

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA - THURSDAY, SEPTEMBER 1, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
6:00 PM**

A. ROLL CALL

B. OPENING PRESENTATIONS

Deputy Chief Tim Satterfield- Dawson County Emergency Services
Kay Parrish- Good Shepherd Clinic of Dawson County

C. INVOCATION

D. PLEDGE OF ALLEGIANCE

E. ANNOUNCEMENTS

F. APPROVAL OF MINUTES

[Minutes](#) of the Voting Session held on August 18, 2016

[Minutes](#) from the Special Called Meeting held on August 25, 2016

[Minutes](#) from the Special Called Meeting held on August 29, 2016

G. APPROVAL OF AGENDA

H. NEW BUSINESS

- [1.](#) Consideration of Request for additional funding for the Tax Commissioner's Office
- [2.](#) Consideration of request to contract with an independent attorney regarding bond explanations
- [3.](#) Consideration of current time frame required to sign up for public comment at commission meetings
- [4.](#) Consideration of FY 2016 Emergency Management Performance Grant Application
- [5.](#) Consideration of County Manager applicants

I. PUBLIC COMMENT

Matthew Kaswinkel

J. ADJOURNMENT

Backup material for agenda item:

Minutes of the Voting Session held on August 18, 2016

DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION MINUTES – AUGUST 18, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE
6:00PM

ROLL CALL: Those present were Chairman Berg; Commissioner Fausett, District 1; Commissioner Swafford, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Homans; Interim County Manager William D. Tanner; County Clerk Yarbrough and interested citizens of Dawson County.

OPENING PRESENTATIONS:

- Don Brown- Veterans Affairs of Dawson County
- Charlie Auvermann- Development Authority of Dawson County

INVOCATION: Chairman Berg

PLEDGE OF ALLEGIANCE: Chairman Berg

ANNOUNCEMENTS:

None

APPROVAL OF MINUTES:

- Motion passed unanimously to approve the minutes from the Voting Session held on July 21, 2016. Fausett/Hamby
- Motion passed unanimously to approve the minutes from the Special Called Meeting held on July 27, 2016. Hamby/Nix
- Motion passed unanimously to approve the minutes from the Special Called Meeting held on August 11, 2016. Nix/Fausett

APPROVAL OF THE AGENDA:

Motion passed unanimously to approve the agenda with the following change:

- Remove Zoning Item ZA 16-03. Applicant withdrew application.

Swafford/Nix

ALCOHOL LICENSE HEARING:

None

ZONING:

None

PUBLIC HEARING:

2016 Millage Rate and Property Tax (2nd of 3 hearings. First Hearing was held on August 11, 2016. Third hearing will be held on August 25, 2016)

Chairman Berg opened the hearing and asked if there was anyone present who wished to be heard on the 2016 Millage Rate and Property Tax.

The following spoke on the 2016 Millage Rate and Property Tax:

- Hugh Stowers, *Dawsonville, Georgia*
- Christie Haynes, *Dawsonville, Georgia*

Chairman Berg asked if there was anyone else wishing to be heard, and hearing none, closed the hearing.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Consideration of request for Juvenile Court Budget Increase

Motion passed unanimously to approve the request for Juvenile Court Budget Increase. Swafford/Hamby

Consideration of 2017 VAWA Grant Application

Motion passed unanimously to approve the 2017 VAWA Grant Application. Nix/Hamby

Consideration of Special Event Permit – Bootlegger Triathlon

Motion passed 3-1 to approve the Special Event Permit- Bootlegger Triathlon. Swafford/Fausett- Commissioner Hamby voted against the motion.

Consideration of Board Appointment:

1. Dawson County Library Board of Trustees

- a. Wendi Bock- (Term: July 2016 through June 2020)

Motion passed unanimously to approve the board appointment of Wendi Bock to the Dawson County Library Board of Trustees. Nix/Fausett

Consideration of support for a 5th judgeship in the Northeastern Judicial Circuit

Motion passed unanimously to approve support for a 5th judgeship in the Northeastern Judicial Circuit. Fausett/Hamby

PUBLIC COMMENT:

None

EXECUTIVE SESSION:

Motion passed unanimously to go into Executive Session. Hamby/Fausett

Motion passed unanimously to come out of Executive Session. Nix/Hamby

ADJOURNMENT:

APPROVE:

ATTEST:

Mike Berg, Chairman

Danielle Yarbrough, County Clerk

DRAFT

Backup material for agenda item:

Minutes from the Special Called Meeting held on August 25, 2016

**DAWSON COUNTY BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES – AUGUST 25, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE
4:00PM**

ROLL CALL: Those present were Chairman Berg; Commissioner Fausett, District 1; Commissioner Swafford, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Homans; Interim County Manager William D. Tanner; County Clerk Yarbrough and interested citizens of Dawson County.

PUBLIC HEARING

2016 Millage Rate and Property Tax (3rd of 3 hearings. First hearings were held on August 11, 2016 and August 18, 2016)

Chairman Berg opened the hearing and asked if there was anyone present who wished to be heard on the 2016 Millage Rate and Property Tax.

The following spoke in opposition of rolling back the millage rate:

- Charlie Tarver, *Dawsonville, Georgia*

Chairman Berg asked if there was anyone else wishing to be heard, and hearing none, closed the hearing.

Motion passed 3-1 to leave the 2016 millage rate the same as the 2015 millage rate of 8.138. Hamby/Fausett- Commissioner Swafford voted against the motion.

ADJOURNMENT:

APPROVE:

ATTEST:

Mike Berg, Chairman

Danielle Yarbrough, County Clerk

Backup material for agenda item:

Minutes from the Special Called Meeting held on August 29, 2016

**DAWSON COUNTY BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING MINUTES – AUGUST 29, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE
9:00 AM**

ROLL CALL: Those present were Chairman Berg; Commissioner Fausett, District 1; Commissioner Swafford, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; and County Clerk Yarbrough.

