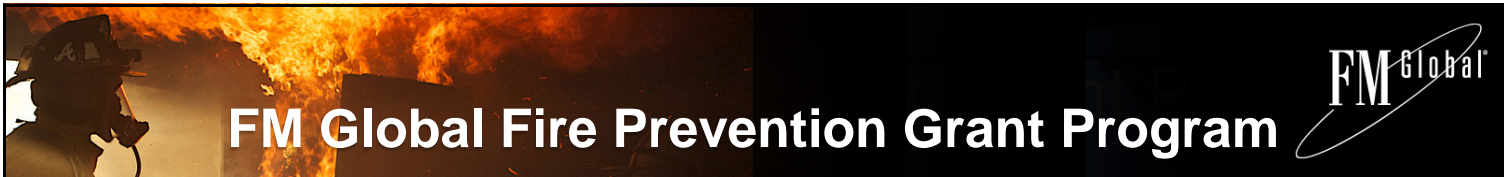
Kenosha County Fire Investigation TF - US\$813 - Funding awarded to purchase a hydrocarbon detector for fire investigations.

Webster Fire Department - US\$2099 - Funding awarded to purchase smoke detectors.

Genesee County Emergency Management - US\$2600 - Funding awarded to purchase a camera with accessories.

City of Freeport - US\$3322 - Funding awarded to purchase a laptop and software.

Oak Park Fire Department - US\$2000 - Funding awarded towards the purchase of smoke detectors and an iPad.



FM Global Fire Prevention Grant Program

Lime Rock Fire Department - US\$1860 - Funding awarded towards the purchase of five iPads with accessories.

Town of Alabama Fire Department - US\$1500 - Funding awarded towards the purchase of four iPads and cases.

Town of Saint-Jean-sur-Richelieu - US\$2500 - Funding awarded towards the purchase of a fire extinguisher trainer.

Bath Fire Department - US\$2000 - Funding awarded towards the purchase of smoke detectors.

Westfield Fire Department - US\$850 - Funding awarded towards the purchase of a camera with accessories.

Philadelphia Fire Department - US\$3000 - Funding awarded towards the purchase of translation and printing of fire prevention booklets.

Lawrenceburg Fire Department - US\$2700 - Funding awarded towards the purchase of an animated Sparky The Fire Dog Costume.

Lawrence Fire Department - US\$5000 - Funding awarded towards the purchase of tablets with associated software.

Halfmoon-Waterford Fire District - US\$2000 - Funding awarded towards the purchase of smoke detectors, a laptop, projector and screen.

Jackson Fire Department - US\$2700 - Funding awarded towards the purchase of a Sparky the Fire Dog Costume.

Northwest Fire District - US\$3000 - Funding awarded towards the purchase of a Mobile Data Terminal for Fire Investigation.

City of Quinte West - US\$2200 - Funding awarded to purchase tablets and cases.

Town of Canton - US\$2700 - Funding awarded to purchase a remote area lighting system and pre-fire planning tools.

Hinton Fire Department - US\$4000 - Funding awarded towards the purchase of a Toughbook tablet.

Colleyville Fire Department - US\$2206 - Funding awarded to purchase various fire prevention materials.

City of Newark Code Enforcement - US\$1680 - Funding awarded for the purchase of a digital camera with accessories and fire prevention materials.

Town of Framingham/Framingham Fire Dept - US\$2160 - Funding awarded to purchase digital cameras, memory cards and fire investigation materials.

Community Volunteer Fire Department Inc. - US\$1343 - Funding awarded to purchase iPads with accessories.

Altus Rural Fire Department - US\$1038 - Funding awarded to purchase smoke detectors.



FM Global Fire Prevention Grant Program



Dickinson County Fire District #2 - US\$2000 - Funding awarded towards the purchase of smoke alarms, a tablet and fire prevention materials.

Pleasant Plains Fire Department - US\$1770 - Funding awarded towards the purchase of tablets and cases.

Lincoln Fire Protection District - US\$480 - Funding awarded to purchase a digital camera with accessories.

Rye Fire Protection District - US\$2389 - Funding awarded to send two employees to a certified fire inspector training class.

Ambridge Volunteer Fire Department - US\$1200 - Funding awarded for the purchase of a laptop.

W. PA. Firefighters Memorial Honor Guard - US\$2382 - Funding awarded to purchase fire prevention materials.

City of Gaffney Fire Department - US\$2318 - Funding awarded for the purchase of fire investigation tools and reference materials.

Adams Township Vol. Fire Dept. - US\$2500 - Funding awarded towards the purchase of a laptop, printer and audio visual equipment.

Sea Girt Fire Bureau - US\$2095 - Funding awarded towards the purchase of tablets with accessories.

Campbell Fire Department - US\$3180 - Funding awarded to purchase iPads with accessories.

Columbus Fire and EMS - US\$4655 - Funding awarded to purchase fire prevention education materials.

Farmers Branch Fire Department - US\$1500 - Funding awarded towards the purchase of a camera with accessories.

Superior Volunteer Fire Department - US\$2500 - Funding awarded to purchase smoke alarms for the hearing impaired.

Mannford Fire Department - US\$1540 - Funding awarded to purchase iPads with cases.

Oxford Fire Department - US\$3000 - Funding awarded towards the purchase of smoke detectors and fire safety coloring books.

Highway K Volunteer Fire Department Inc. - US\$1900 - Funding awarded towards the purchase of 10-year sealed lithium ion smoke detectors and fire prevention education materials.

Osage Nation Emergency Management - US\$2395 - Funding awarded to purchase smoke alarms and fire prevention education materials.

Mathews Volunteer Fire Department - US\$1650 - Requesting funds to purchase five desktop computers.

Fire Museum of Texas - US\$2500 - Funding awarded towards the purchase of fire prevention materials.

Bible Hill Fire Brigade - US\$2003 - Funding awarded to purchase iPads with accessories.



FM Global Fire Prevention Grant Program



Albert Township Lewiston Fire Department - US\$2375 - Funding awarded to purchase a laptop with accessories.

Burlington Township Fire Department - US\$1340 - Funding awarded towards the purchase of cameras with accessories.

City of Carbondale Fire Department - US\$2135 - Funding awarded for the purchase of a Sparky the Fire Dog costume.

Leipscic Volunteer Fire Department - US\$1823 - Funding awarded to purchase iPads and accessories.

Poudre Canyon Fire Protection District - US\$2075 - Funding awarded to purchase a laptop, projector and accessories.

Madison County - US\$2258 - Funding awarded to purchase iPads.

City of Tampa - Tampa Fire Rescue - US\$2002 - Funding awarded to purchase portable light units and accessories.

Nichols Fire Department - US\$3000 - Funding awarded towards the purchase of iPads and software.

Youth Violence Prevention Council - US\$1600 - Funding awarded towards the purchase of 10-yr. combination alarms, a laptop with accessories and fire safety workbooks.

Gustavus Volunteer Fire Department - US\$1500 - Funding awarded towards the purchase of a digital camera, tablet and projector.

Rockwell Rural Fire Department Inc. - US\$2660 - Funding awarded to purchase a tablet with accessories.

Andover Fire and Rescue - US\$2394 - Funding awarded to purchase waterproof digital cameras, a hydrocarbon detector and an iPad.

Levant Fire Department - US\$2000 - Funding awarded towards the purchase of a laptop, smoke detectors and assorted fire prevention materials.

Calcutta Fire Department - US\$1500 - Funding awarded for the purchase of fire prevention materials.

North Tonawanda Fire Department - US\$1500 - Funding awarded towards the purchase of 10-yr smoke detectors and fire prevention materials.

Number One Volunteer Fire Department - US\$1621 - Funding awarded to purchase a hydrocarbon fire investigation tool.

Albion Fire District - US\$3000 - Funding awarded to purchase pre-incident planning software.

Woonsocket Fire Department - US\$3100 - Funding awarded to purchase iPads with accessories.

Niagara County Fire Investigation Unit - US\$1369 - Funding awarded to purchase fire investigation scene lighting units.



FM Global Fire Prevention Grant Program



East Dubuque Fire Department - US\$2716 - Funding awarded to purchase two laptops, a projector and accessories.

County of Hampton Fire and Rescue - US\$1500 - Funding awarded towards the purchase of two iPads with accessories.

Shavertown Volunteer Fire Department - US\$1400 - Funding awarded for the purchase of a digital projector.

Roffey Scout Group - US\$466 - Funding awarded to purchase heat and smoke detectors.

Dunlap Fire Protection District - US\$1275 - Funding awarded for three individuals to attend fire investigation training.

Kalispell Fire Department - US\$2104 - Funding awarded to purchase fire prevention education materials.

Perkins Township fire Department - US\$2514 - Funding awarded to purchase a Sparky the Fire Dog costume.

Shelton Fire Department - US\$2340 - Funding awarded towards the purchase of tablets and accessories.

Honesdale Hose Co No 1 - US\$1000 - Funding awarded towards the purchase of a public address system, computer and accessories.

Upper Providence DFES - US\$2205 - Funding awarded to purchase fire prevention education materials.

Fountain Inn Fire Department - US\$3345 - Funding awarded to purchase two laptops.

Gladstone Public Safety-Fire/EMS Div. - US\$2093 - Funding awarded to purchase a digital camera, gas detector, fire investigation kit and accessories.

Mount Gilead Fire Department - US\$1720 - Funding awarded towards the purchase of iPads with cases.

Junior Fire Company No. 2 Inc - US\$2250 - Funding awarded towards the purchase of smoke alarms.

Coachella Fire Department - US\$2500 - Funding awarded towards the purchase of smoke alarms and fire prevention materials.

Fryeburg Fire Department - US\$3199 - Funding awarded to purchase a Toughbook computer and software.

Jonesboro Fire Department - US\$2500 - Funding awarded towards the purchase of smoke alarms.

Franklin Township Fire Department - US\$1000 - Funding awarded towards the purchase of a digital camera with accessories.

Annapolis Royal Fire Department - US\$2469 - Funding awarded to purchase iPads, a laptop and accessories.

Coolidge Fire Department - US\$1560 - Funding awarded to purchase an arson scene tool kit, digital camera with accessories and a gas detector.



FM Global Fire Prevention Grant Program

Beebe Fire Department - US\$1000 - Funding awarded towards the purchase of fire prevention education materials.

Billerica Fire Department - US\$2790 - Funding awarded towards the purchase of iPads with cases.

Lewisburg Fire Department - US\$1895 - Funding awarded to purchase five laptops.

Nelsonville Division of Fire - US\$1851 - Funding awarded to purchase a tablet with accessories.

Chelan County Fire District 1 - US\$2503 - Funding awarded to purchase pre-incident planning software.

Chillicothe Fire Department - US\$2592 - Funding awarded to purchase a tablet, case and software.

Backup material for agenda item:

5. Presentation of Georgia Forestry Commission 50/50 Grant Application- Lanier Swafford, Emergency Services Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 21 November 2017

Prepared By: Lanier Swafford

Voting Session: 7 December 2017

Presenter: Lanier Swafford

Public Hearing: Yes _____ No

Agenda Item Title: Request to apply for the GFC 50/50 Grant

Background Information:

The Georgia Forestry Commission offers rural fire departments across Georgia the ability to apply for and compete for a number of 50/50 grants for small equipment and wildland firefighter gear. DCES has received this grant previously after applying on at least one occasion.

