

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – NOVEMBER 21, 2019
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

UNFINISHED BUSINESS

1. Presentation of Revised Dawson County Employee Handbook (*Originally presented at the October 3, 2019, Work Session and Moved Forward for Legal Review*)- Interim County Attorney

NEW BUSINESS

1. Presentation of 2019 Salary Study- Management Advisory Group President Dr. Donald Long
2. Presentation of Request for Impact Fees for Library Materials- Chestatee Regional Library System Director Leslie Clark
3. Presentation of Request to Accept Georgia Emergency Management and Homeland Security Agency K9 Grant Award- Emergency Services Director Danny Thompson
4. Presentation of Request to Accept Georgia Trauma Commission EMS Trauma Related Equipment Grant- Emergency Services Director Danny Thompson
5. Presentation of Request to Apply for Georgia Forestry Commission Volunteer Fire Assistance 50/50 Grant- Emergency Services Director Danny Thompson
6. Presentation of FY 2021 Georgia Department of Transportation / Federal Transit Administration Section 5311 Transit Contract- Senior Services Director Dawn Pruett
7. Presentation of FY 2020 Legacy Link Contract Addendum No. 2- Senior Services Director Dawn Pruett
8. County Manager Report
9. County Attorney Report

****Executive Session may follow the Work Session meeting.***

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



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 10/03/19

Prepared By: Lisa Green

Voting Session: 10/17/19

Presenter: Lisa Green

Public Hearing: Yes No

Agenda Item Title: Presentation of Dawson County Employee Handbook

Background Information:

Our current revision of the Dawson County Handbook was from 2015 and it was past due to revise this handbook.

Current Information:

With the assistance of department heads, elected officials and employees, we have developed a handbook that flows and is easily understood. We have revamped and updated each chapter, which includes some soft benefits for our employees. The request is to present the handbook at the work session on 10/03/19 and for BOC consideration on 10/17/19, with an effective date of January 1, 2020. This will allow enough time for Human Resources to work with our database team, Smart Fusion CSI (Computer, Software, Innovations), to make the necessary changes in our current system.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: LISA GREEN/HR DIRECTOR

Date: 09/24/2019

Finance Dept. Authorization: Vickie Neikirk

Date: 9/25/19

County Manager Authorization: DH

Date: 9/25/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 11.21.19

Prepared By: Brad Gould

Voting Session: 12.05.19

Presenter: Dr. Donald Long, Management Advisory Group
X

Public Hearing: Yes No

Agenda Item Title: Presentation of 2019 Salary Study

Background Information:

RFP to complete a salary study was voted on and awarded to Management Advisory Group (MAG) in July 2019.

Current Information:

Dr. Long from MAG to present the 2019 final salary study to BOC for board's review and questions.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion:

Department Head Authorization: BGould

Date: 11.13.19

Finance Dept. Authorization: Vickie Neikirk

Date: 11/13/19

County Manager Authorization: DH

Date: 11/13/19

County Attorney Authorization:

Date:

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Dawson County Public Library

Work Session: 11-21-19

Prepared By: Leslie Clark

Voting Session: 12.5.19

Presenter: Leslie Clark

Public Hearing: Yes No

Agenda Item Title: Request Impact Fees for Library Materials

Background Information:

It came to our attention that there is impact fee money specifically set aside for library materials. We are seeking information on how to access these funds to purchase new materials for the main library and the Library Annex.

Current Information:

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 11/13/19

County Manager Authorization: DH

Date: 11/13/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **11.21.19**

Prepared By: **Danny Thompson**

Voting Session: **11.21.19**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

Agenda Item Title: **K-9 Grant GEMA**

Background Information:

To continue to provide support for the K-9 program. GEMA/HS provides assistance for equipment, veterinary expenses, training and dog food to support the handlers.

Current Information:

Dawson County has maintained a K-9 program for over 8 years to aid personnel in locating missing subjects. This year's grant award from GEMA is \$14,000 and reimbursement requests are submitted quarterly. The grant period is from September 30, 2019, to September 1, 2020. This request is to accept the awarded grant funding.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Approve agenda item**

Department Head Authorization: FDI

Date: 10.22.19

Finance Dept. Authorization: Vickie Neikirk

Date: 11/13/19

County Manager Authorization: DH

Date: 11/13/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **11.21.19**

Prepared By: **Danny Thompson**

Voting Session: **11.21.19**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

Agenda Item Title: **Ga. Trauma Grant**

Background Information:

In January of 2010, the State of Georgia Super Speeder Law went into effect. Fines collected under this law support the Georgia Trauma Commission statewide. 20% of these funds go to various EMS programs across the state and one of these programs is the Trauma Grant. Each licensed EMS service receives \$726.15 per licensed med unit.

Current Information:

Dawson County has been awarded \$3,630.75 for this year's Trauma Grant. There is no match for the county, we ask that you approve us to accept these funds. We would like to have this ratified tonight, as we have to make the purchase up front and then be reimbursed the monies.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Approve agenda item**

Department Head Authorization: FDI

Date: 10.24.19

Finance Dept. Authorization: Vickie Neikirk

Date: 11/13/19

County Manager Authorization: DH

Date: 11/13/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **11.21.19**

Prepared By: **Danny Thompson**

Voting Session: **11.21.19**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

Agenda Item Title: **VFA 50/50 Grant**

Background Information:

The Georgia Forestry Commission annually opens up a 50/50 grant program to smaller rural communities in Georgia. The maximum allowed on this grant is \$10,000. The grant period closes on December 1, 2019.

Current Information:

Dawson County Fire/EMS is seeking permission to apply for the Forestry grant. We were awarded this grant last year and this year seek to purchase replacement fire hose, nozzles and scene lights for our apparatus. This grant will not be awarded until spring of 2020. We have funds available to meet the match.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Approve agenda item**

Department Head Authorization: FDI

Date: 11.12.19

Finance Dept. Authorization: Vickie Neikirk

Date: 11/13/19

County Manager Authorization: DH

Date: 11/13/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services-Transit

Work Session: 11-21-2019

Prepared By: Dawn Pruett

Voting Session: 11-21-2019

Presenter: Dawn Pruett

Public Hearing: Yes _____ No X

Agenda Item Title: Request for FY 2021 GDOT/FTA Section 5311 Transit Contract Approval and Ratify

Background Information:

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

Current Information:

Grant will continue to pay 50% match with federal and state funding for administrative and operating budget.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	5540	331150-021	145,043			145,043

Recommendation/Motion: Approve FY2021 GDOT/FTA Section 5311 Transit Contract and Ratify.

Department Head Authorization: Dawn Pruett

Date: 11-4-2019

Finance Dept. Authorization: Vickie Neikirk

Date: 11/13/19

County Manager Authorization: DH

Date: 11/13/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

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FEDERAL TRANSIT ADMINISTRATION

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

FY 2021 GRANT APPLICATION

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

Once all components are complete, please submit one (1) electronic copy of the full FY 2021 Section 5311 grant application package to your assigned District Project Manager by the close of business on December 9, 2019.

Transit Agency Name:

Commissioner of Roads & Revenue of Dawson County

Submitted By:

Dawson County

Date Submitted:

GDOT District Project Manager Signature:
(To be completed by GDOT staff)

Date Received:
(To be completed by GDOT staff)

Introduction

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

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

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

Operating Assistance

Each subrecipient is reviewed based on the following metrics:

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

Capital Assistance

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

Proposed new systems will be evaluated based on their:

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

All grant applicants should complete the Section 5311 application as outlined in the enclosed instructions. Ensure all required items on the Grant Application Checklist (Page 5) are completed and submitted with the application. Please note, the placement and publication of a public notice (page 25) must have a 15-day comment period that concludes PRIOR to December 9, 2019. The Applicant Organization Board must also adopt and certify the Authorizing Resolution (page 12) prior to the deadline.

Please contact your local GDOT District Project Managers (see Appendix A on Page 58) with any questions or requests for assistance.

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

Reporting Requirements

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

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

Monthly Reports

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

Semi-Annual Reports

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

Annual Report

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

Table 2 provides a baseline schedule of activities and important reporting deadlines for FY 2021. Other activities may be added during the fiscal year.

Table 2: Section 5311 Schedule of Activities for FY 2021

October	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - September • Monthly Operating Reimbursements Due – September 	<ul style="list-style-type: none"> • Semi-Annual Substance Abuse Awareness Training - Macon • FY 2021 Application Packages Received from GDOT
November	<ul style="list-style-type: none"> • DBE report due – November 1 • Monthly Vehicle Reports Due - October • Monthly Operating Reimbursements Due - October 	<ul style="list-style-type: none"> • Monitor Capital Contract Purchases
December	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - November • Monthly Operating Reimbursements Due - November • Monitor Capital Contract Purchases 	<ul style="list-style-type: none"> • Completed FY 2021 Application Packages Due to GDOT by December 9, 2019 • Final operating reimbursements due December 31, 2021
January	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - December • Monthly Operating Reimbursements Due - December 	<ul style="list-style-type: none"> • Monitor Capital Contract Purchases • Semi-annual PM Checklist due – January 25
February	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - January • Monthly Operating Reimbursements Due - January 	<ul style="list-style-type: none"> • Monitor Capital Contract Purchases • Receive D&A Updates from GDOT for DAMIS reporting
March	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - February • Monthly Operating Reimbursements Due – February • Monitor Capital Contract Purchases 	<ul style="list-style-type: none"> • Drug and Alcohol Monitoring • Conduct Annual Vehicle Inspections
April	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - March • Monthly Operating Reimbursements Due – March • Monitor Capital Contract Purchases 	<ul style="list-style-type: none"> • Drug and Alcohol Monitoring • Conduct Annual Vehicle Inspections
May	<ul style="list-style-type: none"> • DBE report due - May 1 • Semi-Annual Substance Abuse Awareness Training - Macon • Monthly Vehicle Reports Due - April • Monthly Operating Reimbursements Due – April 	<ul style="list-style-type: none"> • Monitor Capital Contract Purchases • Drug and Alcohol Training and Monitoring • Conduct Annual Vehicle Inspections
June	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - May • Monthly Operating Reimbursements Due – May • Monitor Capital Contract Purchases 	<ul style="list-style-type: none"> • Drug and Alcohol Monitoring • Conduct Annual Vehicle Inspections • Vehicle Insurance Updates
July	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due – June • Monthly Operating Reimbursements Due – June • Provide updated insurance information to GDOT 	<ul style="list-style-type: none"> • Semi-annual PM Checklist due - July 25th • Monitor capital contract purchases
August	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - July • Monthly Operating Reimbursements Due - July 	<ul style="list-style-type: none"> • Monitor Capital Contract Purchases • Final Reimbursements for FY 2021 Due
September	<ul style="list-style-type: none"> • Monthly Vehicle Reports Due - August • Monthly Operating Reimbursements Due - August • Monitor Capital Contract Purchases 	<ul style="list-style-type: none"> • Submit FY2022 Operating and Capital Budgets by September 1 • Receive FY2022 application from GDOT

FY 2021 Section 5311 Grant Application Checklist

Applicant organization shall conduct the following completeness checklist prior to submitting their grant application. For an application to be considered ALL items must be complete and included in the application submitted prior to December 9, 2019.