EXECUTIVE SESSION:

Motion passed unanimously to go into Executive Session for the purpose of Personnel.
Nix/Hamby

Motion passed unanimously to come out of Executive Session. Hamby/Fausett

ADJOURNMENT:

APPROVE:

ATTEST:

Mike Berg, Chairman

Danielle Yarbrough, County Clerk

Backup material for agenda item:

1. Consideration of Request for Additional Funding for the Tax Commissioner's Office



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Tax Commissioner

Work Session: 8/25/16

Prepared By: Lorraine Veloce

Voting Session: 9/01/16

Presenter: Linda Townley/Lorraine Veloce/BJ Farley

Public Hearing: Yes _____ No x

Agenda Item Title: Request of Additional Funding for Late Invoice/Increased Print & Postage Costs/New Tax Commissioner

Background Information:

- 1) Received late invoice for the 2015 Property Tax bills. This invoice affects our printing/binding and postage accounts. The invoice for \$9,431 should have been in FY'2015. Invoice was received after the 2015 year closed and we could not defer it.
- 2) World Marketing, the State contracted vendor to print monthly tag renewals went bankrupt. The State contracted a new vendor, Wells Fargo and their bills are coming in \$200 per month over budget. Need \$1,000 total for the remainder of the year
- 3) New Tax Commissioner (Nicole Stewart) training class/hotel/food costs \$2,000. The class will be held December 11-16th, 2016 in Athens, GA.

Current Information:

Reviewed FY' 2016 budget and moved additional funds between line items to cover current invoices.

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

Fund	Dept.	Acct No.	Acct Name	Budget	Remaining	Requested
100	1545	523208	Postage	\$14,000	\$ 630	\$6,431
100	1545	523400	Printing & Binding	\$10,000	0	\$3,369
100	1545	523700	Education & Training	\$ 500	0	\$ 500
100	1545	523500	Travel	1,500	0	\$1,500
Total =						\$11,800

Recommendation/Motion: Move to increase the Tax Commissioner's budget by \$11,800 as requested

Department Head Authorization: Linda G. Townley

Date: 8/16/16

Finance Dept. Authorization: Vickie Neikirk

Date: 8/16/16

County Manager Authorization: William D Tanner

Date: 8/16/16

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Backup material for agenda item:

3. Consideration of current time frame required to sign up for public comment at commission meetings



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioners

Work Session: 08/25/16

Prepared By: Danielle Yarbrough

Voting Session: 09/01/16

Presenter: Chairman Mike Berg

Public Hearing: Yes No

Agenda Item Title: Discussion of current timeframe required to sign up for public comment at commission meetings

Background Information:

The public comment policy was last revised on August 7, 2008. At that time, the commissioners unanimously approved the following:

Five speakers; Three minutes with possible extensions with a 3/5 majority vote; No restriction on subject; Sign up 10 minutes prior to a meeting; Public Comment Policy will be placed at the end of the agenda.

Current Information:

Currently, there are two public comment sections at voting sessions; one at the beginning of the meeting for agenda items and one at the end after adjournment for non-agenda items.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: Chairman Mike Berg

Date: _____

Finance Dept. Authorization: _____

Date: _____

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Backup material for agenda item:

4. Consideration of FY 2016 Emergency Management Performance Grant Application



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: _____

Prepared By: Lanier Swafford

Voting Session: 09/01/2016

Presenter: Lanier Swafford

Public Hearing: Yes _____ No

Agenda Item Title: 2016-2017 Emergency Management Performance Grant

Background Information:

For many years, County Emergency Management Agencies who complete the mandatory activity and reporting requirements for GEMA have been eligible to receive a 50/50 matching grant to support EMA activities such as mitigation, preparation, and response to emergency situations. Dawson County has received this grant multiple times through the years. These funds cover a portion of the cost for Swift Reach (Reverse 911 System), weather siren maintenance, and radar subscription for

Current Information:

This year the base award formula for the EMPG grant was modified and Dawson received a slight increase (from \$6077 to \$8028). Notice of the grant eligibility was received on June 14, 2016 with no immediate action requested. On August 25th an email was received with the contract for the coming year asking for completion and return to GEMA ASAP. The match has been included in the 2017 budget request for Emergency Management.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
	EMA	250-00-3924	\$8028		\$8028	

Recommendation/Motion: Motion to approve the 2016-2017 Emergency Management Performance Grant application as presented.

Department Head Authorization: Lanier Swafford

Date: 08/30/2016

Finance Dept. Authorization: Vickie Neikirk

Date: 08/30/2016

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Georgia Emergency Management & Homeland Security Agency

FY 2016 Emergency Management Performance Grants Program



**FY 2016 Base Award
FY 2016 Emergency Management Directed Training Award
Guidance and Support Documents**

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FORWARD

Forwarded herewith is the FY 2016 Georgia Emergency Management & Homeland Security (GEMHSA) Emergency Management Performance Grant (EMPG) Funding Guidance. The EMPG Base Award for FY 2016 represents the same EMPG Base Award amounts distributed by GEMHSA for the past five years. While the formula used to calculate local EMPG Awards will be changing in FY 2017, a full 55% of the local jurisdictions will benefit with an increase in the Base Award.

I. Purpose

The Georgia Emergency Management & Homeland Security Agency (GEMHSA) Emergency Management Performance Grant Program (EMPG) provides local Emergency Management Agencies (EMAs) with funding opportunities to enhance the local emergency management (EM) program by providing funds for administration, preparedness activities and exercise and training. An all-hazards approach in the development of a comprehensive program of planning, training, and exercises provides for an effective and consistent response and recovery to disasters or emergencies, regardless of the cause. The Base Award and Training Award Funding for FY 2016 to a qualified organization will be the same amount you have received from GEMHSA for the last five years.

II. Period of Performance

The period of performance for the FY 2016 GEMHSA EMPG Program will begin on July 1, 2016 and end June 30, 2017. All project transactions and activities must have occurred during the FY 2016 GEMHSA EMPG Program Performance Period of July 1, 2016 through June 30, 2017. The Base Award and Training Award Funding for FY 2016 to a qualified organization will be the same amount you have received from GEMHSA for the last five years.