Current Information:

If awarded, this grant would be used to purchase wildland firefighter gear and small equipment to enhance the two wildland or brush trucks operated by the department. The "match" or 50% of payment would come from the department's small equipment budget. The department will be requesting the aforementioned items at an amount not to exceed a total of \$5,000.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
General	Fire	531600 & 531700	Combined \$77,500	\$77,500	2500	75,000

Recommendation/Motion: Motion to approve for DCES to apply for the 2018 GFC 50/50 grant for an amount not to exceed a total purchase price of \$5,000.

Department Head Authorization: Lanier Swafford

Date: 11/13/17

Finance Dept. Authorization: Vickie Neikirk

Date: 11/14/2017

County Manager Authorization: DH

Date: 11/16/17

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



5645 Riggins Mill Road
Dry Branch, GA 31020
P. 478-751-3500
F. 478-751-3465

*An Equal Opportunity
Employer & Service Provider*



Nathan Deal
Governor

Chuck Williams
Director

Board of Commissioners:

Wesley Langdale, Chairman
Valdosta

Jimmy Allen
Chula

Jim L. Gillis, Jr.
Soperton

Robert Pollard
Appling

W. Earl Smith
Greensboro

Larry Spillers
Roberta

H. G. Yeomans
Swainsboro

October 23rd, 2017

MEMO TO: Chuck Williams, Frank Sorrells, District Managers, Assistant District Managers, District Administrative Assistants and Chief Rangers

MEMO FROM: Emily Hamilton, GFC Rural Fire Defense Coordinator

SUBJECT: VFA/NFP 50/50 Grant Program Announcement

Please share the following information with fire departments serving communities of less than 10,000 populations in your counties.

We will begin accepting requests for the NFP/VFA 50/50 grant, which allows purchases from the options listed below, on November 1st, 2017. The attached grant application will be utilized to establish priority awards. Cooperating Fire Departments should return a **completed** application to the RFD office in Macon by mail or fax no later than 4:30 P.M. December 22nd, 2017. (See attached mail / fax information) Remember, **a grant application is not valid unless signed by the appropriate head of the government entity requesting assistance and who can financially obligate the entity to expend funds.**

Options

1. Table 512.A and 544.A items allowed for purchase under this grant are shown online at ISOmitigation.com
Note: Breathing Apparatus and Radios are not available for purchase under this grant!
2. Fire Department pump test equipment such as PTO gauges, Vacuum/pressure test gauges, deluge gun with nozzle tips, and RPM counters.
3. Emergency red lights and scene lighting
4. Wildland PPE and hand tools.
5. Class A and/or B foam systems and foam.
6. This year we are also funding 50% of the cost of slip-on units with a maximum of \$5,000 VFA Funding!

Non-Awardees will be notified of their status by mail.

Awardees will be forwarded an information packet to include grant documentation instructions.

Grant parameters require awarded applicants to obtain 3 bids minimum on option and items purchased, with the exception of option 6, if RFD fabrication services are utilized.

This is a 50/50 matching grant! Fire Departments may qualify for reimbursement of up to 50% of \$10,000.00 or \$5,000.00 maximum per government entity. The 50/50 matching rule will apply to all amounts less than the maximum.

I am available to answer any questions you may have regarding the current NFP/VFA Grant.

The Georgia Forestry Commission and its sub-contractors are equal Opportunity employers and service providers and subject to all provision of section 601 of the Civil rights act of 1964 and therefore prohibit discrimination in all programs and services on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.



**GEORGIA FORESTRY COMMISSION VOLUNTEER FIRE ASSISTANCE
GRANT APPLICATION**

Name of Community Organization _____ Dawson County Emergency Services _____

*Federal ID Number _____ 58-6011882 _____

COMMUNITY CONTACT INFORMATION

Contact Name: _____ Lanier Swafford _____

Address: _____ 393 Memory Lane _____

City: Dawsonville _____ Zip Code: _____ 30534 _____ County: _____ USA _____

Phone (primary): _____ 706-344-3666 _____ Phone (other): _____ 678-776-4436 _____

Email: _____ lswafford@dawsoncounty.org _____ Fax: _____ 706-344-3669 _____

Fire Department: _____ Dawson County Emergency Services _____

Fire Chief: _____ Lanier Swafford _____ Phone: _____ 678-776-4436 _____

Is the community in question bordered by any federally controlled land, such as a national park or forest? _____ Yes _____ If not, how close is the nearest one? _____ miles

Other Community Contacts:

Name	Title	Phone

*If the community applying for grant money does not have a Federal ID number, the community will need to apply for one by going to <http://www.irs.gov/index.html>

PROJECT DESCRIPTION

We are applying for a Georgia Forestry Volunteer Fire Assistance Grant to:

To increase our inventory of wildland gear. Currently the department has 10 sets of gear and some it is nearing 10 years old. We also intend to purchase some small equipment from the approved list to enhance the ability of the departments two brush trucks.

Please attach a short narrative on the situation(s) you want to mitigate and your expected results from completing this project. Include a timeline for completion, who is responsible, amount being requested, and measures of project accomplishments.

Estimated time it will take to complete this project: 6 Month(s)

Anticipated date to start this project 6 weeks from receipt of grant

Anticipated date the project will be finished TBA

Please attach a proposed timeline with milestones that need to be reached. All local governing bodies and authorities, if applicable, must approve all projects. Attach letters of approval as needed.

Authorized signature: _____ Date: _____

Position: Chairman – Dawson County Board of Commissioners

Other signatures, as required by the community:

Authorized signature: _____ Date: _____

Position: Fire Chief

Authorized signature: _____ Date: _____

Position: _____

Authorized signature: _____ Date: _____

Position: _____

Return completed application to:

Emily Hamilton
GA Forestry Commission RFD
5645 Riggins Mill Rd
Dry Branch, GA 31020
Phone: 478-751-3504 Fax: 478-751-3465

RFD Staff Only

GRANT # _____ CONTACT _____

AMOUNT OF AWARD RECEIVED _____

APPROVAL SIGNATURE _____

APPENDIX A

AGREEMENT ADDENDUM

FFATA (Federal Funding Accountability and Transparency Act)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. Federal awards include grants, sub grants, loans, awards, cooperative agreements and other forms of financial assistance as well as contracts, subcontracts, purchase orders, task orders, and delivery orders. The legislation does not require inclusion of individual transactions below \$25,000 or credit card transactions before October 1, 2008.

Definitions

A. "FFATA funds" means funds expended or obligated from appropriations The Federal Funding Accountability and Transparency Act.

B. "Contractor" is defined as any person, including, but not limited to, a bidder, offertory, loan recipient, grantee, or sub-grantee, who has furnished or seeks to furnish goods, supplies, services, or leased space, or who has performed or seeks to perform construction activity under contract, subcontract, grant, or sub-grant with the Georgia Forestry Commission, or with a person under contract, subcontract, grant, or sub-grant with the Georgia Forestry Commission. The term contractor may include a permit, licensee, or any agency, political subdivision, instrumentality, public authority, or other entity of the Georgia Forestry Commission.

FFATA Terms & Conditions

1. **Revisions to Requirements.** Contractor acknowledges that this Addendum may be revised pursuant to ongoing guidance from the relevant Federal agency or Georgia Forestry Commission regarding requirements for FFATA funds. Contractor agrees to abide by any such revisions upon receipt of written notification from the Georgia Forestry Commission of the revisions, which will automatically

become a material part of this Addendum, without the necessity of either party executing any further instrument.

2. **Reporting Requirements** – To meet the reporting requirements of FFATA and ensure transparency and accountability in the use of funds provided through FFATA. Activities carried out and results achieved with FFATA funds will be tracked carefully, reported clearly and quantifiably.

In an effort to meet this requirement, all project information will be reported by GFC at www.fsr.gov/

Contractors will be responsible for submitting the attached financial and management reports once the contract is signed to Georgia Forestry Commission, Attn: Lee Brown, P. O. Box 819, Macon, GA 31202-0819 within 5 business days.

Detailed information on any subcontracts or sub-grants awarded by the Contractor must include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109–282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget;

Contractor may be required to submit backup documentation for expenditures of FFATA funds including such items as timecards and invoices. Contractor shall provide copies of backup documentation at the request of the Georgia Forestry Commission upon.

3. **Registrations and Identification Information**

(a) Contractor must maintain current registrations in the Center Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded with FFATA funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

(b) If applicable, the Contractor agrees to separately identify to each sub-contractor and document at the time of award of contract or approval of application and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of FFATA funds.

4. **Flow Down Requirement.** Contractor must include these FFATA Terms and Conditions in any sub-contract, sub-grants, loans and cooperative agreements.

5. Prohibition on Use of Funds. FFATA Section 1604 states no FFATA funds may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool, or any other items prohibited by FFATA.

6. Wage Rate Requirements. FFATA requires that all laborers employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to FFATA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act). Will comply with the Copeland Act (40 U.S.C. Section 276C and 18 U.S.C. Section 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. Section 327-333), regarding labor standards for federally assisted construction sub-agreements.

7. Whistleblower Provision.

(a) An employee of any non-Federal employer receiving covered funds may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or such other person working for the employer who has the authority to investigate, discover, or terminate misconduct), a court or grand jury, the head of a Federal agency, or their representatives, information that the employee reasonably believes is evidence of:

(1) gross mismanagement of an agency contract, agreement or grant relating to covered funds;

(2) a gross waste of covered funds;

(3) a substantial and specific danger to public health or safety related to the implementation or use of covered funds;

(4) an abuse of authority related to the implementation or use of covered funds; or

(5) a violation of law, rule, or regulation related to an agency contract or agreement (including the competition for or negotiation of a contract) or grant, awarded or issued relating to covered funds.

(b) A person who believes that the person has been subjected to a reprisal prohibited by subsection (a) may submit a complaint regarding the reprisal to the appropriate U.S. Office of the Inspector General.

9. False Claims Act. Contractors and subcontractors shall promptly refer to the U.S. Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those funds.

10. Environmental and Preservation Requirements. The Contractor shall comply with all applicable Federal, State, and local environmental and historic preservation (EHP) requirements and shall provide any information requested by the awarding Federal agency to ensure compliance with applicable laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, the Clean Air Act, the Federal Water Pollution and Control Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). Failure of the Contractor to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding. The Contractor shall not undertake any project having the potential to impact EHP resources without the prior approval of the awarding Federal agency, including but not limited to communication towers, physical security enhancements, new construction, and modification to buildings that are 50 years old or greater. The Contractor must comply with all conditions placed on the project as a result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Contractor must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the Contractor will immediately cease construction in that area and notify the Georgia Forestry Commission. Any construction activities that have been initiated prior to the full environmental and historic preservation review will result in a non-compliance finding.

11. No Contracts/Agreements with Debarred or Suspended Entities. The Contractor shall not enter into any contract or subcontract with any party that has been debarred or suspended from either:

(a) contracting with the Federal Government or the State of Georgia; or

(b) participating in any Federal or State of Georgia assistance programs.