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

Application Checklist Completed By:	Name:	Title:	Date:

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Part A: Grant Applicant Profile

Table 3: Grant Applicant Information Profile

Legal Name of Applicant Organization		Commissioner of Roads & Revenue of Dawson County
Physical Address		25 Justice Way Suite 2313, Dawsonville, GA 30534
Mailing Address		25 Justice Way Suite 2313, Dawsonville, GA 30534
Organization Type		<input checked="" type="checkbox"/> County Government <input type="checkbox"/> City Government <input type="checkbox"/> Regional Commission <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other (Specify) _____
Authorized Grant Submitter (This should also be the person where questions about this application are to be directed)	Name	Dawn Pruett
	Title	Transit Director
	Phone #	706-344-3700
	Email	dpruett@dawsoncounty.org
DUNS #		039486055
E-Verify #		121844
Congressional District(s) (link to map)		9th
Authorized Official who will Execute the Contract	Name	Billy Thurmond
	Title	Chairman
	Phone #	706-344-3500
	Email	chairman@dawsoncounty.org
Designated Staff Person who will Attest the Executing Official's Signature and Affix the Government's Seal	Name	Kristen Cloud
	Title	County Clerk
	Phone #	706-344-3500
	Email	kcloud@dawsoncounty.org
Designated Notary who will Notarize the Executing and Attesting Officials' Signatures	Name	Natalie Johnson
	Title	Accounting and Budget Manager
	Phone #	706-344-3500
	Email	njohnson@dawsoncounty.org

Does your transit system employ 100 or more employees?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Do you use one or more Third Party Operators (TPO) that have 100 or more employees? Please see Part G (Page 23) for instructions on including the TPO contract.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If “yes,” please state the name of the company (ies); the TPO manager in responsible charge of your service; and their number of employees.
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Does Your Organization Currently Operate Public Transportation Services Using FTA Section 5311 Funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
--	--	--

FY 2021 Section 5311 Application Request Includes (please check all that apply)	<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital (vehicles) <input type="checkbox"/> Capital (small equipment) <input checked="" type="checkbox"/> Mobility Management
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Part B: Transmittal Letter

The following page includes a sample transmittal letter with fillable fields. Applicants should only complete the fillable fields, all remaining fields will auto-populate. Once all fields are complete, Applicants should print the letter on the Applicant Organization's letterhead. A scanned copy of the signed letter (on letterhead) should be submitted as an attachment with the complete application package.

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

Ms. Leigh Ann Trainer
 Transit Program Manager
 Division of Intermodal
 Georgia Department of Transportation
 600 W. Peachtree Street
 Atlanta, Georgia 30308

Dear Ms. Trainer:

The Commissioner of Roads & Revenue of Dawson County is applying for an FTA Section 5311 grant to aid in the operation of the Dawson County Transit for FY2021 in the amount of \$ 0.00 as detailed in the table below. The financial assistance requested for this project has been reviewed and approved by the local transportation planning process and is identified in the State Transportation Improvement Program.

	Federal Share	State Share	Local Share	Total
Operating Assistance	\$ 0.00		\$ 0.00	
Large Capital	\$ 0.00	\$ 0.00	\$ 0.00	
Small Capital	\$ 0.00	\$ 0.00	\$ 0.00	
Mobility Management	\$ 0.00	\$ 0.00	\$ 0.00	
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Local operating assistance will be provided by Commissioner of Roads & Revenue of Dawson County . Local Share of
 Large Capital Purchases will be provided by . Local share of
 Small Capital Purchases will be provided by . Local share of
 Mobility Management will be provided by .

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

The applicant certifies all of the information contained in this funding application is correct and the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the project property. If you have questions about this request for funding, please contact _____ at _____ or _____ .

 Signature

 Name of Authorized Official

 Title of Authorized Official

Part C: Authorizing Resolution

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

A scanned copy of the completed, signed, and notarized Authorizing Resolution should be submitted as an attachment with the full application package.

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

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

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

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

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

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

1. That the Designated Official, Billy Thurmond, Chairman Dawson Co. BOC hereinafter, referred to as the "Official" is authorized to execute and file an application on the behalf of the Applicant, a City/County government, with the Georgia Department of Transportation to aid in the financing of public transportation assistance pursuant to Section 5311 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation.

5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.
6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2021 as listed in this grant application and General Operating Guidelines as illustrated in the *Georgia State Management Plan*.
7. That the applicant has or will have available the required non-federal funds to meet local share requirements for this grant application.

APPROVED AND ADOPTED this _____ day of _____, 2019.

Authorized Official

Type Name and Title

Signed, sealed and delivered this _____ day of _____, 2019 in the presence of

Witness

Notary Public/Notary Seal

CERTIFICATE

The undersigned duly qualified and acting _____ of _____ (*Title of Certifying/Attesting Official*) (*Applicant's Legal Name*) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on _____, 2019.

Name of Certifying/Attesting Officer

Title of Certifying/Attesting Officer

(Place Seal Here)

(Page 2 of 2)

Part E: Section 5311 Project Budget and Contracting Opportunities

Part E-1: Project Budget

A digital copy of the the completed budget Form for the GDOT Section 5311 Grant Application should be submitted as an attachment to the full application. The Project Budget Form should include the number and type of vehicles requested, small capital items to be purchased, and amount for operating and/or mobility management assistance. Please attach the COMPLETED Project Budget that has already been initially reviewed by the respective GDOT District Project Managers.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SECTION 5311 - RURAL TRANSIT BUDGET For Contract period: October 1, 2020 - September 30, 2021													
2	Subrecipient: <input type="text" value="County"/>										District: <input type="text"/>			
3														
4	Date: <input type="text" value="mm/dd/yyyy"/> Please submit budget to GDOT for approval by: October 12th 2019													
5														
6	State Budget Year: <input type="text" value="SFY 2021"/>													
7														
8	Operating Period: <input type="text" value="1-Oct-2020"/> To: <input type="text" value="30-Sep-2021"/>													
9														
10														
11	Administrative Budget		Cost	Operating Budget		Cost	Capital Budget		Qty	Cost/Each	Cost			
12	5011 A	Director Salary		5011 O	Driver Salary		Ford Transit 150 w/lift			\$43,311.25	\$0.00			
13	5011 A	Supervisor Salary		5011 O	Dispatcher Salary		Shuttle Van			\$41,066.92	\$0.00			
14	5011 A	Bookkeeper Salary		5011 O	Mechanic Salary		Shuttle Van / Lift			\$44,712.92	\$0.00			
15	5011 A	Secretary Salary		5015 O	Fringe Benefits (Operating)		Shuttle Bus**			\$46,528.92	\$0.00			
16	5015 A	Fringe Benefits (Administrat		5015 O	Uniforms		Shuttle Bus / Lift**			\$48,347.92	\$0.00			
17	5020 A	Marketing		5020 O	Maintenance and Repair		3'- 6" Lettering			\$25.00	\$0.00			
18	5020 A	Drug & Alcohol Testing		5031 O	Fuel		Vehicle Striping			\$265.00	\$0.00			
19	5030 A	Training		5032 O	Tires & Tubes		Mobile Radio			\$2,000.00	\$0.00			
20	5030 A	Rental/Lease of Equipment/Rental		5039 O	Auto Parts/Vehicle Supplies		Base Radio			\$7,200.00	\$0.00			
21	5033 A	Office Supplies		5060 O	Taxes		Computer Hardware			\$3,200.00	\$0.00			
22	5040 A	Utilities/Communications		5090 O	Misc.		Roof Hatch			\$300.00	\$0.00			
23	5050 A	Vehicle Insurance		5101 O	Purchased Transportation		Bike Rack			\$1,200.00	\$0.00			
24	5060 A	Vehicle Licensing					Surveillance Systems				\$0.00			
25	5090 A	Travel/Dues					Tablets				\$0.00			
26	5090 A	Indirect Expenses					Mobility Management				\$0.00			
27							Other: Add Description				\$0.00			
28							Other: Add Description				\$0.00			
29							Other: Add Description				\$0.00			
30	Administrative Total		\$0.00	Operating Total		\$0.00	Capital Total		0		\$0.00			
31														
32	Net Operating Summary													
33	Administrative Total / Ratio			\$0.00	#DIV/0!	**Note: Shuttle Buses Require CDL w/passenger endorsement**								
34	Operating Total / Ratio			\$0.00	#DIV/0!									
35														
36	Total Operating Budget			\$0.00	6" Lettering is a "MANDATORY" cost per vehicle and must equal total number of vehicles if selected.									
37	4200.1	LESS: NON-Eligible Contract Revenue from other FTA Grants												
38														
39	Public Transportation Budget			\$0.00	List below vehicles requesting to be replaced:									
40					Vehicle #	Mileage	Vehicle #	Mileage						
41														
42														
43	Net Operating Total			\$0.00										
44														
45														
46														
47	Budget Summary			Totals	Federal	State	Local							
48	Operating Budget Total		\$0.00	\$0.00										
49														
50	4130	Advertising Revenue												
51	4300	ELIGIBLE LOCAL TAX AS LEVIED												
52	4300	OTHER ELIGIBLE FEDERAL CASH GRANTS												
53	4300	OTHER ELIGIBLE REVENUE												
54	Capital Budget Total		\$0.00	\$0.00	\$0.00	\$0.00								
55														
56	Budget Grand Total			\$0.00	\$0.00	\$0.00	\$0.00							
57														
58	**NOTE: Enter number in box if use Purchase of Services funds as Local Share Participation (LSP). POS revenue used as match cannot contain any FTA funding, i.e. 5310, 5316, 5317, 5307													

Image of Budget Form

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

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

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

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

Part F-1: Purchase of Service Contracts

List all POS contracts in Table 6 below. Include contracting agency/office, the contract start/end dates, amounts, and cost per unit of service.

Table 6: List of POS Contracts

POS Contracting Agency/Office:	Contract Start Date:	Contract End Date:	Total Contract Amount:	Cost Per Unit of Transit Service:	Anticipated Annual Trips:
Deanna Speciality	7-1-2019	6-30-2020	\$ 65,000.00	7.75	9000.00
Transportation					
Total of all POS Contracts			\$ 65,000.00		9000

Part F-2: Sources of Local Matching Funds

Please list all sources of local matching funds in Table 7 below.

Table 7: Sources of Local Matching Funds

Local Funding Source:	Amount:
Local Government General Revenues	\$ 145,043.00
Estimated NEMT Revenues (DCH Brokers)	
POS Contracts (total from Table 6 above)	\$ 65,000.00
Other Local Fund Source (please specify, add rows for additional sources as needed)	\$ 6,500.00
TOTAL LOCAL MATCHING FUNDS:	\$ 216,543.00

Part F-3: Three-Year Operating Budget Trend (FY2019-FY2021)

Please complete Table 8 with federal and local operating funding from FY2019 throUgh FY2021.

Actual FY2019 funding levels should be extrapolated from your agency's Final Reimbursement Form from July 2019. FY2020 funding levels should be extrapolated from the budget submitted by your agency for FY2020. Proposed FY2021 funding levels should be extrapolated from the budget submitted with this application.