III. Available Funding

The FY 2016 GEMHSA EMPG funding falls into two award categories:

1. Base Awards

The Base Award amounts to a qualified organization will be calculated based upon a 30 cents per capita rate using the 2010 United States Census Data. The minimum amount of an award to any qualified local EMA will be \$5,000.00, and the maximum amount will be \$100,000.00. The Base Award requires a local 50/50 (dollar for dollar) match. The Base Award and Training Award Funding for FY 2016 to a qualified organization will be the same amount you have received from GEMHSA for the last five years.

2. Emergency Management Directed Training Award

The Emergency Management (EM) Directed Training Award (Training Award) is available for local EMA directors and their staff. This award must be utilized for EM training such as that offered by the Emergency Management Association of Georgia (EMAG) and/or to cover expenses to attend GEMHSA training. The maximum amount of this award is \$500.00. The EM Directed Training Award requires a local 50/50

(dollar for dollar) match. The Base Award and Training Award Funding for FY 2016 to a qualified organization will be the same amount you have received from GEMHSA for the last five years.

IV. Eligibility Requirements

Base Award

For a local EMA to be considered eligible to receive the Base Award, the organization must:

- Have returned the FY 2016 GEMHSA EMPG Base Award Application Package to the GEMHSA Field Coordinator (FC) by October 30, 2016
- Have met the terms of the **FY 2015** Performance Partnership Agreement (PPA)
- Have shown satisfactory progress on the **FY 2015** PPA Work Plan as determined by the FC assigned to the EMA
- Have submitted all required **FY 2015** GEMHSA EMPG administrative documents to GEMHSA
- Have complied with all GEMHSA Finance requirements

Emergency Management Directed Training Award

For a local jurisdiction to be considered eligible to receive the FY 2016 GEMHSA EMPG Directed Training Award, the jurisdiction must meet the eligibility requirements for the FY 2016 GEMHSA EMPG Base Award

V. Project Funding

All FY 2016 GEMHSA EMPG Awards require a 50/50 (dollar for dollar) non-federal local match. The Base Award and Training Award Funding for FY 2016 to a qualified organization will be the same amount you have received from GEMHSA for the last five years.

Please note: If for any reason a sub-grantee anticipates any delays with exhausting any GEMHSA EMPG Awards, the sub-grantee will be required to submit a written request to the GEMHSA no later than 60 days prior to the expiration of the period of performance and must include a justification for the extension. This justification must also demonstrate that work is in progress and that it can be completed within the extended period of performance. A request for extension will not be accepted after **May 2, 2017** for the **FY 2016** GEMHSA EMPG Program. An extension request should be submitted to the GEMHSA EMPG Grants Specialist, at empg@gema.ga.gov.

Types of Match:

- Cash Match (hard match) includes non-federal cash spent for project-related costs, according to the program guidance.
- In-kind Match (soft match) includes, but is not limited to, the valuation of in-kind services. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match (other than cash payments) is utilized, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs.

What **does not** constitute a match:

- Cost-sharing already committed by your jurisdiction to another award or grant
- Federal funding received through another program may not be considered as non-federal cost share
- Costs incurred prior to or after the FY 2016 GEMHSA EMPG Performance Period are not allowable

VI. FY 2016 GEMHSA EMPG Program Timeline

July 1, 2016	Beginning of the FY 2016 GEMHSA EMPG Program Performance Period
July 31, 2016	Deadline for the submission of financial documentation for all FY 2015 GEMHSA EMPG Award Programs. Documentation of expenditures and match will be required.
August 25, 2016	FY 2016 GEMHSA EMPG Program Guidance, Base/Training Award Application Package sent to local EMAs via FC. FY 2016 EMPG PPA Work Plan made available via FC
September 1, 2016	Begin audit of FY 2015 GEMHSA EMPG local awards for financial supporting documentation
November 10, 2016	Deadline for submission of the FY 2016 GEMHSA EMPG Base Award Application Package to the GEMHSA FC
May 2, 2017	Deadline for submission of an Extension Request for the FY 2016 GEMHSA EMPG performance period
April 15, 2017	Deadline for FY 2016 GEMHSA EMPG Base Award Request for Payment from local EMA

June 30, 2017	End of FY 2016 GEMHSA EMPG Performance Period. Deadline for submission of GEMHSA EMPG/PPA Annual Work Plan completion report by locals for <u>FY 2017</u> GEMHSA EMPG Eligibility
July 1, 2017	Beginning of the <u>FY 2017</u> GEMHSA EMPG performance period
July 31, 2017	Deadline for submission to GEMHSA of financial documentation for all FY 2016 GEMHSA EMPG Award Programs (FY 2016 GEMHSA EMPG Local Entity Annual Report).
September 4, 2017	Begin review of all FY 2016 GEMHSA EMPG Local Entity Annual Reports
December 30, 2017	FY 2016 GEMHSA EMPG Program sub-grantee EMPG closeout

VII. Application Information

1. Base Award

The FY 2016 GEMHSA EMPG Program Guidance and the Base/Training Award application package will be available through the GEMHSA FC. The Base/Training Award application, which will be a separate document from the guidance, will include the following required documentation:

- FY 2016 GEMHSA EMPG Award Tracking page
- FY 2016 Performance Partnership Agreement (PPA)
- FY 2016 GEMHSA EMPG Statement of Award Acceptance form
- GEMHSA Exhibit A - Certification Regarding Lobbying; Debarment, Suspension, and Drug Free Workplace
- GEMHSA Sub-grantee Risk Assessment
- FY 2016 GEMHSA EMPG Base Award Request for Payment form
- FY 2016 GEMHSA EM Directed Training Award Request for Payment form

a. Eligible Activities

The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2016 Emergency Management Performance Grant Program (EMPG) objectives are:

- Initiating or achieving whole community approach to security and emergency management;
- Strengthening a state or community's emergency management program;
- Updating emergency plans;
- Completing the State Preparedness Reports (SPR), including the Threat and Hazard Identification and Risk Assessment (THIRA) process;
- Designing and conducting exercises that engage a whole community of stakeholders and validate core capabilities; and
- Conducting training

The selection of appropriate systems, equipment or activities is a local decision. See the U.S Department of Homeland Security (DHS) Responder's Knowledge Base (RKB) at <https://www.fema.gov/authorized-equipment-list> for the EMPG Authorized Equipment List (AEL) and other eligible activities.