12. Prohibition on Lobbying.

(a) The Contractor covenants and agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency, or a Member of Congress, or an employee of an Member of Congress in connection with any of the following covered Federal actions: 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.

(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 contract, grant, loan or cooperative agreement, the contractor/grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with it's instructions.

(c) Section 319 of Public Law 101-121 (31 U.S.C. Section 1352) and any applicable regulations are incorporated by reference and the Contractor agrees to comply with all the provisions thereof, including any amendments to the Interim Final Rule that may hereafter be issued.

13. Nondiscrimination Provisions. The Contractor covenants and agrees that no person shall be denied benefits of, or otherwise be subjected to discrimination in connection with the Contractor's performance under this Agreement. Accordingly, and to the extent applicable, the Contractor covenants and agrees to comply with the following on the basis of:

(a) Race, color or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.) as implemented by applicable regulations.

- (b) Race, color, religion, sex, or national origin, in Executive Order 11246 (3 CFR, 1964-1965 Comp. pg. 339), as implemented by applicable regulations.
- (c) Sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), as implemented by applicable regulations.
- (d) Age, in The Age Discrimination Act of 1975 (42 U.S.C. Section 6101 et seq.), as implemented by applicable regulations.
- (e) Handicap, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by applicable regulations.
- (f) Drug abuse, the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-225) as amended.
- (g) Alcohol abuse or alcoholism, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended.
- (h) Confidentiality of alcohol and drug abuse patient records, Section 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C., Section 290 dd-3 and 290 ee3).
- (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and

14. DBE Provisions. The Contractor shall comply with all applicable federal Disadvantaged Business Enterprises (DBE) requirements related to DBE programs. In the event this Contract/Agreement is a grant Contract not covered by federal DBE requirements, the Contractor shall use reasonable and good faith efforts to solicit and utilize DGS-certified Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) for those contracting, subcontracting and purchase opportunities that exist and report utilization to DGS.

15. Access to Records. Contractor agrees that with respect to each FFATA Contract using, in whole or in part, FFATA funds, any representative of an appropriate U.S. Inspector General appointed under section 3 or 8G of the Inspector General Act of 1988 (5 U.S.C. App.) or of the U.S. Comptroller General is authorized to examine any records of the Contractor, any of its subcontractors, or any state or local agency administering such contract that pertain to, and involve transactions relating to the contract; and to interview any officer or employee of the contractor, subcontractor or agency regarding such transactions.

16. Access to Information. This section provides authority for the Inspector General or authorized representative during the term of this agreement/contract plus an additional three (3) years thereafter to examine any records or interview any employee or officers working on this agreement/contract. The contractor is advised representatives of the inspector general have the authority to examine any record and interview any employee or officer of the contractor, its subcontractors or other firms working on this agreement/contract. Section 1515(b) further provides nothing in this section shall be interpreted to limit or restrict in any way any existing authority of the inspector general. This agreement/contract and any records or expenditures related thereto may be subject to disclosure under Freedom of Information Act, 5 U.S.C. §552.

17. Right to Inspect. The Office of the State Inspector General shall have access to all records, information, data, reports, plans, projects, matters, contracts, memoranda, correspondence, and any other materials of Georgia Forestry Commission and shall be deemed to be an authorized representative and agent of Georgia Forestry Commission for purposes of determining whether fraud, waste, corruption and abuse have occurred. Contractor agrees to make available, at all reasonable times during the term of this agreement/contract plus an additional three (3) years thereafter, any and all records, information, data, reports, plans, projections, matters,

contracts, memoranda, correspondence and other materials relating to this agreement/contract, for inspection by the Office of the State Inspector General.

18. Each party hereby certifies that it has complied with the Immigration Reform and Compliance Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, O.C.G.A. 13-10-90 et seq., by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> verifying information for all new employees and executing any affidavits by Ga. Comp. R. & Regs. R. 300-10-1-.01 et, Seq

19. Compliance. The Contractor shall comply with all applicable laws, regulations and program guidance. A **non-exclusive** list of statutes, regulations and/or guidance commonly applicable to Federal funds follows:

General

- Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.; 32 CFR part 26, Subpart B
- Copeland "Anti-Kickback Act", 18 U.S.C. Section 874; 29 CFR Part 3
- Contract Work Hours and Safety Standards Act, 40 U.S.C. §§327-330; 29 CFR Part 5
- Americans with Disabilities Act of 1990, as amended; 42 U.S.C. Chapter 126; 28 C.F.R. §35.101 et seq.

Administrative Requirements

- OMB Circular A-102, State and Local Governments (10/07/94, amended 08/28/07) (44 CFR Part 13)
- OMB Circular A-110, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/93, amended 09/30/99) (2 CFR Part 215)

Cost Principles

- OMB Circular A-87, State and Local Governments (05/10/04) (2 CFR Part 225)
- OMB Circular A-21, Educational Institutions (5/10/04) (2 CFR Part 220)
- OMB Circular A-122, Non-Profit Organizations (5/10/04) (2 CFR Part 230)

Audit Requirement

- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (6/24/97, includes revisions published in the Federal Register 6/27/03)

IN WITNESS WHEREOF, the **COMMISSION** and the **AWARDEE** hereto have affixed signatures this _____ day of _____, 20_____.

WITNESS: _____ AWARDEE _____

DATE _____

Backup material for agenda item:

6. Presentation of Department of Public Health Occupant Safety Seat Grant Application-
Lanier Swafford, Emergency Services Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 21 November 2017

Prepared By: Lanier Swafford

Voting Session: 7 December 2017

Presenter: Lanier Swafford

Public Hearing: Yes _____ No X

Agenda Item Title: Request to apply for the DPH Occupant Safety Seat Grant

Background Information:

The Georgia Department of Public Health offers grants to fire departments, health departments and EMS agencies across the state to assist with child safety seat installations and education. DCES has applied for and received this grant many times in the past.

Current Information:

The goal is to apply for a 100% funded grant with no local match.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to approve for DCES to apply for the 2018 Department of Public Health, Office of Injury Prevention Occupant Safety Grant for 2018

Department Head Authorization: Lanier Swafford

Date: 11/14/17

Finance Dept. Authorization: Vickie Neikirk

Date: 11/14/17

County Manager Authorization: DH

Date: 11/16/17

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

See attached



2018
CHILD PASSENGER SAFETY MINI-GRANT
THIS GRANT OPPORTUNITY IS FUNDED THROUGH
THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY

RELEASE DATE: MONDAY, NOV. 13, 2017
CLOSING DATE: MONDAY, DEC. 04, 2017

GEORGIA DEPARTMENT OF PUBLIC HEALTH
INJURY PREVENTION PROGRAM – CHILD OCCUPANT SAFETY PROJECT
2 PEACHTREE STREET NW
SUITE 9-465
ATLANTA, GA 30303
PHONE: 404-463-1487
E-MAIL: injury@dph.ga.gov

Background	The Georgia Department of Public Health's (DPH) Injury Prevention Program (IPP) fulfills a vital mission to prevent injuries by empowering state and local coalitions through the provision of data, training, leadership, and the leveraging of resources for prevention programs.
Purpose	The purpose of the Child Passenger Safety Mini-Grant is to assist local agencies in reducing motor vehicle-related morbidity and mortality in Georgia's children by: <ol style="list-style-type: none"> 1) Reinforcing the importance of the proper use of child safety seats, booster seats, and seat belts. 2) Providing child safety seats and booster seats to families with an identified financial need.
Program Overview	Georgia DPH IPP has partnered with the Governor's Office of Highway Safety (GOHS) in an effort to combat preventable death and injury to children on Georgia's highways. This project coordinates a child safety seat education and distribution program for health agencies across the state. The goal of the Child Occupant Safety Project (COSP) is to facilitate this statewide Child Passenger Safety (CPS) program. With the assistance of the COSP, local health agencies can implement and improve their CPS program with minimal time and monetary investment while providing a valuable community outreach. In addition to providing on and off-site support for the county level CPS programs, COSP staff will coordinate the purchase and delivery of child safety seats to health agencies.
Grant Funding	Child safety seat distribution is available as an equipment only mini-grant to local agencies through the COSP. This Mini-Grant is made possible by funding from the Governor's Office of Highway Safety.
Program Eligibility	To be considered for the Child Passenger Safety Mini-Grant, agencies must complete the Mini-Grant Application contained in this packet and adhere to guidelines included in this packet. If multiple agencies apply for the grant in the same county, competitive scoring will be utilized to determine the grant award.
Deadline for Submission	<u>APPLICATIONS MUST BE RECEIVED BY MONDAY, DEC. 04, 2017.</u> <i>(Applicants will receive a confirmation of receipt of application via e-mail. If you do not receive this confirmation, please contact the COSP to ensure receipt at injury@dph.ga.gov.)</i>
Awards	Mini-Grant awards will be announced by Dec. 27, 2017. New awardees will receive an initial supply of child safety seats. Each organization that receives seats as part of the Mini-Grant must confirm receipt of the seats by sending an e-mail to injury@dph.ga.gov that includes the quantity of child safety seats received.

RESOURCE GUIDE

CHILD PASSENGER SAFETY MINI GRANT

PROGRAM REQUIREMENTS – Mini Grantee Responsibilities

Implementation Strategies

Mini Grantees may choose to use any of the following methods:

- 1) Child Passenger Safety Educational Class and child safety seat distribution in vehicle
- 2) Child Safety Seat Inspection Station and child safety seat distribution in vehicle
- 3) Individual Appointments and child safety seat distribution in vehicle

Child Passenger Safety Educational Class

- 1) CPS education classes should be a minimum of 60 minutes. This strategy should incorporate all of the following:
 - a) Use of one of the standardized curriculums developed and distributed by the COSP. The COSP will provide instructor notes and an electronic copy of the curriculum to all Mini-Grantees. The COSP **does not** support using the “Don’t Risk Your Child’s Life Video” or any other video as a primary means to educate families.
 - b) If time is limited, experienced CPS technician may provide instruction via the shortened presentation.
 - c) If there are Spanish-speaking families, a Spanish version of the curriculum may be provided to assist with education.
- 2) Curriculums available as of January 2018 include:
 - a. CPS Best Practice Overview – Includes very detailed slides and lecture notes. This should be used only by seasoned Techs
 - b. CPS Best Practice Overview – Shortened Presentation – Fewer slides than original, contains lecture notes.
 - c. CPS Best Practice Overview –Spanish language slides with lecture notes in English; content/translation has been approved by GA DPH Communications. NOTE: This is only available to counties who indicate Minority Outreach on the application.
- 3) If Grantees are aware of any non-English speaking minority groups within their community that could benefit from the program, but have not reached out due to a lack of resources in the clients’ language(s), they are encouraged to contact the Minority Outreach Program Specialist. The Program Specialist can assist with providing resources and technical assistance, up to and including onsite visits and teaching classes when possible.
- 4) Parents and caregivers must install the child safety seat - not the technician. The CPS Technician should be there to instruct/guide and assist as needed; the parent or caregiver must be the last one to touch the seat.
- 5) CPS Technicians should spend enough time with the parent to ensure they have reviewed not only best practice for the infant or child, but also next steps for the child(ren).
- 6) The COSP Child Safety Seat Check Form **must** be used for all child safety seat distribution and vehicle instruction.

