

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA - THURSDAY, MARCH 10, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

M. NEW BUSINESS

1. Presentation of FY2017 CJCC Grant Application for Dawson County Treatment Court - Treatment Services Director Debbie Mott
2. Presentation of FY2017 CJCC Grant Application for Dawson County HELP Program - Treatment Services Director Debbie Mott
3. Presentation of State Route 400 Traffic Signals Request - Public Works Director David McKee
4. Presentation of Bid #266-16 IFB Patrol Vehicles for Dawson County Sheriff's Office - Major Greg Rowan/SPLOST Administrator David McKee

To view the solicitation documents click [here](#).

5. Presentation of FY16 FTA 5311 Capital Assistance - Senior Center Director Dawn Pruett
6. Presentation of 2016 Dawson County Emergency Services Charitable Boot Drive Dates - Deputy Chief Tim Satterfield
7. Presentation of 2016 GEMA Homeland Security Grant Application - Deputy Chief Tim Satterfield
8. Presentation of GEMA Statewide Mutual Aid and Assistance Agreement Renewal - Emergency Services Director Lanier Swafford
9. Presentation of the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application - Emergency Services Director Lanier Swafford
10. Presentation of Etowah Water & Sewer Authority (EWSA) Fire Hydrant IGA – County Attorney Joey Homans
11. Re-Presentation of Employee Voluntary and Supplemental Deductions – Chairman Mike Berg

12. Board Appointments:

- a. **Development Authority of Dawson County**
 - i. Charlie Auvermann (Term: January 2016 through December 2019)
 - ii. Brian Sticker- Replacing Clint Bearden (Term: January 2016 through December 2019)
- b. **Industrial Building Authority**
 - i. Brian Sticker- Replacing Dan Tenant (Term: January 2016 through December 2019)

13. County Manager Report

14. County Attorney Report

Backup material for agenda item:

1. Presentation of FY2017 CJCC Grant Application for Dawson County Treatment Court - Treatment Services Director Debbie Mott



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Treatment Services

Presenter: Debbie Mott

Submitted By: Debbie Mott

Date Submitted: March 2, 2016

Item of Business/Agenda Title: Treatment Services' grant application to the Criminal Justice Coordinating Council for FY2017 enhancement funding for Dawson County Treatment Court

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: Yes. The grant application deadline is March 25, 2016.

Purpose of Request: Approval of Treatment Services' application to the Criminal Justice Coordinating Council for FY2017 Accountability Court Funding Program grant and authorization for Chairman Berg to execute any related grant application and award documents.

Department Recommendation: Approval

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: This is a standard State grant application.

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: A 10% match is required. An in-kind match of \$17,253 will be made through the salary of existing personnel.

No

Amount Requested: \$17,253 (in-kind)

Amount Budgeted: \$17,253

Fund Name and Account Number: 250-00-2900-XXXXXX-000

Administration Staff Authorization

Dept. Head Authorization: _____ Date: _____

Finance Dept. Authorization: Natalie Johnson Date: 03/07/2016

County Manager Authorization: _____ Work Session Date: _____

Comments: _____

Attachments: _____



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: FY2017 Criminal Justice Coordinating Council's Accountability Court Funding

DATE: March 2, 2016

BUDGET INFORMATION:

ANNUAL-
CAPITAL-

RECOMMENDATION
 POLICY DISCUSSION
 STATUS REPORT
 OTHER

COMMISSION ACTION REQUESTED ON: 3/17/2016

PURPOSE: Obtain grant funding to enhance services of the Dawson County Treatment Court program. The Funding Committee hasn't set an award amount available for distribution as it will be set by the Legislature in the 2016 session. The total grant budget is \$172,531. We are requesting \$155,278 in grant funds. The 10% match requirement totals \$17,253 and will be fulfilled with current staff salaries.

HISTORY: The Georgia Accountability Court Funding Committee was created in 2012 by the Georgia Legislature and by Governor Nathan Deal to provide courts with the critical funding necessary to support the growth of accountability courts in Georgia to reduce the prison population.

For Drug Court, Treatment Services applied for accountability court funding that was once managed by the Judicial Council's Standing Committee on Drug Courts. We've received State money for at least nine years. Previously, there was no match associated with these grants, and the documents once required the presiding judge's signature as authorized official. Under the CJCC, this award must be accepted and authorized by the Chairperson of the Board of Commissioners. This is the third year the Funding Committee is requiring a 10% match of funds.

FACTS AND ISSUES: The Accountability Court Funding Committee awarded the Dawson County Treatment Court a total of \$106,145 for FY2016. If we are awarded the \$155,278 we are asking for in FY2017, we plan to use these funds for existing program operations such as community policing, drug screeners, drug testing kits and services, part-time group facilitators, a full-time counselor to reinstate the DUI track, and the team's attendance of the annual State conference.

There is a 10% match required, and we will satisfy the \$17,253 match with the salary of the Treatment Court Case Manager. The grant funding period is July 1, 2016 through June 30, 2017.

OPTIONS:

1. Accept the recommended proposal.
2. Modify the recommendation.
3. Commission directed alternative.

RECOMMENDED SAMPLE MOTION: Motion for approval of the FY2017 Treatment Court Grant Application and approval for Chairman Berg to sign contract upon award

DEPARTMENT:

Prepared by: Debbie Mott, Treatment Services Director

Director _____

Backup material for agenda item:

2. Presentation of FY2017 CJCC Grant Application for Dawson County HELP Program -
Treatment Services Director Debbie Mott



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Treatment Services

Presenter: Debbie Mott

Submitted By: Debbie Mott

Date Submitted: March 2, 2016

Item of Business/Agenda Title: Treatment Services' grant application to the Criminal Justice Coordinating Council for FY2017 enhancement funding for the Dawson County HELP Program

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: Yes. The grant application deadline is March 25, 2016.

Purpose of Request: Approval of Treatment Services' application to the Criminal Justice Coordinating Council for FY2017 Accountability Court Funding Program grant and authorization for Chairman Berg to execute any related grant application and award documents.

Department Recommendation: Approval

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: This is a standard State grant application.

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: A 10% match is required. The \$11,151 needed is budgeted in HELP Court transfers from General Fund for FY2016.

No

Amount Requested: \$11,151

Amount Budgeted: \$11,774

Fund Name and Account Number: 250-00-2950-XXXXXX-017

Administration Staff Authorization

Dept. Head Authorization: _____ Date: _____

Finance Dept. Authorization: Natalie Johnson Date: 03/07/2016

County Manager Authorization: Randall Dowling Work Session Date: 3-10-16

Comments: _____

Attachments: _____



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: FY2017 Criminal Justice Coordinating Council's Accountability Court Funding

DATE: March 2, 2016

RECOMMENDATION
 POLICY DISCUSSION
 STATUS REPORT
 OTHER

BUDGET INFORMATION:

ANNUAL-
CAPITAL-

COMMISSION ACTION REQUESTED ON: 03/17/2016

PURPOSE: Obtain grant funding to enhance services of the Dawson County HELP Program. The Funding Committee hasn't set an award amount available for distribution as it will be set by the Legislature in the 2016 session. Total grant budget is \$111,511. We are requesting \$100,360 in grant funds. The required 10% match totals \$11,151.

HISTORY: The Georgia Accountability Court Funding Committee was created in 2012 by the Georgia Legislature and by Governor Nathan Deal to provide courts with the critical funding necessary to support the growth of accountability courts in Georgia to reduce the prison population.

For the HELP Program, Treatment Services applied for accountability court funding that was once managed by the Judicial Council's Standing Committee on Drug Courts. Mental Health Courts were eligible to apply for this funding beginning in 2011. Previously, there was no match associated with these grants, and the documents once required the presiding judge's signature as authorized official. Under the CJCC, this award must be accepted and authorized by the Chairperson of the Board of Commissioners. This is the third year the Funding Committee is requiring a 10% match of funds.

FACTS AND ISSUES: The Accountability Court Funding Committee awarded the Dawson County HELP Program a total of \$105,956 for FY2016. If we are awarded the \$100,360 we are asking for in FY2017, we plan to use these funds for existing program operations such as continuing the coordinator's salary and benefits, community policing, drug screeners, drug testing kits and services, and the team's attendance of the annual State conference.

There is a 10% match required. The \$11,151 required for match is already budgeted in the FY2016 transfers from General Fund. This amount was determined based on the FY2016 grant award amount. The grant funding period is July 1, 2016 through June 30, 2017.

OPTIONS:

1. Accept the recommended proposal.
 2. Modify the recommendation.
 3. Commission directed alternative.
-
-

RECOMMENDED SAMPLE MOTION: Motion for approval of the FY2017 HELP Program Grant Application and approval for Chairman Berg to sign contract upon award

DEPARTMENT:

Prepared by: Debbie Mott, Treatment Services Director

Director _____

Backup material for agenda item:

3. Presentation of State Route 400 Traffic Signals Request - Public Works Director David McKee



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Public Works

Presenter: David McKee

Submitted By: D. McKee

Date Submitted: 3-3-2016

Item of Business/Agenda Title: State Route 400 Traffic Signals Request

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR

Commission Action Needed.

Is there a deadline on this item? If so, Explain:

Purpose of Request: Review and approve the State Route 400 traffic signals request

Department Recommendation: Approve both signals

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information:

No

If funding is involved, are funds approved within the current budget? If Yes, Finance Authorization is Required Below.

Yes Explanation/ Additional Information: Dawson County is responsible for the energy costs to run the lights.

No

Amount Requested: \$0 - see below under Comments Amount Budgeted: \$10,000

Fund Name and Account Number: General Fund: Energy - Elec/Hwy Signals 100-00-4220-531231-000

Administration Staff Authorization

Dept. Head Authorization: David McKee

Date: 3-3-2016

Finance Dept. Authorization: Natalie Johnson

Date: 03/07/2016

County Manager Authorization: [Signature]

Work Session Date: 3-10-16

Comments: Estimated additional cost for 2 traffic lights is \$1,560 per year. Additional funds are not needed as there is sufficient budget in FY 2016 to cover this increase. NJ

Russell R. McMurry, P.E., Commissioner



DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

January 19, 2016

Dawson County Board of Commissioners
Attn: David McKee, Director of Public Works
25 Justice Way, Suite 2322
Dawsonville, Georgia 30534

RE: Traffic Signal Permit Request (Stop and Go Signal)
SR 400/US 19 @ Carlisle Road/Whitmire Drive
MP .82; Dawson County

Dear Mr. Mckee:

In an effort to continue processing the stop and go signal request for SR 400/US 19 @ Carlisle Road/Whitmire Drive, Dawson County please complete the enclosed traffic signal request application with the appropriate signatures and return all copies to this office at the following address:

Georgia Department of Transportation
Attention: Traffic Operations
2505 Athens Hwy., SE
Gainesville, GA 30507

Please contact Shane Giles at 770-531-5803 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Shane Giles".

Shane Giles
District Traffic Operations Manager

SG: SH
Enclosure

Distribution:
White – Applicant
Yellow – State Traffic Engineer
Pink – District Traffic Engineer

Do Not Write In This Space
Application No. _____
Permit No. _____

**DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

REQUEST FOR TRAFFIC SIGNAL

To the Georgia Department of Transportation:

The Board of Commissioners in Dawson County hereby request approval for the use of a traffic signal at the location described below:

LOCATION

Local Street names: _____ at Carlisle Road/Whitmire Drive

State Route Numbers: SR 400 at _____

TYPE SIGNAL

Stop and Go Flashing Beacon School Beacon Other

CONDITIONS OF APPLICATION AND STANDARDS OF OPERATION

In the event that the Georgia Department of Transportation authorizes the use of a traffic signal at the above location, the undersigned agrees to participate in the costs to purchase and install the signal. This level of participation will be determined after a study of the location has been completed. The signal must be installed to the Department's standards and conform with the authorization issued by the Department and the provisions set forth therein.

COST OF OPERATION

The full and entire costs of the electric energy and telephone service used to operate the signal shall be at the expense of the applicant without any cost to the Georgia Department of Transportation. The applicant understands that the Department may ask for participation in the cost for the purchase, installation and maintenance of the signal if approved.

INSPECTION AND APPROVAL

The installation, maintenance and operation of said signal shall be subject at all times to inspection and approval by a duly authorized engineer of the Georgia Department of Transportation.

RIGHT TO REVOKE

The Georgia Department of Transportation reserves the right to revoke the approval should it for any reason desire to do so, by giving the applicant thirty (30) days written notice, and in that event, the applicant agrees to remove said signal from said right-of-way at its own expense or allow it to be removed by the Department.

This application is hereby submitted and all of the terms and conditions are hereby agreed to. The undersigned are duly authorized to execute this instrument.

This the _____ day of _____ 19__

Attest:

By: _____

Clerk 16 _____

Russell R. McMurry, P.E., Commissioner



DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

January 19, 2016

Dawson County Board of Commissioners
Attn: David McKee, Director of Public Works
25 Justice Way, Suite 2322
Dawsonville, Georgia 30534

RE: Traffic Signal Permit Request (Stop and Go Signal)
SR 400/US 19 @ Quill Drive
MP 1.12; Dawson County

Dear Mr. Mckee:

In an effort to continue processing the stop and go signal request for SR 400/US 19 @ Quill Drive, Dawson County please complete the enclosed traffic signal request application with the appropriate signatures and return all copies to this office at the following address:

Georgia Department of Transportation
Attention: Traffic Operations
2505 Athens Hwy., SE
Gainesville, GA 30507

Please contact Shane Giles at 770-531-5803 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Shane Giles".

Shane Giles
District Traffic Operations Manager

SG: SH
Enclosure

Distribution:
White – Applicant
Yellow – State Traffic Engineer
Pink – District Traffic Engineer

Do Not Write In This Space
Application No. _____
Permit No. _____

**DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

REQUEST FOR TRAFFIC SIGNAL

To the Georgia Department of Transportation:

The Board of Commissioners in Dawson County hereby request approval for the use of a traffic signal at the location described below:

LOCATION

Local Street names: _____ at Quill Drive

State Route Numbers: SR 400 at _____

TYPE SIGNAL

Stop and Go Flashing Beacon School Beacon Other

CONDITIONS OF APPLICATION AND STANDARDS OF OPERATION

In the event that the Georgia Department of Transportation authorizes the use of a traffic signal at the above location, the undersigned agrees to participate in the costs to purchase and install the signal. This level of participation will be determined after a study of the location has been completed. The signal must be installed to the Department's standards and conform with the authorization issued by the Department and the provisions set forth therein.

COST OF OPERATION

The full and entire costs of the electric energy and telephone service used to operate the signal shall be at the expense of the applicant without any cost to the Georgia Department of Transportation. The applicant understands that the Department may ask for participation in the cost for the purchase, installation and maintenance of the signal if approved.

INSPECTION AND APPROVAL

The installation, maintenance and operation of said signal shall be subject at all times to inspection and approval by a duly authorized engineer of the Georgia Department of Transportation.

RIGHT TO REVOKE

The Georgia Department of Transportation reserves the right to revoke the approval should it for any reason desire to do so, by giving the applicant thirty (30) days written notice, and in that event, the applicant agrees to remove said signal from said right-of-way at its own expense or allow it to be removed by the Department.

This application is hereby submitted and all of the terms and conditions are hereby agreed to. The undersigned are duly authorized to execute this instrument.

This the _____ day of _____ 19__

Attest:

By: _____

Clerk

18

Backup material for agenda item:

4. Presentation of Bid #266-16 IFB Patrol Vehicles for Dawson County Sheriff's Office - Major Greg Rowan/SPLOST Administrator David McKee

To view the solicitation documents click [here](#).



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Purchasing on behalf of DCSO & SPLOST VI

Presenter: Maj. Greg Rowan, DCSO & David McKee
SPLOST Administrator

Submitted By: Purchasing Director Davida Simpson

Date Submitted: March 1, 2016

Item of Business/Agenda Title: Presentation of Bid #266-16 IFB Patrol Vehicles for Dawson County Sheriff's Office

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: May 19, 2016 is the 90 deadline for BOC to take action

Purpose of Request: Execute a contract with Jacky Jones Ford, Inc. to provide vehicles as needed and as SPLOST VI collections allow but not to exceed 12 vehicles in 2016.

Department Recommendation: Approve contract as submitted

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: Contract to be executed. Standard contract was written by County Attorney but not specifically reviewed in this instance. Only changes to contract were the insertion of vendor and bid information.

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information:

No

Amount Requested: \$391,879.00

Amount Budgeted: \$530,000 for purchase of 12 vehicles in FY 2016

Fund Name and Account Number: SPLOST VI: Vehicles 324-00-3300-542200-000

Administration Staff Authorization

Dept. Head Authorization: Maj Greg Rowan & SPLOST Admin David McKee Date: 02/29/2016

Finance Dept. Authorization: Natalie Johnson Date: 03/03/2016

County Manager Authorization: Randall Dowling Work Session Date: 3-10-16

Comments: Bid documents may be found at www.dawsoncounty.org> Bids & RFPs> Under Evaluation. Presentation and contracts are attached. Contract: Exhibit A are the bid documents, Exhibit B is the vendors price proposal form.



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Presentation of Bid #266-16 IFB Patrol Vehicles for DCSO

DATE: March 1, 2016

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

BUDGET INFORMATION:
ANNUAL- \$530,000
CAPITAL-

COMMISSION ACTION REQUESTED ON: March 17, 2016

PURPOSE: Execute a contract with vendor to provide vehicles as needed and as SPLOST VI collections allow but not to exceed 12 vehicles in 2016.

HISTORY: A portion (11%) of SPLOST VI collections were approved to go towards the purchase of Sheriff's Office vehicles and equipment.