2. Emergency Management Directed Training Award (Training Award)

The application for the EM Directed Training Award will be included in the Base Award application provided by the GEMHSA FC.

a. Eligible Activities

Allowable costs consist of travel related costs; i.e. registration fees, lodging, mileage and meals as outlined in the State of Georgia Statewide Travel Policy which can be found at http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_012414_031214.pdf.

b. Project Funding Limitations

The maximum GEMHSA EMPG Training Award is \$500.00. This award requires the 50/50 (dollar for dollar) non-federal local match. These funds can only be utilized for EM Directed Training and is limited to the local EMA Director or a member of the local EMA Staff. All training transactions and activities must have occurred during the FY 2016 GEMHSA EMPG Program Performance Period of July 1, 2016 through June 30, 2017.

*Once completed, submit the Base Award application package and the Training Award Request for Payment to your GEMHSA FC for proper processing. **Do not mail the package to GEMHSA Headquarters.***

3. Environmental and Historical Preservation (EHP) Compliance

Because EMPG is a federally funded program, capital improvement projects are required to undergo an environmental and historic preservation (EHP) review. All projects proposing the placement of equipment or other physical activities may require an EHP impact review. These types of projects require the completion of all environmental impact and historical preservation documents before the authorized work can proceed. *It is the applicant's responsibility to facilitate EHP review and provide the findings to GEMHSA.* The FEMA EHP Application can be found in the Support Documents section of this guidance.

4. Federal Funding Authorization:

The federal rules and regulations guiding the FY 2016 GEMHSA EMPG Program are found in the FFY 2016 Emergency Management Performance Grants (EMPG) Program Funding Opportunity Announcement (FOA) issued by the DHS, Federal Emergency Management Agency (FEMA). This guidance can be found at <http://fema.gov/grants>.

5. Assistance with Completion of the Application Package:

All applicants are encouraged to consult with their GEMHSA FC for questions concerning the FY 2016 GEMHSA EMPG Awards. Should your GEMHSA FC be unavailable, please contact Chuck Ray, GEMHSA Director of Field Operations, GEMHSA EMPG Program Manager at 912-687-2399 or email your questions to empg@gema.ga.gov.

VIII. Financial and Programmatic Monitoring

Federal law requires the sub-grantee to retain their records for a period of three (3) years following the *date of the closure* of the grant award, as the documentation could be subjected to a state and/or federal audit.

Each GEMHSA EMPG sub-grantee will be required to submit a GEMHSA EMPG Local Entity Annual Report which reflects the allocation of EMPG funds by line item categories, as well as the source and nature of the local matching funds.

The GEMHSA EMPG Grants Specialist will review all the GEMHSA EMPG Local Entity Annual Reports to ensure EMPG funds and any required matching funds are expended in ways that meet the 44 Code of Federal Regulations (CFR), Emergency Management and Assistance; and the Office of Management and Budget (OMB) Circular 2 CFR Chapter, Chapter II, Part 200, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

GEMHSA EMPG sub-grantees will be monitored periodically by GEMHSA Field Operations Staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirement, timeline, milestone completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies and activities and will identify areas where technical assistance and other support may be needed.

Any sub-grantee unable to provide adequate supportive documentation shall be subjected to an on-site monitoring visit and programmatic audit of all expenditures and match claims. If supportive documentation is not provided; then GEMHSA shall require repayment of unsubstantiated EMPG funds.

Any sub-grantee unable to provide supportive documents shall, in addition to being forced to repay the undocumented claims, will also be subject to an annual onsite monitoring visit to ensure EMPG funds are adequately documented.

Any sub-grantee with outstanding requirements to submit supportive documentation or who fails to cooperate fully to reimburse GEMHSA for ineligible expenditures or match claims shall not be eligible to receive additional EMPG funding until the issues are resolved.

IX. Support Documents

These support documents are provided to assist you with completion of the Base and EM Directed Training Awards and for collecting the required match and records for the GEMHSA EMPG total award.

1. GEMHSA Field Operations/EMPG August 2016, Tangible Property Report. This form is to be used when using EMPG funds for the purchasing of any equipment authorized under the FEMA Authorized Equipment List (AEL) that is \$5,000 or greater in unit cost. The AEL can be found at, <https://www.fema.gov/authorized-equipment-list>
2. GEMHSA EMPG-1, January 2016 form can be used to capture in-kind (soft) non-federal match when a local jurisdiction holds training, exercises or other meetings pertaining to the local EM program
3. The Volunteer Time Values Table estimate, created by the *Independent Sector*, Washington D.C. Organizations can use this estimate to quantify the enormous value volunteers provide.
4. GEMHSA Field Operations/EMPG August 2016, In-Kind Volunteer Spreadsheet. This document can be used to capture in-kind volunteer work that directly pertains to the local EM program.
5. FEMA Environmental & Historic Preservation (EHP) application and guidelines

Dollar Value of a Volunteer Hour, by State: 2015

Please note that 2015 is the latest year for which state-by-state numbers are available. There is a lag of almost one year in the government's release of state level data which explains why the state volunteering values are one year behind the national value. New data is released in June of each year. Please refer to the following link for updated information; http://independentsector.org/volunteer_time?s=volunteer%20time