***Only operating funds should be used to populate Table 8.**

Table 8: Three-Year Operating Budget Trend

FY 2019 (actual)		FY 2020 (current year budget)		Proposed FY 2021 (this application)	
Federal Funds	\$ 112,185.00	Federal Funds	\$ 132,747.00	Federal Funds	\$ 145,043.00
Local Funds (total including general fund and POS revenues)	\$ 165,081.00	Local Funds (total including general fund and POS revenues)	\$ 194,247.00	Local Funds (total including general fund and POS revenues)	\$ 216,543.00
Total	\$ 277,266.00	Total	\$ 326,994.00	Total	\$ 361,586.00

Part G: Third Party Operators

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

TPO contracts must include a maximum amount or “Not to exceed” amount for proposed transit operations in FY2021.

Does this applicant Agency employ a Third Party Operator?

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

- This Agency does not employ a TPO.

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

Part H: Public Notice & Private Enterprise Coordination

The Applicant Organization MUST publish the public notice, on the following page, one time in the local government's legal newspaper, and have a 15-day comment period that concludes PRIOR to December 9, 2019.

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

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

Public Notice

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

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

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

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

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

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

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

Commission Chairman/Mayor/Chief Executive of Applicant Organization:

Dawson County Board of Commissioners, Chairman, Billy Thurmond

Address/City/State/Zip Code of Applicant:

25 Justice Way, Suite 2313, Dawsonville, GA 30534

Phone Number of Applicant: 706-344-3500

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

Part H-1: No Response to Public Notice Private Enterprise Coordination Certification

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

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

Advertisement run in the _____ Edition of the _____.

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

- No response received
- Response(s) received

If one or more responses were received, please complete Table 9 below with a list of private transportation providers operating in the service area, including a contact person, address, and phone number.

Table 9: List of Private Transportation Providers

Private Transportation Provider	Point of Contact	Phone Number	Address

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

Last day for private transportation providers to request the public hearing: _____

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

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

35 Date _____

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

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

Part I-1: General Reporting

1. List any Title VI-related lawsuits or complaints filed pertaining to the Applicant Organization's Section 5311 program.
NONE

2. Has your organization applied for any other federal financial assistance for transportation?
 Yes No

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

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

Part I-2: Title VI Monitoring Procedures/Monthly Vehicle Reports

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

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

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

Part I-3: Performance and Quality of Service

Part I-3-1: Level of Service

Complete the Table 10 below with the requested information regarding Applicant Organization’s transit service and area. Please use <https://www.census.gov/quickfacts/fact/table> to obtain information for population and minority percentage.

Table 10: Level of Service Data

Total Population:	25,083
Percent Minority:	3.8
Type of Service:	Demand Response
Days/Hours of Operation:	8:00 a.m. - 4:00 p.m. Monday - Friday
Number of Vehicles:	4
Number of Wheelchair Equipped Vehicles:	4
Total Seating Capacity:	40

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

Complete Table 11 below with Applicant Organization trip data from FY2019. Suggested calculation methods are included in parenthesis.

Table 11: Performance Data

Annual Trip Total:	11732.00
Average Trips Per Month: (Trip total divided by 12)	977.67
Annual Trips Serving Minority Populations: (Annual trip total less trips by Caucasian riders)	446
Percentage of Trips Serving Minority Populations: (trips serving minority populations divided by total annual trips, multiplied by 100)	4%

Complete Table 12 below with trip purpose data from Applicant Organization’s records for FY2019.

Table 12: Trip Counts by Purpose

	Trip Count
Medical	1261.00
Employment	1006.00
Nutrition	3404.00
Social/Recreation	2652.00
Education	1462.00
Shopping/Personal	1947.00
TOTAL	11732

Part I-3-3: Transit Cost Analysis

Table 13 below is used to complete the transit cost analysis for this application. The table includes embedded formulas to calculate the cost per hour, cost per one-way passenger trips, and cost per mile. Applicant should enter data into each of the **boxes with a red border ONLY**. Once the requested data is entered, the remaining fields should update automatically using the embedded formulas.

The Applicant Organization should use the FEDERAL SHARE, LOCAL SHARE, and TOTAL line items from its FY2019 Final Reimbursement Form.

Table 13: Transit Cost Analysis

Total Annual Trip Count	Federally Allocated Funds Spent in FY 2019	Locally Allocated Funds Spent in FY 2019	Total Funds Spent in FY 2019	Annual Revenue Service Hours in FY 2019	Annual Miles in Revenue Service in FY 2019
11,732	\$ 112,185.00	\$ 119,663.00	\$ 231,848.00	1524	85,805
Cost Per Hour	\$ 73.61	\$ 78.52	\$ 152.13		
Cost Per One-Way Passenger Trips (OWPT)					
Cost Per Mile					
Number of Revenue Vehicles in FY 2019		4	Farebox Revenue in FY 2019		7,718
Cost Per Vehicle		\$ 57,962.00	Farebox Revenue Per Trip		

Part I-4: Economic Impacts

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

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

1. Service area (e.g. Countywide, city only, multi-county. Specify and and all counties and municipalities served):
Dawson, Lumpkin, Hall, Forsyth
2. Methods used to communicate transit system information to the public (Check all that apply):

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

3. Trends in the number of public transit riders transportation over the past three years. Please use data from the National Transit Database reports for FY2017 and FY2018 (<https://www.transit.dot.gov/ntd/ntd-data>):

# of OWPTs in FY2017	# of OWPTs in FY2018	# of OWPTs in FY2019
10,416	11,599	11,732

4. Please explain any significant drops or increases in ridership over the past three years (e.g. new POS contract, reduced service area):
None

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

Over 20 years.

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

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

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

Part I-4-3: Statement of Public Benefits

List Applicant Organization’s three most important focus areas in the communities it serves for FY2021. Describe the role transit plays in those focus areas (jobs, medical, etc.).

Focus Area #1
Senior Clients

Focus Area #2
Medical

Focus Area #3
Employment

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

Part I-4-4: Project Coordination

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

*****For New Government Entity Applicants Only - Service Initiation and Delivery*****

If Applicant Organization is a NEW applicant for FTA Section 5311 funding, please describe your plan for initiating the service, including major phases and milestone dates for launching the new service and any other public or private sector partners participating in the launch of the new service).

Part J: Certification of No Intent to Charter Service

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

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

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

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

Part K: Drug-Free Workplace and Drug and Alcohol Program

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

I, Billy Thurmond, Chairman, certify that Commissioner of Roads & Revenue of Dawson County and its contractors, as required, for the Section 5311 Rural Public Transportation Program, has established and implemented an alcohol misuse prevention program and anti-drug abuse program in accordance with the terms of 49 CFR Part 40 and Part 655. I further certify that the employee training conducted under this part meets the requirements of 49 CFR, Part 40 and Part 655.

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

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

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

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

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

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

Name of Applicant Organization:
Name of Authorized Official:
Address:

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

(Page 2 of 2)

Part M: Certification of Equivalent Access for Persons with Disabilities

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

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

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

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

Certified this _____ day of _____, 2019.

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

Part N: FTA Civil Rights Assurance

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

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

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

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

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

As required by 49 CFR 21.7:

- It will comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing, with 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR Part 21 in the manner it conducts each Project, undertakes property acquisitions, and operates its Project facilities, including: it's entire facilities and its facilities operated in connection with its Project. This assurance applies to your Applicant/Recipient's entire Project and to all parts of its facilities, including the facilities it operates to implement its Project,

(Page 1 of 3)

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

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

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

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

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

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

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

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Part O: Debarment and Suspension

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

Part O-1: Non-procurement Suspension and Debarment

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

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

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

(Page 1 of 2)

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

Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

Part O-2: SAM Certification

GDOT subrecipients must verify they are current within the Federal government's System for Awards Management (SAM) before a contract can be extended. More information can be found on the SAM website: <https://www.sam.gov/SAM/pages/public/index.jsf>

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

Dawson, County Of (Inc) DUNS: 039486055 CAGE Code: 4YES7 Status: Active Expiration Date: 07/08/2020 Purpose of Registration: Federal Assistance Awards Only	25 Justice Way Dawsonville, GA, 30534-3454, UNITED STATES
Entity Overview	

Entity Registration Summary
DUNS: 039486055 Name: Dawson, County Of (Inc) Doing Business As: Commissioner of Roads and Revenue Dawson County Business Type: US Local Government Last Updated By: Vickie Neikirk Registration Status: Active Activation Date: 07/09/2019
Exclusion Summary
Active Exclusion Records? No

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

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

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

Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Date

Part Q: Lobbying Restrictions

The lobbying requirements apply to all contracts and subcontracts of \$100,000 or more at any tier under a Federal grant. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this agreement, the payor must complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement .
2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code . Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Subrecipient's Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

Part R: FTA Certifications and Assurances

As part of this grant application package, all applicants must attach a signed copy of the most recent available FTA Certifications and Assurances (FY 2019) included as the following two pages.

- The full FTA FY 2019 Certifications and Assurances document is available at : <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/grants/grantee-resources/131551/2019-certifications-and-assurances.pdf>
- The FTA FY 2019 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (v) showing that ALL categories numbered 01 through 18 are being certified by your organization, or indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2019 Certifications and Assurances page which includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney”.

**FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES
FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

Name of Applicant: Commissioner of Roads & Revenue of Dawson County

The Applicant agrees to comply with applicable provisions of Categories 01 – 18.

OR

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

<u>Category</u>	<u>Description</u>	
01.	Certifications and Assurances Required of Every Applicant	<input type="checkbox"/>
2.	Tax Liability and Felony Convictions	<input type="checkbox"/>
3.	Lobbying	<input type="checkbox"/>
4.	Private Sector Protections	<input type="checkbox"/>
5.	Transit Asset Management Plan	<input type="checkbox"/>
6.	Rolling Stock Buy America Reviews and Bus Testing	<input type="checkbox"/>
7.	Urbanized Area Formula Grants Program	<input type="checkbox"/>
8.	Formula Grants for Rural Areas	<input type="checkbox"/>
9.	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<input type="checkbox"/>
10.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<input type="checkbox"/>
11.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	<input type="checkbox"/>
12.	State of Good Repair Grants	<input type="checkbox"/>
13.	Infrastructure Finance Programs	<input type="checkbox"/>
14.	Alcohol and Controlled Substances Testing	<input type="checkbox"/>
15.	Rail Safety Training and Oversight	<input type="checkbox"/>
16.	Demand Responsive Service	<input type="checkbox"/>
17.	Interest and Financing Costs	<input type="checkbox"/>
18.	Construction Hiring Preferences	<input type="checkbox"/>

(Page 1 of 2)

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: Commissioner of Roads & Revenue of Dawson County

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

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

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

Signature _____ Date: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For: Commissioner of Roads & Revenue of Dawson County

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

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

Signature _____ Date: _____

Name _____
Attorney for Applicant

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

Part S: Financial Certifications

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

Please complete the following Financial Certification if you will be charging any indirect costs to your transit project.