FACTS AND ISSUES: Contract was set up as an as-needed contract with vendor for the purchase of patrol vehicles. Purchase will not exceed 12 vehicles for 2016. Once Board has approved the solicitation and contract, County Manager can approve next order(s).

OPTIONS: Approve as submitted. Reject and rebid.

RECOMMENDED SAMPLE MOTION: Staff respectfully requests the Board to award #266-16 IFB Patrol Vehicles for Dawson County Sheriff's Office to the most responsive, responsible bidder, Jacky Jones Ford, Inc. out of Cleveland, GA, in the amount of \$391,879.00.

DEPARTMENT:

Prepared by: Davida Simpson

Director Natalie Johnson

Patrol Vehicles for DCSO Bid #266-16 IFB

WORK SESSION MARCH 10, 2016



Background

- ▶ DCSO was budgeted funds in SPLOST VI for the purchase of vehicles and equipment
 - ▶ 11% of SPLOST VI collections
 - ▶ For the years of 2015-2016 they are allotted 12 Vehicles
 - ▶ Contract is an as-needed contract for 2016 only
 - ▶ NOT to exceed 12 vehicles total for 2016
 - ▶ This order: 7 Dodge Chargers & 2 Ford Utilities
 - ▶ Department will order vehicles every 6 months as funds are available
 - ▶ County Manager to approve the next order(s) once the Board has approved this solicitation and awarded a contract

List of Items Bid

- ▶ Schedule for 2015 - 2016
 - ▶ 8 Dodge Pursuit Chargers
 - ▶ 4 Ford Pursuit Utility Vehicles
- ▶ All vehicles are fully equipped: Lights, radios, cages, decals, laptops, etc.
- ▶ This bid 7 Dodge Chargers and 2 Ford Utilities will be ordered
- ▶ All contingent on SPLOST VI collections

Acquisition Strategy & Methodology

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

Pricing

Company	Dodge Pursuit Charger Pricing for 1	Ford Pursuit Utility Vehicle Pricing for 1	Delivery Time	Distance
Jacky Jones Ford Inc	\$42,575.00	\$46,927.00	8-10 weeks	30 miles
Don Jackson	Disqualified/Non-Responsive			
Ginn Commercial	\$42,418.78	No Bid	15-20 weeks	90 miles
Akins Ford Dodge <i>(State Contract- Dodge)</i>	\$42,649.30	No Bid	11-12 weeks	41 miles
Allan Vigil Ford <i>(State Contract – Ford)</i>	Disqualified/Non-Responsive			

Comments & Justification

- ▶ Ginn Commercial was the lowest, responsive, responsible bidder for the Dodge Pursuit Chargers but all repairs under warranty would be completed on site which would be 90 miles away. The cost for travel far exceeds the \$156.22 cost difference offered by Jacky Jones Ford.
- ▶ There are several DCSO vehicles that are exceeding the Vehicle Replacement Policy and are at a critical level. The delivery time for Jacky Jones Ford is approximately half the time of that of Ginn Commercial.
- ▶ Jacky Jones Ford was the only responsive, responsible bidder for the Ford Pursuit Utility Vehicles.

Recommendation

Staff respectfully requests the Board to award #266-16 IFB Patrol Vehicles for Dawson County Sheriff's Office to the most responsive, responsible bidder, Jacky Jones Ford, Inc. out of Cleveland, GA, for the purchase of seven (7) Dodge Chargers and two (2) Ford Utility vehicles in the amount of \$391,879.00. Total funds to come from SPLOST VI in accordance with SPLOST VI Resolution.

ANNUAL CONTRACT AND AGREEMENT

Contract Start Date:	March 17, 2016
Contract End Date:	December 31, 2016
Contract Name:	Patrol Cars for Dawson County Sheriff's Office
Vendor Name:	Jacky Jones Ford, Inc.
Address:	129 Highway 129 South Cleveland, GA 30528
Telephone No.:	706-865-2168
Contact Person:	Clint LaPrade
Payment Terms:	Net 30 days

This Agreement is hereby made and entered into this 17th day of March, 2016, by and between Dawson County, Georgia (hereinafter referenced as "County") and Jacky Jones Ford, Inc., a Georgia corporation (hereinafter referenced as "Contractor").

The Invitation for Bids received pursuant to Dawson County Project No. #266-16 **IFB Patrol Cars for Dawson County Sheriff's Office** and addenda issued for the Invitation for Bids referenced herein, and the Contractor's bid are hereby incorporated herein by reference and made a part of this contract and agreement between the parties.

1. **Scope of Services**

Contractor shall furnish the services in accord with: the Invitation for Bids and the addenda issued for the Invitation for Bids set forth within "Exhibit A" that is hereto incorporated herein by reference. Such services shall be performed by employees or agents of the Contractor and not by employees of the County. If the services are to be provided or performed upon property owned or controlled by the County, then the Contractor's employees shall abide by all rules established by the County.

2. **Term of Agreement**

This Agreement shall commence on the 17th day of March, 2016 and shall terminate on December 31, 2016.

If, at any time, the County determines it is in its best interest to discontinue use of these services the County reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

3. **Multi-Year Contract**

This Contract and Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year in which this Contract is executed and at the close of each succeeding calendar year for which the Contract may be renewed. This Contract shall be automatically renewed in accord with the terms hereof, unless the County takes action to terminate the Contract by providing 30 days' notice of the intent not to renew the terms hereof.

The total obligation of the County for the calendar year of execution shall be in accordance with services rendered based on the rates provided under the Vendor's Price Proposal Form ("Exhibit B") in response to the Invitation for Bids #266-16 IFB Patrol Cars for Dawson County Sheriff's Office. The total obligation that will be incurred in each calendar year renewal term, if renewed, shall be as in accordance with services rendered based on the rates provided under the Vendor's Price Proposal Form ("Exhibit B") in response to the Invitation for Bids #266-16 IFB Patrol Cars for Dawson County Sheriff's Office. Title to any supplies, materials, equipment, or other personal property shall remain in the Contractor until fully paid for by the County.

This Contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the terms of this Contract or any renewal.

4. **Payment**

Compensation to the Contractor shall be as set forth in the Invitation for Bids, any addenda issued for the Invitation for Bids, and the Contractor's Bid and shall constitute payment in full for work completed.

5. **Invoices**

All invoices from the Contractor shall include the purchase order number, a location description and an outline of work completed. The Contractor represents to the County that the Contractor is experienced and properly qualified to perform the functions to be performed by the Contractor in accord with the terms hereof and that the Contractor is properly equipped, organized and financially able to perform such functions. The Contractor shall operate as an independent contractor and not as an agent of the County, and neither the Contractor nor any of the Contractor's employees, servants, agents or subcontractors shall be deemed a partner, employee, servant or agent of the County. Neither party hereto shall have authority to bind the other party in respect.

The Contractor shall not assign, transfer, nor convey the terms of this Contract or any party hereof without written consent of the County.

6. **Indemnification/Limitation of Liability**

Contractor agrees to protect, defend, indemnify and hold harmless the County, the County's commissioners, agents and employees from and against any liability, damage, claim, including attorney fees and expenses of litigation, suit, lien, and judgment for injuries to or death of any person or damage to property or other rights of any person caused by the Contractor, the Contractor's employees, servants, agents or subcontractors. The Contractor's obligation to protect, defend, indemnify, and hold harmless extends to any claim for the alleged infringement of any patent, trademark, copyright, or any actual or alleged unfair competition, disparagement of product or service, or other business tort or any actual or alleged violation of trade regulations arising out of the performance of Contractor's duties in accord with this Contract, as well as any other claim. The Contractor shall maintain worker's compensation and comprehensive general liability insurance in such form as to protect Contractor and the County with the County being

named as an additional insured for any claims for damages or bodily injury, including death and damage to property that may arise from acts or omissions of Contractor under this Contract. The Contractor shall provide the County with a Certificate of Liability Insurance in an amount of not less than \$1,000,000.00 per occurrence to protect the Contractor. Such insurance shall be primary and non-contributing to any insurance maintained or obtained by the Contractor and shall not be cancelled or materially reduced without thirty (30) days prior notice to the County and approval by the County.

7. Performance Standards

The Contractor shall exercise care, skill and diligence commonly possessed and exercised by reasonably skillful and prudent persons who perform these services when performing obligations in accord with the terms of this Contract. The Contractor's performance will be evaluated monthly. If the terms hereof are not being satisfied as determined by the County, then the County shall notify the Contractor in writing of deficiencies, and the Contractor shall provide a written response detailing how any deficiencies shall be cured within thirty (30) days. If the deficiencies noted by the County are not properly corrected, then Dawson County may cancel this Agreement with no additional obligation owed to the Contractor.

8. Change Order

Any change order shall mean a written order to the Contractor executed by the County issued after the execution of this Contract and Agreement authorizing and directing a change in services. The price and time may be changed only through a change order. If the change order requires additional services or directs the omission of certain services covered by this Contract, then an equitable adjustment in price shall be made, but any claim for any such adjustment shall be asserted within thirty (30) days of receipt of the written change order.

9. Confidential Information

While performing services for the County, the Contractor shall not disclose any confidential business information that may become known to the Contractor. Personnel acting on behalf of the Contractor shall be instructed to not remove any of the County's documents or materials and to not disclose any confidential information to any persons other than County personnel, unless written authorization from the County is provided.

All documents and materials prepared pursuant to the Bid and this Contract shall be the property of Dawson County. The County shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, maps, or other materials prepared in accord with the terms of this Contract and Agreement.

10. Litigation and Arbitration

The County and the Contractor agree to resolve through negotiation, mediation or arbitration any disputes between the parties arising out of or relating to this Contract and Agreement. If the parties do not resolve the dispute through negotiation and do not agree to mediation, then arbitration shall be the exclusive and final method of resolving any

disputes related to this Agreement. Arbitration proceedings shall be in accord with O.C.G.A. § 9-9-1, et seq., the Georgia Arbitration Code. Venue for any litigation arising from this Contract shall be the Superior Court of Dawson County, Georgia. A demand for arbitration shall be made within a reasonable term after the claim, dispute or other matter in question occurs, but not later than one-hundred and eighty (180) days after such claim, dispute or other matter.

11. Notices

Any notice required in accord with the terms hereof shall be delivered via certified mail or commercial delivery service as follows:

County:

Contractor:

Dawson County Board of Commissioners

Jacky Jones Ford, Inc.

ATTN: Purchasing Director

ATTN: Clint LaPrade

25 Justice Way, Suite 2223

2742 Highway 129 South

Dawsonville, GA 30534

Cleveland, GA 30528

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 20__.

DAWSON COUNTY, GEORGIA

CONTRACTOR:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Attest:

Attest:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



**BID #266-16 IFB PATROL VEHICLES FOR DAWSON COUNTY SHERIFF'S OFFICE
BIDDER'S PRICE PROPOSAL FORM**

Page 1 of 3

Company Name: JACIS Jones Ford

Bidder's Response Forms will include page 28-30. If a vendor does not wish to proffer a proposal or one or more than one vehicles a response of "No Bid" should be included to complete the Bidder's Response Form.

1. 2016 Dodge Pursuit Chargers
2. 2016 Ford Pursuit Utility Vehicles

Clark Jones
Authorized Representative (Signature)

2-18-16
Date

Govt. Sales
Authorized Representative/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET



**BID #266-16 IFB PATROL VEHICLES FOR DAWSON COUNTY SHERIFF'S OFFICE
BIDDER'S PRICE PROPOSAL FORM**

Page 2 of 3

COMPANY NAME: Lucky Jones Ford

2016 Dodge Charger Pursuit Vehicle	Vehicle pricing (Price for 1)	
Base Price	\$ 23,300. ⁰⁰	
All additional add-ons/options	\$ 19,275. ⁰⁰	
BASE + Additional Equipment Price TOTAL PRICE	\$ 42,575.⁰⁰	
Delivery time from order		
FOB Charge	\$	
WARRANTY (Circle one)	Comply	Does not Comply

Clint Labade
Authorized Representative (Signature)

2-18-16
Date

Clint Labade
Authorized Representative/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET




**BID #266-16 IFB PATROL VEHICLES FOR DAWSON COUNTY SHERIFF'S OFFICE
BIDDER'S PRICE PROPOSAL FORM**

Page 3 of 3

COMPANY NAME: Jacks Jones Ford

2016 Ford Pursuit Utility Vehicle	Vehicle pricing (Price for 1)	
Base Price	\$ 26,852. ⁰⁰	
All additional add-ons/options	\$ 20,075. ⁰⁰	
BASE + Additional Equipment Price TOTAL PRICE	\$ 46,927.⁰⁰	
Delivery time from order		
FOB Charge	\$	
WARRANTY (Circle one)	Comply	Does not Comply


Authorized Representative (Signature)

2-18-16
Date

Clint LaPrade
Authorized Representative/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET

Backup material for agenda item:

5. Presentation of FY16 FTA 5311 Capital Assistance - Senior Center Director Dawn Pruett



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Dawson County Transit

Presenter: Dawn Pruett

Submitted By: Dawn Pruett

Date Submitted: 3-1-2016

Item of Business/Agenda Title: FY 2016 FTA 5311 Capital Assistance

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: _____

Purpose of Request: Seek approval of FY2016 FA 5311 Capital Assistance

Department Recommendation: Recommend Approval

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: Standard Contract from GDOT

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: \$4,417.80 County, \$4,417.80 State, \$35,342.40 Federal – Total \$44,178.00

No

Amount Requested: \$4,417.80

Amount Budgeted: \$5,000

Fund Name and Account Number: Grant Fund: 250-00-5542-571000-000 Intergov't - GDOT

Administration Staff Authorization

Dept. Head Authorization: Dawn Pruett Date: 3-1-2016

Finance Dept. Authorization: Natalie Johnson Date: 03/03/2016

County Manager Authorization: Randall Dowling Work Session Date: 3-10-16

Comments: _____

Attachments: _____



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: FY 2016 FTA 5311 Capital Assistance

DATE:3-1-2016

BUDGET INFORMATION:

ANNUAL- \$5,000.00

CAPITAL-

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

COMMISSION ACTION REQUESTED ON: 3-17-2016

PURPOSE: Approval of FY 2016 FTA 5311 Capital Assistance

HISTORY: Transit normally receives a new vehicle every one to two years to replace those that have high mileage.

FACTS AND ISSUES: Capital Assistance allows Dawson County Transit to receive a replacement vehicle for a 2010 Ford with 150,000 plus miles. Total funding of the assistance is \$44,178 with \$35,342.40 coming from Federal Funds, \$4,417.80 from State funds, and \$4,417.80 from County Funds.

- OPTIONS:**
1. Approve FY 2016 FTA 5311 Capital Assistance
 2. Do not approve FY 2016 FTA 5311 Capital Assistance
-
-

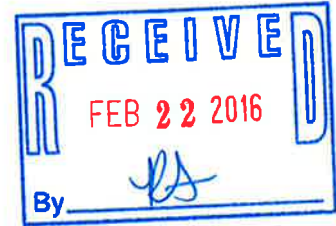
RECOMMENDED SAMPLE MOTION: Motion to approve FY 2016 FTA 5311 Capital Assistance

DEPARTMENT: Transit
Prepared by: Dawn Pruett

Director _____



February 17, 2016



Mrs. Dawn Pruett, Director
Dawson County
25 Justice Way, Ste-2313
Dawsonville, GA 30534

In Re: FTA FY16 5311 Capital SA #1
PID – T005505
SA Amount - \$132,747.00

Dear Mrs. Pruett:

Enclosed for execution by Dawson County are three (3) supplemental agreements for the FTA FY16 5311 Capital Program. The project contains 80% federal funds in the amount of \$35,342.40, with 10% state funds of \$4,417.80, and a local match of 10% in the amount of \$4,417.80.


Please have all three supplemental agreements signed and sealed by the County. The Georgia Security and Immigration Compliance Act Affidavit (Exhibit D) is included in our contracts. The affidavit needs to be fully executed with the E-Verify Identification number noted. **Please do not date the first page of the contract.** It will be dated by the Department when returned to us for execution.

Please remit a check in the amount of \$4,417.80 payable to the Georgia Department of Transportation which represents the county's 10% local share. These funds will be used to assist with the purchase of capital assets on your behalf under statewide contract. Failure to remit a check in the correct amount along with the three contracts will result in a delay with the execution of your contract as well as the procurement of the vehicles you have requested.

Return the supplementals and the check to: Georgia Department of Transportation
Division of Intermodal
600 W. Peachtree St., NW
Atlanta, Georgia 30308

If you have any questions, please contact Jemal Sheppard, Public Transportation Coordinator, at (706) 969-3408.

Sincerely,


Nancy C. Cobb, Administrator
Division of Intermodal

NCC:tkb
Enclosures

SUPPLEMENTAL AGREEMENT #1

BETWEEN

DEPARTMENT OF TRANSPORTATION

STATE OF GEORGIA

AND

DAWSON COUNTY

PID – T005505

This agreement is made and entered into this _____, by and between the DEPARTMENT OF T of Georgia, hereinafter referred to as the "DEPARTM hereinafter called the "SPONSOR".

DO NOT
DATE
↓ ↓

WHEREAS, the DEPARTMENT and the SPONSOR heretofore on NOVEMBER 30, 2015 entered into an Agreement, hereinafter called the "ORIGINAL CONTRACT", whereby the DEPARTMENT agreed to participate in the SPONSOR'S desire provide transit operating and capital assistance for public transportation services for non-urbanized areas; and

WHEREAS, the DEPARTMENT and the SPONSOR have determined additional funding is needed for completion of the PROJECT to adjust actual capital expenses during capital period July 1, 2015 to December 31, 2016. This supplemental agreement will provide the ability to carry out the full scope of work as identified in ARTICLE I, SCOPE AND PROCUDURES, in the ORIGINAL CONTRACT dated NOVEMBER 30, 2015.