Alabama: \$21.22	Indiana: \$22.69	Nebraska: \$21.51	South Carolina: \$21.14
Alaska: \$27.51	Iowa: \$22.25	Nevada: \$20.98	South Dakota: \$20.29
Arizona: \$22.83	Kansas: \$22.02	New Hampshire: \$23.79	Tennessee: \$20.92
Arkansas: \$19.14	Kentucky: \$21.16	New Jersey: \$26.70	Texas: \$25.11
California: \$27.59	Louisiana: \$22.67	New Mexico: \$19.19	Utah: \$23.92
Colorado: \$25.96	Maine: \$21.31	New York: \$27.59	Vermont: \$22.79
Connecticut: \$27.77	Maryland: \$26.64	North Carolina: \$21.88	Virginia: \$26.09
Delaware: \$21.37	Massachusetts: \$29.00	North Dakota: \$25.24	Washington: \$28.99
Dist. of Columbia: \$38.77	Michigan: \$23.54	Ohio: \$22.06	West Virginia: \$20.47
Florida: \$22.08	Minnesota: \$25.20	Oklahoma: \$21.50	Wisconsin: \$22.48
Georgia: \$23.80	Mississippi: \$19.51	Oregon: \$22.75	Wyoming: \$23.13
Hawaii: \$23.33	Missouri: \$21.31	Pennsylvania: \$23.40	
Idaho: \$20.97	Montana: \$20.44	Rhode Island: \$23.48	
Illinois: \$25.34			

SOURCE:
 INDEPENDENT SECTOR
 1602 L Street, NW, Suite 900
 Washington, DC 20036
<http://independentsector.org>
 202-467-6100 phone
 202-467-6101 fax

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OMB Control#: 1660-0115
Expiration Date: 10/31/2013
FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. ***Be advised that completion of this form does not complete the EHP review process.*** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, tabletop exercises and functional exercises, or purchase of mobile and portable equipment where no installation is needed. Information Bulletin 345, Grant Programs Directorate Programmatic Environmental Assessment, September 1, 2010, provides details on these activities.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: (<http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <http://www.fema.gov/plan/ehp/ehpreview/index.shtm>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: *EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).*

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

SECTION A. PROJECT INFORMATION

DHS Grant Award Number:..... _____

Grant Program: _____

Grantee _____

Grantee POC: _____

Mailing address: _____

E-mail: _____

Sub grantee: _____

Subgrantee POC: _____

Mailing address: _____

E-mail: _____

Estimated cost of project: _____

Project title: _____

Project location (physical address or latitude-longitude): _____

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems;

alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.

- 4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
- 5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
- 6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
- 7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

- 1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*
 - a. Specify the equipment, and the quantity of each: _____
 - b. Provide the Authorized Equipment List (AEL) number(s) (if known): _____
 - c. Complete Section D.

- 2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*
 - a. Describe the scope of the proposed training or exercise (purpose, materials, and type of a activities required): _____
 - b. Provide the location of the training (physical address or latitude-longitude): _____
 - c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? For further information refer to Information Bulletin #345, <http://www.fema.gov/pdf/government/grant/bulletins/info345.pdf> : Yes No
 - If Yes, provide the name of the facility and the facility point of contact (name, telephone number, and email address): _____
 - If No, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates):..... _____

- Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? Yes No

- If Yes, explain any differences between the proposed activity and Those that were approved in the past, and the reason(s) for the change in scope:

- If No, provide reference to previous exercise (e.g., FEMA grant name, number, and date):.....

- d. Would any equipment or structures need to be installed to facilitate training? Yes No

- If Yes, complete Section D

3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.**

a. Complete Section D.

4. **Generator installation.**

a. Provide capacity of the generator (kW):

b. Identify the fuel to be used for the generator (diesel/propane/natural gas): ..

c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator):

d. Complete Section D.

5. **New construction/addition.**

a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc):

b. Provide technical drawings or site plans of the proposed project: Attached

c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment):

b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment:

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.
Information Bulletin 351, National Historic Preservation Act Section 106 Review Requirements for Communications Facilities, January 4, 2011 has additional guidance and information on EHP requirements for communications towers. Available at: <http://www.fema.gov/pdf/government/grant/bulletins/info351.pdf>

c. Provide the ground-level elevation (feet above mean sea level) of the site

- of the proposed communications tower:
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: _____
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project:.....
- e. Would the tower be free-standing or require guy wires? Free standing Guy wires
- If guy wires are required, state number of bands and the number of wires per band:.....
 - Explain why a guyed tower is needed to meet the requirements of this project:
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)?.....
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating):.....
- h. Describe the frequency and seasonality of fog/low cloud cover:
- i. Provide a list of habitat types and land use at and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:
- j. Is there evidence of bird roosts or rookeries present within ½ mile of the proposed site?..... Yes No
- Describe how presence/absence of bird roosts or rookeries was determined:
- k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:
- l. Distance to nearest existing telecommunication tower:
- m. Have measures been incorporated for minimizing impacts to migratory birds?..... Yes No
- If Yes, describe:
- n. Has a Federal Communications Commission (FCC) registration been obtained for this tower?..... Yes No
- If Yes, provide Registration #:
 - If No, why?.....
- o. Has the FCC E106 process been completed?..... Yes No
- p. Has the FCC Tower Construction Notification System (TCNS) process been completed?..... Yes No
- If Yes, attach the environmental documentation submitted as part of the registration process including use of the Tower Construction Notification System (TCNS), if applicable. FRN#:

- q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)?..... Yes No
- If Yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter:..... _____
- r. Complete Section D.

7. **Other.** Complete this section if the proposed project does not fit any of the categories above.
- a. Provide a complete project description: _____
- b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project installation**
- a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed: _____
- b. Would ground disturbance be required to complete the project or training? Yes No
- If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24” dia. x 4’ deep; trenching 12” x 500’ x 18” deep; 22 fence posts, 12” diameter x 3’ deep, and 2 gate posts, 18” diameter x 3’ deep):..... _____
- _____
- _____
- If Yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development):..... _____
- c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No
- If No, describe power source and detail its installation at the site: _____

2. **Age of structure/building at project site**
- a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built:..... _____
- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred,

provide the year(s) modified and briefly describe the nature of the modification(s):.....

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area?..... Yes No

• If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map:

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov>..... Yes No

• If Yes, identify the name of the historic property, site and/or district and the National Register document number:.....