Please only complete the certification for the type of entity making application i.e. “governmental or private-non profit”.

If you have an approved Deminimus Cost Allocation Plan, please include a full copy of that plan in your application

If you wish to charge indirect costs using the simplified method, please complete the “GDOT Modified Total Direct Cost Certification”

If GDOT is your cognizant agency, you may choose to use the Modified Total Direct Cost Plan which is a simplified method for determining your indirect cost basis.

Financial System Certification - Certification of Indirect Cost Rate Proposal

To be completed annually by “Governmental Entities” charging Indirect Costs

Certification of Financial Management System:

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

I certify the agency’s financial management system has the following attributes:

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

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

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

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

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

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

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

Commissioner of Roads & Revenue of Dawson County

Governmental Unit / Subrecipient Name

Signature

Official Name

Title

Date of Execution of ICRP

Financial System Certification and Certification of Indirect Cost Proposal

To be completed annually by “Non-Profit Organizations” charging Indirect Costs

Certification of Financial Management System:

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

I certify the agency’s financial management system has the following attributes:

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

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

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

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

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

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

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

I declare that the foregoing is true and correct.

Nonprofit Organization

Signature

Name of Official

Title

Date of Execution

Deminimus Cost Allocation Plan

For Recovery of Indirect Costs for a Federal Grant Award

Certification of Financial Management System:

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

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

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

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

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

Certification of Eligibility:

I, the undersigned, certify that Commissioner of Roads & Revenue of Dawson County is eligible to use the 10% *de minimis* indirect cost rate as the organization has:

1. Never received a negotiated indirect cost rate with the Federal government; and
2. Received less than \$35 million in direct federal funding for the fiscal year requested and each fiscal year thereafter.

Finally, I understand:

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

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

The proper use and application of the *de minimis* rate is the responsibility of Commissioner of Roads & Revenue of Dawson County and GDOT reserves the right to perform an audit to ensure compliance with 2 CFR § 200 and agreements with GDOT. If it is determined that Commissioner of Roads & Revenue of Dawson County inconsistently charged costs, or is otherwise not in compliance with 2 CFR § 200, Commissioner of Roads & Revenue of Dawson County may be required to reimburse GDOT for any identified overbillings.

Commissioner of Roads & Revenue of Dawson County's schedule of expenditures of federal awards must include a note on whether it elected to use the 10% *de minimis* cost rate in accordance with 2 CFR 200 § 200.510(b)(6).

Certification

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

Commissioner of Roads & Revenue of Dawson County

Name of Non-Federal Entity

Signature of Authorized Official*

Name (Printed)

Title

Date

Telephone

E-mail

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

Appendix A: Contact Information for GDOT District Project Managers

Troy Green: Assistant Program Delivery Manager
 Division of Intermodal Programs
 Districts 2, 4, and 5
 204 North Highway 301
 Jesup, GA 31546
 912-530-4372 office | 912-424-3741 cell

Freida J. Black: Assistant Program Delivery Manager
 Division of Intermodal Programs
 Districts 1, 3, and 6
 30 Great Valley Parkway
 White, GA 30184
 678.721.5312 office | 770.262.3778 cell

District	Assigned Counties	Name/Contact Information
1	Banks, Barrow, Clarke, Dawson, Elbert, Forsyth, Franklin, Habersham, Hall, Hart, Jackson, Lumpkin, Madison, Oconee, Rabun, Towns, Stephens, Union, Walton, White	Zina Pruna-Franklin 1475 Jesse Jewell Parkway Gainesville, GA 30501 (770) 533-8971 office ZPruna-Fanklin@dot.ga.gov
2	Baldwin, Bleckley, Burke, Columbia, Dodge, Emanuel, Glascock, Greene, Hancock, Jasper, Jefferson, Jenkins, Johnson, Laurens, Lincoln, McDuffie, Morgan, Newton, Oglethorpe, Putnam, Richmond, Taliaferro, Treutlen, Warren, Washington, Wilkes, Wilkinson	Kristy "Mellie" Pettit 4260 Frontage Road Augusta, GA 30909 (478) 553-3410 office (478) 232-6007 cell kpettit@dot.ga.gov
3	Bibb, Butts, Chattahoochee, Coweta, Crawford, Dooly, Fayette, Harris, Heard, Henry, Houston, Jones, Lamar, Macon, Meriwether, Marion, Monroe, Muscogee, Peach, Pike, Pulaski, Schley, Spalding, Stewart, Sumter, Talbot, Taylor, Troup, Twiggs, Upson, Webster	Carrie Anderson 115 Transportation Blvd., Thomaston, GA 30286 (706) 646-7570 office (404) 640-1342 cell caanderson@dot.ga.gov
4	Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Coffee, Colquitt, Cook, Crisp, Decatur, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Terrell, Thomas, Tift, Turner, Wilcox, Worth	P. Algenia Skinner 710 West 2 nd Street Tifton, GA 31794 (229) 391-5433 office (229) 454-6760 cell paskinner@dot.ga.gov
5	Appling, Bacon, Brantley, Bryan Bulloch, Camden, Candler, Charlton, Chatham, Clinch, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Pierce, Screven, Tattnall, Telfair, Toombs, Ware, Wayne, Wheeler	Katie Proctor 204 N. US Highway 301 Jesup, GA 31546 (912) 530-4457 office (912) 424-9458 cell kproctor@dot.ga.gov
6	Bartow, Carol, Catoosa, Chattooga, Cherokee, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Jessica Ritcheson Conner 30 Great Valley Parkway White, GA 30184 (770) 286-4394 office JConner@dot.ga.gov

Transit Program Delivery Manager
 Patricia Smith
 404-347-0527
PSmith@dot.ga.gov



Billy Thurmond
Chairman

Sharon Fausett
Commissioner
District One

Christopher Gaines
Commissioner
District Two

Jimmy Hamby
Commissioner
District Three

Julie Hughes Nix
Commissioner
District Four

David Headley
County Manager

Danielle Yarbrough
County Clerk

DAWSON COUNTY BOARD OF COMMISSIONERS

October 24, 2019

Ms. Leigh Ann Trainer
Transit Program Manager
Division of Intermodal
Georgia Department of Transportation
600 W. Peachtree Street
Atlanta, Georgia 30308

Dear Ms. Trainer:

The Commissioner of Roads and Revenue Dawson County is applying for an FTA Section 5311 grant to aid in the transit operation of the Dawson County Transit for FY 2021 in the amount of \$145,043 as detailed in the table below. The financial assistance requested in this project has been reviewed and approved by the local transportation planning process and is identified in the State Transportation Improvement Program (STIP) for your area.

	Federal Share	State Share	Local Share	Total
Operating Assistance	\$ 145,043.00		\$ 145,043.00	\$ 290,086.00
Large Capital	\$ 0.00	\$ 0.00	\$ 0.00	
Small Capital	\$ 0.00	\$ 0.00	\$ 0.00	
Mobility Management	\$ 0.00	\$ 0.00	\$ 0.00	
Total	\$ 145,043.00	\$ 0.00	\$ 145,043.00	\$ 290,086.00

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

The Applicant certifies sufficient financial capacity exists to carry out the proposed projects listed above for a minimum of 90 days in the event of delays in the receipt of federal funds or execution of a contract. The applicant certifies the local match is \$145,043.00 from an eligible source of funds.

The applicant certifies all of the information contained in this funding application is correct and the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the project property. If you have questions about this request for funding, please contact Dawn Pruett at 706-344-3700 or dpruett@dawsoncounty.org.

Sincerely,

Billy Thurmond
Chairman, Dawson County Board of Commissioners

Dawson County
Government Center
25 Justice Way
Suite 2313
Dawsonville, GA 30534
Phone 706-344-3501
Fax 706-344-3889

SECTION 5311 - RURAL TRANSIT BUDGET For Contract period: October 1, 2020 - September 30, 2021

Subrecipient: District:

Date: Please submit budget to GDOT for approval by: **October 12th 2019**

State Budget Year:

Operating Period: To:

Administrative Budget		Operating Budget		Capital Budget		
	Cost		Cost	Qty	Cost/Each	Cost
5011 A Director Salary	\$39,997.00	5011 O Driver Salary	\$93,251.00	Ford Transit 150 w/lift	\$43,711.25	\$0.00
5011 A Supervisor Salary		5011 O Dispatcher Salary	\$39,640.00	Shuttle Van	\$41,066.92	\$0.00
5011 A Bookkeeper Salary		5011 O Mechanic Salary		Shuttle Van / Lift	\$44,712.92	\$0.00
5011 A Secretary Salary		5015 O Fringe Benefits (Operating)	\$61,098.00	Shuttle Bus**	\$46,528.92	\$0.00
5015 A Fringe Benefits (Administrative)	\$8,300.00	5015 O Uniforms	\$1,500.00	Shuttle Bus / Lift**	\$48,947.92	\$0.00
5020 A Marketing	\$250.00	5020 O Maintenance and Repair	\$8,500.00	3"- 6" Lettering	\$25.00	\$0.00
5020 A Drug & Alcohol Testing	\$500.00	5031 O Fuel	\$24,000.00	Vehicle Striping	\$265.00	\$0.00
5090 A Training	\$2,000.00	5032 O Tires & Tubes		Mobile Radio	\$2,000.00	\$0.00
5020 A Rental Expenses/Equipment Rental	\$500.00	5039 O Auto Parts/Vehicle Supplies		Base Radio	\$7,200.00	\$0.00
5039 A Office Supplies	\$1,800.00	5060 O Taxes		Computer Hardware	\$3,200.00	\$0.00
5040 A Utilities/Communications	\$4,500.00	5090 O Misc.		Roof Hatch	\$300.00	\$0.00
5050 A Vehicle Insurance	\$2,300.00	5101 O Purchased Transportation		Bike Rack	\$1,200.00	\$0.00
5060 A Vehicle Licensing				Surveillance Systems		\$0.00
5090 A Travel/Dues	\$550.00			Tablets		\$0.00
5090 A Indirect Expenses	\$1,400.00			Mobility Management		\$0.00
				Other: Add Description		\$0.00
				Other: Add Description		\$0.00
				Other: Add Description		\$0.00
Administrative Total	\$62,097.00	Operating Total	\$227,989.00	Capital Total	0	\$0.00

Net Operating Summary

Administrative Total / Ratio	\$62,097.00	21.41%	**Note: Shuttle Buses Require CDL w/passenger endorsement**																				
Operating Total / Ratio	\$227,989.00	78.59%																					
Total Operating Budget	\$290,086.00		6" Lettering is a "MANDATORY" cost per vehicle and must equal total number of vehicles if selected																				
4200.1 LESS: NON-Eligible Contract Revenue from other FTA Grants	<input type="text"/>																						
Public Transportation Budget	\$290,086.00		List below vehicles requesting to be replaced:																				
Net Operating Total	\$290,086.00		<table border="1"> <thead> <tr> <th>Vehicle #</th> <th>Mileage</th> <th>Vehicle #</th> <th>Mileage</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Vehicle #	Mileage	Vehicle #	Mileage																
Vehicle #	Mileage	Vehicle #	Mileage																				

Budget Summary

	Totals	Federal	State	Local
Operating Budget Total	\$290,086.00	\$145,043.00		\$145,043.00
4130 Advertising Revenue	<input type="text"/>			
4300 ELIGIBLE LOCAL TAX AS LEVIED	<input type="text"/>			
4300 OTHER ELIGIBLE FEDERAL CASH GRANTS	<input type="text"/>			
4300 OTHER ELIGIBLE REVENUE	\$38,000.00			
Capital Budget Total	\$0.00	\$0.00	\$0.00	\$0.00
Budget Grand Total	\$290,086.00	\$145,043.00	\$0.00	\$145,043.00



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services

Work Session: 11-21-2019

Prepared By: Dawn Pruett

Voting Session: 11-21-2019

Presenter: Dawn Pruett

Public Hearing: Yes No

Agenda Item Title: Approval of FY 2020 Legacy Link Addendum No. 2

Background Information:

Legacy Link receives increases or decreases in funding during the year from federal and state agencies.