NOW THEREFORE, THE PARTIES HERETO mutually agree that for and in consideration of the mutual benefits to flow from each other to the other, the ORIGINAL CONTRACT dated NOVEMBER 30, 2015, is hereby modified as follows:

ARTICLE I, SCOPE AND PROCEDURE, paragraph one (1) (a)-(j) are hereby deleted and changed to:

(a) Acquisition of Vehicles and Equipment

1. Pursuant to the terms of this Agreement, the DEPARTMENT shall acquire through its procurement process the following item(s):

(1) Shuttle Van-Lift

2. Upon acquisition of the equipment listed in paragraph (a) (1) above; the DEPARTMENT shall transfer title ownership in said equipment to the SPONSOR. The DEPARTMENT shall place a lien and hold physical possession of all vehicle titles.

3. The DEPARTMENT shall participate in the purchase by the SPONSOR

of:

(1) Shuttle Van-Lift

Prior to the purchase of this equipment, the SPONSOR shall obtain the approval of the DEPARTMENT for the amount and items purchased.

(b) The SPONSOR shall accept and retain title to or purchase said PROJECT equipment and shall provide from local funding sources excluding all available federal funds, funds to pay its share of the PROJECT cost. The SPONSOR shall show the DEPARTMENT as first lienholder on the Title Certificate for the duration of the life of the equipment.

(c) During the period of contract performance, the SPONSOR shall use the PROJECT equipment for the provisions of mass transportation service in the SPONSOR area. The mass transportation system under the terms of this Agreement shall be operated by the SPONSOR and shall serve area-wide transportation needs. The SPONSOR shall have full responsibility for the day-to-day management and operation of the system. To effectively fulfill this responsibility, the SPONSOR will designate an individual to be general manager of the system and shall notify the DEPARTMENT in writing of this designation. The SPONSOR agrees to be responsible for all operating costs of the system.

(d) During the period of contract performance, the SPONSOR shall keep accurate records, in a manner approved by the DEPARTMENT, with regard to the use of the PROJECT equipment; and shall submit to the DEPARTMENT, upon request, such information as is required in order to assure compliance with this Article; and shall immediately notify the DEPARTMENT in all cases where PROJECT equipment is used in a manner or for a purpose other than mass transportation.

(e) During the period of contract performance, the SPONSOR shall maintain the PROJECT equipment at a level of cleanliness, safety and mechanical soundness as determined by the SPONSOR and approved by the DEPARTMENT. The

DEPARTMENT and the FTA shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance pursuant to this Article.

- (f) The SPONSOR shall maintain, in amount and form approved by the DEPARTMENT, such comprehensive and collision insurance or self-insurance as will be adequate to replace or repair PROJECT equipment throughout the PROJECT equipment's useful life.
 - (g) During the period of contract performance, the SPONSOR agrees to provide each project vehicle with liability insurance in an amount not less than \$500,000 bodily injury per person, \$700,000 all bodily injuries, and \$50,000 property damage.
 - (h) If at any time during the duration of the PROJECT equipment's useful life, it is determined by the DEPARTMENT that said PROJECT equipment is not being used or maintained in accordance with the terms of this Agreement or the SPONSOR is not keeping records as specified in paragraph (d) of this Article, then the DEPARTMENT, at its discretion, shall require the SPONSOR to either remit ownership of the equipment to the DEPARTMENT or shall remit to the DEPARTMENT ninety percent (90%) of the fair market value, if any, of such property. For the purpose of this Article, the fair market value shall be deemed to be the value of the property as determined by an appraisal, approved by the DEPARTMENT, conducted as soon after such misuse or withdrawal occurs or the actual proceeds from the public sale of such property, whichever is approved by the DEPARTMENT and FTA. The DEPARTMENT reserves the right to transfer ownership of the surrendered PROJECT equipment to another entirety and the following is substituted in lieu thereof: transportation service provider. Upon disposition of said property or properties by transfer, sale, or as otherwise directed by the DEPARTMENT in accordance with the procedures of the DEPARTMENT, the SPONSOR forfeits any invested interest in lieu of the costs of such disposition. Under no circumstances will the property be disposed of without the specific written consent of the DEPARTMENT.
 - (i) The SPONSOR shall not permit the use of the PROJECT equipment for partisan political purposes.
 - (j) The SPONSOR shall not alter, modify or remove from the PROJECT equipment any part, component, or accessory without written consent from the DEPARTMENT.
- I. ARTICLE V, COMPENSATION, paragraph one (1) and two (2) are hereby deleted in its entirety and replaced with the following (A) and (B) Capital Acquisitions:

(A) Capital Acquisitions

(1) It is understood and agreed that the total estimated eligible net Capital project cost is FORTY-FOUR THOUSAND ONE HUNDRED SEVENTY-EIGHT and 00/100 Dollars

(\$44,178.00), as shown, if any, in EXHIBIT A2 and A3, Capital Budget, which is attached and incorporated as if fully set out herein. The SPONSOR shall pay to the DEPARTMENT, prior to the purchase of said equipment, FOUR THOUSAND FOUR HUNDRED SEVENTEEN and 80/100 Dollars (\$4,417.80), which shall constitute the local share in acquiring the said improvements. The DEPARTMENT'S participation in the acquisition cost of said improvements shall be THIRTY-FIVE THOUSAND THREE HUNDRED FORTY-TWO and 40/100 Dollars (\$35,342.40), which includes the funding provided by FTA which is eighty percent (80%) of the total estimated cost of the PROJECT and funding provided directly by the DEPARTMENT, which is ten percent (10%). The DEPARTMENT shall be responsible for the purchase of or participate in the purchase of said improvements.

(2) It is further agreed that the DEPARTMENT'S obligation for the purchase of the aforementioned improvement shall not exceed the sum of FORTY-FOUR THOUSAND ONE HUNDRED SEVENTY-EIGHT and 00/100 Dollars (\$44,178.00). However, if the sum total of the actual cost in acquiring the improvements shall be less than THIRTY-FIVE THOUSAND THREE HUNDRED FORTY-TWO and 40/100 Dollars (\$35,342.40), the DEPARTMENT shall be obligated to pay ninety percent (90%) of the actual cost.

(B) The DEPARTMENT'S maximum obligation, \$172,507.20, as set forth above is funded by the FTA. No entity of the State of Georgia other than the DEPARTMENT has any obligations to the SPONSOR related to this project. This agreement does not obligate the DEPARTMENT to make any payment to the SPONSOR from any funds other than those made available to the DEPARTMENT from the FTA. The obligation of the DEPARTMENT to pay or reimburse the SPONSOR is expressly limited to the amount of funds remitted to the DEPARTMENT by the FTA. Payments of invoices will be contingent upon the receipt of funds from the FTA, and therefore the DEPARTMENT does not make any commitment to the SPONSOR as to the timing of when payment to the SPONSOR will be made. In the event the funds made available to the DEPARTMENT by the FTA are insufficient for the project, the DEPARTMENT's payment obligations shall not exceed the availability of such FTA funds, and the DEPARTMENT shall have the right at its sole discretion to terminate this agreement immediately upon notice to the SPONSOR without further obligation of the DEPARTMENT.

II. EXHIBIT A2, BUDGET ESTIMATE, is hereby deleted in its entirety and a new EXHIBIT A2, BUDGET ESTIMATE, dated NOVEMBER 30, 2015, attached hereto, is substituted in lieu thereof.

Except as modified, changed, or amended, all the terms and conditions of the Original contract dated NOVEMBER 30, 2015, as amended by the Supplemental Agreement shall remain in full force and effect. The covenants herein contained shall except as otherwise provided accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.



IN WITNESS THEREOF said parties have hereunto set their hands and affixed their seals the day and year above first written.

DEPARTMENT OF TRANSPORTATION:

DAWSON COUNTY:

Commissioner (Seal)

BY: _____ (Seal)
Title: _____

ATTEST: _____
Treasurer

IN THE PRESENCE OF:

Witness

Sworn and subscribed before me this
____ day of _____, 20__.

Notary Seal

Federal Employment Identification
Number: _____

Please affix
Seal

EXHIBIT A2
FY16 Capital Vehicle Purchases
FTA 5311 Rural Transit Vehicles
Period of Eligible Expenses - July 1, 2015- December 31, 2016
DAWSON COUNTY

Item	Description	FTA Activity Line Item Code	Qty	Unit Cost	Total Cost	Federal Share (80%)	State Share (10%)	Local Share (10%)
1	Shuttle Van- Lift	11.12.15	1	\$44,178.00	\$44,178.00	\$35,342.40	\$4,417.80	\$4,417.80
0	n/a	X.XX	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Cost					\$44,178.00	\$35,342.40	\$4,417.80	\$4,417.80

Funding Distribution:		Fund Sources
Federal (80%)	\$35,342.40	21243
State (10%)	\$4,417.80	01164
Local (10%) Deposited at GDOT	\$4,417.80	40853
Total Project Cost	\$44,178.00	

PID Number - T005505
FTA Grant Number: GA-18-X033
CFDA: 20.509
DUNS#039486055

Backup material for agenda item:

6. Presentation of 2016 Dawson County Emergency Services Charitable Boot Drive Dates - Deputy Chief Tim Satterfield



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Emergency Services

Presenter: Tim Satterfield

Submitted By: Lanier Swafford

Date Submitted: March 1, 2016

Item of Business/Agenda Title: 2016 Charitable Boot Drive dates approval

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only (no action needed) OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: May 26, 2016 is the first scheduled drive

Purpose of Request: Seeking Board approval to conduct three charitable boot drives benefiting the Georgia Firefighters Burn Foundation, the Muscular Dystrophy Association, and KARE for Kids

Department Recommendation: Yes

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: _____

No

Amount Requested: _____ Amount Budgeted: _____

Fund Name and Account Number: _____

Administration Staff Authorization

Dept. Head Authorization: Lanier Swafford _____ Date: March 1, 2016 _____

Finance Dept. Authorization: _____ Date: _____

County Manager Authorization: Randall Dowling _____ Work Session Date: 3-10-16 _____

Comments: _____

Attachments: No



**DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: 2016 Charitable Boot Drives

DATE: March 1, 2016
RECOMMENDATION

()

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

- () POLICY DISCUSSION
- () STATUS REPORT
- () OTHER

COMMISSION ACTION REQUESTED ON: Work Session – March 10, 2016 Voting Session March 17, 2016

PURPOSE: Seeking Board approval to conduct three annual charitable boot drives benefiting the Georgia Firefighters Burn Foundation, the Muscular Dystrophy Association, and KARE for Kids

HISTORY: The department has participated in these types of boot drives 1997 raising an average of over \$20,000.00 annually

FACTS AND ISSUES: None other than the Burn Foundations returns ten percent of collections to the local department to use in fire prevention.

OPTIONS:

RECOMMENDED SAMPLE MOTION: Motion to approve the following dates for the 2016 DCES Charitable Boot Drives – Georgia Firefighters Burn Foundation on May 26, 27, and 28 2016; MDA September 1,2,and 3 2016 and KARE for Kids November 25 and 26, 2016. The department will clearly identify who funds are being solicited for.

DEPARTMENT:

Prepared by: Lanier Swafford _____

Director Lanier Swafford _____

Backup material for agenda item:

7. Presentation of 2016 GEMA Homeland Security Grant Application - Deputy Chief Tim Satterfield



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Emergency Services

Presenter: Tim Satterfield

Submitted By: Lanier Swafford

Date Submitted: March 1, 2016

Item of Business/Agenda Title: 2016 Georgia Homeland Security Grant Application

Attach an Executive Summary fully describing all elements of the item of business. X (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: Grant deadline of March 18, 2016 as established by GEMA/HS

Purpose of Request: Continuation of the maintenance grant to support the GEMA Georgia Search and Rescue K9 Task Force

Department Recommendation: Recommend approval to submit grant.

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: Agreement will need review and signatures following approval

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: The grant request is for \$13,410. There is no match required for this grant.

No

Amount Requested: 0

Amount Budgeted: 0

Fund Name and Account Number: 250-00-3929-XXXXXX-XXX

Administration Staff Authorization

Dept. Head Authorization: Lanier Swafford Date: March 1, 2016

Finance Dept. Authorization: Natalie Johnson Date: 03/07/2016

County Manager Authorization: Randall Dowling Work Session Date: 3-10-16

Comments: _____

Attachments: _____



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: GEMA/ Georgia Search and Rescue K9 Maintenance Grant

DATE: March 1, 2016

RECOMMENDATION
 POLICY DISCUSSION
 STATUS REPORT
 OTHER

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

COMMISSION ACTION REQUESTED ON: Work Session – March 10, 2016, Voting Session March 17, 2016

PURPOSE: To apply for continuation of the grant to support K9 Taskforce assigned to GSAR in terms on food, supplies, and Vet Care

HISTORY: Dawson County has received this funding for the past three (3) years following Board approval

FACTS AND ISSUES: There is no match required for this grant. The total grant request \$13,410.

OPTIONS: No other funding exists to support this program.

RECOMMENDED SAMPLE MOTION: Motion to approval to submit the non-matching grant in the amount of \$13,410.00 to GEMA Homeland Security by the March 18th deadline.

DEPARTMENT:

Prepared by: Lanier Swafford

Director Lanier Swafford



2016 Georgia Homeland Security Grant Program Project Investment Justification (IJ)/Application

PLEASE READ FIRST

The State of Georgia has recently received guidance from DHS on the form/content for the 2016 Homeland Security Grant Program Investment Justifications (IJs)/application. GEMA/ HS is providing you this IJ/application form to use as a basis for collecting information on potential projects for funding in 2016. Please refer to the FEMA FY 16 HSGP Notice of Funding Opportunity at <https://www.fema.gov/media-library/assets/documents/114411> for important details as to the program itself.

You may distribute this form to those jurisdictions and agencies that have regional projects to propose so that they can begin the process of collecting the required information. They should:

1. **Fill out the form electronically** and save it as a **Microsoft Word file** with a title that describes the GEMA/HS Area, county/city and project number (for example: "**Area #-XXXCounty1.doc**").
2. They should type answers in the gray-colored blocks that appear when they open this file on a computer or check the required checkboxes. The gray-colored blocks will expand as they write in answers.

The **deadline for submittal** of IJs is 11:59 p.m. on **March 18, 2016**

Completed applications must be emailed to the following address:

hsgrants@gema.ga.gov

All potential sub-recipients must send in an application!

All applications collected by GEMA/HS, **except for State Agencies and State-sponsored teams** such as pre-identified HAZMAT teams, GSAR, EOD Canine teams, and others that receive sustainment funding on a rotating basis, will be forwarded for review to the appropriate All Hazards Council (AHC) chairperson prior to their final review by GEMA/HS.

State Agencies and State-sponsored teams will also complete an application and email it as indicated above for tracking purposes, although these types of applications will not be reviewed by the AHCs. Thank you for your participation in the 2016 grant application process. If you encounter difficulty in utilizing this form or uploading the document, please contact Judy Gourley at GEMA/HS (404-635-7088 or judy.gourley@gema.ga.gov) or Ray Doyle (404-407-7621).

2016 Project Description

1. GEMA/HS Area
1
2. Title of project
K9 equipment up grade and care for K9's
3. Summarize the proposed project, including its purpose (no more than 250 words)
To up grade radios, equipment, and training for K9 team. Food and Veterinary expenses for K9's
4. What type of project is this?
 Building New Capability Sustaining Existing Capability
5. Agency (agencies) that would receive GEMA/HS funds and maintain them
Dawson County Emergency Services
6. Agency (agencies) that will carry out the project (if different than agency receiving funds)
7. Contact at agency (agencies) that will be receiving funds
Name/Agency Deputy Chief Tim Satterfield, Dawson County Emergency Services
Phone 706-344-3666, 678-776-5577
E-mail tsatterfield@dawsoncounty.org
Zip Code 30534
DUNS Number
8. Point of contact to answer questions about proposed project (if different than agency contacts)
Name/Agency
Phone
E-mail
9. What is the local investment in this project (for example, SPLOST or other local funds)?
none
10. What is the monetary value of this local investment? If there is no local investment, explain why there is no local investment in this proposed project.

The value of 5-K9' owned by the handlers are value at 10-15,000.00 each for a total of 75,000.00

11. Estimate the number of people to be served by this project.

The GSAR K9 task is a GEMA resource for the entire state of Georgia

12. Estimate the number of public safety agency personnel who will benefit from this project.

All public safety agency personnel through-out the state.