3. **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

• Labeled, color, ground-level photographs of the project site:..... Required

• Labeled, color photograph of each location where equipment would be attached to a building or structure:..... Required

• Labeled, color aerial photograph of the project site:..... Required

• Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached

• Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached

b. Are there technical drawings or site plans available? Yes No

• If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?..... Yes No

• If Yes, attach documentation with this form: Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)? Yes No

• If Yes, attach documentation with this form:..... Attached

c. Was a NEPA document was prepared for this project? Yes No

• If Yes, what was the decision? (Check one, and please attach):

- Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or
- Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency:.....

Date approved:.....

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs.

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in pdf format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.



Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment

Ground-level photograph with equipment close-up.

Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,¹ this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

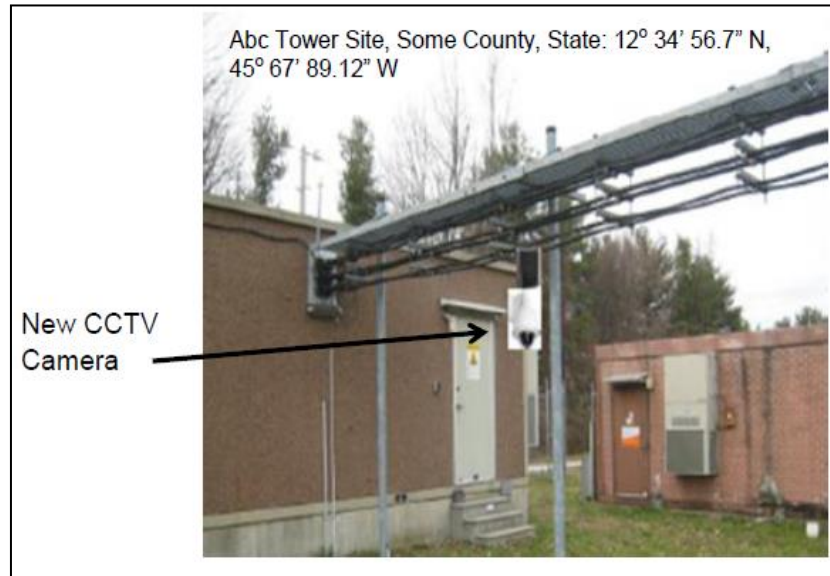


Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up.

The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.



Figure 4. Ground-level photograph showing proposed ground disturbance area.

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.

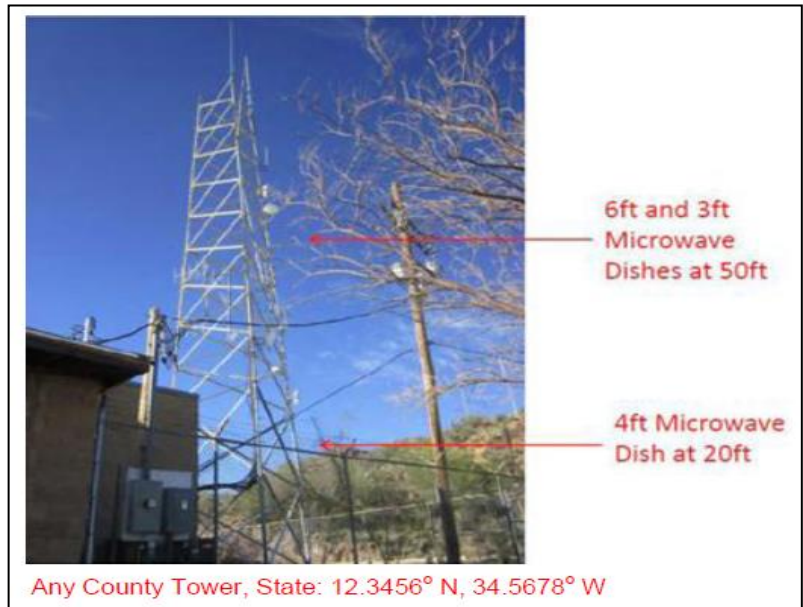


Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.



Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

Appendix A. Supporting Photographs for EHP Grant Submissions

¹ Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.

GEORGIA EMERGENCY MANAGEMENT & HOMELAND SECURITY AGENCY

FY 2016 Emergency Management Performance Grant (2016 EMPG)

Base Award Application

This application is for the FY 2016 EMPG Base Award submitted to the Georgia Emergency Management & Homeland Security Agency (GEMHSA). Please complete *all* sections and provide *all* information as requested. **Incomplete applications will be removed from further consideration.** The applicant will be required to match the EMPG Base Award Funds with a 50/50 (dollar for dollar) local non-federal cash, in-kind or combination local match. If you require assistance with this application, please contact your GEMHSA Field Coordinator.

Applicant Information

Implementing Agency	Dawson County Emergency Management Agency				
DUNS Number	039486055	FEI Number	58-6011882		
Mailing Address	393 Memory Lane				
City	Dawsonville	State	Georgia	ZIP + 4	30534

EMPG Award	Local Cash Match	Local In-Kind Match	Total EMA Budget
\$8028.00	\$8028.00		\$16,056.00

Local Contact Information

Authorized Agent Name	Phone	Email Address
Lanier Swafford	678-776-4436	lswafford@dawsoncounty.org

Project / Application Manager	Phone	Email Address
Lanier Swafford	SAA	SAA

Local Goals/Objectives for EMPG FY 2016 (EXAMPLES: enhance warning systems, direction & control, etc.)

This grant funds the SwiftReach 911 Emergency Notification System, Barron Weather Services, maintenance of the eight (8) weather warning sirens, EMA training, equipment, and software to support and maintain the Emergency Operation Center.

**GEORGIA EMERGENCY MANAGEMENT AGENCY
GEORGIA EMERGENCY MANAGEMENT &
HOMELAND SECURITY AGENCY**

FY 2016 Performance Partnership Agreement

The FY 2016 Performance Partnership Agreement (PPA) between the *Georgia Emergency Management & Homeland Security Agency (GEMHSA)* and the *Dawson County Government*.