Current Information:

Addendum No. 2 is a \$1,041.03 decrease.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
5520						

Recommendation/Motion: Approve and ratify the FY 2020 Legacy Link Addendum No. 2.

Department Head Authorization: Dawn Pruett

Date: 11-4-2019

Finance Dept. Authorization: Vickie Neikirk

Date: 11/13/19

County Manager Authorization: DH

Date: 11/13/19

County Attorney Authorization:

Date:

Comments/Attachments:



October 25, 2019

Mr. Billy Thurmond, Chairman
Dawson County Board of Commissioners
25 Justice Way Suite 2313
Dawsonville, GA 30534

Dear Mr. Thurmond:

Enclosed are two (2) original copies of the FY-2020 Addendum #2 Contract between The Legacy Link, Inc. and the Dawson County Commission for Nutrition Program Services. This Addendum is for the contract period of July 1, 2019 - June 30, 2020.

After the Addendums have been reviewed and approved, **please sign and notarize both copies and return both copies** to The Legacy Link, Inc.. Mrs. Pat V. Freeman, Chief Executive Officer of The Legacy Link, Inc. will also sign them. A fully executed copy will then be returned to your office.

Please let me know if you have any questions about the enclosed. My phone number is (678) 677-8511 or e-mail at lgearls@legacylink.org.

Sincerely,

A handwritten signature in blue ink that reads "Linda Earls Clark". The signature is written in a cursive style.

Linda Earls Clark
Financial Specialist

Enclosure

**ADDENDUM NO. 2
TO
AGREEMENT**

BETWEEN THE LEGACY LINK, INC., AND DAWSON COUNTY COMMISSION FOR THE PROVISION OF Nutrition program and entered into on the first day Of July, 2019.

Said agreement is amended to read as follows.

2. Description of Services.

(b) Operation of the nutrition site includes serving one meal a day, five days a week (250 days per year) as specified in the Grant Application incorporated herein, for a total of 22,956 units of home-delivered nutrition services

5. Compensation.

(d) The Legacy agrees to provide federal and state funds for home-delivered meals in the amount of Forty Three Thousand One Hundred Fifty Two Dollars (\$43,152.00).

6. Non-Federal Funds.

(b) The Contractor further agrees to insure local cash based on actual cost per meal and available federal and state funds for 22,956 home-delivered meals.

The minimum cash requirement for the term of the Agreement being Forty Five Thousand Six Hundred Eighty Eight Dollars (\$45,688.00) for home-delivered meals.

The Contractor shall provide the necessary non-match local resources required for the provision of the services listed in Paragraph two (2) of this contract, this amount being Three Hundred Fifty Six Thousand Eight Hundred Forty Four Dollars (\$356,844.00).

All other terms and conditions of this agreement remain unchanged.

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

THE LEGACY LINK, INC.

By: _____
Chief Executive Officer

Subscribed and sworn to
in our presence:

Notary Public

CONTRACTOR:
DAWSON COUNTY COMMISSION

By: _____
Chairman

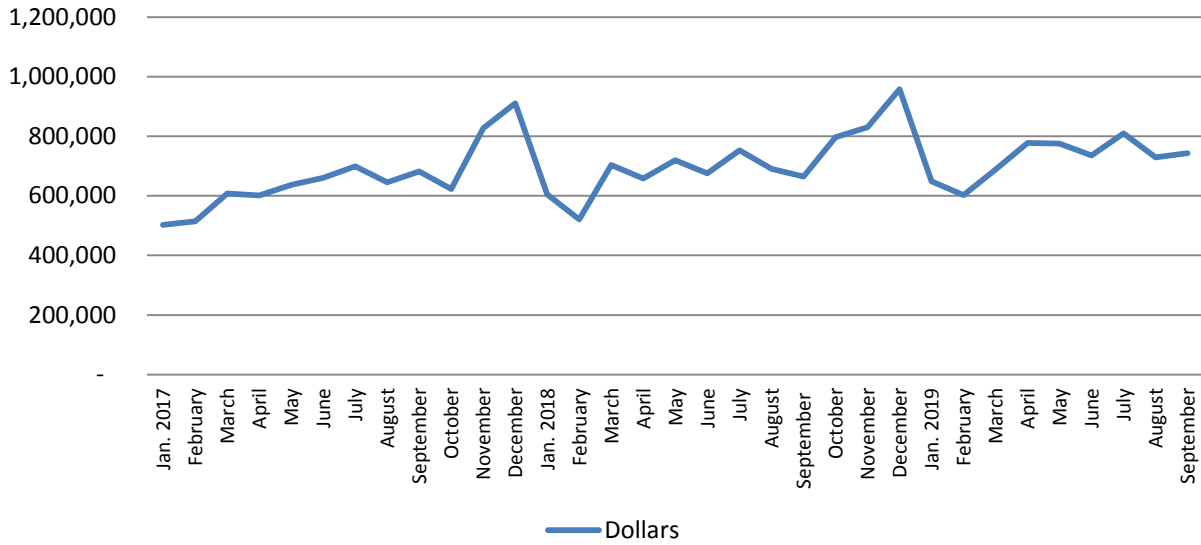
Subscribed and sworn to
in our presence:

Notary Public

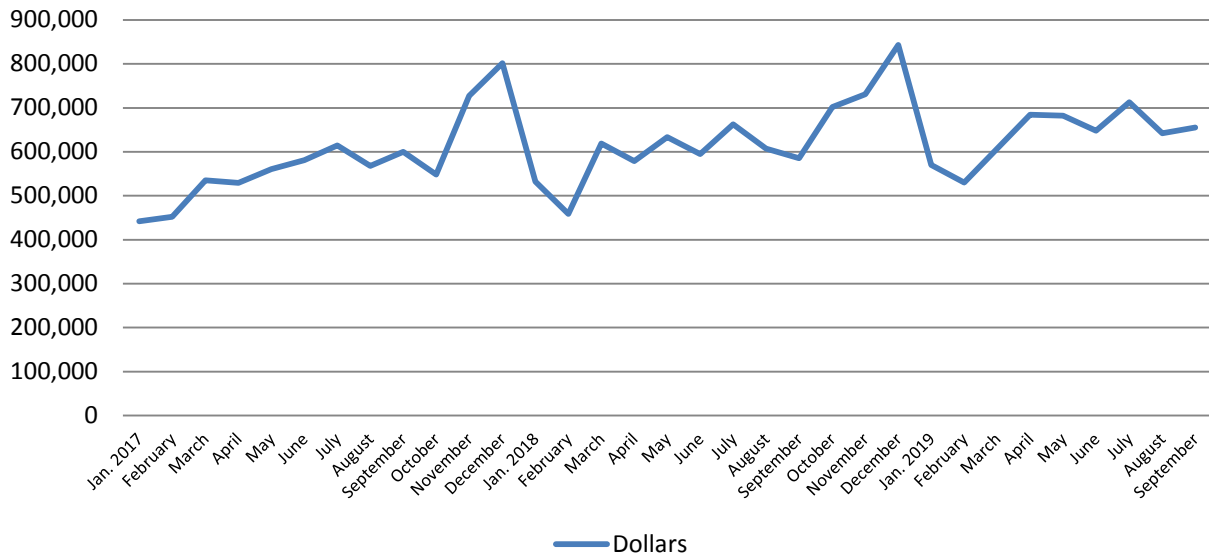


Key Indicator Report
October 2019

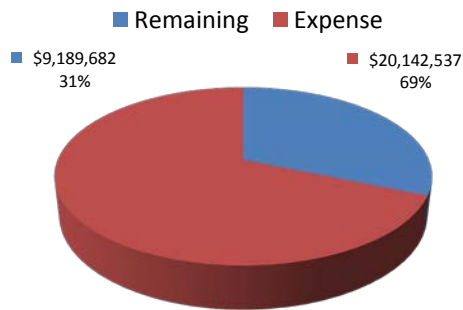
SPLOST VI COLLECTION CHART



LOST COLLECTION CHART

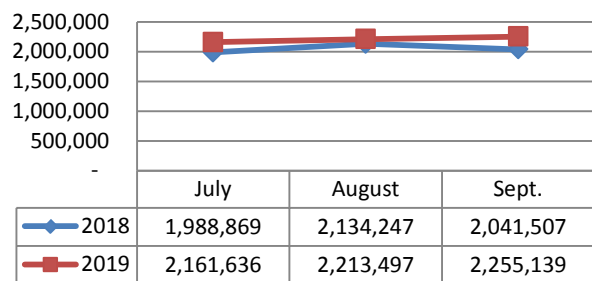


Budget

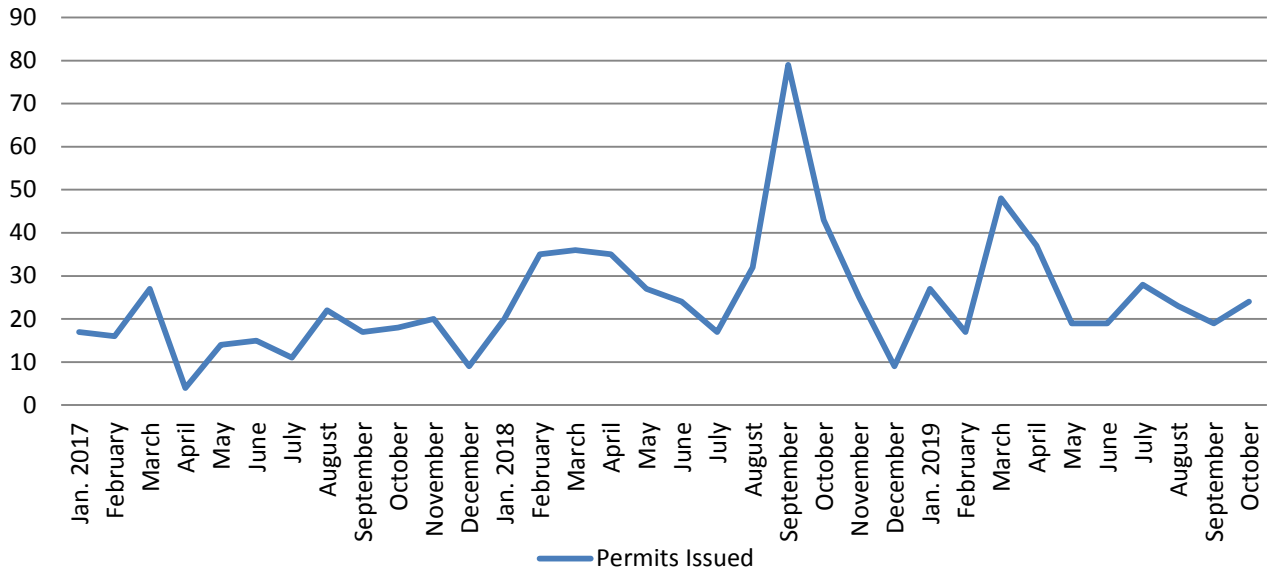


Through 09/30/19

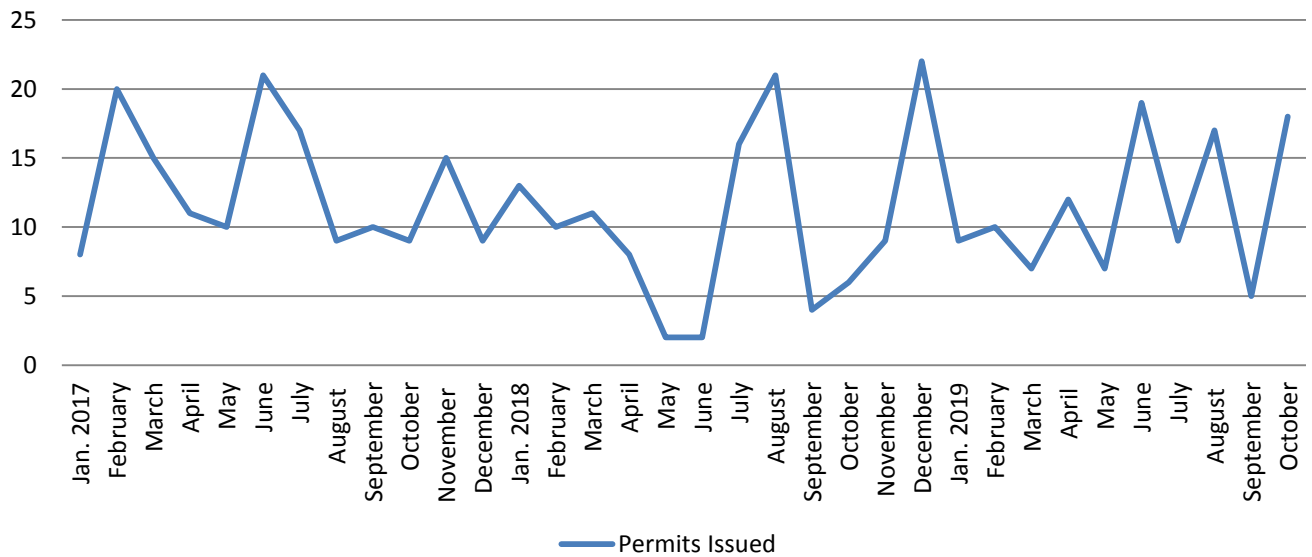
All Revenue Per Month



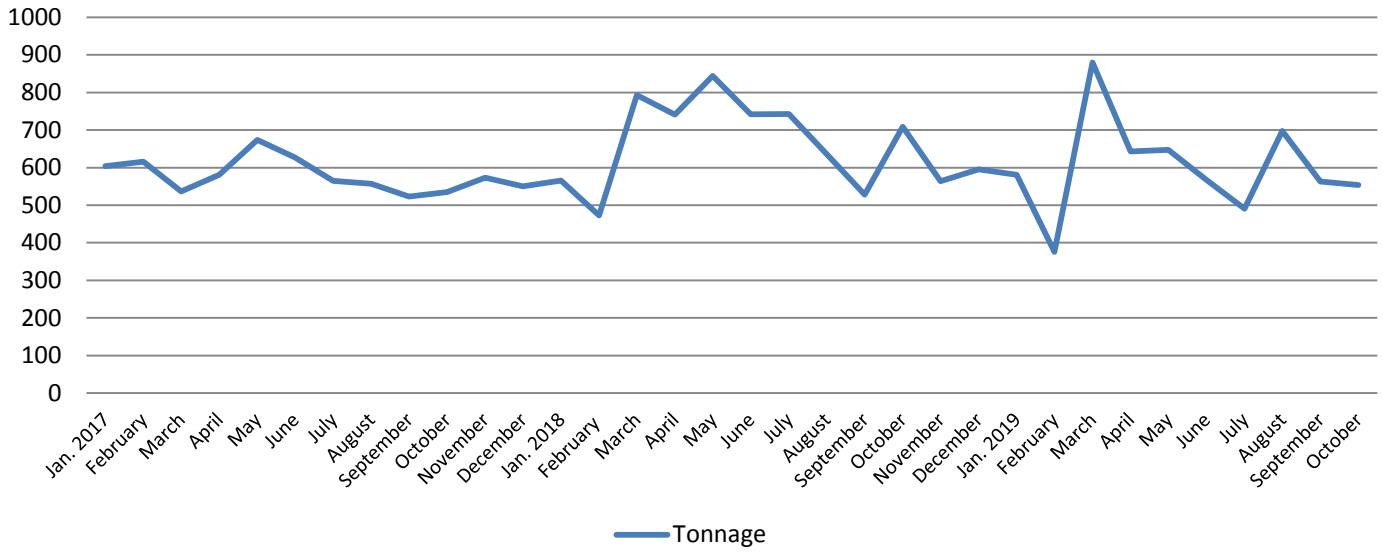
SINGLE FAMILY HOME BUILDING PERMITS ISSUED



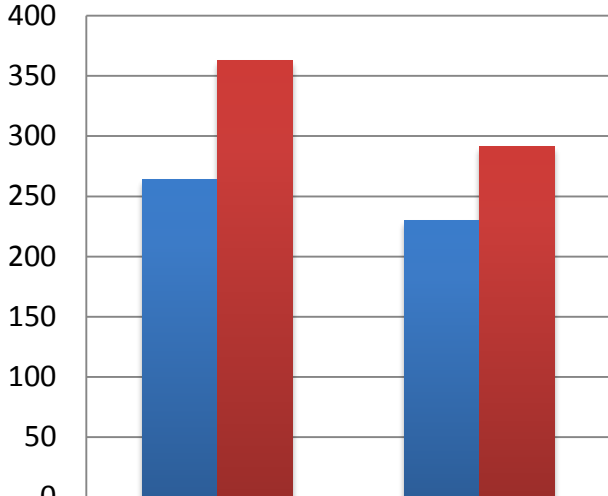
COMMERCIAL BUILDING PERMITS ISSUED



TRANSFER STATION TONNAGE COLLECTION

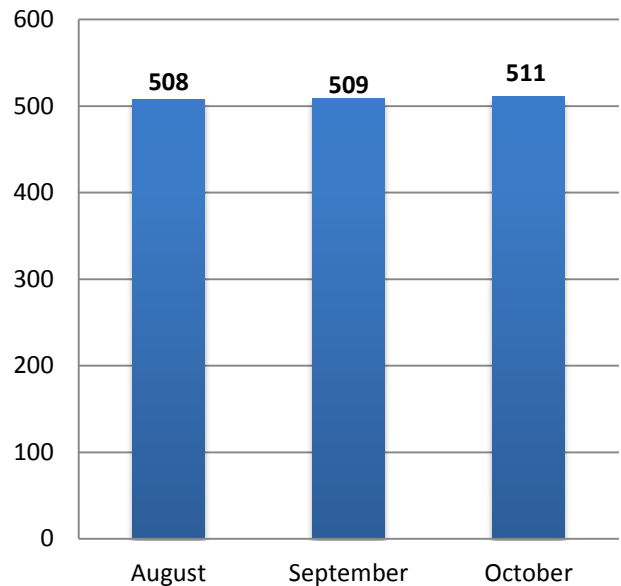


EMS/Fire Calls for Service

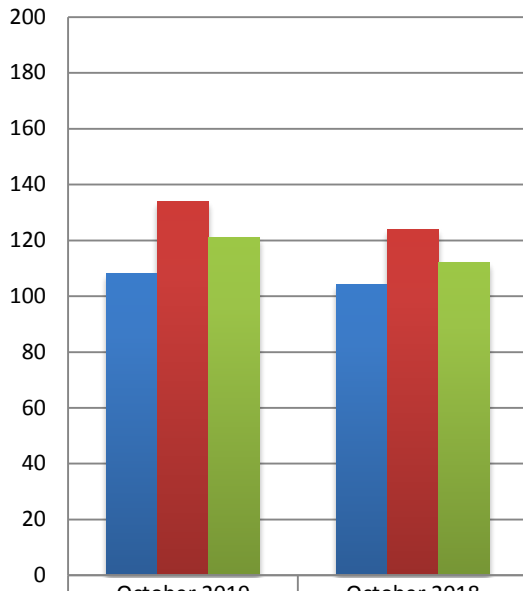


	October 2019	October 2018
EMS	264	230
Fire	363	291

Number of County Employees

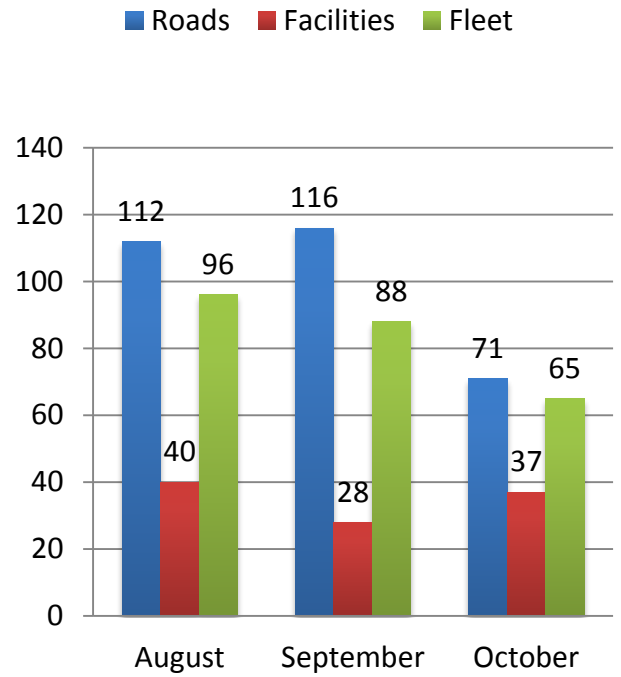


Inmate Population



	October 2019	October 2018
Lowest Daily Count	108	104
Highest Daily Count	134	124
Daily Average	121	112

Repair Requests





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – October 2019

- **New Applications/Transfers In: 107**
- **Changes/Duplicates: 551**
- **Cancelled/Transferred Out: 77**
- **Total Processed: 735**

HIGHLIGHTS

Voter Registration Projects:

- Hold applications until all counties with November elections are certified in order to not pull a voter from current voter list(s).
- Generate election day electors list, supplemental lists, and advance voting numbered list of voters for November 5, 2019 General/Special Election.