13. Which of the 2016 National Priorities below are addressed by this project (check all that are applicable)

- Access Control and Identity Verification
- Economic Recovery
- Housing
- Cybersecurity
- Infrastructure Systems
- Long-Term Vulnerability Reduction

14. Check which **two** (2) Core Capabilities are primarily addressed by this proposed project:

- | | |
|--|--|
| <input type="checkbox"/> Access Control and Identity Verification | <input type="checkbox"/> Operational Coordination |
| <input type="checkbox"/> Community Resilience | <input type="checkbox"/> Physical Protective Measures |
| <input type="checkbox"/> Critical Transportation | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Cyber Security | <input type="checkbox"/> Fire Management and Suppression |
| <input type="checkbox"/> Economic Recovery | <input type="checkbox"/> Public Health, Healthcare, and Emerg.Med.Services |
| <input type="checkbox"/> Environmental Response/Health and Safety | <input type="checkbox"/> Public Information and Warning |
| <input type="checkbox"/> Fatality Management Services | <input type="checkbox"/> Risk and Disaster Resilience Assessment |
| <input type="checkbox"/> Forensics and Attribution | <input type="checkbox"/> Risk Management for Protection Programs & Activ. |
| <input type="checkbox"/> Health and Social Services | <input type="checkbox"/> Screening, Search, and Detection |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Situational Assessment |
| <input type="checkbox"/> Infrastructure Systems | <input type="checkbox"/> Supply Chain Integrity and Security |
| <input type="checkbox"/> Intelligence and Information Sharing | <input type="checkbox"/> Threats and Hazard Identification |
| <input type="checkbox"/> Interdiction and Disruption | |
| <input type="checkbox"/> Long-Term Vulnerability Reduction | |
| <input type="checkbox"/> Logistics and Supply Chain Management | |
| <input type="checkbox"/> Mass Care Services | |
| <input checked="" type="checkbox"/> Mass Search and Rescue Operations | |
| <input type="checkbox"/> Natural and Cultural Resources | |
| <input type="checkbox"/> On-scene Security, Protection and Law Enforcement | |
| <input checked="" type="checkbox"/> Operational Communications | |

15. Estimate the amount of the funding you are requesting that will be used to strengthen each Core Capability addressed by the project.

Core Capability	Amount of Proposed Funding
Operational Communications	\$1,710.00

Core Capability	Amount of Proposed Funding
Mass Search and Rescue Operations	\$11,700.00
Total:	\$13,410.00

16. Estimate the amount of the funding you are requesting that will be used to strengthen each Solution Area addressed by the project.

Solution Areas (POETE)	Amount of Proposed Funding
Planning	\$3,200.00
Organization	\$5,000.00
Equipment	\$1,710.00
Training	\$2,000.00
Exercises	\$1,500.00
Total:	\$13,410.00

17. How much of the funding in the proposed project can be associated with Law Enforcement Terrorism Prevention Activities (LETPA)?

\$0

18. List the gaps in your Area's recent Regional Strategic Plan that this investment addresses. Also identify the Capability Targets this project will help to attain and the page number where they are found in the Regional THIRA. If this is an interoperable communications project, please also indicate the relevant goals and objectives of the SCIP that it addresses. NOTE: a separate interoperability project checklist must be completed by the AHC review committee for communications-based projects.

19. Provide up to four major milestones and their associated completion dates that will be required to complete the project

- a. We have radios at this time with no charging unit for the radios, this would supply all handlers. 1mo
- b. Have all handlers and k9's tested and certification. 6mo.
- c. Provide all K9's with Veterinary care. 12 mo.
- d. Provide all K9's with food. 12mo.

20. List two outcomes that would indicate this project had been successful

- a. Better communications with other agencies by all K9 handlers.
- b. Healthy K9's ready to deploy

Equipment Description (list items)	Quantity	Unit Cost	Total Cost
Thales Liberty Radio Case	6	\$43.00	\$258.00
TOTAL EQUIPMENT COSTS			\$1,710.00

b. Travel

Travel Costs (list items)	Quantity	Unit Cost	Cost
TOTAL TRAVEL COSTS			\$

c. Subcontractors

Subcontractor Name	Work Required	Cost
TOTAL SUBCONTRACTOR COSTS		\$

d. Other Costs

Other Costs including Training, Exercises, Materials and Supplies (list items)	Quantity	Unit Cost	Cost

Other Costs including Training, Exercises, Materials and Supplies (list items)	Quantity	Unit Cost	Cost
TOTAL OTHER COSTS			\$

24. Projects that are not classroom training and are not simply (portable) equipment purchases will require an Environmental and Historic Preservation (EHP) Review to be done before work begins. For example, if your proposed project involves modifying buildings, drilling holes, pouring slabs, digging or moving soil, building or modifying towers, adding security fences or other physical changes to the environment, have the costs for this EHP review process been included in your estimate above?

Yes No

If you wish to review the EHP screening form or program requirements, they can be found at: <http://www.fema.gov/environmental-planning-and-historic-preservation-program>

25. Can the project be broken into phases if partially funded?

Yes
 No

If yes, please detail how this can be done.

Radio equipment first, and the food and Veterinary expenses mid budget.

26. Identify other federal or state grants, if any, which will be used to supplement Homeland Security Grant Program investments in strengthening this region-wide capability. Also indicate the dollar value of these grants.

none

27. Describe how the organization/jurisdiction responsible for this proposed project would sustain it after Homeland Security Grant Program ends.

All equipment and supply are inventory, inspected, and maintain weekly.

28. Other comments

Backup material for agenda item:

8. Presentation of GEMA Statewide Mutual Aid and Assistance Agreement Renewal -
Emergency Services Director Lanier Swafford



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Emergency Services

Presenter: Lanier Swafford

Submitted By: Lanier Swafford

Date Submitted: March 1, 2016

Item of Business/Agenda Title: Renewal of the GEMA Statewide Mutual Aid and Assistance Agreement

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: June 30, 2016 as established by GEMA

Purpose of Request: To seek Board approval to renew of the GEMA Statewide Mutual Aid and Assistance Agreement

Department Recommendation: yes

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? If Yes, Finance Authorization is Required Below.

Yes Explanation/ Additional Information: No funding involved

No

Amount Requested: _____ Amount Budgeted: _____

Fund Name and Account Number: _____

Administration Staff Authorization

Dept. Head Authorization: Lanier Swafford Date: March 1, 2016

Finance Dept. Authorization: _____ Date: _____

County Manager Authorization: _____ Work Session Date: _____

Comments: _____

Attachments: 1



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Renewal of the GEMA Statewide Mutual Aid and Assistance Agreement

DATE: March 1, 2016
RECOMMENDATION

BUDGET INFORMATION:

ANNUAL- 0
CAPITAL- 0

POLICY DISCUSSION
 STATUS REPORT
 OTHER

COMMISSION ACTION REQUESTED ON: March 10th Work Session and March 17th voting session

PURPOSE: DCES I seeking Board approval of the renewal of the GEMA Statewide Mutual Aid and Assistance Agreement. This document is renewed every four years and was last updated by the Board in 2012 by the Chairman's signature.

HISTORY: Documentation located where Dawson County has participated back as far as 2002, maybe farther.

FACTS AND ISSUES: No Issues

OPTIONS:

RECOMMENDED SAMPLE MOTION: I move that the Board of Commissioners approve the renewal of participation in the Statewide Mutual Aid and Assistance Agreement.

DEPARTMENT:

Prepared by Lanier Swafford

Director: Lanier Swafford

STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

County/Municipality: _____

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to on authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

ARTICLE I STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management Agency/Homeland Security (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, (the Act) as amended and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

ARTICLE II
GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the agreement framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency aspects of resource shortages, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or a national security activity; and,
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

ARTICLE III
ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

ARTICLE IV
PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and

(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own

supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.

In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

ARTICLE VI
LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statutory or case law.

ARTICLE VII
RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

ARTICLE VII
REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of

the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers. Expenses that are to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

ARTICLE VIII IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE IX
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2020. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE X
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:

Chief Executive Officer - Signature

Chief Executive Officer – Print Name

County/Municipality: _____

Date: ____/____/____

GEMA/HS Director – Signature

GEMA/HS Director – Print Name

Date: ____/____/____

APPENDIX B
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the “designated fiscal officer(s)” for

_____ (county/municipality) for the purpose of reimbursement sought for mutual aid:

Print Name

Job Title/Position

Signature of Above Individual

Print Name

Job Title/Position

Signature of Above Individual

Print Name

Job Title/Position

Signature of Above Individual

Chief Executive Officer - Signature

Date: ____/____/____

Chief Executive Officer – Print Name

Backup material for agenda item:

9. Presentation of the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application - Emergency Services Director Lanier Swafford



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Emergency Services

Presenter: Lanier Swafford

Submitted By: Lanier Swafford

Date Submitted: March 1, 2016

Item of Business/Agenda Title: Staffing for Adequate Fire and Emergency Response Grant (SAFER Grant).

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: March 25, 2016 is the deadline for submission to FEMA

Purpose of Request: To request BOC approval to apply for the 2016 SAFER Grant Program. The grant program was established to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies safely. Doing so to assure that communities have adequate protection from fire and fire related hazards.

Department Recommendation: Yes

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: The grant is 100% covered for the cost of salary and benefits for two years.

No The only cost the county would incur would be the cost of uniforms and gear (approximately \$2,000.00 per employee per year). At the end of the two years, the grant offers three options – employing agency assumes responsibility of the cost; apply for a hardship extension to the grant if local funding is limited; termination without penalty.

Amount Requested: Amount Budgeted: \$0

\$38,617 annual salary each plus benefits. (6) = EST. \$330,000; (9) = EST. \$495,000

\$2,000 per employee per year for uniforms (6) = \$12,000; (9) = \$18,000 per year

Fund Name and Account Number: 3500-511100, 511300, 512100, 512200, 512400, 512700, 512900

Administration Staff Authorization

Dept. Head Authorization: Lanier Swafford Date: 03/01/2016

Finance Dept. Authorization: Natalie Johnson Date: 03/07/2016

County Manager Authorization: Randall Dowling Work Session Date: 3-10-16

Comments: _____

Attachments: _____



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Request to apply for the 2016 SAFER Grant through FEMA

DATE: March 1, 2016

RECOMMENDATION:

BUDGET INFORMATION:

ANNUAL-
CAPITAL-

POLICY DISCUSSION
 STATUS REPORT
 OTHER

COMMISSION ACTION REQUESTED ON: Board approval to apply for the 2016 SAFER Grant

PURPOSE: The purpose and goal of the SAFER Grant Program is to assist local departments with staffing and deployment capabilities in order to safely respond to emergencies and assure that communities have adequate protection from fire and fire related hazards.

HISTORY: The grant has been available to fire departments since 2005. Dawson County applied in 2015 and was denied.

FACTS AND ISSUES: Meeting adequate staffing levels (according to national standards) on fire apparatus continues to be a challenge. Daily, three fire engines operate with one staff member. That coupled with the fact of high turnover the past few years, which has yielded a less experienced staff in many cases and an almost 40% call volume increase since 2010 justifies the request for funding.

OPTIONS: The grant offers the most cost effective option at this time for the county to increase staffing on fire apparatus. This represents a two year grant for salary and benefits, with no matching funds and no penalty if employment is severed after the two year period.

RECOMMENDATION: Recommend Board approval to complete and submit the Staffing for Adequate Fire and Emergency Response Grant electronically before the March 25, 2016 deadline.

DEPARTMENT:

Prepared by: Lanier Swafford _____

Director Lanier Swafford _____

The Department of Homeland Security
Notice of Funding Opportunity (NOFO)

FY2015 Staffing for Adequate Fire and Emergency Response (SAFER)

NOTE: Applicants pursuing this funding opportunity who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM) should take immediate action to obtain a DUNS number, if applicable, and then register immediately in SAM. It may take four weeks or more after SAM registration submittal before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at <http://www.grants.gov/web/grants/register.html>

A. Program Description

Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),
Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number

97.083

CFDA Title

Staffing for Adequate Fire and Emergency Response (SAFER)

Notice of Funding Opportunity Title

Fiscal Year (FY) 2015 Staffing for Adequate Fire and Emergency Response (SAFER)

NOFO Number

DHS-15-GPD-083-000-99

Authorizing Authority for Program

Section 34 of the Federal Fire Prevention and Control Act of 1974, (Pub. L. No. 93-498), as amended
(15 U.S.C. § 2229a)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4)

Program Type

New

Program Overview, Objectives, and Priorities

The Department of Homeland Security's (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate is responsible for the implementation and administration of the Staffing for Adequate Fire and Emergency Response (SAFER) Program. The goal of the SAFER Grant Program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, and assure that communities have adequate protection from fire and fire-related hazards.

In awarding grants, the Administrator of FEMA shall consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP)
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards
- The extent of an applicant's need for a SAFER Grant and the need to protect the United States as a whole

SAFER intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively and safely respond to emergencies. With enhanced or restored staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

While not required for a SAFER Grant, it is preferable that the enhanced or restored staffing levels of all SAFER recipients should ensure all first-arriving apparatus are staffed with a minimum of four qualified personnel (to meet National Fire Protection Association (NFPA) 1710/1720 standards) who are capable of initiating the suppression response. Ultimately, SAFER recipients should achieve more efficient responses and safer incident scenes; thereby ensuring communities have improved protection from fire and fire-related hazards.

The National Preparedness System is the instrument the nation employs to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal) of a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal while maintaining the civil rights of individuals.

The FY 2015 SAFER Grant plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the Goal of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The FY 2015 SAFER Grant's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Examples of desired outcomes for FY 2015 SAFER include building and sustaining core capabilities, such as Fire Management and Suppression, and Public Health and Medical Services.

Additional details on the National Preparedness Goal can be found at <https://www.fema.gov/national-preparedness-goal>

The SAFER Grant Program is comprised of two categories:

- **Hiring of Firefighters**
 - Including subcategories for rehiring, retention, attrition, and new hires
 - Career, combination, and volunteer fire departments are eligible to apply
- **Recruitment and Retention of Volunteer Firefighters**
 - Combination fire departments; volunteer fire departments; and national, state, local, or

tribal organizations that represent the interests of volunteer firefighters are eligible to apply

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$340,000,000

Projected number of Awards: 300

Period of Performance: 12-48 Months

Hiring Category: The period of performance will be 24 months for all grants awarded under the hiring category.

Recruitment and Retention (R&R) Category: The period of performance will be between 12 and 48 months for all grants awarded under the R&R category.

Projected Period of Performance Start Date(s): 6/30/2016

Projected Period of Performance End Date(s): 6/30/2017 – 6/30/2020

Extensions to the Period of Performance

Is an extension to the Period of Performance permitted? Yes No

An extension to the period of performance for this program is allowed. Extensions to the period of performance may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period. For details on the requirements for requesting an extension to the period of performance, please refer to Appendix C: Award Administration Information, Section VII. Payments and Amendments, Amendments.

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants

- Volunteer fire departments and combination fire departments may apply for funding under both the Hiring of Firefighters category and the Recruitment and Retention of Volunteer Firefighters category. Separate applications must be completed for each category. Applicants are limited to one application per category, per application period. If an applicant submits two applications for the same category during a single application period, both applications will be disqualified.
- Career fire departments may apply for funding only under the Hiring of Firefighters category. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.
- Municipalities and fire districts may submit applications on behalf of fire departments lacking the legal status to do so, such as those under the support of the municipality or district. The municipality or fire district may submit only one application for hiring per application period for each eligible fire department within the municipality or fire district.
- National, state, local, or tribal organizations representing the interests of volunteer firefighters

and individual fire departments (volunteer or combination) may only apply for funding under the Recruitment and Retention of Volunteer Firefighters category. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.

Table 1 identifies, in general, eligible entities that can apply for FY 2015 SAFER Funding within each category.

Table 1: Eligible Entities

Entity Category	Volunteer Fire Departments	Combination Fire Departments	Career Fire Departments	National, state, local, or tribal volunteer firefighter interest organization
Hiring of Firefighters Category	✓	✓	✓	
Recruitment and Retention of Volunteer Firefighters Category	✓	✓		✓

Other Eligibility Requirements

The following entity types are **NOT** eligible to apply under this announcement:

- Federal fire departments and fire departments under contract to the Federal Government whose sole responsibility is the suppression of fires on federal installations or lands;
- For-profit fire departments and organizations (e.g., fire departments that do not have specific nonprofit status or that are not municipally based);
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams;
- Non-federal airport or port authority fire departments whose sole responsibility is suppression of fires on the airport grounds or port facilities, unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities;
- Fire stations that are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency, or that are not otherwise independent;
- State and local agencies, such as forest service, fire marshals, emergency management offices, hospitals, and training offices;
- Career fire departments (under the Recruitment and Retention of Volunteer Firefighters category); and
- National, state, local, or tribal organizations representing the interests of volunteer firefighters, supporting firefighter volunteerism, or otherwise having an interest in volunteer firefighters (under the Hiring of Firefighters category).

National Incident Management System (NIMS) Implementation

SAFER applicants are not required to be in compliance with the National Incident Management System (NIMS) to apply for SAFER Funding or to receive an SAFER Award. Any applicant who receives an FY 2015 SAFER Award must achieve the level of NIMS compliance required by the authority having command and control jurisdiction over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

Maintenance of Effort

There are no maintenance of effort requirements for the FY 2015 SAFER Program.

Cost Share or Match

SAFER recipients are not required to contribute a cost share towards the cost of hiring firefighters or recruitment and retention of volunteer firefighters under this program.

D. Application and Submission Information

Key Dates and Times

Date posted to Grants.gov:	02/16/2016
Application Start Date:	02/22/2016 at 8:00 AM EST
Application Submission Deadline:	03/25/2016 at 5:00 PM EST
Anticipated Program Office Review Dates:	5/16/2016 – 5/20/2016
Anticipated Funding Selection Date:	06/01/2016

Application Submission Extension

In general, DHS/FEMA will not review applications received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the FEMA Help Desk as soon as possible.

Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline (February 26, 2016)
Obtaining a valid EIN	Four weeks before actual submission deadline (February 26, 2016)
Updating SAM registration	Four weeks before actual submission date (February 26, 2016)
Application submission deadline	Friday, March 25, 2016

Address to Request Application Package

The Assistance to Firefighters Grant Program (AFGP) eGrants system is only accessible through the

AFGP Application Portal at <https://portal.fema.gov/>. There are several ways to get AFGP Application information:

- AFGP Website (<http://www.fema.gov/firegrants>)
- Grants.gov (<http://www.grants.gov>)
- U.S. Fire Administration (<http://www.usfa.fema.gov>)

Hard copies of the application are not available.