Child Safety Seat Inspection Station or Individual Appointments

The COSP fully supports inspection stations and individual appointments as a strategy to educate and distribute the child safety seats. This strategy should incorporate a minimum of 45 minutes with clients and bullets 3-6 as listed above.

Child Safety Seat Distribution Guidelines

- 1) Child **MUST BE PRESENT** to receive a child safety seat.
- 2) If the child already has a child safety seat, a replacement with a grant funded child safety seat cannot be offered unless the child has outgrown the current seat or it is considered unsafe. *Note: If a seat is deemed

RESOURCE GUIDE

CHILD PASSENGER SAFETY MINI GRANT

to be unsafe because it is expired, recalled, missing pieces, etc. and it will be replaced, grantees are encouraged to keep the unsafe seat and dispose of it.*

- 3) Child safety seats must be distributed to parents or caregivers who otherwise could not afford a seat and do not have a seat for their child.
- 4) Agencies must use a standard protocol for determining client eligibility, (e.g., WIC, Medicaid, Peach Care, or other standard financial eligibility criteria used by the health agency). It is recommended that eligibility be determined at the start of the training.
- 5) If parent is pregnant, child safety seat distribution should occur no earlier than the 7th month of pregnancy to ensure they have enough time to receive education and vehicle instruction before infant arrives. If the parent does not want to use a convertible seat because they will receive an infant carrier, perhaps as a shower gift, then a child safety seat should not be distributed until infant outgrows their seat. Parent can still be educated on the use of the seat they have for the infant.
- 6) Child safety seats provided through the grant may not be distributed at checkup events or road checks.
- 7) In support of the child safety seat program evaluation, grantees must place a "You Don't Have to Bear It" Teddy Bear Sticker on each child safety seat received through this program before giving the child safety seat to an eligible parent or caregiver.

Use of Teddy Bear Sticker (TBS) and TBS Program

Participating agencies are encouraged to work within their community to ensure that at least one local emergency response agency (i.e. law enforcement, EMS, or fire department) is participating in the Teddy Bear Sticker program.

Reporting when a child safety seat has been involved in a crash, helps the COSP document serious injuries prevented and children's lives saved as a result of this program. Collecting this data is essential to justify future funding for this program.



- Agencies can participate in the TBS Program by completing the TBS form for each motor vehicle crash involving a stickered child safety seat.
- Complete separate forms for each stickered seat and mail or email the form(s) back to the COSP.
- Child safety seats with Teddy Bear Stickers are eligible for replacement through the TBS Program.
- The COSP also provides safety items to the reporting agency.

Program Communication, Reporting, and Documentation

- 1) **Ownership and/or responsibilities of the grant cannot be changed or delegated to another agency without first contacting COSP.** Further, it is the responsibility of the applying agency to notify the CPS coordinating agency of any changes in designation.
- 2) An e-mail address and phone number for the CPS Coordinator must be provided. E-mail will be the primary method of communication concerning grant activities. **The COSP office must be notified of any changes to the CPS Coordinator contact information (current certification card should be submitted at time of change).**
- 3) Each agency will be assigned a username and password to access the electronic grants management system (www.gacarseats.com) (Web Portal). All participating organizations will use the electronic grants management system (Web Portal) to submit brief monthly reports and requests for additional child safety seats. **Monthly reports and seat orders are due by 12 Noon on the 5th of the month.**
 - Monthly reports document the number of child safety seats distributed, the number of classes held, inspection station or one-on-one appointments, and any public information and educational materials disseminated. This includes any media outreach both formal and informal. Copies of media (links to articles, copies of social media posts, etc.) should be provided.

RESOURCE GUIDE

CHILD PASSENGER SAFETY MINI GRANT

- If the agency was unable to conduct any activity during a month, the reason for this should be documented in the monthly report. The monthly reports permit the COSP to provide additional resources or assistance, or both based on communicated needs.
- 4) The program clients and the certified CPS Technician must complete a Child Safety Seat Check Form for each seat that is checked. The check forms are available by filling out the Public Information and Education and Tools Order Form (See page 10).
- 5) The participating agency must also maintain records documenting each client's eligibility (i.e., WIC, PeachCare, Medicaid, etc.) and must store and keep confidential in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 6) The COSP develops talking points to increase awareness of life-saving benefits of child safety seats, booster seats, and safety belts. These are approved by DPH Communications and are disseminated to all Mini-Grantees. All mini-grant awardees are encouraged to utilize the talking points and share on social media as applicable and available.
- 7) COSP can request an audit of equipment, forms, class information, or any other mini-grant related items to verify compliance. Failure to respond to requests or lack of compliance can result in suspension of grant activities or removal of the grant.

MINI GRANT RESOURCES

Agencies selected to participate in this program will receive the following:

- Child safety seats;
- Technical assistance with program implementation, administration, and reporting;
- Additional help with building local coalitions, program improvement, and CPS Technician support.
- Training or referral to training for staff interested in becoming a certified CPS Technician and also for staff needing to recertify to maintain CPS Technician status
- Supporting program items, such as educational materials, forms, etc.
- Training or referral to training

DEFINITIONS

Applying Agency

Local health agencies are eligible to apply for the CPS Mini-Grant. For the purpose of this Mini-Grant, local health agencies are defined as public health departments, emergency medical services, and district public health offices. *Another community agency or organization may coordinate the local CPS program as the CPS Coordinator, but one of the above-mentioned health agencies must sponsor and sign the application as the Applying Agency.*

Authorized Representative

This is the person authorized by the Applying Agency to enter into the Mini-Grant and sign the application.

CPS Coordinator

The CPS Coordinator is the person who will receive all correspondence for the program and implement the information, regulations, and program goals. An email address and phone number must be provided for the CPS Coordinator. The CPS Coordinator may also be the CPS Technician who teaches the education classes.

CPS Technician(s)

Applicants must have a certified Child Passenger Safety Technician (CPST) on staff or a certified CPST within their community that will conduct the educational classes or inspection station (one on one appointment) and distribute the car seats. Only a CPST can distribute car seats.

RESOURCE GUIDE

CHILD PASSENGER SAFETY MINI GRANT

Community Collaboration

Applicants are encouraged to collaborate with other organizations in their community that have certified CPSTs available to check child safety seats after the educational classes and during inspection station hours. These collaborative partners could include individuals from community organizations such as health departments, law enforcement, emergency medical services (EMS), fire departments, hospitals, and others, but may also include any other CPS Technician currently certified by Safe Kids Worldwide.

CPS MINI-GRANT AWARDS

Mini-Grant awards will be announced by December 27, 2017. New awardees will receive an initial supply of child safety seats within four to six weeks.

- **Maximum initial allotment for new Grantees is a total of up to 10 Convertible and 4 High Back Booster child safety seats (depends on awardees' facility storage capacity). Current grantees may order what is needed to bring their current inventory to 6 convertibles and 4 High Back Boosters up to level. All Grantees will order their initial and subsequent seats via the Web Portal. If you do not have a log in please contact the COSP team at injury@dph.ga.gov.** The COSP may adjust the number of seats awarded based on the agency's reported inventory or the number of counties participating in the program.
- **Each organization receiving seats as part of the Mini-Grant must confirm receipt of the seats by sending an e-mail to injury@dph.ga.gov that includes the quantity of each type of child safety seat received.**

Each month supplemental child safety seats can be requested as a participating agency distributes their initial supply of child safety seats.

- The agency must submit a Supplemental Seat Request via the electronic grants management system (Web Portal) which indicates the number(s) and type(s) of additional seats requested. **The request must be submitted by 12 noon on the 5th of the month in order to receive seats by the end of that month.**
- The agency must be in compliance with the monthly reporting requirement (i.e., reports must be current) in order to request supplemental seats. If a county is more than one month behind on reporting, child safety seats will be not distributed.

RESTRICTIONS ON CHILD SAFETY SEATS:

- 1) The COSP continues to seek additional funding for child safety seats to support the growth of this program. The child safety seat maximum inventory for counties each month is restricted to 6 convertibles and 4 High Back Boosters.
- 2) If you have seats in inventory that are approaching one year of age, you must notify the COSP office immediately for pick-up and redistribution.
- 3) Please refrain from providing child safety seats to a family who already has a seat for a child or who could put a younger child in the older child's seat (reference Child Safety Seat Distribution guidelines).
- 4) The child **MUST** be present in order to receive a seat and be properly fitted.
- 5) Child safety seats should not be replaced due to being dirty or if the family needs a seat for their second vehicle or other caregiver.

RESOURCE GUIDE

CHILD PASSENGER SAFETY MINI GRANT

RESOURCES

- 1) Child safety seat resources are limited. It is important to be good stewards of the program procedures. This should be a supplemental program, supporting existing efforts in the community. The grant is not intended to fully meet the community need and it is expected that additional seats/funding for program will be needed.
 - A supplemental resource packet is available, including information on possible grant opportunities.
- 2) All workers (both full time and volunteers) are considered mandated reporters and should complete the state appropriate mandate reporter training. <https://oca.georgia.gov/mandated-reporting>
- 3) Certification for CPS Technicians is valid for two years. CPS Technicians should refer to <http://cert.safekids.org/> for details about the recertification requirements and process. Briefly, CPS Technicians must complete the following during the two-year cycle in order to recertify.
 - Five (5) verified seat checks by a certified CPS Technician Instructor or Proxy
 - Community education (one two-hour checkup event or four hours of community education). A Community Event does include your CPS classes held for the Mini Grant Purposes (category 4 hours of Community Education).
 - Six (6) CPS continuing education units (CEUs). Online and in-person courses are available to assist CPS Technicians in obtaining the required CEUs. More information can be found at www.cpsboard.org and <http://cert.safekids.org/>
 - Register and pay recertification fee before current certification expiration date.
 - The Child Occupant Safety Project (COSP) will offer CPS Technician Recertification and Renewal classes. For more information please contact the COSP office.
- 4) The Child Occupant Safety Project regularly offers the CPS Technician Certification class. More information on CPS Technician Certification classes offered by other organizations, please visit <http://cert.safekids.org/> and click on “Find a Course”.
- 5) *The COSP is committed to helping CPS Technicians maintain their certification. If you need assistance with completing the recertification requirements or with logging your information into the Safe Kids Certification Management Web site, please call 404-463-1487 or email at injury@dph.ga.gov. Additionally, there is some funding available to assist with recertification fees if local CPS Technicians are in need of assistance.*

INJURY PREVENTION PROGRAM'S CHILD PASSENGER SAFETY MINI-GRANT APPLICATION FORM (SHOULD BE COMPLETED FOR EACH COUNTY SERVED)

Instructions: Complete all sections of this application and submit to the COSP no later than 4:00 PM EST, Monday, December 4, 2017.