Elections Projects:

- **Municipal General & BOE Special Election- ESPLOST VI – November 5, 2019**

Municipal Qualifying:	August 19-22, 2019	(Mayor & 2 city council seats)
Voter Registration Cutoff:	October 7, 2019	
Advance Voting:	October 14-November 1, 2019	Completed with 406 total votes (183 of those are city votes)
- The second training session is being finalized to acclimate counties to the “Pollbook”. This replaces the ExpressPoll as we know it now (the electronic voter list that looks up voters and encodes voter access cards).
- Daily emails, weekly webinars and phone calls continue from the State Election Office in reference to all necessary information feed relating to the new voting system.
- The old election system equipment pickup and destruction is being scheduled for the mid to end November. Preparing lists and equipment for pickup following the November certification.
- New election system is being scheduled for delivery end of November, first of December. The challenge with meeting adequate storage space is being discussed.
- Daily task list being checked off for the November 5, 2019 Municipal General/Special Election.

Highlights of plans for upcoming month:

- Certification and invoicing of the November 5, 2019 Municipal General/Special ESPLOST Election.
- Begin cleanup and destruction of any and all old election system equipment, manuals, forms, etc.
- Preparation for a whole new election system is in progress.
- Board of Elections & Registration monthly meeting November 20, 2019 at 9:30 @ The Chappell Building.



Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – October 2019

Fire Responses	AUG	SEP	OCT		EMS Responses	AUG	SEP	OCT		EMS Revenue		
2017	300	328	296		2017	267	243	227		2018	OCT	\$72,770.30
2018	264	321	291		2018	211	269	230		2019	OCT	\$68,578.89
2019	312	364	363		2019	245	284	264		5.76% decrease from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$6,651.00	32	102
City	\$500.00	3	7

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	779.75 hours	Fire Investigations	5
PR Detail	10 events/3443 attendees	CPR Training per Individual	1
Smoke Detector Installations	37	Stop the Bleed Training per Individual	0
Search & Rescue	1	Child Safety Seat Installations	2
Swift Water Rescue	0	Plan Reviews	21

Types of Fires Total – 8			
(11) 111-118: Structure Fire Building, Cooking, Chimney-Flue, Incinerator, Fuel Burner-Boiler	5	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	1
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	1	(15) 151-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	0
(13) 131-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	1	(16) 161-164: Special Outside Fire Storage, Equipment, Gas/Vapor, Mailbox	0

Total Water Usage –18,100 gallons			
Etowah Water	0 gallons	Pickens	0 gallons
City of Dawsonville	3,100 gallons	g Canoe	15,000 gallons



Dawson County Board of Commissioners

Facilities Monthly Report – October 2019

- **Total Work Orders: 37**
- **Community Service Workers: 2**

HIGHLIGHTS:

- *Pressure washed top of Government Center
- *Pressure washed outside of the Detention Center
- *Facilities and IT attended 2 day Driver Training Course



MONTHLY REPORT

For Period Covering the Month of October 2019

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Refinished Doors	Historic Court House
2	Pressure washed top of Government Center (Saturday)	Government Center
3	Pressure washed outside of jail	Detention Center
4	Painted two offices @Government Center-DA's Offices	Government Center
5	Pressured washed outside of Agriculture Center	Agriculture Center
6	Painted front parking lot	Detention Center
7	Facilities and IT attended 2 day Driving Class/Road test	
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 2	Facilities
27	Total Community Service for the month = 37	Facilities

These numbers do not reflect daily/ weekly routine duties to include:

- Cutting of grass and landscape maintenance on all county properties
- Cutting of grass and landscape maintenance on all five (5) parks on the west side of county
- Cleaning of the new government center and other county owned buildings, offices and facilities
- Emptying outside trash receptacles at county owned buildings
- Collecting and recycling of all county buildings, offices and facilities



Dawson County Board of Commissioners

Finance Monthly Report – October 2019

FINANCE HIGHLIGHTS

- **LOST Collections:** \$655,385 – up 11.7% compared to 2018
- **SPLOST Collections:** \$743,147 – up 11.7% compared to 2018; 24.9% over projections for September 2019; Total SPLOST VI collections: \$33,744,772
 - \$631,675– County Portion (85%)
 - \$111,472 – City Portion (15%)
- **TAVT:** \$149,733 – up 29.8% compared to 2018
- **See attached Revenue and Expenditure Comparison for 2019**
- **Total County Debt:** \$4,289,578 (See attached Debt Summary)
- **Audit Status:** 2018 audit complete as of 6/30/2019
- **EMS Billing Collections:** \$68,367 for September 2019; \$604,213.61 YTD
- **Budget Status:** The FY 2020 Budget was adopted on October 17, 2019.
- **Monthly Donations/Budget Increases:** \$6,137
 - Passport Fees - \$1,540
 - Donations - \$4,597

PURCHASING HIGHLIGHTS

Formal Solicitations

- Debris Monitoring Services
- Debris Removal & Disposal Services
- Materials & Installation for VMP Maintenance Building
- RCP Berm Construction
- Sale of Surplus Real Property (2nd Rebid)

Informal Solicitations

- None

Quotes for less than \$25,000 this month

- Sign posts & brackets, cones, signs & barricades - Roads

Purchase for less than \$25,000 that did not receive required quotes

- None

Pending Projects

- Inmate Commissary & Banking Services
- Inmate Telephone/Video Visitation

Work in Progress

- Public Works/Fleet Complex
- Land Use Resolution Update
- Design-Build of Fire Station 8
- Salary Study
- VMP Pavilion, Playground & Multi-Purpose Field
- Senior Center (CDBG)
- Closing for Property “B” of the Sale of Surplus Real Property - Rebid

Future Bids

- Rock Creek Park Turf for 3 Soccer Fields
- Install Soil Vapor Extraction System at Closed Landfill

Future Bids – SPLOST VI

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2019 Capital & SPLOST Projects

Purchase for more than \$25,000 that did not receive required sealed bids

- None

Budget to Actual

	Actual at 9/30/2019	Percent of Budget Actually Collected/ Expended	2019 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 18,398,495	62.72%	\$ 29,332,219	\$ (10,933,724)	-37.28%
Expenditures	20,142,537	68.67%	29,332,219	(9,189,682)	-31.33%
	<u>\$ (1,744,042)</u>	<u>-5.95%</u>	<u>\$ -</u>	<u>\$ (1,744,042)</u>	<u>-5.95%</u>

***NOTE:** Adjustments will be made during the year-end close out. The actual revenue and expenditure totals are subject to change pending normal year-end adjustments such as accruals and results of the audit.

(1) Reporting actuals as of 9/30/2019 because revenue collections are 30 days behind. The LOST revenues for the month of September were received in October.

(2) Change in total budget due to account adjustments:

\$ 27,170,235	Original Budget
\$ 64,971	Donation Carryover Balances
\$ 2,590	January
\$ 488,325	February
\$ 1,034,259	March
\$ 237,777	April
\$ 302,802	May
\$ 3,300	June
\$ 13,395	July
\$ 8,428	August
\$ 6,137	September
	October
	November
	December
<u>\$ 29,332,219</u>	Revised Budget



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report – October 2019

FLEET

- **Preventative Maintenance Performed: 27**
- **Tires Mounted: 19**
- **Repair Orders Completed: 65**
- **Labor Hours: 219.85**
- **Labor Cost Savings: \$ 9,457.95**
(Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 2,471.83**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for September: \$ 11,929.78**

FUEL CENTER

- **Average Fuel Center Price Per Gallon:**
Gasoline: \$ 1.98
Diesel: \$ 2.37
- **Fuel Center Usage - Dawson County and Board of Education**
Gasoline: 13,069.3 gallons; 891 transactions
Diesel: 8,807.8 gallons; 216 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
Gasoline: 1,415.0 gallons; 78 transactions
Diesel: 670.1 gallons; 23 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 104.25**

HIGHLIGHTS

- We have the successful Surplus Sale going on with several items paid and picked up.
- Last Surplus Sale item ends beginning on November.



Dawson County Board of Commissioners

Human Resources Department Key Indicator Monthly Report – October 2019

POSITION CONTROL

- Positions approved by BOC: 617
- # of filled F/R Positions: 294
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 14
- # of filled P/R Positions: 76
- # of filled P/T Positions: 78
- # of Supplemental Positions: 49
- # of Vacant Positions: 79
- #of Frozen Positions: 27
- % of Budgeted/Actual Positions: 83%

ADDITIONAL INFORMATION

- FMLA/LOA/Military tracking: 3
- Unemployment Claims received: 0
- Property & Liability Claims filed: 0
- Worker's Compensation Claims filed: 2
- Performance Evaluations received: 3

HIGHLIGHTS

Positions Advertised/ Posted:

- Emergency Services—Firefighter/EMT (Full-Time) - **7**
- Emergency Services—Firefighter/Paramedic (Full-Time) - **2**
- Emergency Services—FF Recruit Class EMT/Para - **6**
- Public Works—Roads Operator I - **1**
- Family Treatment Court—Case Manager - **3**
- Treatment Court--Lead Counselor – **1**
- Sheriff's Office—Deputy Sheriff - **N/A**
- Sheriff's Office—Detention Officer – **N/A**
- General Application - **4**

Applications Received: 24

New Hires added into system: 4

- Bradley Gould, Human Resources, Human Resources Director
- Brynn Barber, District Attorney, Assistant District Attorney
- Megan Hill, Family Treatment Court, Case Manager
- Corinne Hoechst, Administration, Admin Clerk/Records Retention Coordinator

Terminations/Resignations Processed: 3

- Lisa Green – Human Resources
- Christopher Greer – Public Works – Roads
- Ronnie Lamar Adkins – Emergency Services

Additional Highlights for October

- Salary Study-Meeting with Don Long (MAG) to review initial findings on Nov. 8, 2019
- Jarrad & Davis to present final draft of hand book for BOC review on Nov. 21, 2019
- Employee Driver Training completed – 42 participants; Oct. 22-25



Dawson County Board of Commissioners

Information Technology – October 2019

- **Calls for Service:136**
- **Service Calls Completed: 136**

Highlights

- Assembly room upgrade complete
- Courtroom C upgrade complete



DAWSON COUNTY

Planning and Development Marshal's Office

Code Compliance/Animal Control Monthly Report

October 2019

Alcohol License Establishment Inspections: 0

Alcohol Pouring Permits Issued: 48

Animal Control Calls Handled: 62

Animal Bites to Humans Investigated: 4

Animals Quarantined: 3

Animals Taken to DC Humane Society: 30

Dangerous Dog Classifications: 1

Citations Issued: 5

Code Compliance Complaint Calls/In Field Visits: 27 calls and 32 in field visits

After Hour Calls: 3

Erosion Site Visits: 3

Non-Conforming Signs Removed: 3

Sign Reviews Conducted: 12

Signs Purchased: 7



Dawson County Board of Commissioners

Planning and Development Monthly Report – October 2019

- **Total Building permits Issued**
 - October 2019: 53
 - YTD 2019: 556
 - Single Family New Homes: 24
 - Commercial Buildings: 18
- **Business Licenses Issued:**
 - October 2019: 146
 - YTD 2019: 1808
- **Total Building Inspections Completed:**
 - October 2019: 833
 - YTD 2019: 6323
- **Variances/Zonings Processed:**
 - October 2019: 6
 - YTD 2019: 39
- **Plats Reviewed:**
 - October 2019: 14
 - YTD 2019: 102
- **Total Civil Plan Review Meetings: 11**
 - YTD 2019: 32
- **Total Building Plan Review Meetings: 20**
 - YTD 2019: 55
- **Impact Fee Collection**
 - October 2019: \$59,045.83
 - Commercial: \$0.00
 - YTD 2019: \$708,657.75