In addition, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Application tutorials and Frequently Asked Questions (FAQs) assist with the online grant application, and highlight lessons learned and changes for FY 2015. For more details, please visit the AFGP Website at <http://www.fema.gov/firegrants>.

NOTE: Do not use any browsers other than Internet Explorer (IE 6 or higher) when entering information. Do not have multiple browser tabs open when entering information, even when using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non-IE browsers or having multiple browsers open, including but not limited to:

- System failure to recognize correct information
- System failure to capture and retain correct information
- System functions like “cut and paste” being disabled

The eGrants system will allow an authorized representative to log in and create a user name and password. This user name and password is specific to the authorized user and must not be shared with other personnel. If the applicant has submitted any Assistance to Firefighters Grants Program (AFGP) applications (Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), Fire Prevention and Safety (FP&S), Station Construction Grant (SCG) in a previous grant cycle, they must continue to use the same username, password, and Dun and Bradstreet Data Universal Numbering System (DUNS) number for any FY 2015 application(s).

If the applicant has forgotten the password or primary point of contact has changed, please visit <http://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions> for instructions on how to update and correct the organization’s information.

Prior to submission and up to the application deadline, the online application can be saved, retrieved, or edited as required.

Content and Form of Application Submission

DHS makes all funding opportunities available through Grants.gov, accessible on the Internet at <http://www.grants.gov>. If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

Required Forms and Registrations

All required forms have been incorporated into the online application submission.

Application Submission Receipt

Once the application is submitted and received, the primary point of contact listed in the application will be electronically messaged within the eGrants system.

Unique Entity Identifier and System for Award Management (SAM)

DHS is participating in the Grants.gov initiative that provides the grant communities a single site to find grant funding opportunities. Before applying for a DHS Grant, applicants must have a DUNS number and must be registered in the System for Awards Management (SAM).

Instructions for obtaining a DUNS number can be found at the following Website:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

System for Award Management (SAM)

Applicant registration in the System for Award Management (SAM) is free. All applicants must register with SAM in order to apply online. Step-by-step instructions for registering with SAM can be found at <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-%20%20register-with-sam.html>. Please remember that SAM registration is only active for one year and must be renewed annually.

Please allow sufficient time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take four weeks or more after the applicant submits the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information.

FEMA cannot make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information. If the applicant is noncompliant at the time of award offer, then FEMA may determine the applicant is not qualified to receive an award, and award another applicant.

IMPORTANT: Please ensure that applicant organization's name, address, DUNS number, and Employer Identification Number (EIN) are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA applications. The applicant organization's name in SAM must also match the organization name provided on the applicant's SF-1199a. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

Help with SAM - SAM quick start guide for new Recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

How to Get a Commercial and Government Entity (CAGE) Code - To get a CAGE code, applicants must first be registered in SAM. Applicants will be assigned a CAGE code as part of the SAM validation process, and as soon as the registration is active, applicants can view the CAGE code online by logging in to the SAM account.

Funding Restrictions

Federal funds made available through this program may only be used for the purpose set forth in the

award package and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

Construction or Remodeling/Renovation Costs

Construction costs are not eligible under the SAFER Program. Construction includes major alterations to a building that changes the profile or footprint of the structure. To support eligible awarded activities, remodeling/renovations to an existing facility are limited to minor interior alterations costing less than \$10,000 and should be requested under Modification to Facilities. Some of these activities may require an Environmental and Historical Preservation (EHP) review; certain costs associated with an EHP Review are eligible for reimbursement.

Pre-award Costs

Generally, recipients cannot use grant funds to pay for products and services contracted for or obligated prior to an offer of award. However, costs incurred after the application deadline, but prior to an offer of award, may be eligible for reimbursement only if the following conditions are met:

- Fees for grant writers under the Recruitment and Retention Category only may be included as pre-award expenditures. The recipient must submit a written request to FEMA to incur such pre-award costs by providing notification (containing the application number and a justification narrative) to FEMA, via email to the SAFER Help Desk at FireGrants@fema.dhs.gov. The notification to FEMA should be concurrent with their acquisition activity, and must be submitted within the eligible timeframe; and,
- The recipient must receive confirmation from FEMA that the expenses have been reviewed and FEMA has determined the costs to be justified, unavoidable, and consistent with the grant's scope of work.

Award Limits

Not Applicable.

Management and Administration

Management and administrative expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

No more than three percent of the federal share of SAFER Funds awarded may be expended by the recipient for management and administration (M&A) purposes associated with the SAFER Award.

Indirect Costs (Facilities & Administration [F&A]) Costs

Indirect costs are allowable under the Recruitment and Retention category, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award. Copies of the indirect cost rate agreements, along with the SAFER application number, must be submitted

electronically to FireGrants@fema.dhs.gov.

Indirect costs will be evaluated as part of the application for federal funds to determine if they are allowable, reasonable, or disproportionately impact an application's cost benefit.

Environmental and Historic Preservation (EHP)

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients proposing projects that have the potential to impact the environment, including, but not limited to modification or renovation of existing buildings, structures and facilities, must participate in the DHS/FEMA EHP Review process. The EHP Review process involves the submission of a screening form that includes detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP Review process must be completed before funds are released to carry out the proposed project. DHS/FEMA will not fund projects that are initiated without the required EHP Review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FEMA Policy (FP) 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP 108-24-4, Environmental Planning and Historical Preservation Policy.

SAFER Projects that involve the installation of equipment not specifically excluded from a FEMA EHP Review per the GPD Programmatic Environmental Assessment (PEA); ground-disturbing activities; or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review.

No facilities modification project can proceed, with the exception of project planning, prior to formal FEMA approval. Funds for activities that do not require an EHP Review may be requested by the recipient.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training; and
- Acquisition of mobile and portable equipment (not involving installation) on or in a building.

The AFGP EHP Screening form and instructions are available at: <http://www.fema.gov/media-library/assets/documents/90195>.

Complete the AFGP EHP Screening form and submit to the EHP Office at GPDEHPInfo@fema.dhs.gov.

E. Application Review Information

Prior to making a federal award, the federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Funding priorities and criteria for evaluating SAFER applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER Grant program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The nine major fire service organizations represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

Review and Selection Process

SAFER applications are reviewed through a multi-phase process. After the close of the application period and before the Panel Review Process begins, FEMA will review the applications submitted for eligibility. Additionally, all layoff notices attached will be verified by the FEMA Program Office. Finally, all applications will be electronically pre-scored and ranked. Applications are then scored competitively by (no less than three) members of the Peer Panel Review process. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

Criteria

All complete and eligible applications are evaluated relative to SAFER Grant funding priorities. For details on the funding priorities, please refer to Appendix B: Programmatic Information and Priorities -- Funding Priorities.

i. Pre-scoring Process

In the application, fire departments applying for SAFER Grants will be asked general questions about their organization and community, as well as questions specific to the proposed project. National, state, local, or tribal organizations that represent the interests of volunteer firefighters will be asked a number of general questions regarding their organizations and a series of activity-specific questions relative to the recruitment and retention projects they propose and the activities selected. Answers to activity-specific questions as well as information submitted throughout the application will determine an applicant's standing relative to SAFER Grant funding priorities. Applications most consistent with the SAFER Grant funding priorities score higher in the automated evaluation. Automated evaluation scores represent 50 percent of the total application score.

ii. Peer Review Panel Process

A panel of at least three Peer Review Panelists performs the second phase of an application's evaluation. The panel is comprised of fire service representatives recommended by the national organizations from the CDP. These panelists evaluate the application using the Narrative Statement, answers to the general questions, and answers to the activity-specific questions. Each application is evaluated on its own merits against established criteria and is not compared to other applications. The peer review evaluation score represents 50 percent of the total application score.

iii. Technical Evaluation Process (TEP)

The highest ranked applications will be deemed in the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject Matter Expert (SME) as well as a FEMA Program Office review prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the TEP is complete, each application's cumulative score will be determined and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B, V. Restrictions on Use of Award Funds.

Narrative Evaluation Criteria

The Narrative Statement of the application must provide specific details about the activity for which applicants are seeking funding, including budget details. The applicant must explain how the proposed activity is related to the hiring or recruitment and retention program.

In applications for Recruitment and Retention, applicants must also provide details regarding how volunteers will qualify for the incentives (who is eligible for initiatives funded under the grant and discuss any prerequisites). For example, an organization might withhold paying nominal stipends until members participate in a minimum number of operational activities.

Applicants should save their work often as the electronic application includes a time-out feature. If no-save activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type the Narrative Statement information offline using a word processing program, e.g., Microsoft Word®, WordPerfect® or Notepad, to avoid losing any information.

Once the Narrative Statement is complete, applicants can then cut-and-paste the text into the appropriate sections within the Narrative Statement section of the online application.

Please note the Narrative Statement blocks do not allow for formatting. Do not type the narrative using only capital letters. Additionally, do not include tables, special fonts (e.g., quotation marks, bullets), or graphs.

Space for the Narrative Statement is limited. Each element must have a minimum of 200 characters and each element will have a character limit; the limit varies based on the questions being asked. The character count is listed below. Once the Narrative Statement is saved to the online application, log-out and then log back in to the application to verify that the information was successfully saved.

Peer Review Panelists will evaluate and score each category based on the following narrative elements within each category:

i. Hiring of Firefighters Category

The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below.

1) Project Description (30%):

- a) Why does the department need the positions requested in this application? Describe when the positions were, or will be, vacated, and under what circumstances. If the request is based on a needs assessment or Insurance Services Office rating, provide details of those outcomes. (3000 character limit)
- b) Describe how the positions requested in this application will be used within the department (e.g., fourth on engine, open a new station, eliminate browned out stations, reduce overtime). What are the specific benefits that the positions requested in this application will provide to the fire department and community? (2000 character limit)
- c) Describe how the awarding of this grant would enhance the department's ability to protect critical infrastructure. (1000 character limit)

2) Impact on Daily Operations (30%):

- a) Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application. How will that risk will be reduced if awarded? (2000 character limit)
- b) Discuss the impact the positions requested in this application will have on the department's NFPA compliance. (2000 character limit)

3) Financial Need (30%):

- a) Provide additional details about the department's operating budget, including an income versus expenses breakdown of the annual budget. (2000 character limit)
- b) Describe the department's budget shortfalls and the inability to address the financial needs without federal assistance. What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? (2000 character limit)

- c) Discuss how the critical functions of the department are affected without this funding. (2000 character limit)

4) **Cost Benefit (10%):**

Describe the benefits (e.g., anticipated savings, efficiencies) the department and community will realize if awarded the positions requested in this application. (3000 character limit)

ii. **Recruitment and Retention of Volunteer Firefighters Category (Fire Departments)**

The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below:

1) **Project Description (30%):**

- a) Describe the problems and/or issues the department is experiencing in recruiting new volunteer firefighters. What are the problems and/or issues the department is experiencing in retaining current members? (3000 character limit)
- b) Describe the implementation plan to directly address the identified problems or issues. What are the methods and specific steps that will be used to achieve this plan? (3000 character limit)
- c) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the department's operational needs or capabilities. (1500 character limit)
- d) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire department(s) and community. (1000 character limit)
- e) If the grant request will have a regional impact, identify the activities that are part of the regional request and explain which activities are exclusive to the host applicant, if applicable. (2000 character limit)

2) **Impact on Daily Operations (30%):**

- a) Describe how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application. How will the risk be reduced if awarded? (2000 character limit)
- b) Provide details on how often the department currently complies with the applicable NFPA 1710 or NFPA 1720 standards. Explain the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the department's NFPA compliance, if awarded. (2000 character limit)

3) **Financial Need (30%):**

- a) Provide additional details about the department's operating budget, including a high-level income versus expenses breakdown of the department's annual budget. (2000 character limit)
- b) Describe the department's budget shortfalls and the inability to address financial needs without federal assistance. What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? How have similar projects have been funded in the past? (2000 character limit)

- c) Discuss how the critical functions of the department are affected without this funding. (1000 character limit)

4) Cost Benefit (10%):

Describe the benefits (e.g., anticipated savings, efficiencies) the department and community will realize if awarded the items or activities requested in this application. (3000 character limit)

iii. Recruitment and Retention of Volunteer Firefighters Activity (national, state, local, or tribal volunteer firefighters interest organizations)

The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below:

1) Project Description (30%):

- a) Describe the problems and/or issues the fire departments, who the organization will be reaching with this grant, are experiencing in recruiting new volunteer firefighters. What are the problems and/or issues the same departments are experiencing in retaining current members? (3000 character limit)
- b) Describe the organization's implementation plan to directly address the problems or issues identified. What are the methods and specific steps that will be used to achieve this plan? (3000 character limit)
- c) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the operational needs or capabilities of the fire departments participating in this application. (1500 character limit)
- d) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire departments participating in this application and their respective communities. (1000 character limit)
- e) Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested in this application. (2000 character limit)

2) Impact on Daily Operations (30%):

- a) Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application. How will that risk be reduced if awarded? (2000 character limit)
- b) Describe the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the NFPA compliance of the fire departments participating in this application, if awarded. (2000 character limit)

3) Financial Need (30%):

- a) Provide detail about the organization's operating budget, including a high-level income versus expenses breakdown of the annual budget. (2000 character limit)
- b) Describe the organization's budget shortfalls and the inability to address the financial needs without federal assistance. What other actions has the organization taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)?

- How have similar projects have been funded in the past? (2000 character limit)
- c) Discuss how the critical functions of the organization are affected without this funding. (1000 character limit)

4) Cost Benefit (10%):

Describe the benefits (e.g., anticipated savings, efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application. (3000 character limit)

Turndown Notifications

All applicants who do not receive an FY 2015 SAFER Award will receive a decision notification from FEMA within the eGrants system.

The notification email will briefly describe those application factors that did not adequately align to the higher FP&S Program priorities and consequently, why the application did not score high enough for further consideration. Due to the historical volume of applications and turndowns, detailed debriefs for each applicants will not be possible.

F. Federal Award Administration Information

Notice of Award

Once an award has been approved and recorded in the system, an award package is sent to the grant official authorized by the recipient. The award package and email notification will be made within the eGrants system. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should carefully read the award package for instructions on administering the grant, whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal awards.

The offered award will remain on hold and be available (for a maximum of 30 days) until the recipient either accepts the award via the online AFGP eGrants system, or declines the award. The recipient should follow the directions in the notification to confirm acceptance of the award.

Failure to accept the grant award within 30 days of an offer of Award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

Negotiation of Award

During the review process for a SAFER Award, the application request(s) may have been modified. These modifications will be identified in the award package, which is provided upon the offer of an award.

If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award.

Administrative and National Policy Requirements

Successful applicants for all DHS/FEMA grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at:

<http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>

Before accepting the award, the authorized official should carefully read the award package. The award package contains instructions on administering the grant award, as well as terms and conditions with which the recipient must comply. Recipients must accept all the conditions in this NOFO as well as all Terms and Conditions in the Notice of Award to receive an award under this program.

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Federal Financial Reporting Requirements

Federal Financial Reports (SF-425)

Recipients of SAFER Grants awarded on or after October 1, 2009, are required to submit semi-annual Federal Financial Reports (FFR) (SF-425). The FFR is to be submitted using the online eGrants system based on the calendar year beginning with the period after the start of the period of performance.

Recipients are required to submit an FFR throughout the entire period of performance of the grant.

Reports are due:

- **No later than July 30** (for period January 1 – June 30)
- **No later than January 31** (for period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

The Federal Financial Reporting Form (FFR) and instructions are available at the following sites:

Instructions:

https://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/SF-425_instructions.pdf

SF-425 (FFR) Form:

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of the Government Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-id?SID=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at: http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012.

Program Performance Reporting Requirements

The recipients will be responsible for providing updated project(s) information on a quarterly basis. The recipient is responsible for completing and submitting a programmatic Performance Report using the eGrants system. The programmatic Performance Report is due every three months after the start of the grant's period of performance, and thereafter until the award is closed out.

Monitoring

Recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or onsite monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and will identify areas where technical assistance, corrective actions, and other support may be needed.

The recipient is responsible for monitoring all sub-award activities to ensure compliance with federal and state laws, regulations, and guidance. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring, or other assessments and reviews.

Closeout

Within 90 days after the end of the period of performance, recipients must submit a final SF-425 and a final performance report (within the closeout module in eGrants system) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-425.

The recipient is responsible for returning any federal funds that they have liquidated but remain unobligated by the recipient.

Information on how to return funds to FEMA is available at:

<http://www.fema.gov/media-library/assets/documents/31261?id=7080>

The final SF-425 (FFR) Form will be within the closeout module but a copy can be found at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf

G. DHS Awarding Agency Contact

Contact and Resource Information

SAFER Help Desk

The SAFER Help Desk provides technical assistance to applicants for the online completion and submission of applications into the eGrant system, answers questions concerning applicant eligibility and recipient responsibilities, and offers assistance in the programmatic administration of award. The Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Time.

eGrants System Information

For technical assistance with the eGrants system or SAFER Application or Award questions, please email the SAFER Help Desk at: FireGrants@fema.dhs.gov, the Help Desk can also be contacted at (866) 274-0960.

Environmental and Historical Preservation (EHP)

- EHP Screening forms and instructions are available at <https://www.fema.gov/media-library/assets/documents/22789>
- SAFER recipients requiring EHP assistance should contact the GPDEHP Team at: GPDEHPInfo@fema.dhs.gov

H. Additional Information

Extensions

Extensions to the period of performance are allowed.

Extensions to the Grant Period of Performance

An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances.

Approval is not guaranteed.