SECTION I. CONTACT INFORMATION

Date of Application:

Applying Agency:

Type of Health Agency (check one): Health Dept. EMS Agency District Health Office

Address:

Address 2 (e.g. suite):

City:	State:	ZIP Code:
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Coordinating Agency:

Agency Type (check one): Health Dept. EMS Agency Law Enforcement Other:

Address:

City:	Fax:	E-mail:
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Child Passenger Safety Coordinator (CPS Coordinator): AGENCY:

Name:	Title/Position:
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Phone:	Fax:	E-mail:
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SECTION II. PROGRAM ELIGIBILITY

1. CERTIFIED CHILD PASSENGER SAFETY (CPS) TECHNICIAN

- We have at least one certified CPS Technician on staff in our agency.
 How many certified CPS Technicians are currently on staff at your agency? _____
- We will use the services of a certified CPS Technician(s) from a partner agency or program within our community.
 How many certified CPS Technicians from partner agencies are available to assist with your CPS program? _____

You MUST submit a copy of each certified CPS Technician's card with your application. Note: More than three (3) Techs may be submitted. Copies of certification may be obtained by logging on to <http://cert.safekids.org/> and following these steps: Click on "Log In". Then click "Click here to Log In" for CPS Tech/tech to be". Enter the CPS Technician's User Name and Password and under Action Items, click on "Click here for Your Wallet Card/Certificate (pdf)."

Name of Technician:	Certification Number: Expiration Date:
Agency:	
Name of Technician:	Certification Number: Expiration Date:
Agency:	
Name of Technician:	Certification Number: Expiration Date:
Agency:	
Name of Technician:	Certification Number: Expiration Date:
Agency:	

2. CHILD PASSENGER SAFETY EDUCATION CLASS

Please estimate how often your organization will hold a child passenger safety education class(es) of at least 60 minutes per class.

- _____ times per Month Week
 Other (please explain):

_____ # of attendees anticipated for each class (Note: At least one CPS Technician per five child safety seats is recommended.)

3. CHILD SAFETY SEAT INSPECTION STATION OR INDIVIDUAL APPOINTMENTS

Please estimate how often your agency will operate a child safety seat inspection station of at least 45 minutes per class

- We will have a regularly scheduled inspection station (e.g., 1-4pm every third Wednesday of the month)

Please specify _____

- We will have flexible inspection station hours in increments of at least one-hour, totaling _____ hours per month.

- We will offer safety seat inspections and education including next steps by appointment only

- Other (please explain):

- No inspection station (please explain):

SECTION III. LOCAL PROGRAM ADMINISTRATION AND COLLABORATION

1. Please indicate the criteria your agency will use to determine financial eligibility in order to ensure that the neediest clients receive child safety seats through this program.

Check all that apply:

- PeachCare eligible
 WIC eligible
 Medicaid eligible
 Other (please specify): _____

2. Please indicate if you plan to utilize the Spanish-language tools for specific minority outreach.

Check all that apply:

- Yes, we will offer Spanish-language classes
 Yes, we will offer an inspection station with a translator
 Yes we will offer one-on-one appointments with a translator

3. How will your agency reach high-risk populations? Please write at least one sentence explaining how your agency will refer parents to the child safety seat education course or how you will receive referrals from outside agencies. Example: Our WIC coordinators will provide child safety seat course referrals.

4. How will your agency facilitate the child safety seat program? Please write a few sentences explaining how your agency will conduct the classes/inspection stations. (e.g.; *Our health department will partner with the CPS Technicians at the EMS to provide a 1-hour course with in-vehicle instruction after the classroom training.*)

5. Participating agencies are encouraged to build a local coalition and collaborate with other community organizations interested in child passenger safety to support this program. Collaborative partners could include health departments, DFCS, law enforcement, EMS, fire departments, judicial systems, hospitals, family / women's centers, Head Start, or other local child advocacy centers. In addition, any other currently certified CPS Technician could support the program.

Are letters of support attached to this application from other local agencies that will assist with or support the child safety seat program? Yes No

If yes, how many letters of support are attached? _____ (up to 3)

Note: Letters of support should indicate how the organization will assist with the program (i.e. provide referrals; provide certified CPS Technicians or other staff / volunteers to assist with classes and/or inspection stations; etc.). Agencies are strongly encouraged to include health departments, law enforcement, EMS, fire departments, DFCS and other local child advocacy centers in the collaborative effort.

SECTION IV. PAST MINI-GRANT INFORMATION

1. Has your organization previously received this Mini-grant? Yes No

If yes, does your organization have any child safety seats remaining from previous years? Yes No

2. Did your local emergency response agencies (i.e. law enforcement, EMS or fire departments) submit any Teddy Bear Sticker forms in the previous grant year? Yes No Unknown

If yes, please list the organization(s) that participated: _____ If No, please indicate why: _____

SECTION V. CHILD SAFETY SEAT REQUEST

The initial grant award will be limited. For new county grantees only: the maximum initial grant is a total up to 10 convertible child safety seats.

1. What is your initial request for child safety seats? Please request even numbers of seats only. Your initial order may be up to 10 convertibles and 4 Boosters child safety seats (new county only). Current grantees should place an order in the WebPortal to bring inventory levels to 6 convertibles and 4 boosters.

_____ Convertible Seats (Rear-facing and forward-facing)

_____ High Back Booster Seats

SECTION VI. SHIPPING INFORMATION FOR RECEIVING SHIPMENTS (NO P.O. BOXES) YOU MUST STILL ENTER A SEAT REQUEST IN THE ELECTRONIC GRANTS MANAGEMENT SYSTEM, (WEB PORTAL) AS DEFINED UNDER CPS MINI-GRANT AWARDS 1ST BULLET POINT ABOVE. IF YOU NEED A LOGIN FOR THE WEB PORTAL EMAIL INJURY@DPH.GA.GOV

Name of Person receiving seats:

(This must be the name of a person not agency)

Name of Delivery Location/Organization:

(This is the name on the delivery building)

Street Address (NO PO BOXES):

Address 2 (Suite, Building # or N/A):

City:

State: GA

Zip Code:

Phone:

Alternate Phone or EXT:

E-mail:

Section VII. PROGRAM ADHERENCE, DOCUMENTATION, AND HOLD HARMLESS AGREEMENT

In consideration for the sponsoring agency (“Agency”)’s participation in the Georgia Department of Public Health (“DPH”)’s Child Passenger Safety Mini-Grant program (“Program”), the Agency agrees with the following terms and conditions:

1. Agency agrees to adhere to all program guidelines, including the guidelines outlined in the document titled “Mini-Grant Guidelines” and “Mini-Grant Application” (“Application and Grant Guidelines”).
2. Agency agrees to provide an educational class, individual appointment, or inspection station as described in the Application and Grant Guidelines with each child safety seat distributed.
3. Agency agrees to complete and submit all required documentation outlined in the Application and Grant Guidelines by the required deadlines. This documentation includes the required monthly report and the supplemental seat request form or Teddy Bear Sticker form.
4. Agency agrees to complete and retain on file at the Agency a child passenger safety checklist and waiver form for each seat checked and distributed and documentation on how each client met financial eligibility requirements to receive a child safety seat.
5. Agency agrees to store and maintain the confidentiality of client financial eligibility data and all other protected health information in accordance with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).
6. Agency agrees that it has obtained all of the necessary letters to support this application and have demonstrated an ability to reach high-risk populations and facilitate an effective child passenger safety program prior to submitting this application.
7. Agency agrees not to accept any compensation in exchange for services.
8. Agency understands and agrees that the DPH is providing a public service in the interest of safety, is not a dealer or manufacturer of the child safety seats, and makes no warranty of any kind, express or implied, including, without limitation, any warranty of merchantability or fitness for a particular purpose or any warranty as to the quality, safety, or condition of the child safety seat. In no respect shall DPH incur any liability for any damages or injury, including, but not limited to, direct, indirect, special, or consequential damages arising out of, resulting from, or in any way connected to the use of the child safety seat.
9. Agency agrees to release and hold harmless DPH and its officers, employees, agents, and assigns, from any and all costs, expenses, losses, claims, damages, liabilities, settlements, and judgments related to or arising from the Program.

Agency understands and agrees that a violation of this agreement could affect Agency’s participation or eligibility for the Program. By signing below, the undersigned certifies that he or she has read this document, fully understands its contents, and signs it of his or her own free will. The individual who is responsible for implementing this program and their supervisor must sign this application in order for the application to be considered.

ALL SIGNATURES MUST BE COMPLETED EVEN IF THE SAME PERSON

APPLYING AGENCY NAME (MUST BE PUBLIC HEALTH OR EMS):	
AUTHORIZED REPRESENTATIVE’S SIGNATURE:	DATE:
AUTHORIZED REPRESENTATIVE’S NAME PRINTED:	
COORDINATING AGENCY (IF DIFFERENT FROM APPLYING AGENCY)	
COORDINATING REPRESENTATIVE SIGNATURE:	DATE:
COORDINATING REPRESENTATIVE NAME PRINTED:	
CPS COORDINATOR SIGNATURE:	DATE:
CPS COORDINATOR’S NAME PRINTED:	

VIII. SHIPPING INFORMATION FOR RECEIVING EDUCATIONAL ITEMS (NO P.O. BOXES)

Name of Person receiving materials: _____ Name of Delivery Location/Organization: _____
(This must be the name of a person not agency) *(This is the name on the delivery building)*

Street Address 1:

Address 2 (if applicable: e.g., Suite, Building # or N/A)

City: _____ State: GA _____ Zip Code: _____

Phone: _____ Alternate Phone or EXT: _____ E-mail: _____

REQUESTED ITEM	QUANTITY	CHECK BOX
2018 Educational Curriculum Presentation and Booster Seat Presentation (provided in English) – Full Length version (with Instructor notes).	1	X
2018 Shortened Education Curriculum Presentation (provided in English) – Less slides, condensed version (with Instructor notes)	1	X
2018 Educational Curriculum (Spanish Version with notes). Emailed upon request	1	<input type="checkbox"/>
Sammy's Safety Coloring Books - English	25	<input type="checkbox"/>
Sammy's Safety Coloring Books - Spanish	25	<input type="checkbox"/>
GA CPS Law brochure (English)	25	<input type="checkbox"/>
GA CPS Law brochure (Spanish)	25	<input type="checkbox"/>
You Don't Have to Bear It - Teddy Bear Stickers <u>(to be placed on each child restraint prior to distribution)</u>	100 / roll	X
General Safety Stickers	100 / roll	<input type="checkbox"/>
Silver Permanent Marker <u>(Used to mark CRs with agency name, Identification #s, and/or "Not for resale")</u>	1	<input type="checkbox"/>
Pre-cut Pool Noodles	12	<input type="checkbox"/>
Child Safety Seat Check Forms (50 sheets - Padded) <input type="checkbox"/> English <input type="checkbox"/> Spanish	1 set	<input type="checkbox"/>
Child Passenger Safety Healthcare Pocket Cards <u>NOTE: These are for staff use ONLY; not for public distribution</u>	5	<input type="checkbox"/>

FOR DPH USE ONLY: Date filled _____ / _____ / _____
 MM DD YYYY

Backup material for agenda item:

7. Presentation of Special Event Alcohol Permit Application - *Chamber of Commerce Business After Hours at United Community Bank on December 14, 2017*- Jason Streetman, Planning & Development Director

DAWSON COUNTY PLANNING AND DEVELOPMENT

25 Justice Way, Suite 2322, Dawsonville, GA 30534 706.344.3500 x 42335

****SPECIAL EVENT ALCOHOL PERMIT REQUIREMENTS****

Consolidated Alcohol Ordinance - Article 12: Section 1200: Eligibility for a Temporary Special Event Alcohol Permit

14 CALENDAR DAYS (MINIMUM) ARE REQUIRED TO PROCESS THIS PERMIT

A temporary special event alcohol permit may be issued to any person, firm, or corporation for an approved special event. The person, firm, or corporation must make application and pay the fee that may be required by this ordinance and shall be required to comply with all the general provisions of this ordinance and the licensing and regulations for a consumption on the premises establishment with the exception of the full-service kitchen requirement.