In order to best ensure that state and local governments are fully prepared to help their citizens in times of emergency, the Dawson County Government, the Dawson County Emergency Management Agency (EMA) and its Director agree to meet the requirements specified in the Official Code of Georgia Annotated (Section 38-3-27), of the Georgia Emergency Management Act of 1981, as amended, the Federal Emergency Management Agency (FEMA) FY 2016 Emergency Management Preparedness Grant (EMPG) Guidance, and those rules, regulations and guidelines dictated by the Director of GEMHSA.

GEMHSA agrees to provide required and necessary state and federal resources to local governments on a timely basis in response to major emergencies and disasters; a comprehensive training and exercise program for emergency personnel; and other critical situational information. GEMHSA further agrees to provide funding support to local qualified governments for appropriate expenses; administer and manage federal and state assistance programs for the benefit of local governments; provide necessary and requested information, advice, recommendations and technical assistance concerning emergency management/homeland security administrative, operations and planning issues and to eliminate restrictive and unnecessary administrative requirements in managing its responsibilities on behalf of local governments.

APPROVAL and REVIEW

By signing this PPA the parties agree to work cooperatively in accomplishing the objectives set forth above.

This PPA must be signed by the local EMA Director and the Chief Elected Official (CEO) of the local government and the Director of GEMHSA. Evaluation of progress will be reviewed by the GEMHSA Area Field Coordinator. Lack of satisfactory 2015 GEMHSA PPA/Work Plan progress may be cause for recommendation that eligibility for federal or state assistance be withdrawn.



Local EMA Director

August 29, 2016
Date

City/County CEO

Date

GEMHSA Director

Date

GEMHSA RISK ASSESSMENT SURVEY

Today's date (MM/DD/YYYY): 08 / 29 / 2016

Agency Name:

Dawson County Emergency Management Agency

Tax Status:

- Appropriated Division of the Town
- 501(C)(3)
- Other

Please specify

Your Jurisdiction Fiscal Year (e.g. July - June or Jan – Dec)

January-December

Legal name of the entity to which the FTIN was assigned

Commissioner of Roads and Revenue Dawson County

Physical address as listed on SAM.gov

Address: 25 Justice Way

Address 2:

City/Town: Dawsonville

State: GA

Zip: 30534

Mailing address

Address:

SAA

Address 2:

City/Town:

State:

Zip:

Financial Point of Contact:

Title:

CFO

Name:

Vickie Neikirk

Address:

25 Justice Way Dawsonville, GA 30534

E-Mail Address:

vneikirk@dawsoncounty.org

Phone number:

(706) 344-3500 ext. 42214

Survey completed by:

Title:

EMA Director

Name:

Lanier Swafford

Address:

393 Memory Lane Dawsonville, GA 30534

Email Address:

lswafford@dawsoncounty.org

Phone number:

678-776-4436

1. Has your organization been audited within the past twelve months?

- No, not within the past twelve months
- Yes, by an outside audit firm
- Yes, by town/local auditors
- Yes, by a State of Georgia auditor
- Yes, by a federal auditor

2. What was the completion date of the most recent audit?

- Our organization has never been audited
- Completion date (MM/DD/YYYY)

3. Did your organization have any findings?

- Our organization has never been audited
- Our organization's audit produced no findings
- Our organization's audit findings have been resolved
- Our organization has an active corrective action plan for our audit findings
- Our organization has not yet addressed our audit findings

4. Is your organization required to have a single audit conducted in accordance with the Single Audit Act (sub recipient expends \$750,000 or more in federal assistance during its fiscal year)? If "No" skip questions 4a through 4d and go to Question 5.

- Yes

No
Was the A-133 single audit been submitted to primary pass through Party?

Yes – provide date (MM/DD/YYYY) and to whom the audit was sent

No

4b. Did the organization have significant audit findings from your last single audit regarding program non-compliance?

Yes

No

**4d. If the single audit has not yet been conducted, when will this be completed?
(MM/DD/YYYY)**

06/16/16

5. What type of accounting system do you use?

Automated

Manual

6. Does your organization have written policies and procedures for checks and balances of all fiscal transactions?

Yes

No

7. Does your organization maintain for inspection all the books, documents, payroll papers, accounting records and grant files pertaining to sub grant agreements and contracts for a period of three years after the close of the sub-grant?

Yes

No

No

8. Has your organization obtained a DUNS number?

Yes. Please provide DUNS number

No

9. Has the DUNS number been registered with the System for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>?

Yes – provide expiration date (MM/DD/YYYY)

No – estimated date of completion (MM/DD/YYYY)

Federal Funding Accountability and Transparency Act Certification

In order to remain in compliance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting, please complete Items 1 through 7 (and Items 8, 9 and 10 if applicable), sign and certify by an authorized agent.

Sub-recipient award Number: **OEM16 -**

Agency Name: **Dawson County Emergency Management Agency**

CFDA Program Number and Program Title: **97.042 Emergency Management Performance Grant (EMPG)**

Sub-award Project Description: **FY 2016 GEMHSA EMPG Base Award**

1. Sub-recipient DUNS Number
039486055
2. Sub-recipient Name: Dawson County Emergency Management Agency
3. Sub-recipient DBA Name _____
4. Sub-recipient Address 393 Memory Lane Dawsonville, GA 30534
5. If DBA, Sub-recipient Parent DUNS Number _____
6. Sub-award Principle Place of Project Performance _____
7. In the preceding fiscal year, did the sub-recipient receive 80% of its annual gross revenues from the Federal government? Yes _____ No X
If Yes, continue to question 8. If No, **STOP and certify**. The questionnaire is complete.
8. In the preceding fiscal year, were the sub-recipient's annual gross revenues from the Federal government more than \$25 million annual? Yes _____ No _____
If Yes, continue to question 9. If No, **STOP and certify**. The questionnaire is complete.
9. Does the public have access to the names and total compensation of the sub-recipient's five most highly compensated officers through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes _____ No _____
If No, continue to question 10. If Yes, **STOP and certify**. The questionnaire is complete.