Extensions to the initial period of performance identified in the award will only be considered through formal requests, via the eGrants system, and must contain specific and compelling justification as to why an extension is required.

All extension requests must contain:

1. Grant Program, Fiscal Year, and award number;
2. Justification for the extension—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the

- position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requirements for Extension Consideration

To be eligible for consideration, extension requests must be submitted via the eGrants system. Requests should be submitted no earlier than 120 days but no later than 60 days prior to the end of the award's period of performance.

- In accordance with FEMA policy, extensions are reviewed on a case-by-case basis, and typically granted for no more than a six-month time period. Extension requests will be granted only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. This review period should be factored into the timing of when to submit a request for an extension.

Example: Recipients may request an extension, when not adjusting the timeline for liquidating obligations would constitute a verifiable legal breach of contract by the recipient with vendors or sub-recipients; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe; or where other exceptional circumstances warrant a discrete waiver.

Appendix A: Application Guidelines

Appendix A contains more detailed information on SAFER Application Guidelines.

I. New For FY 2015

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

On December 26, 2014, DHS adopted the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in 2 C.F.R. Part 200, which establishes a uniform set of mandatory requirements for federal awards to non-federal entities. These requirements apply to all awards made after December 26, 2014, including all FY 2014 and 2015 SAFER Awards. This regulation (also commonly referred to as the "Super Circular" or "Omni Circular") is available at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

A crosswalk that highlights policy changes, clarifications, and updates to policy provisions, is available at: <https://www.whitehouse.gov/sites/default/files/omb/fedreg/2013/uniform-guidance-crosswalk-from-predominate-source-in-existing-guidance.pdf>

Appendix B – Programmatic Information and Priorities

Appendix B contains more detailed information on SAFER Program Information and Priorities. Reviewing this information may help applicants make their application(s) more competitive.

I. Supporting Definitions for this NOFO

The following definitions apply to SAFER Grants.

Attrition: A gradual reduction in work force without laying off of personnel, as when workers resign or retire and are not replaced.

Automatic-aid: An agreement whereby fire departments are dispatched simultaneously on the initial alarm or where fire departments participate in closest-unit response dispatching.

Benefits: Includes regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. These costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Employer contributions or expenses for social security, employee insurance, workmen's compensation, pension plan costs, and the like, whether treated as indirect costs or as direct costs, shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable. Overtime expenses, other than those meeting the Fair Labor Standards Act (FLSA) requirements, are not eligible as benefits costs under the Hiring of Firefighters category.

Career Fire Department: A fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters (fire departments that provide reimbursement on a paid-on-call basis are considered to be a combination fire department for the purposes of this program).

Combination Fire Department: A fire department that has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and/or at least one active firefighter who does not receive financial compensation for services, other than life, health, and workers' compensation insurance.

Emergency Medical Services Organization: A public or private organization that provides direct emergency medical services, including medical transport.

Fire Department: An agency or organization that has a formally recognized arrangement with a state, territory, local government, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter: An individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and/or responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also

be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Formal Layoff Notice: Any layoff notice should align with the local rules and regulations that govern civil service employment in the jurisdiction. In order to be reasonable to employees, and to provide employees facing layoff actions a clear understanding of the impending action, any notice of layoff should be in writing and delivered to a specific employee affected by the action. The notice should identify a specific date employment will cease or specific event that would trigger the termination of employment. The notice should be delivered or otherwise presented directly to the affected employee in advance of the layoff action in accordance with the civil service provisions or union agreement in force in the jurisdiction taking action, e.g., 60 days prior to the effective date of the layoff action. The notice should specify whether the action is permanent or temporary, as well as provide the anticipated schedule of layoffs. For the purposes of the SAFER Program, a notice that is not executed within the specified terms will be considered void unless an additional notice is provided within 14 days of the original action date.

Initial Full Alarm Assignment: Personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career: A department is considered majority career if 50 percent or more of the active firefighting membership is salaried staff.

Majority Volunteer: A department is considered majority volunteer if more than 50 percent of the active firefighting membership is NOT compensated for service other than a nominal stipend and/or insurance.

Mutual-aid: An agreement whereby assisting fire departments are dispatched into another fire department's jurisdiction only when the first-arriving unit on a scene calls for assistance, or when specially requested by dispatch.

National, State, Local, or Tribal Organizations that Represent the Interests of Volunteer Firefighters: Organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include, but are not limited to, state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

Nominal Stipend: A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full time firefighters on their payrolls may compare the stipend to the salary they pay a full time firefighter who performs similar services to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur.

If a stipend paid exceeds 20 percent of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the FLSA minimum wage and overtime provisions.

Operational Budget: The budget supporting fire-related programs and/or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

Paid-on-Call: Firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter: A firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-time Equivalent (FTE) position that must be accounted for in the staffing information provided in the application.

State: Any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment: The minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Volunteer Fire Department: A fire department that has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. FEMA considers a department to be majority volunteer if more than 50 percent of its membership is made up of personnel who do not receive financial compensation for services.

II. Application Tips

The SAFER eGrants application system is only accessible through the AFGP Application Portal at <https://portal.fema.gov/>. There are several ways to get SAFER Application information:

- AFGP Website (<http://www.fema.gov/firegrants>)
- Grants.gov (<http://www.grants.gov>)
- U.S. Fire Administration (<http://www.usfa.fema.gov>)

Application tutorials and Frequently Asked Questions (FAQs) help explain the current SAFER Grant Programs, assist with the online grant application, and highlight lessons learned and changes for FY 2015. For more details, please visit the AFGP Website at <http://www.fema.gov/firegrants>.

NOTE: Do not use any other browsers than Internet Explorer (IE 6 or higher) when entering

information. Do not have multiple browser tabs open when entering information, even when using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non-IE browsers or having multiple browsers open, including but not limited to:

- system failure to recognize correct information
- system failure to capture and retain correct information
- system functions like “cut and paste” being disabled
- system resources like help screens or drop down menus being unavailable

Prior to submission and up to the application deadline, the online application can be saved, retrieved, or edited as required.

IMPORTANT

Once the application is submitted, it cannot be changed. There is *no* appeal process for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant.

NO APPLICATION WILL BE RELEASED AFTER FINAL SUBMISSION

The primary point of contact listed in the application will automatically be notified via email, via the eGrants award management system, once the application is received.

- For the most competitive application, select those local need(s) that most closely align with the highest SAFER Program priorities.
- When filling out the online application, applicants are required to provide basic demographic information regarding their department and the community served, and applicants must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) don't match the application as submitted, the grantee shall only be responsible for completing the activities actually funded. The grantee is under no obligation to start, modify, or complete any activities requested but not funded by this award. Please review Award Package.

Applicant tools and Frequently Asked Questions (FAQs) are posted at <http://www.fema.gov/firegrants>.

Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS)
The TDD/FIRS Number available for this announcement is (800) 462-7585.

The automated application is designed with help screens and drop-down lists to assist the applicant throughout the process. Applicants can save, retrieve, update and revise their work through the end of the application period; however, after an application has been completed and submitted, no changes can be made.

The automated system does not allow an applicant to submit an incomplete application. The system alerts the applicant when required information has not been entered. By submitting an application online, the applicant will automatically receive an e-mail confirmation that the application was successfully submitted.

The online system will allow a single authorized representative of an eligible organization to log on and create a user name and password. The selection of the authorized representative is at the discretion of each applicant. Applicants should record their user name and password for future access to their application.

III. Restrictions on Use of Award Funding

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the grantee to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

IV. Funding Priorities

Hiring of Firefighters Category

- First priority: Rehiring laid off firefighters who were laid-off within the two years prior to the start of the application period.
- Second priority: Retention of firefighters who face imminent layoff or filling positions vacated through attrition, within the two years prior to the start of the application period, but not filled due to economic circumstances
- Third priority: Hiring new firefighters

Recruitment and Retention of Volunteer Firefighters Category

- The highest priority is to assist departments experiencing a high rate of turnover and with staffing levels significantly below the ideal staffing level required to comply with National Fire Protection Association (NFPA) standards 1710 or 1720.

Program Priorities Description

This section summarizes the program priorities used to determine grant awards. Program priorities are listed as High **H**, Medium **M**, or Low **L**. Within each identified program priority, all the proposed activities have an equal value.

There are separate evaluation criteria for the following categories:

- Hiring of Firefighters category (including rehiring, retention, attrition, and new hires)
- Recruitment and Retention of Volunteer Firefighters category – Fire Departments
- Recruitment and Retention of Volunteer Firefighters category – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

A. Hiring of Firefighters Category

Grants awarded under the Hiring of Firefighters category enable combination and career fire departments to improve or restore staffing levels to attain a more effective level of response and a safer incident scene. Grants are awarded directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters. Funding under these subcategories provides fire departments with funds to pay firefighter

salaries and benefits (exclusive of overtime).

1. Meeting the National Standards

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments back into compliance in the most cost-effective manner.

Applicants will be asked general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without including the use of overtime). Applicants will also be asked to indicate what their ability will be to meet that same standard if awarded grant funds.

Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher consideration than applications resulting in smaller percentage increases in compliance.

Note: SAFER Grants focus only on the Deployment or Staffing and Deployment sections of these two standards, respectively.

- NFPA 1710 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability)
- This standard applies primarily to all-career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment); this standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standard.

Current 1710/1720 Compliance Priorities	
<input type="checkbox"/> Never or 0%	<input type="checkbox"/> Half the time or 40-59%
<input type="checkbox"/> Rarely or 1-19%	<input type="checkbox"/> Very often or 60-79%

Current 1710/1720 Compliance Priorities	
<input checked="" type="checkbox"/> Sometimes or 20-39%	<input checked="" type="checkbox"/> Most of the time or 80-99%

New 1710/1720 Compliance Priorities	
<input checked="" type="checkbox"/> Always or 100%	<input checked="" type="checkbox"/> Half the time or 40-59%
<input checked="" type="checkbox"/> Most of the time or 80-90%	<input checked="" type="checkbox"/> Sometimes or 20-39%
<input checked="" type="checkbox"/> Very often or 60-79%	<input checked="" type="checkbox"/> Rarely or 1-19%

2. Call Volume and Population Served

Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments who protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

3. Firefighter Health Measures

The health and wellbeing of firefighters is of paramount importance. Therefore, applicants who indicate newly recruited firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1582 Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members.

4. Training Requirements

Applicants will receive higher consideration if the personnel funded under the grant will meet the minimum EMS certification requirements prescribed by the locality or state having jurisdiction.

B. Recruitment and Retention of Volunteer Firefighters Category

The purpose of these grants is to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the grantee’s response area. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, and evaluation plan will receive higher consideration. The following identifies the elements that the applications will be evaluated on during the pre-scoring process.

1. Meeting Staffing Standards

The goal under this SAFER category is to assist departments experiencing a high rate

of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see section 1(c) Meeting National Standards).

Departments who currently have the lowest recruitment and retention rates are given a higher consideration for funding.

2. Volunteer Membership

Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteers	
<input type="checkbox"/> 91-100%	<input type="checkbox"/> 41-50%
<input type="checkbox"/> 81-91%	<input type="checkbox"/> 31-40%
<input type="checkbox"/> 71-80%	<input type="checkbox"/> 21-30%
<input type="checkbox"/> 61-70%	<input type="checkbox"/> 11-20%
<input type="checkbox"/> 51-60%	<input type="checkbox"/> 1-10%

3. Recruitment/Retention Plan

It is critical to have a plan for recruitment and/or retention activities. Applications requesting funding for recruitment and/or retention programs should be based on formal plans. Applicants must summarize the departments' recruitment and/or retention plans in the Narrative Statement and explain how the projects/activities will fulfill the plans and meet organizational goals.

4. Call Volume

Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

5. Firefighter Health Measures

Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations, who indicate they will provide annual medical exams, and who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams	
<input type="checkbox"/> NFPA 1582-compliant physicals	<input type="checkbox"/> Non-NFPA-compliant physicals

Annual Medical Exams	
<input checked="" type="checkbox"/> NFPA 1582-compliant physicals	<input checked="" type="checkbox"/> Non-NFPA-compliant physicals

6. Training Requirements

Training and Certification	
<input checked="" type="checkbox"/> FF II/EMT	<input checked="" type="checkbox"/> FF I
<input checked="" type="checkbox"/> FF II	<input type="checkbox"/> First Responder
<input checked="" type="checkbox"/> FF I/EMT	

7. Recruitment and Retention (R&R) Coordinator

R&R Coordinator	
<input checked="" type="checkbox"/> Applicants who currently have a coordinator in place	
<input checked="" type="checkbox"/> Applicants who will request grant funding for a coordinator's position	<input type="checkbox"/> Applicants who do not have, or are not requesting, an R&R Coordinator

8. Evaluation Plan

Evaluation Plan	
<input checked="" type="checkbox"/> Applicants who will perform a periodic evaluation of the program's impact	<input type="checkbox"/> Applicants who will not perform a period evaluation of the program's impact

9. Marketing Plan

Marketing Plan	
<input checked="" type="checkbox"/> Applicants who currently have a marketing plan in place	

Marketing Plan

Applicants who will request grant funding for a marketing plan

Applicants who do not have, or will not request funding for, a marketing plan

10. Regional Requests

Requests for recruitment or retention that have a regional impact (i.e., an impact beyond the immediate boundaries of the applicant's first-due area) will receive higher consideration.

An eligible applicant, which can include a fire department, may act as a "host applicant" and apply for support of both a regional initiative and its own department's internal needs on one application. In order to apply for a regional project, the host fire department must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional Program activities. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant-funded assets. Successful regional applicants shall provide a copy of the signed MOU at the time of award. Any entity named in the application as benefiting from the award shall be a party the MOU or equivalent document.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include a list of participating third-party organizations that will benefit from the regional project if the project is approved. The third-party organizations that will benefit from the recruitment and retention project may also apply for funding under SAFER as long as the third-party organizations do not apply for a project that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities.

Note: Only applications submitted under the Recruitment and Retention of Volunteer Firefighter category qualify for regional project requests. Regional projects are not eligible under the Hiring of Firefighters category.

C. Recruitment and Retention of Volunteer Firefighters Category – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

The purpose of these grants is to assist national, state, local, or tribal organizations that represent the interests of volunteer firefighters with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in

nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include data that approximates the characteristics of the entire region and/or all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process.

1. Meeting Staffing Standards

The goal under this SAFER category is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see Section 1c. Meeting National Standards). Organizations that currently have the lowest recruitment and retention rates among the entire region and/or all fire departments benefiting from the grant funds are given a higher consideration for funding.

2. Recruitment/Retention Plan

It is critical to have a plan for recruitment and retention activities. Applications requesting funding for recruitment or retention programs should be based on formal plans. Applicants must summarize the organization's recruitment and retention plans in the Narrative Statement and explain how the projects/activities applied will fulfill the plans and meet organizational goals.

3. Recruitment and Retention (R&R) Coordinator

R&R Coordinator	
<input type="checkbox"/> Applicants who currently have a coordinator in place	
<input type="checkbox"/> Applicants who will request grant funding for a coordinator's position	<input type="checkbox"/> Applicants who do not have, or are not requesting, a coordinator

4. Evaluation Plan

Evaluation Plan	
<input type="checkbox"/> Applicants who will perform a periodic evaluation of the program's impact	<input type="checkbox"/> Applicants who will not perform a period evaluation of the program's impact

5. Marketing Plan

Marketing Plan	
<input type="checkbox"/> Applicants who currently have a marketing plan in place	
<input type="checkbox"/> Applicants who will request grant funding for a marketing plan	<input type="checkbox"/> Applicants who do not have, or will not request funding for, a marketing plan

D. Eligible and Ineligible Projects and Costs

Regardless of the eligibility of any costs requested or the panelists' determination, FEMA reserves the right to reduce any requests for funding, in whole or in part, that it deems excessive or otherwise contrary to the best interests of the program.

Hiring of Firefighters Category – Eligible Costs

Hiring of Firefighters Category – Eligible Costs

- Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Grant are eligible.
- Only firefighters hired or rehired after the SAFER Grant offer of award (except if awarded under the retention activity) are eligible for grant funding. Firefighters hired after the SAFER Grant offer of award are considered new hires.
- Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year. However, recognizing many departments have shifts exceeding a 40-hour workweek, FEMA also will consider funding the job-sharing of a full-time position if the grantee has sufficient justification. A job-share position is a full-time position occupied by more than one person. Example: A department may hire two part-time staff persons at 28 hours each to fulfill the scheduled work hours of one 56-hour shift position.
- Salaries and benefits of firefighters hired under SAFER Funding while they are engaged in training are eligible.
- Costs for overtime that fire departments routinely pay as a part of the base salary or the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA) are eligible.
- SAFER Grant funds will only pay for operational positions whose primary assignment (more than 50 percent of duties) is fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral duties.
- Volunteer and mostly volunteer fire departments may hire individuals to also fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment.
- Eligible positions for funding under the Rehiring or Attrition activities must have been laid off or vacated in the two years prior to the start of the application period (February 22, 2016)
- Firefighters who have been issued a formal layoff notice, which includes a specific date for

Hiring of Firefighters Category – Eligible Costs

the layoff action, prior to the start of the application period, and those who face imminent layoff – within 120 days of the close of the application period – are eligible for SAFER Funding under the Retention activity. Since the application period closes on (March 25, 2016), the layoffs must become effective on or before (July 23, 2016).

- Any layoff action not executed in accordance with the terms of the official layoff notice or which does not meet the above requirements may not qualify for funding in the rehiring of laid off firefighters or retention categories. Applicants who do not meet these parameters must apply under the New Hire activity.
- Eligible positions under the Retention category must be employees of the department at the time the application is submitted. Note that if a retention position becomes vacant after the application is submitted, departments must fill the vacancy with a new hire in order to maintain the operational staffing level.