Special Event Alcohol Permits shall be obtained for the following:

1) Events CATERED pursuant to the regulations established in Article 10 of this ordinance;

The special event must meet the following criteria before the issuance of a permit to sell alcoholic beverages:

- 1) The special event must receive approval from the Dawson County Sheriff's Office on CROWD CONTROL, SECURITY MEASURES, and TRAFFIC CONTROL MEASURES.
- 2) The premises at which the special event is to take place must be within a COMMERCIAL ZONE and approved by the County Manager. If the proposed location is NOT within a commercial zone, the approval must be obtained from the Board of Commissioners.
- 3) The premises where the special event shall occur must meet the DISTANCE FROM CERTAIN USES REQUIREMENTS of this ordinance.
- 4) Any employee or volunteer of the special event permit holder, working the special event in any position dispensing, selling, serving, taking orders or mixing alcoholic beverages shall be required to obtain an EMPLOYEE PERMIT for the special event. Employees or volunteers dispensing, selling, serving, taking orders, or mixing alcoholic beverages must be 18 YEARS OF AGE or older. EMPLOYEES OF CATERERS must comply with the regulations established in Article 10 of this ordinance and must be 21 YEARS OF AGE or older as pursuant to O.C.G.A. §3-11-4.
- 5) The Sheriff, Marshal or his designee may immediately revoke any temporary permit for a special event if continued alcohol sales may endanger the health, welfare, or safety of the public.
- 6) As a condition on the issuance of a temporary special event permit, the permit holder shall indemnify and hold Dawson County harmless from claims, demand or cause of action that may arise from activities associated with the special event.
- 7) The County Manager shall issue the temporary special event permit to the applicant upon compliance with the terms hereof.
- 8) In the event that a special event alcohol permit is denied by the County Manager, the applicant may appeal the decision to the County Commission.

APPLICATION FOR SPECIAL EVENT ALCOHOL PERMIT

Only a Licensed Alcoholic Beverage Caterer or a Bona Fide Non-Profit Civic Organization may apply for this permit

Check all that apply: Beer Wine Distilled Spirits (Liquor)

If alcohol is complimentary, no State Special Event Alcohol Beverage Permit is required. If alcohol is sold, the State Permit is required. See attached State Permit application.

Are you catering the event? Yes No

Is the alcohol free of charge? Yes No

11-13-17 Chamber Commerce After Hours United Community Bank
Date of Application Name of Applicant: (Individual / Firm / Corporation)

6372 Hwy 53 E
Business Address of Applicant: Street # / Street name

Dawsonville, GA 30534
City / State / Zip Code

706-531-1101
Phone Number of Applicant

alesia-wells@acbi.com
Email Address of Applicant

12/14/2017
Date(s) of Special Event

United Community Bank
Name of Special Event or Business

6372 Hwy 53 East
Address of Special Event: (Street # / Street Name)

Dawsonville, GA 30534
City / State / Zip Code
Business After Hours

136

SPECIAL EVENT ALCOHOL PERMIT

Special Event must be located in a commercial zone. What is the commercial zone?
(If not, the Board of Commissioners must grant approval.)

Does the Special Event comply with the required 600 feet (200 yards) distance requirement from a church, school, daycare, and alcohol treatment facility? YES NO
See Certified Report of Survey Form # 3-A (attached) for definitions and means of measurement.

Distance Measured:
NEAREST CHURCH:
Name and Address: Bethel United Methodist Church
100 Lumpkin Campground Rd. S

Distance Measured: 0.3 miles

* Method of Measure: google maps

Distance Measured:
NEAREST SCHOOL:
Name and Address: Kilough Elementary School 1005 Kilough Ch Rd.

Distance Measured: 1.1 miles

* Method of Measure: google maps

Distance Measured:
NEAREST DAYCARE:
Name and Address: White Oak Academy 281 Prominence Ct.

Distance Measured: 0.6 miles

* Method of Measure: google maps

Distance Measured:
NEAREST ALCOHOL TREATMENT FACILITY:

Name and Address: Dawson County Treatment Court, 189 Highway 53 West, Suite 106, Dawsonville, GA 30534

Distance Measured: 11.5 miles

* Method of Measure: google maps

* Tell us how you measured (ex: survey, wheel device, automobile, paced/walked)

SPECIAL REQUIREMENTS FOR BONA FIDE NON-PROFIT CIVIC ORGANIZATIONS:

Article 12 - Section 1201:

- 1) A bona fide non-profit civic organization is one which is exempt from federal income tax, pursuant to the provisions subsections (c), (d) or (e) of 26 U.S.C. Section 501.
- 2) Upon the filing of an application and the payment of a special temporary event permit application fee, a bona fide non-profit civic organization may obtain a permit authorizing the organization to sell alcoholic beverages for consumption on the premises or to sell wine at retail for off-premises consumption, or both, for a period not to exceed three (3) days subject to any law regulating the time for selling such beverages.
- 3) No more than 12 permits may be issued to an organization in any one calendar year.
- 4) Permits are valid only for the location specified in the permit. No permit may be issued unless the sale of alcoholic beverages is lawful in the place for which the permit is issued. Said permit is subject to the restrictions set forth in Section 12 of this ordinance.

SPECIAL EVENT ALCOHOL PERMIT

NOTE: Before signing this statement, check all answers and explanations to see that you have answered all questions fully and correctly. This statement is to be executed under oath and subject to the penalties of false swearing, and it includes all attached sheets submitted herewith.

STATE OF GEORGIA, DAWSON COUNTY

I, Alesia G Wells, DO SOLEMNLY SWEAR, SUBJECT TO THE PENALTIES OF FALSE SWEARING, THAT THE STATEMENTS AND ANSWERS MADE BY ME AS THE APPLICANT IN THE FOREGOING PERSONAL STATEMENT ARE TRUE AND CORRECT.

Alesia G Wells
APPLICANT'S SIGNATURE

I HEREBY CERTIFY THAT Alesia Wells SIGNED HIS NAME TO THE FOREGOING APPLICATION STATING TO ME THAT HE KNEW AND UNDERSTOOD ALL STATEMENTS AND ANSWERS MADE THEREIN, AND, UNDER OATH ACTUALLY ADMINISTERED BY ME, HAS SWORN THAT SAID STATEMENTS AND ANSWERS ARE TRUE AND CORRECT.

THIS 13th DAY OF November, 2017



Deborah R. McGraw
NOTARY PUBLIC

SPECIAL EVENT ALCOHOL PERMIT

FOR OFFICIAL USE ONLY:

DATE APPLICATION AND FEE RECEIVED:

11-16-17

COUNTY MANAGER APPROVAL:

County Manager Date

PLANNING AND DEVELOPMENT REVIEW:

THE ABOVE EVENT LOCATION IS APPROVED FOR DISTANCE REQUIREMENTS AND ZONING REQUIREMENTS. (Must be in a commercial zone and have a current Business License)

Planning and Development Director Date

SHERIFF DEPARTMENT REVIEW:

APPLICANT HAS MET ALL REQUIREMENTS ON CROWD CONTROL, SECURITY, AND TRAFFIC CONTROL MEASURES FOR THE ABOVE EVENT.

Sheriff Date




Legend
 Parcels
 Roads

Parcel ID	113 078	Owner	UCB NORTH GEORGIA PROPERTIES INC	Last 2 Sales			
Class Code	Commercial		P O BOX 398	Date	Price	Reason	Qual
Taxing District	UNINCORPORATED		BLAIRSVILLE GA 305140398	10/8/2007	\$770000	TI	U
	UNINCORPORATED		6372 HWY 53 E	8/16/1988	\$250000	FM	Q
Acres	0.95	Physical Address	6372 HWY 53 E				
		Assessed Value	Value \$1637410				

(Note: Not to be used on legal documents)

Date created: 11/17/2017
 Last Data Uploaded: 11/16/2017 3:13:54 PM

 Developed by
 The Schneider Corporation

Receipt

Dawson County Chamber of Commerce, Inc.

Invoice Number: INV-11-17-35305

Date	Payment Type	CheckNum	Amount
11/17/2017 12:00:00AM	Money Order	2118333	\$25.00
Total Payment:			\$25.00

Backup material for agenda item:

8. Presentation of 2018 ACCG Summer Georgia Counties Internship Program (GCIP) Grant Application- David McKee, Public Works Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 11/21

Prepared By: Alexa Bruce

Voting Session: 11/30

Presenter: David McKee

Public Hearing: Yes _____ No

Agenda Item Title: 2018 ACCG Summer GCIP Grant Application

Background Information:

“County internship grant opportunities are exclusively available for summer. The goals are to enable counties to hire talented college students for specific projects that will benefit county government and citizens; give students a chance to learn first-hand about the roles of counties and functions of local government; provide practical work experiences that students can use in their job market upon graduation; and inspire young people to a life of public service leadership”.-ACCG

Current Information:

There are two main projects that are needed for Dawson County that can be provided by a GIS Intern with basic GIS skills. 1) Culvert Collection and Analysis – Dawson County Public Works currently maintains/inspects over 1100 culverts.
2) NG911 Integration/911 address verification – Dawson County will soon be upgrading the current 911 dispatch system to the NG911 system based on GIS.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
\$2000	Public Works	250-00-1500-xxxxxx-018			\$0	\$0

Recommendation/Motion: Approval of the 2018 ACCG Summer GCIP Grant Application

Department Head Authorization: David McKee

Date: 11/14/17

Finance Dept. Authorization: Vickie Neikirk

Date: 11/14/17

County Manager Authorization: DH

Date: 11/16/17

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Civic Affairs Foundation

an **ACCG** initiative

Georgia County Internship Program Grant Application Summer 2018

Applicants should read the entire GCIP Application Packet prior to completing this form.

This application has two sections. Section I requires the applicant to provide answers to a series of questions and Section II requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.

The application deadline for summer 2018 GCIP grants is **Friday, December 15, 2017.**

Applications should be sent to **Michele NeSmith** at the Foundation via email to mnesmith@accg.org, by FAX to 404-589-7879 (note Ms. NeSmith as the recipient), or by mail to:

Civic Affairs Foundation
191 Peachtree Street NE, Suite 700
Atlanta, GA 30303

Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.