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – October 2019

- **Youth Sports Participants**
 - October 2019: 1,595 - down 9.7% compared to same month last year
 - YTD 2019: 13,839 - up 5.6% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
 - October 2019: 1,124 - down 16.7% compared to same month last year
 - YTD 2019: 21,141 - up 10.5% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - October 2019: 3,485 – up .77% compared to same month last year
 - YTD 2019: 17,613 – up 5.9% compared to last year
- **Total Customers Served:**
 - October 2019: 6,204 – down 2.3% compared to same month last year
 - YTD 2019: 52,593 - up 7.6% compared to last year

HIGHLIGHTS

Park Projects:

- The bids for the replacement shop project are in and are being discussed.
- Veterans Memorial Park renovations continue to progress.
- The new Mondo floor project at Rock Creek was complete on October 16th and they look amazing! This completed the gym make-overs at Rock Creek.
- The Rotary project at Rock Creek was completed on October 18th.
- We have added security cameras in several rooms at Rock Creek.

Athletic and Program Summary:

- Additional specialty programs for the month included dance classes, adult Boot Camp, adult Jazzercise, adult Tai Chi, and adult Yoga.
 - Jazzercise classes continue to grow.
- Travel Teams will resume practices/games in the near future.
 - 11 total teams registered (baseball, softball, basketball)
- The EPIC Day program continues to be a success, with approximately 75 in attendance at the October 17th Trick-or-treat event. The next EPIC Day is scheduled for November 21st and will include a Santa shop for the adults to purchase Christmas gifts for family and friends.

- Pickleball open play continues to go well and numbers are steadily increasing each week.
- Fall baseball, softball, and t-ball games officially ended October 24th.
- Football season has ended; no teams advanced to the playoffs.
- Basketball and wrestling online registration ended October 7th, yielding 318 basketball players (making up 36 teams) and 28 wrestlers.
- Instructional League basketball (5-6 year olds) began October 19th and is going well (6 teams).
- Player evaluations for basketball (ages 7-14) were held October 21st & 22nd; teams were drafted on October 24th and 28th.
- Most basketball practices (for ages 7 and up) began October 28th.
- Wrestling practices began October 28th.
- The 8th annual Trunk or Treat at Rock Creek was held on October 31st, 4:00-6:00pm. The event had to move indoors due to weather but the overall attendance lined up perfectly with the outdoor event numbers typically are: approximately 3,000 people (1,000 kids).

On the Horizon:

- Wrestling meets begin November 16th.
- Basketball games begin the week of December 2nd.
- The 12th annual Breakfast with Santa is scheduled for December 7th at Rock Creek, 8:00-11:00am.



Dawson County Board of Commissioners

Public Works Monthly Report –October 2019

ROADS:

- Work Orders: 71
- Gravel: 37 tons
- Mowing: 56.2 miles
- Limbing: 5.35 miles

PROJECT MANAGEMENT:

- Public Works/Fleet Maintenance Buildings: Project is currently moving forward, and is on schedule still to be completed by the end of the year. Interior work is being performed with the installation on drywall and ceiling grid and tiles. The lights in the main bays of both buildings are installed. The fleet center parking areas are getting ready for paving with the proof roll on the subgrade already completed. In the upcoming week or so the roll, up doors will be installed, and some changes to the grading plan to eliminate the swell that surrounds the Burt creek side of the building will be altered.
- Rock Creek Berm Project: Dawson County received 6 bids for the berm project that extends along the unnamed tributary in Rock Creek Park. These bids ranged from \$56,156 to \$93,000, a decision on the contractor of the berm will be made in the upcoming weeks.
- Veterans Memorial Park Maintenance Building: Dawson County received 6 bids on November 1st for the construction of the maintenance building that is to be built at Veterans Memorial Park. These bids ranged from \$91,200 to 193,893. A decision will be made in the upcoming weeks regarding the project.
- Fire Station 8: Groundbreaking has commenced on the fire station 8 clearing and grubbing is being performed and will last the upcoming weeks. Mass dirt moving to follow...
- Senior Center: Diversified construction is currently in the process of mobilizing equipment and the construction trailer. The digging of the footers will take place this week. The senior center will have the power interrupted on veteran's day November 11 for the raising of the transformer. The power will be out approx. 8-10 hours.
- Veterans Memorial Park Civil package: Construction for the most part has been completed by the Civil contractor when it comes to dirt placing. The GAB for the parking lot is currently installed is scheduled to be paved this week.

TRANSFER STATION:

- Solid Waste: 553.65 Tons
- Recycling: 27.06 Tons
- Recycling scrap metal: 5.71 Tons



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – November 2019

SENIOR CENTER

- **Home Delivered Meals Served**
 - October 2019: 2,230 up 26% compared to same month last year
 - YTD 2019: 19,831 up 29% compared to last year
- **Congregate Meals Served**
 - October 2019: 570 up 2% compared to same month last year
 - YTD 2019: 5,228 up 1% compared to last year
- **Physical Activity Participation** (Silver Sneakers, Yoga, individual fitness)
 - October 2019: 433 up 12% compared to same month last year
 - YTD 2019: 4,182 up 8% compared to last year
- **Lifestyle Management Participation** (art, bridge, bingo, awareness, prevention)
 - October 2019: 447 up 16% compared to same month last year
 - YTD 2019: 4,182 up 13% compared to last year

TRANSIT

- **DOT Trips Provided**
 - October 2019: 391 up 11% compared to same month last year
 - YTD 2019: 3,017 up 6% compared to last year
- **Senior Trips Provided**
 - October 2019: 822 up 4% compared to same month last year
 - YTD 2019: 7,143 up 3% compared to last year
- **# of Miles**
 - October 2019: 8,156 up 4% compared to same month last year
 - YTD 2019: 77,862 up 7% compared to last year
- **Gallons of Fuel**
 - October 2019: 1,022 down 2% compared to same month last year
 - YTD 2019: 8,771 up 1% compared to last year

HIGHLIGHTS

October Meetings & Events:

- October 7 – Field Trip to Burt’s Pumpkin Farm.
- October 17 – Dawn Pruett and Marshelle Savage participated in EPIC event at Rock Creek.
- October 22 – Dawn Pruett attended Suicide Coalition Meeting at Family Connection.
- October 23 – Health Department conducted Flu Shots for Seniors and Staff and the Center.
- October 28 – Transit Review/DHS
- October 29 – Dawn Pruett attended suicide training at the Board of Education Office.
- October 29 – Marshelle Savage attended Dementia Class in Calhoun.
- October 31 – Halloween Party at the center for clients.

Special Dates Coming Soon:

- November 1: Life South Blood Drive
- November 18, 26: BINGO
- November 4, 5: Heating Assistance
- November 6, 13, 20, 27: Walmart
- November 12: Ellijay Apply Houses
- November 14: Homestead Hospice Presentation
- November 15: Medicare Open Enrollment
- November 19: Census Presentation
- November 22: Fire Department Presentation
- November 25: Thanksgiving Dinner – Veteran’s Gym
- Nutrition and Health Education Presentation completed monthly
- Bible Study on Thursdays
- Silver Sneakers Classes on Tuesday and Thursdays
- Art Class on Thursday and Friday
- Sit and Stretch on Wednesday’s
- Yoga on Friday
- Special Music on Friday

LOST and SPLOST Collections

Local Option Sales Tax (LOST) and Special Purpose Local Option Sales Tax (SPLOST) collections are up 11.7% for the same month in 2018 and up 8.75% for year to date. Monthly SPLOST collections came in 24.9% over projections. Total SPLOST VI collections (July 2015 to present) are \$33,744,772.

September collections received in October are as follows:

LOST	\$655,385
SPLOST	\$743,147
County (85%)	\$631,675
City (15%)	\$111,472

Items Approved by the County Manager Since October 15, 2019

Vulcan Materials	Public Works	2020 renewal price increase on contracted items such as Rip Rap, Surge, Stone and Aggregate Base	CONTRACT AMENDMENT	\$1.00 per ton	AMENDED AGREEMENT
Bound Tree Medical	EMS / Fire	2020 renewal price increase on some contracted items and substitution of discontinued items	CONTRACT AMENDMENT	Varies from \$0.11 to \$4.00 depending on supply	AMENDED AGREEMENT
Townley Construction Co.	Facilities	2020 renewal price increase on some contracted services	CONTRACT AMENDMENT	Some items increased \$1.00 to \$5.00 per hour	AMENDED AGREEMENT
Southern Tire Mart	Fleet	2020 renewal price increase on some contracted items and substitution of discontinued items	CONTRACT AMENDMENT	Varies from \$15.00 to \$199.00 depending on item. Most expensive is for tractor tire, seldom purchased	AMENDED AGREEMENT

Pitney Bowes	County Manager	New postage meter to be placed in the Government Building	PURCHASE AUTHORIZATION	\$15,948.26 approved in 2020 budget by BOC	PURCHASE ORDER
Georgia Power	Veterans Memorial Park	Release current lights with LED lights for an operational savings	ILLUMINATION AGREEMENT	Approximately \$43.44 savings annually	ILLUMINATION AGREEMENT
ThyssenKrupp Elevator Co.	Facilities	2.38% price increase on maintenance for county-wide elevators	CONTRACT AMENDMENT	Annual increase county-wide is \$538.63	AMENDED AGREEMENT
Peach State Fire Inc.	Facilities	Fire extinguishers maintenance and repair services	CONTRACT	Varies depending on service	CONTRACT AND PURCHASE ORDER
United Community Bank	Finance	Banking services	CONTRACT AMENDMENT	County-wide banking services with modified interest rate methods due to LIBOR no longer active in 2020	AMENDED AGREEMENT
Everlast Construction Group	Parks & Recreation	Materials / labor for maintenance building at VMP	IFB	\$91,280.00	CONTRACT AND PURCHASE ORDER
Townley Construction Co.	Parks & Recreation	Rock Creek Berm Construction - Rebid	IFB	\$56,156.60	CONTRACT AND PURCHASE ORDER
Amicalola Officials Association	Parks & Recreation	Sports Officials Services - 1-year contract extension due to no responses received for the RFP released September 19, 2019	CONTRACT AMENDMENT	\$44,075.00	AMENDED AGREEMENT AND PURCHASE ORDER

C.C. Walls	Fleet	Heavy truck repair	IFB	Varies depending on service	CONTRACT AND PURCHASE ORDER
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