Hiring of Firefighters Category – Ineligible Costs

Hiring of Firefighters Category – Ineligible Costs

- The salaries and benefits of firefighters who are current employees or were hired prior to an offer of award (except under the retention activity) are ineligible.
- The SAFER Grant may not be used to fund promotions (e.g., pay a current member a higher salary by placing them in a new SAFER-funded position). If a department chooses to promote a current member, SAFER Grant funding may be used to fund the vacated firefighter position.
- Pre-application costs, such as grant writer fees, administrative costs, and indirect costs associated with hiring or rehiring firefighters are ineligible.
- Costs to train and equip firefighters are ineligible (this does not include the salaries and benefits of firefighters hired under SAFER Funding while they are engaged in training).
- Uniforms and physicals are ineligible.
- Overtime costs are ineligible (except as noted in “eligible costs” above).

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

Overview

Applicants must correlate the activities for which funding is being requested and the identified recruitment or retention problems or issues being addressed. FEMA will not fund activities if an applicant has not provided sufficient information detailing how an activity being funded will enhance recruitment and retention.

Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.

Departments should consult their jurisdiction to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g., stipends, Length of Service Award Program [LOSAP]).

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

All grant related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage and/or service delivery on all contracts, and agreements may not extend beyond the period of performance of the grant.

All funded activities under Recruitment and Retention must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations.

FEMA will not fund any activities that are covered under a department's normal operating budget.

Recruitment and Retention Category – Eligible Costs

Federal funding should not be used to supplant an existing activity or program. Retroactive payments or recognition for services rendered prior to the grant award are ineligible (with the potential exception of grant writer fees discussed in Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees). Examples of initiatives that may receive funding include, but are not limited to:

- Nominal stipends for firefighters where the primary duty is an operational assignment (fire suppression) regardless of collateral duties. (See Appendix B: Programmatic Information and Priorities, Section II. Supporting Definitions for this NOFO.)
- Insurance packages, e.g., Accidental Death and Dismemberment (AD&D), workers compensation, disability, health, dental, life.
- Reimbursement to members while attending required basic training (e.g., compensation for lost wages, mileage, lodging, per diem). Note that costs for mileage, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Marketing costs to recruit new volunteer members
- Station internet access
- Computers in common areas
- LED/electronic signs (note: 75 percent of usage must be dedicated to Recruitment and Retention activities – additional restrictions apply; see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]).
- One set of station duty uniforms for each new recruit only (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots)
- Non-uniform clothing (t-shirts, jackets, or pullovers) as part of an award program only.
- Station modifications (e.g., converting space into bunkroom - restrictions apply; see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP] Compliance)
- Salary and benefit costs for a recruitment and retention coordinator. Salary and benefit costs should be based on reliable market research (see earnings information published by the U.S. Bureau of Labor Statistics). Information on how the associated costs were determined should be provided in the Request Details portion of the application.
- Physicals for new recruits only. All grant-funded physicals must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices.

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

- Explorer, cadet, and mentoring programs (see page 35 for specific eligible costs)
- Staffing needs assessment
- Administrative costs up to three percent of the total awarded amount in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Applicants may apply for administrative costs if the costs are directly related to the implementation of the program for which they are applying. Administrative costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed three percent of the award.
- Tuition assistance for higher education (including college tuition and not limited to firefighter training or education) and professional certifications (Note: coursework or certifications in this category should be more advanced than what the department typically funds for required minimum-staffing requirements)
- Books and lab fees for higher education or professional certification (not including computers)
- Costs for training not currently covered under the department's operating budget. Training requests must be detailed in the Request Details and Narrative Statement sections of the application and must closely correlate to the applicant's recruitment and/or retention goals.
- Awards program for participation in operational activities, like operational training and/or responding to incidents (e.g., length of service plaques, gift cards, non-uniform clothing)
- New Length of Service Award Programs (LOSAP)
- Mileage reimbursement for operational activities. Note that costs for mileage must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Applications for funding in the Recruitment and Retention category could include activities requiring up to four years to complete (with proper justification)
- Indirect costs for national, state, local, or tribal volunteer firefighter interest organizations that are expended pursuant to Section D: Application and Submission Information – Indirect Costs.
- Exercise equipment and gym memberships limited to no more than \$10,000 (total per grant award).
- Grant writer fees (see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees).
- Personal Protective Equipment (PPE) may be funded for new recruits only (after they have successfully passed an NFPA 1582 compliant physical), but PPE for other types of members or existing members is not eligible.
- Funds are available to acquire OSHA-required and NFPA-compliant PPE for firefighting personnel. Only actual costs for PPE are allowed and will be paid on a reimbursable basis. Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- Recipients are required to provide documentation to support the purchase of PPE (proof that the firefighter(s) have undergone an NFPA 1582 compliant physical and are certified as "fit for duty"). PPE purchased with SAFER Grant funding must be utilized by adequately trained staff. In addition to these requirements, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at <http://www.nfpa.org/>.
- Eligible PPE Expenditures:

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

- One set of PPE for structural or wildland firefighting per new recruit.
- SAFER considers a complete set of structural PPE to be comprised of one SCBA mask/face piece, one pair of pants, one coat, one helmet, one hood, one pair of boots, one pair of gloves, and one pair of suspenders. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, SAFER will consider all statutorily required items to be part of a complete PPE set.
- SAFER considers a complete set of wildland PPE to be comprised of: one pair of boots, one set of coveralls (or pants, coat, and suspenders), one pair of gloves, one hood, one set of goggles, one helmet, and one fire shelter).
- American National Standards Institute (ANSI)-approved retro-reflective highway apparel
- Ineligible PPE Expenditures:
 - Three-quarter length rubber boots
 - Self-Contained Breathing Apparatus (SCBAs) (not including SCBA masks/face pieces)
 - PASS Devices
 - Spare cylinders
 - Bomb disposal suits
 - PPE for hazardous materials and other specialized incidents
 - More than one set of PPE per member
 - PPE for existing members

Remodeling/Renovation of Existing Facilities

- Remodeling/Renovation of Existing Facilities using SAFER Funds may not exceed \$10,000.
- Remodeling/renovations to an existing facility are allowable. The renovations must be minor interior alterations not to exceed \$10,000 (total per grant award).
- Eligible applicants must provide a cost breakdown in the Request Details section of the application. The costs must be justified in the Narrative Statement section as well.
- Remodeling/renovations may not change the footprint or profile of the building.
- Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review (see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding (i.e., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects; compliance with all state and EHP laws and requirements).
- Written approval must be provided by FEMA prior to the use of any SAFER Funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

Explorer/Cadet Programs

Eligible items include but are not limited to:

- One set of station duty uniforms (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots).
- Training (Non-Immediate Danger to Life and Health or IDLH)

Recruitment and Retention of Volunteer Firefighters Category – Eligible Costs

- One set of structural or wildland PPE (as defined above but not including an SCBA mask/face piece because PPE for explorers or cadets may not be used in an IDLH atmosphere)
- Insurance
- Coordinator's position
- Workers compensation insurance
- Transportation costs
- Medical exams

Recruitment and Retention Category – Ineligible Costs

- Salary and benefits for firefighters
- Costs incurred prior to an offer of award except for grant writer fees; see Appendix C: Award Administration Information - Grant Writer/Preparation Fees, Vehicles
- Fire suppression equipment or vehicles
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators),
- Sirens or other outdoor warning devices
- Communication equipment including cell phones, pagers, portable radios, or Computer-Aided Dispatch (CAD) systems
- Cash payments (including gift cards) or award programs for non-operational activities
- Payments for travel to or participation in leisure activities such as theatre tickets, entertainment tickets, and trips (e.g., professional sporting events)
- Costs associated with award banquets, such as food, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.
- Costs for food or refreshments
- Costs for training currently covered under the department's operating budget, e.g., tuition or instructor fees for department-mandated, basic-level training.
- Services at a member's personal residence (e.g., internet access, plowing of driveways)
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators), and entertainment equipment
- "Giveaways," such as pencils, pens, t-shirts, cups, mugs, or balloons, for recruitment events
- Fees for courses and training that are available free of charge on the internet or at a state/local training facilities (e.g., NIMS 100, 700, 800)
- Costs for fuel
- Annual medical exams (not including NFPA 1582 physicals for new recruits)

Recruitment and Retention Category – Explorer/Cadet Ineligible Costs

- SCBA, including mask/face piece
- Anything involving the IDLH atmosphere
- Vehicles
- Warning lights for private vehicles
- Any activities precluded by the authority having jurisdiction
- Radios, cell phones, or pagers

Appendix C: Award Administration Information

Appendix C contains more detailed information on SAFER Award Administration. Reviewing this information may help grant recipients in the programmatic and financial administration of their award(s).

Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email DHSOIGHOTLINE@dhs.gov

I. Grant Writer/Preparation Fees (Recruitment and Retention Category Only)

Applicants under the Recruitment and Retention of Volunteer Firefighters category are allowed to hire and reimburse a grant writer to assist in the application process.

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application. FEMA will only consider reimbursements for application preparation, but not administration, up to but not more than \$1,500. Pursuant to 2 CFR Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 CFR § 180.300.

By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization and, regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to, the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the Office of the Inspector General.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, the fees must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award.

Applicants will be required to provide documentation to support these pre-award expenditures. A copy of the cancelled check and bank statement shall be provided upon request. Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: FEMA requires that all grant writer or preparer information must be entered into the Overview section of the SAFER application, whether that person, entity, or agent is compensated or not.

II. Maintenance and Sustainment for SAFER Programs

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER Funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty, or contract is purchased.

However, only if the maintenance contract or extended warranty is purchased incidental to the original purchase of the system or equipment, recipients may procure maintenance or warranty coverage that exceeds the period of performance, as explained in FEMA Policy 205-402-125-1, document available at http://www.fema.gov/media-library-data/20130726-1915-25045-9444/gpd_maintenance_policy.pdf

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties⁶, or contracts. When purchasing a stand-alone warranty, or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

III. Taxes, Fees, Levies and Amendments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to any eligible SAFER Program acquisition activity may be charged to an SAFER Award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the AFG application's Narrative and the Request Details section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent), or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible SAFER Program acquisition activity, are not chargeable to any SAFER Award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

*Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) also may be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC a valid IRS Determination Letter

documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit <http://www.fcc.gov/>.

IV. Subscription, Access, Membership, Rental, Lease or User Fees

No subscription, access, membership, rental, lease, termination of services, or user fees, are chargeable to any SAFER Award.

V. Excess Funds

After completing the initial projects proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost shared excess funds may be utilized to enhance or continue the approved project(s). FEMA and AFGP expect excess funds to be obligated concurrent with an award's period of performance to address a known or critical need related to the awarded project(s).

VI. Procurement Integrity

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and AFG Program Office grant monitoring, findings have shown that some SAFER recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below, we highlight the federal procurement requirements for SAFER recipients when procuring goods and services with federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.** Select requirements under these standards are listed below. The recipient must comply with all requirements of these standards, even if they are not listed below.

With the exception of State governments, which must comply with the terms of 2 C.F.R. § 200.317, the non-federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Among the requirements of 2 C.F.R. § 200.319, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;

- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Generally, a recipient may seek to procure good or services from prequalified lists of persons, firms, or products which are used in acquiring goods and services, e.g., Government Services Administration (GSA) schedule, a State schedule, or co-operative or group purchasing, as having satisfied AFG Program requirements for competition. In order for such procurements by entities other than State governments to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule with the express purpose of making it available to the recipient and other similar types of entities, the contract or purchasing schedule specifically allows for such use, and the work to be performed for the local government falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a local government at 2 C.F.R. §§ 200.318 to 326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a recipient other than a State government seeks to use such a prequalified list, purchasing schedule, or other similar type of arrangement, it must first contact the AFG Program Office.

To the greatest extent possible, the FEMA recommends that federal grant funds be used for the purchase of goods and services manufactured, assembled, and distributed in the United States.

Pursuant to 2 C.F.R. § 200.318(c)(1), the recipient (other than States) are require to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

If the recipient (other than States) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

The non-federal entity must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable Federal Awarding agency policy.

NOTE: For the purposes of this conflicts of interest under procurements executed by the recipient, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the grantee. As such, no volunteer or member of an organization or anyone involved in preparing the application for funding can participate in, or benefit from, the procurement if federal funds are involved.

Recipients that purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a *Conflict of Interests* during the procurement process (i.e., specific details regarding how the members/volunteers removed themselves or how they were prevented from participating in the process). Recipients may be required to provide this documentation upon request. Recipients who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed. FEMA reserves the right to request and review any and all bids/spec prior to purchase. Recipients may be subject to an audit after award.

Documentation

Recipients are required to maintain and retain the following:

- Backup documentation, such as bids and quotes
- Cost/price analyses on file for review by federal personnel
- Other documents required by 2 C.F.R. Part 200

FEMA generally recommends that the recipient maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Recipients who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

Specifications

When drafting bid specifications, and prior to publicizing or publishing such bid specifications, a recipient should ensure the following:

- Bids and specifications are not proprietary to any one product or manufacturer
- In-state or local geographical preferences are not imposed in the evaluation of bids or proposals

VII. Payments and Amendments

Payments

SAFER Payment/Drawdown Requests are generated using the eGrants system.

SAFER Payment/Drawdown Requests from state, local, or tribal government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements.

Recipients should not expend funds or request drawdowns until all special conditions listed on the grant award document have been met and request for payment in the eGrants system has been approved.

Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Advances

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the recipient, and financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal law in effect at the time a grant is awarded to the recipient governing interest requirements, including the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes.

Recipients must follow applicable federal regulations governing interest earned on payment advances in effect at the time a grant is awarded to the recipient, including § 200.305.

For the rate to use in calculating interest, please visit Treasury Current Value rate at:
<http://www.fms.treas.gov/cvfr/index.html>.

Reimbursement

Reimbursement of the recipient is the preferred method when the requirements to be paid in advance, per applicable federal regulations in effect at the time a grant is awarded to the recipient, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 CFR Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds.

Rebates

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with applicable federal regulations in effect at the time a grant is awarded to a recipient.

The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient, if the recipient had already obligated their Cost Share match based upon the original award figures.

If the recipient had already obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

Payment Requests During Closeout

For 90 days after the expiration of the period of performance, during an award's closeout reconciliation, a recipient may only submit reimbursement payment requests.

Reimbursement payment requests shall only be for obligations that were obligated within the active period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review.

Amendments

SAFER Award amendments may be approved, on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work
- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, some excess funds requests, and requests for maintenance of expenditure waivers
- Cost over/under run (adding funds to award/non-closeout deobligation* of funds)
- Economic Hardship Waiver

Amendments will only be considered when submitted via the online eGrants system. These requests must contain specific and compelling justifications for the requested change.

The FEMA Grant Programs Directorate strongly encourages the timely expenditure of grant funds by recipients to be consistent with the goals and objectives outlined in AFG Programs.

*A recipient may deobligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to DHS prior to the end of an award's Period of Performance. To exercise this option, a recipient must submit a cost over/under run Amendment via the eGrants system and state in their amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate that it understands that the returned funds will be deobligated and unavailable for any future award expenses.

Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before processing the deobligation request.

Period of Performance Amendments and Guidance:

Hiring of Firefighters Category

- The period of performance will be 24 months for all grants awarded under this category.
- A default 180-day recruitment period begins when an application is approved for award under this category.

- The 24 month period of performance automatically starts after the 180-day recruitment period, regardless of whether the grantee has successfully hired the requested firefighters.
- If a recipient is able to rehire or hire SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. For recipients awarded retention positions, the period of performance can begin immediately. However, in both cases, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period.
- Recipients can seek reimbursement for grant-related costs incurred during the recruitment period as long as these costs are in the approved budget and scope of work and an amendment is submitted to start the period of performance early.
- The period of performance cannot be started later than 180 days after the award date.

Recruitment and Retention of Volunteer Firefighters Category

- The period of performance will be between 12 and 48 months for all grants awarded under this category.
- A default 90-day recruitment period begins when the application is approved for award. This period allows each grantee time to gather resources, initiate processes, and to finalize contracts needed to implement SAFER Grant activities before the start of the period of performance in order to maximize the availability of the funding.
- If a recipient is able to begin their recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. However recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period.
- Recipients can seek reimbursement for grant-related costs incurred during the recruitment period as long as these costs are in the approved budget and scope of work and an amendment is submitted to start the period of performance early.
- The period of performance cannot start later than 90 days after the recruitment period.

VIII. Grantee Responsibilities Post Award

SAFER Award Grant recipients must agree to the following:

Recipients must perform all tasks (scope of work) as outlined in the grantee's application approved by FEMA within the period of performance, comply with the terms of this NOFO, comply with all the terms and conditions of their grant award, including any special conditions in accordance with the articles of agreement, and comply with all applicable Federal statutory and regulatory requirements. Recipients that do not fulfill their obligations under their SAFER Grant will be considered in default and may be required to return the federal funds disbursed under the grant award.

Recipients under the Hiring of Firefighters category who lay off any operational personnel during the two- year period of performance will be considered in default of their grant and the award will be terminated. Recipients may be required to return the federal funds disbursed under the grant award. Recipients under the Hiring of Firefighters category must agree to maintain operational staffing at the level that existed at the time of award and must also retain all SAFER-funded positions throughout the grant's full two year period of performance unless the grantee has been afforded a waiver of this requirement. At the time of award, recipients under the Hiring of Firefighters category must submit a current (pre-SAFER) roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA 1720, who are in full-time or job share positions. The program office will work with a grantee to

establish the correct staffing maintenance number which combines the number of pre-SAFER and SAFER-funded operational positions. Once this is established, recipients must agree to maintain this number throughout the two year period of performance by taking active and timely steps to fill any vacancies.