Reminder: Interns should be currently enrolled in college as undergraduate or graduate students, or have recently graduated from college within one year of the grant period. High school students or recent high school graduates who have not yet begun college are not eligible. Interns cannot work more than 200 total hours during the grant period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.

Section I

Number of interns requested for your department:	1
--------------------------------------------------	---

County Name:	<u>Dawson County</u>
Provide County E-Verify Number:	<u>121884</u>

Civic Affairs Foundation

an **ACCG** initiative

Are you submitting an application that includes a partner?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
List partners:		
Is your partner a nonprofit, college or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List contribution level	_____ \$500 (25%) _____ Other	
<i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities.)</i>		

Name of Primary Contact:	David McKee		
County:	Dawson County		
Department:	Public Works		
Position:	Public Works Director		
Address:	25 Justice Way Dawsonville GA 30534		
Email:	dmckee@dawsoncounty.org	Phone:	706-344-3501

Is the county providing partial funding of the amount needed to fund the internship? (Total cost of the internship is \$2000 plus FICA and WC)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What amount?	\$:	
OR		
Is the county providing additional funding? (on top of the grant amount)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What amount?	\$:	

Who will be the supervisor for the intern?			
<input type="checkbox"/> Same as primary county contact			
<input checked="" type="checkbox"/> Other			
Name:	Jameson Kinley		
Department:	Public Works		
Position:	GIS Analyst		
Address:	25 Justice Way Dawsonville Ga, 30534		
Email:	jkinley@dawsoncounty.org	Phone:	706-344-3501
Has this individual previously supervised interns?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Is adequate space available to support an intern?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will outside technical assistance be required for the intern to complete the project?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, who will provide it:		
Has your county previously had an intern?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has your county ever had an intern in this field?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has your county previously received a Georgia County Internship Program		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Civic Affairs Foundation

an ACCG initiative

(GCIP) grant for interns?	
Is there a college or university located in your county?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a technical college located in your county?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)	
Elementary knowledge of GIS basics.	
Will any special training be provided to the intern?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	They will gain on the job, current GIS projects related to local government.

Section II

Project Information

Internship position title:	GIS Intern
----------------------------	------------

In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship. More information can be found in the GCIP Application Process and Guidelines document

There are two main projects that are needed for Dawson County that can be provided by a GIS Intern with basic GIS skill.

Culvert Collection and Analysis – Dawson County Public Works currently maintains/inspects over 1100 culverts. These need to be collected using GPS accuracy in order to perform proper analysis. The benefit is so the public works department can be proactive in replacement and evaluate critical areas for improvement.

NG911 Integration/911 address verification – Dawson County will soon be upgrading the current 911 dispatch system to the NG911 system. This system will be based on our GIS information. The current 911 files and street centerline need to be formatted and quality controlled in order to be integrated into the system.

Civic Affairs Foundation

an **ACCG** initiative

For questions, email mnesmith@accg.org or call (404)522-5022 ext. 195

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of private donors. The Foundation is a nonprofit organization established as an initiative by ACCG, Georgia's county association. For more information, visit www.civicaffairs.org.

Backup material for agenda item:

9. Presentation of request to abandon the portion of Powell Rd. between Amicalola Church Rd. and Colly Lane- David McKee, Public Works Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 11-21-17

Prepared By: David McKee

Voting Session: 12-7-17

Presenter: David McKee

Public Hearing: Yes No

Agenda Item Title: Powell Road

Background Information:

Public Works was approached by a property owner in the area of Amicalola Church Rd and Powell Rd requesting information on the process for abandonment of a section of a county road. County Code requires notification and a single public hearing on abandonment of a county road. If abandoned the property would revert back to the property owners.

Current Information:

November 13, 2017 public works was presented with a petition from Mr. Jeffery Runner requesting that Powell Rd be abandoned from Colly Lane North to the intersection of Amicalola Church Road. Powell road is a loop road in that there is access from both ends of the road and the abandonment would not interrupt access to existing property owners. Powell Rd. requested section has two property owners (State of Ga, and Chris Cowart)

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to hold Public Hearing on the abandonment of Powell Road from Colley Ln North to Amicalola Church Road

Department Head Authorization: David McKee

Date: 11-13-17

Finance Dept. Authorization: Vickie Neikirk

Date: 11/14/2017

County Manager Authorization: DH

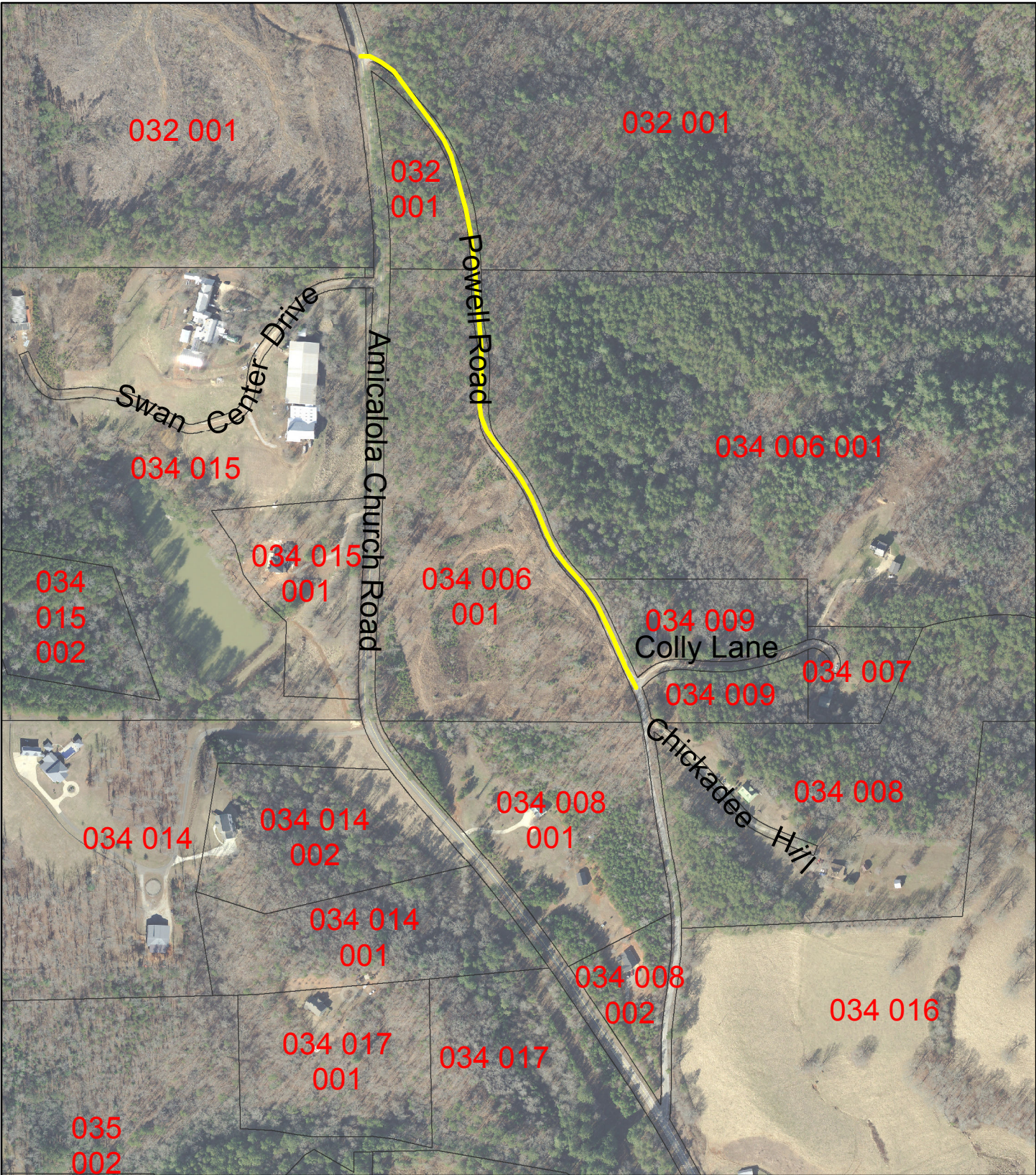
Date: 11/16/17

County Attorney Authorization:

Date:

Comments/Attachments:

Map of Powell Road and section requesting to be abandoned.



0 250 500 1,000 Feet

POWELL ROAD




Dawson County
Public Works
11/13/2017

Distance between Colly Lane and Amicalola Church Road
2,136 feet

150



Legend

-  Parcels
-  City Limits
-  County Line

November 10, 2017

David McKee

Director Public Works

Dawson County, Georgia

Mr. McKee


We the undersigned are requesting that Powell Road in Dawson County Georgia be closed and abandoned from the intersection with Colly Lane north to the intersection with Amicalola Church Road. This section of the road does not provide access to any residences. has virtually no legitimate traffic and is an unnecessary burden on tax payers to maintain. It is a place for people to dump trash, "drag race" and for people to park and congregate for what ever nefarious activity they can come up with.


SIGNATURE

NAME


ADDRESS


 Jeffrey A. Runner 75 Swan Center Dr


 Amy Browning 3071 Amicalola Church Rd

 SALLY RUNNER 75 SWAN CENTER DRIVE


 ANNA RUNNER 2957 AMICALOLA CHURCH RD


 CAROLYN CANTRELL 146 Cantrell Rd Marble Hill, GA


 JIMMY CANTRELL 146 CANTRELL RD Marble Hill

 ALLEN A. DANIEL 2947 Amicalola Ch Rd Dawsonville, Ga

 MATTHEW DANIEL 2943 AMICALOLA CH RD Dawsonville, GA

 CHRIS COWART 8965 Bridgeway Cir.
Gainesville, Ga 30506

 NATALIE COWART 8965 Bridgeway Cir.
GAINESVILLE, GA.

 ADAM RUNNER 1488 Husband Rd 30506

Audrey Runner Audrey Runner 75 Swan Center Drive

Backup material for agenda item:

10. Presentation of request to fund Lumpkin Campground Concept Improvement Plan- David McKee, Public Works Director



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 11-21-17

Prepared By: David McKee

Voting Session: 12-7-17

Presenter: David McKee

Public Hearing: Yes _____ No x

Agenda Item Title: Request to fund Lumpkin Campground Road concept improvement plan

Background Information:

Lumpkin Campground road has experienced increased traffic and congestion over the past several years. Staff has worked on improvements for various intersections over the past several years. Staff has determined that a concept report is needed to seek additional funding to complete the corridor improvements.

Current Information:

Staff has identified that a concept report, typical sections, and design and construction cost is needed to seek additional funding from GDOT on the project. The concept plan will show improvement areas, potential challenge areas, and construction cost estimates for a three phased project delivery. (Map Attached) Traffic congestion continues to worsen and most of corridor suffers from a failed level of service. Lumpkin Campground road is identified as a SPLOST VI project.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
324						

Recommendation/Motion: Motion to approve up to \$20,000 for a concept study on the Lumpkin Campground road.