10. Please list the names and compensation of the sub-recipient's five most highly compensated officers only if question 9 was applicable and answered NO.

1. _____ \$ _____

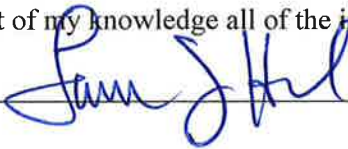
2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

I certify that to the best of my knowledge all of the information on this form is complete and accurate.

Authorized Signature:  Date: 08/29/16

This section is for use by the Georgia Emergency Management & Homeland Security Agency only.

Sub-recipient Obligation/Agency Name: **Dawson County Emergency Management Agency**

In accordance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA), this document has been processed in the FFATA Sub-award Reporting System (FSRS) by the undersigned:

Signature _____ Date: _____

Sub-recipient Obligation/Action Date: _____

**CERTIFICATION REGARDING LOBBYING;
DEBARMENT, SUSPENSION, AND DRUG FREE WORKPLACE**

Lobbying

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

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

Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 44 CFR Part 17 and maintenance of a Drug Free Workplace (44CFR, Subpart F). The applicant certifies that it and its principals:

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

5. As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Sections 17.615 and 17.620, the applicant certifies it will continue to provide a drug-free workplace per referenced regulations.

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

1. Grantee Name and Address: **Dawson County Emergency Management Agency**

2. Application Number and/or Project Name: **Emergency Management Performance Grant (EMPG)**

3. Grantee IRS/Vendor Number: 58-6011882

4. Typed or Printed Name and Title of Authorized Representative:

Lanier Swafford - Director



Georgia Emergency Management & Homeland Security Agency
Emergency Management Performance Grant CDFA 97.042

2016 Performance Partnership Agreement (PPA)
Base Award Payment Request Form

Request:

Under penalty of perjury, I certify that to the best of my knowledge and belief that all requirements of the 2016 Performance Partnership Agreement with the Georgia Emergency Management & Homeland Security Agency have been satisfied. I hereby request payment of the Base Award to cover expenses for the period of July 1, 2016 through June 30, 2017.

Award Number: OEM16 - _____


Payee Address:

Dawson County Emergency Management Agency

Attn: Lanier Swafford _____

393 Memory Lane _____

Dawsonville _____, Georgia _____ 30534 _____



Signature of EMA Director

08/29/2016 _____
Date

lswafford@dawsoncounty.org _____
Email Address

678-776-4436 _____
Phone Number

Recommend Approval:

Signature of GEMHSA Area Field Coordinator

Date

Approval:

Signature of GEMHSA Director of Field Operations

Date



Georgia Emergency Management & Homeland Security Agency
Emergency Management Performance Grant (EMPG) CDFA 97.042

FY 2016 Emergency Management Directed Training Award Payment Request Form

Request:

Under penalty of perjury, I certify that to the best of my knowledge and belief that all requirements for the Georgia Emergency Management & Homeland Security Agency (GEMHSA) FY 2016 EMPG Base Award Application with GEMHSA have been satisfied. I hereby request the GEMHSA FY 2016 EMPG Emergency Management Directed Training Award Payment.

Award Number: OEM16 - _____

Payee Address:

Dawson County Emergency Management Agency

Attn: Lanier Swafford

393 Memory Lane

Dawsonville, _____, Georgia 30534



Signature of EMA Director

08/29/2016
Date

lswafford@dawsoncounty.org
Email Address

678-776-4436
Phone Number

Recommend Approval:

Signature of GEMHSA Field Coordinator

Date

Approval:

Signature of GEMHSA Director of Field Operations

Date



Georgia Emergency Management and Homeland Security Agency

STATEMENT OF SUBGRANT AWARD

EMPG 16

FEDERAL GRANT: Emergency Management Performance Grant
FEDERAL AWARD NUMBER: EMA-2016-EP-00001-S01 **CFDA #:** 97.042
STATUTORY AUTHORITY FOR GRANT:
 This project is supported under DES Appropriations Act of 2016 (P.L. 114-113),

GRANTEE IMPLEMENTING AGENCY: Dawson County Emergency Management Agency 393 Memory Lane, Suite 103 Dawsonville, GA 30534 FEI #: 58-6011002	GEMA PROJECT ID: OEM16-044 START DATE: 07/01/2016 END DATE: 06/30/2017 AWARD DATE: 08/11/2016
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SUBGRANT FUNDING:	FEDERAL AWARD	LOCAL MATCH	TOTAL PROJECT
PPA Base Award	6,699.00	6,699.00	13,398.00

SPECIAL CONDITIONS:

This FY 2016 Performance Partnership Award is funded by the Department of Homeland Security, Federal Emergency Management Agency, Emergency Management Performance Grant (EMPG) Award, and includes a minimum 50 percent (cash and/or in-kind) match requirement. All expenses must occur within the period of performance and be in accordance with the Office of Management and Budget (OMB) Circular 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (<http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>); Title 44 of the Code of Federal Regulations Part 13 regarding allowable costs and match requirements (<http://www.gpo.gov/fdsys/pkg/CFR-2002-title44-voll/content-detail.html>); and the FY 2016 Emergency Management Performance Grant Funding Opportunity Announcement (<http://www.fema.gov/media-library/assets/documents/114436>). Additionally, all procurement efforts must in accordance with the Office of Management and Budget (OMB) Circular 2 CFR 200, Uniform Guidance. Federal funds cannot be used to match this award.

To receive FY 2016 funding, sub-recipient:

- Must have met the terms of the FY 2015 Performance Partnership Agreement (PPA)
- Must have shown satisfactory progress on the FY 2015 PPA workplan as determined by their Field Coordinator (FC)
- Must have submitted all required FY 2015 EMPG administrative documents to GEMHSA
- Must have completed NIMS/CASR reporting for FY 2015

Payment will not be made until FY 2016 PPA Request for Payment Form is approved by the GEMHSA Director of Field Operations.

Authorized Grantee Official

Please Print Name	Title	Signature	Date of Acceptance
Approving Authority - GEMHSA			
Jim Butterworth			Date

(PPAA-10)