Department Head Authorization: David McKee

Date: 11-13-17

Finance Dept. Authorization: Vickie Neikirk _____

Date: 11/14/2017

County Manager Authorization: DH

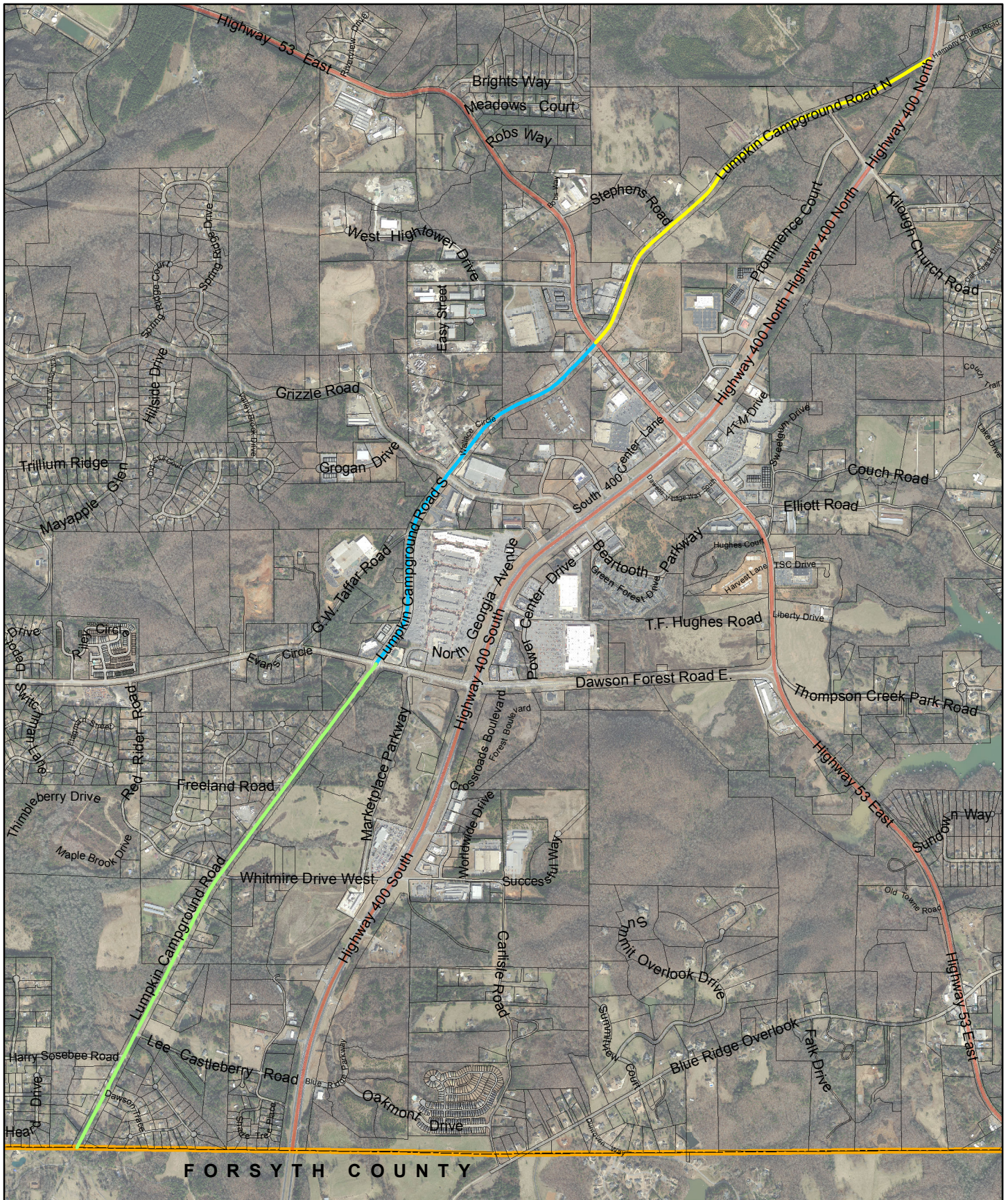
Date: 11/16/17

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

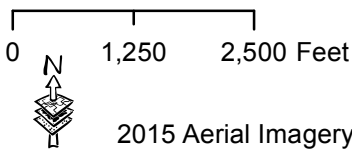
Phased approach map



FORSYTH COUNTY

Legend

- Phase 1 (6,129 feet from HWY 53 to Dawson Forest)
- Phase 2 (8,508 feet from Dawson Forest to County Line)
- Phase 3 (6,782 feet from HWY 53 to HWY 400)
- Parcels
- City Limits
- County Line



Lumpkin Campground Road

Parcels Potentially Affected

- Phase 1 : 24
- Phase 2 : 54
- Phase 3 : 26

Dawson County
Public Works

155

Backup material for agenda item:

11. Presentation of Intergovernmental Agreement with the City of Dawsonville for municipal elections- Lynn Frey, County Attorney



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Legal

Work Session: 11-21-17

Prepared By: M. L. Frey

Voting Session: 12-7-17

Presenter: M. L. Frey

Public Hearing: No

Agenda Item Title: Intergovernmental Agreement Re Elections

Background Information:

The Dawson County Board of Elections and Registration conducts the municipal elections for the City of Dawsonville. Each year an IGA is adopted by the City, the BOE and the County to memorialize the agreement as to duties and responsibilities.

The 2017 agreement has been updated and the 2018 IGA is to be adopted by the City and the Board of Elections in their meetings over the coming weeks. It has been reviewed and is ready for adoption by the Dawson County Board of Commissioners as well. Once it has been presented at the 11-21-17 Work Session it should be ripe for the Board to consider and adopt at its next Voting Session thereafter. The County approves the arrangement but actually has no role in registration and the other duties, which are handled by the BOE. The City then reimburses the BOE for the costs.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 11/14/2017

County Manager Authorization: DH

Date: 11/16/17

County Attorney Authorization: MLF

Date: 11.9.17

Comments/Attachments:

The City will likely have at least one election in 2018, that being the election I expect will be called to fill the vacant mayoral seat. A copy of the updated IGA is attached.

STATE OF GEORGIA
COUNTY OF DAWSON

**INTERGOVERNMENTAL AGREEMENT BETWEEN DAWSON COUNTY, THE
DAWSON COUNTY BOARD OF ELECTIONS AND REGISTRATION AND THE CITY
OF DAWSONVILLE RELATING TO THE 2018 MUNICIPAL ELECTIONS IN THE CITY
OF DAWSONVILLE**

THIS INTERGOVERNMENTAL AGREEMENT, by and between **DAWSON COUNTY**, a county government authorized by the laws of the State of Georgia (hereinafter referred to as the “County”) the **DAWSON COUNTY BOARD OF ELECTIONS AND REGISTRATION**, an appointed Board of Dawson County (hereinafter referred to as the “Board”) and the **CITY OF DAWSONVILLE**, a municipal corporation authorized by the laws of the State of Georgia (hereinafter referred to as the “City”) relating to municipal elections for the City;

WITNESSETH:

WHEREAS, the County by and through the Board conducts all county-wide and/or state-wide elections within Dawson County; and

WHEREAS, the Board has previously assisted the City with the conduct of the City elections; and

WHEREAS, the City has requested and the County has agreed to allow its Board to conduct on behalf of the City any city elections called for in the year 2018;

NOW, THEREFORE, for and in consideration of the mutual covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

1.

With respect to any general municipal election and any specially called municipal election to be held in 2018, the Board shall conduct all such elections for the City at the Offices of the Board or such other precinct locations as determined by the Board.

2.

The Board shall perform all duties as set forth and labeled as “County” in Exhibit A attached hereto and incorporated herein by reference. The City shall perform all duties as set forth and labeled as “City” in Exhibit A attached hereto and incorporated herein by reference.

3.

The City shall reimburse the County for the expense incurred by the Board associated with any general or special municipal election. Such expenses shall be submitted to the City within sixty (60) days of the conclusion of each election covered by this agreement, and such expenses shall be paid by the City within thirty (30) days of the date of such invoice.

4.

As a part of the duties of the Board, it shall perform all duties as superintendent of elections for the City during the term of this agreement; provided, however, that the Board shall have no responsibility hereunder with respect to the matters specifically reserved to the City in Exhibit A.

5.

This Contract may be terminated by either party by giving notice to the other party, in writing, of its intent to terminate this Contract no fewer than one hundred twenty

(120) days prior to the effective date of such termination. In the event of termination, any funds due to the County by the City for work performed by the Board through the date of termination shall be paid by the City no later than thirty (30) days following the date of termination of the Contract.

6.

All elections conducted for the City by the Board shall be conducted in accordance with the provisions of Title 1 and Title 21 of the Official Code of Georgia Annotated and all other applicable laws.

IN WITNESS WHEREOF, the parties hereto have executed this instrument to be effective as of January 1, 2018.

DAWSON COUNTY

BY: _____
BILLY THURMOND, CHAIRMAN

ATTEST:

COUNTY CLERK

Date: _____

CITY OF DAWSONVILLE

BY: _____
JASON POWER, MAYOR PRO TEM

ATTEST:

CITY CLERK

Date: _____

**DAWSON COUNTY BOARD OF ELECTIONS
AND REGISTRATION**

BY: _____
GLEND A FERGUSON, CHAIRPERSON

ATTEST:

ASSISTANT TO BOARD OF ELECTIONS

Date: _____

MUNICIPAL ELECTION STRUCTURE

PERSONNEL	AFFILIATION	DUTIES
CITY/COUNTY:	City	Advertise Call for Election w/Qualifying (city prefers 2 weeks)
COUNTY ELECTION SUPERINTENDENT:	County	Candidate Qualification (fees made payable to City) (Qualifying times: Special called 2.5 days – General 4 days)
COUNTY ELECTION SUPERINTENDENT:	County	Inventory Absentee/Election Supplies
	County/KSU	Design Ballot
	KSU/State	Create Ballot Database – TS/OS
	ES&S	Print OS Ballots; Absentee/Provisional/Challenged
COUNTY TECHNICAL CUSTODIAN:	County	Global Elections Management System (GEMS): Upload Database & Memory Cards Voting Equipment: Logic & Accuracy Procedure (L&A)
COUNTY ELECTION SUPERINTENDENT	County	Publish Sample Ballot
COUNTY ELECTION SUPERINTENDENT	County	Order Municipal Electors List
COUNTY ELECTION SUPERINTENDENT	County	Publish Notice of Election
ADVANCE VOTING PRECINCT BOARD (3) : County - Chief Manager County - Assistant Manager (2)	County	OS Absentee Mail-in NO ID / NO Reason required
		TS Advance Voting PHOTO ID / NO Reason required
ELECTION DAY PRECINCT BOARD (3): County – Chief Manager County – Assistant Managers (2)	County	Conduct Election Day Voting – 7 A.M. – 7 P.M.
ABSENTEE BALLOT TABULATION BOARD (3) : County – Chief Manager County – Assistant Managers (2)	County	Tabulate votes – OS & TS Voting equipment
COUNTY TECHNICAL CUSTODIAN	County	Global Elections Management System (GEMS): Download Election Results
PROVISIONAL BALLOT PROCESSING (if applicable)	County	Verify eligibility; process and count- include w/certification
COUNTY ELECTION SUPERINTENDENT / BOER	County	Election Consolidation / Certification