Recipients who are unable (due to documentable economic hardship) to backfill non-SAFER operational positions that are vacated through attrition (e.g., resignation, retirement) after award may petition FEMA for a waiver of staffing maintenance requirements. An approved waiver allows a grantee to decrease and reestablish the staffing maintenance number agreed to at the time of award by the number of positions that a grantee is unable to fill. In order to qualify for this waiver, the economic hardship must affect the entire public safety sector in a grantee's jurisdiction, not only the fire department. Waivers will not be granted for SAFER-funded positions. Recipients who fail to maintain this level of staffing risk losing the federal funds awarded under this grant.

Since the goal of the SAFER Grant Program is to enhance incident scene safety, recipients must certify that the primary assignment (more than 50 percent of duties) of all SAFER-funded firefighters will be an operational assignment (fire suppression) regardless of collateral duties, which includes staffing a fire suppression vehicle.

Recipients must retain grant files and supporting documentation in a manner consistent with 2 C.F.R. § 200.333 – no less than for three years after submission of the closeout report (see below), and in some cases longer pursuant to 2 C.F.R. § 200.333. FEMA may require access to any pertinent books, documents, papers, or records belonging to a recipient. The DHS Office of Inspector General or the Comptroller General of the United States may also require access to a grantee's books and records. The required documentation for federally-funded purchases should include specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders or contracts, invoices, and cancelled checks. Recipients who fail to document purchases may find their expenditures will be questioned and disallowed.

Recipients must provide periodic performance reports to FEMA. In all years of the grant's period of performance, for both the Hiring of Firefighters and the Recruitment and Retention of Volunteer Firefighters Categories, recipients must submit quarterly performance reports as well as a final performance report at grant closeout. Payments are requested online using the automated system and payments are based on actual expenses incurred during the period covered by the payment request. Quarterly performance reporting is required even if the grantee has not requested funding within the quarter.

At the end of the grant's period of performance, all recipients are required to produce a final report on how the grant funding was used and the benefits realized from the award. Recipients must submit a final financial report and a final performance report (e.g., closeout report) within 90 days after the end of the period of performance. After these reports have been reviewed and approved by FEMA, recipients are given an official notice that the closeout has been accepted and completed. Any remaining grant funds are de-obligated. The grantee is responsible for returning any funds that have been drawn down but remain unspent.

Notwithstanding any provision of other laws, firefighters hired under these grants shall not be discriminated against, or be prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

To the extent possible, recipients should seek, recruit, and appoint women and members of racial and ethnic minority groups within the applicant's department.

FEMA strongly encourages applicants, to the extent practicable, to seek, recruit, and hire military veterans to increase their ranks within their departments.

Assistance to Firefighters Grant Program (AFG)



FEMA

FY 2015 Staffing for Adequate Fire and Emergency Response (SAFER)

Application Checklist

If you are planning to apply to the SAFER Grant program, completing this checklist will help you prepare your SAFER Grant application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.

I. SAM.gov Registration Status

Is your System for Award Management (SAM) registration valid and active?

Yes No

- Applicant registration in the System for Award Management (SAM) is free. To register, please visit <https://www.sam.gov/portal/public/SAM/>.
- SAM registration is only active for one year and must be renewed annually. Please enter the date your SAM registration expires: _____
- If your organization's registration is expired or inactive, do not call FEMA/AFG. You must get the registration reset by calling the Federal Service Help Desk managed by the General Services Administration (GSA) at (866) 606-8220.
- Please ensure your organization's name, address, DUNS number, and EIN are up to date in SAM, and that the DUNS number in SAM is the same one used to apply for all FEMA Grants.
- Your organization's name in SAM.gov must also match the organization name provided on the 1199A direct deposit form. Payments are contingent on the information provided in SAM; therefore, it is imperative the information is correct.

II. Applicant Characteristics I

Note: National, state, local, or tribal organizations that represent the interests of volunteer firefighters will not have to complete this section.

Square mileage of first-due response area:	sq mi
Percentage of primary response protected by hydrants:	%
Critical infrastructure protected:	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to describe.</i>
Percentage of land used for (total percentage must equal 100%):	
a. Agriculture, wild land, open spaces, or undeveloped properties	%
b. Commercial/Industrial	%
c. Residential	%
How many occupied structures (commercial, industrial, residential or institutional) in your primary response area are more than three (3) stories?	
Permanent resident population of first-due response area?	

Seasonal increase in population?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, what is the increase?</i>
How many stations are operated by your organization?	
Please indicate if your department has a formal automatic/mutual aid agreement with another community or fire department and the type that exists.	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will indicate the type.</i>

What service(s) does your organization provide? Please check all that apply.

<input type="checkbox"/> Airport Rescue Firefighting (ARFF)	<input type="checkbox"/> Formal/Year-Round Fire Prevention Program
<input type="checkbox"/> Advanced Life Support	<input type="checkbox"/> Maritime Operations/Firefighting
<input type="checkbox"/> Basic Life Support	<input type="checkbox"/> Occasional Fire Prevention
<input type="checkbox"/> Community Paramedic	<input type="checkbox"/> Rescue Operational Level
<input type="checkbox"/> Emergency Medical Responder	<input type="checkbox"/> Rescue Technical Level Program
<input type="checkbox"/> Haz-Mat Operational Level	<input type="checkbox"/> Structural Fire Suppression
<input type="checkbox"/> Haz-Mat Technical Level	<input type="checkbox"/> Wildland Fire Suppression

Do you currently report to the National Fire Incident Reporting System (NFIRS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

III. Staffing Levels

	Total # of Operational Career Personnel	# of Operational Officers	# NFPA Support
Staffing levels at the start of the application period (February 22, 2016):			
Staffing levels at one year prior to the start of the application period:			
Staffing levels at two years prior to the start of the application period:			
If awarded this grant, what will the staffing levels be for your department: (whole numbers only)?			

You will be asked to provide details on the department's existing staffing model (e.g., number of shifts, number of positions per shift, contracted work hours, etc.).

Does your department utilize any or all of the following types of firefighters?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to provide details on how they are utilized within your department to include the number of part-time firefighters, the number of full-time NFPA-compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs.</i>
<ul style="list-style-type: none"> Part-time paid firefighters Reserve firefighters Relief firefighters 	

IV. Applicant Characteristics II

Note: National, state, local, or tribal organizations that represent the interests of volunteer firefighters will not have to complete this section.

	2015	2014	2013
The total number of fire-related civilian fatalities in your jurisdiction over the past three calendar years:			
The total number of fire-related civilian injuries in your jurisdiction for each of the past three calendar years:			
The total number of line of duty member fatalities in your jurisdiction for each of the past three calendar years:			
The total number of line of duty member injuries in your jurisdiction for each of the past three calendar years:			

Your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, and facilities; utility costs; purchasing expendable items, etc.) for the current (at time of application) fiscal year:	\$		
Your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, and facilities; utility costs; purchasing expendable items, etc.) for the previous three fiscal years:	\$	\$	\$
The percentage of your operating budget dedicated to personnel costs? (whole percentages):			%
Does your department have any rainy day funds, rainy day reserves, or emergency funds?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, what is the amount currently set aside?</i> <i>*if yes, you will be asked to describe what the funds are earmarked for.</i>		

The percentage of your annual operating budget derived from (whole percentages that must add up to 100%)		
Taxes	%	Use this information, as well as the information above, in your financial narrative. It is important that your application remains consistent throughout. When breaking down the budget, be sure to account for all funding received. Budget breakdown should account for 100% of budget. If you selected "other," you will be asked to explain.
Bond Issues	%	
EMS Billing	%	
Grants	%	
Donations	%	
Fund Drives	%	
Fee for service	%	
Other	%	

V. Vehicle Inventory

In each of the types or classes of vehicle listed below, please indicate the appropriate number of frontline vehicles your organization has with which to respond to first alarm assignments in support of NFPA 1710/1720. You must include vehicles that are leased or on long-term loan, as well as any vehicles that have been ordered or are otherwise currently under contract for purchase or lease but not yet under your possession. If you have multiple vehicles of the same type that have a different number of riding positions, please use the "average" number and provide additional information in the text box provided in the application.

	Front Line Vehicles	Available Riding Positions per Front Line Vehicle	Filled Riding Positions per Front Line Vehicle per First Alarm
Engines or Pumpers:			
Ambulances for transport and/or emergency response:			
Tankers or Tenders:			
Aerial Apparatus:			
Brush/Quick Attack:			
Rescue Vehicles:			
Additional Vehicles:			

VI. Department Call Volume

Note: National, state, local, or tribal organizations that represent the interests of volunteer firefighters will not have to complete this section.

Your organization's first due call volume for your primary response area (for the three years):

	2015	2014	2013
SUMMARY			
Fire - NFIRS Series 100			
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200			
Rescue & Emergency Medical Service Incident - NFIRS Series 300			
Hazardous Condition (No Fire) - NFIRS Series 400			
Service Call - NFIRS Series 500			
Good Intent Call - NFIRS Series 600			
False Alarm & False Call - NFIRS Series 700			
Severe Weather & Natural Disaster - NFIRS Series 800			
Special Incident Type - NFIRS Series 900			
FIRES			
Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111-120)			
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)			
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140-143)			
What is the total acreage of all vegetation fires?			
RESCUE AND EMERGENCY MEDICAL SERVICE INCIDENTS			
Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)			
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)			
How many EMS-BLS Response Calls			
How many EMS-ALS Response Calls			
How many EMS-BLS Scheduled Transports			
How many EMS-ALS Scheduled Transports			
How many Community Paramedic Response Calls			
MUTUAL AND AUTOMATIC AID			
How many times did your organization:			
Receive mutual aid:			
Receive automatic aid:			
Provide mutual aid:			
Provide automatic aid:			
Of the Mutual and Automatic Aid responses, how many were structure fires?			

VII. Hiring of Firefighters Category

What NFPA Standard (1710 or 1720) is your department attempting to meet?

- | | |
|--|--|
| <input type="checkbox"/> 1710 with aerial | <input type="checkbox"/> 1720 - Suburban |
| <input type="checkbox"/> 1710 without aerial | <input type="checkbox"/> 1720 - Rural |
| <input type="checkbox"/> 1720 - Urban | <input type="checkbox"/> 1720 - Remote |

Given your current staffing levels, how often does your department meet the NFPA assembly requirements indicated above for the department's primary / first due response area?

Note: Does your department utilize overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards? Yes* No

**If yes, when answering this question you should remove the number of position filled by overtime from your calculations.*

If you are only applying to retain positions facing layoff, to answer this question you will want to remove the number of positions facing layoff from your calculations.

- | | |
|--|--|
| <input type="checkbox"/> Never (0%) | <input type="checkbox"/> Very Often (60-79%) |
| <input type="checkbox"/> Rarely (1 - 19%) | <input type="checkbox"/> Most of the Time (80-99%) |
| <input type="checkbox"/> Sometimes (20-39%) | <input type="checkbox"/> Always (100%) |
| <input type="checkbox"/> Half of the Time (40-59%) | |

If awarded the number of positions requested in your application, how often do you anticipate will you meet the NFPA assembly requirements?

- | | |
|--|--|
| <input type="checkbox"/> Never (0%) | <input type="checkbox"/> Very Often (60-79%) |
| <input type="checkbox"/> Rarely (1 - 19%) | <input type="checkbox"/> Most of the Time (80-99%) |
| <input type="checkbox"/> Sometimes (20-39%) | <input type="checkbox"/> Always (100%) |
| <input type="checkbox"/> Half of the Time (40-59%) | |

Given your current staffing levels and without using overtime to fill vacant positions, what is the average actual staffing level on the first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the call volume section?

#

Note: Does your department utilize overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards? Yes* No

**If yes, when answering this question you should remove the number of position filled by overtime from your calculations.*

If you are only applying to retain positions facing layoff, to answer this question you will want to remove the number of positions facing layoff from your calculations.

If your department is awarded the number of positions requested in your application, what will be the average actual staffing level on the first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the call volume section?

#

You will be asked to provide details on the departments hiring practices and timelines.

Does your department intend to sustain the positions requested in this application after the completion of the period of performance?

- Yes* No

**If yes, you be asked to describe how will they be sustained?*

Have you discussed the requirements and long-term obligations of a SAFER grant with your local governing body?

Note: A letter from your governing body stating their commitment to the grant will be required at time of application or prior to being awarded a grant.

Yes No

Which type of position(s) will be requested? Please be sure you have read and understand the eligibility requirements for Hiring of Firefighters in Notice of Funding Opportunity (NOFO).

Rehiring laid-off firefighters

Were the position(s) laid off in the two years prior to the start of the application period (February 22, 2016)?

Yes. You will be required to attach copies of the official, signed, and issued layoff notices that correspond to the number of positions requested in the application.

No. You are not eligible to apply under the Rehiring subcategory

What was the date of the layoff? _____

Retaining firefighters who have received official notice of layoff action

Were layoff notices issued prior to the start of the application period (February 22, 2016) with effective dates no later than July 23, 2016?

Yes. You will be required to attach copies of the official, signed, and issued layoff notices that correspond to the number of positions requested in the application.

No. If your department has not issued layoff notices prior to the start of the application period **or** the layoffs will not become effective on or before July 23, 2016, please contact the Help Desk at (866) 274-0960 to discuss your options.

What is the scheduled date of layoff? _____

Filling positions that have been lost due to attrition (retirement, voluntary separation, termination)

Were the position(s) vacated in the two years prior to the start of the application period (February 22, 2016)?

Yes.

No. You are not eligible to apply under the attrition subcategory

Hiring new firefighters

What are the anticipated annual salary and benefit costs, per positions, for the two year period of performance?

What are the standard benefits provided to employees? How were the base annual salary and benefits determined?

VIII. Recruitment and Retention of Volunteer Firefighters Category – Fire Departments

What is the ideal number of active volunteer firefighters needed by your department to adequately comply with NFPA 1710 (Section 5.2.4.2 - Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 - Staffing and Deployment)? (Note: Include only operational volunteer firefighters; administrative or EMS only members should not be included)

What is the total number of current active volunteer firefighters in your department (Note: Include only operational volunteer firefighters; administrative or EMS only members should not be included)?

How many active volunteer operational firefighters joined your department over the last three years?

How many active volunteer operational firefighters left your department over the last three years?

Will you periodically evaluate the proposed program's impact?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to describe how will the evaluation be conducted?</i>
Will your program have a regional and/or local impact beyond you fire department; either directly or indirectly?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to indicate the departments will be participating and how they will benefit.</i> <i>*If yes, you will need to ensure that the fire departments benefits from this application have not received grants for similar activities/items, if awarded.</i>

IX. Recruitment and Retention of Volunteer Firefighters Category – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

In order to adequately comply with NFPA 1710 (Section 5.2.4.2 - Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 - Staffing and Deployment), what is the ideal number of active volunteer operational firefighters needed by your organization to assist the fire departments benefiting from this grant application? (Note: This must be the cumulative total of the number of firefighters needed by all departments participating in this application. Include only operational volunteer firefighters; administrative or EMS only members should not be included).

What is the total number of current active volunteer operational firefighters within your organization? (Note: This must be the cumulative total of the number of volunteer firefighters of all departments participating in this application. Include only operational volunteer firefighters; administrative or EMS only members should not be included).

You will be asked to describe the method(s) used to determine the numbers provided above.

Over the last three years, how many active volunteer operational firefighters have joined the fire departments participating in this application? (NOTE: This must be the cumulative total of the number of firefighters by ALL departments participating in this application)

Over the last three years, how many active volunteer operational firefighters left the fire departments participating in this application? (NOTE: This must be the cumulative total of the number of firefighters by ALL departments participating in this application)

Is your application based on a staffing needs assessment?

Yes* No
**If yes, you will need to describe how the assessment was conducted and the results of the assessment.*

Does the proposed program have, or will it establish, a multi-organizational partnership and/or partnerships with other fire-related organizations?

Yes* No
**If yes, you will be asked to provide details on the proposed partners and their contributions*

Is it your organization's intent to deliver this program after the grant performance period?

Yes* No
**If yes, you will be asked to provide details on how the program will be sustained and the long-term benefits*

Have you discussed this application with all participating fire departments?

Yes* No
If awarded, you will need to ensure that the fire department's benefits from this application have not received grants for similar activities/items and may be required to provide documentation of the fire departments consent to participate in the application.

Will you periodically evaluate the proposed program's impact?

Yes* No
**If yes, you will be asked to describe how the evaluation will be conducted.*

Backup material for agenda item:

10. Presentation of Etowah Water & Sewer Authority (EWSA) Fire Hydrant IGA - County Attorney Joey Homans



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: County Attorney

Presenter: Joey Homans

Submitted By: Ginny Tarver

Date Submitted: 03/07/2016

Item of Business/Agenda Title: EWSA Fire Hydrant IGA

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only (no action needed) **OR** **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: _____

Purpose of Request: Dawson County will partner with Etowah Water and Sewer Authority (EWSA) with regard to installation of new fire hydrants. Per the 50 year agreement, when EWSA either installs or upgrades a water line(s), Dawson County will have the option to add fire hydrant(s) at the cost of either \$5,000 or \$6,000 per hydrant.

Department Recommendation: Approval

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Funding is within the SPLOST V budget.

No

Amount Requested: \$100,000.00

Amount Budgeted: \$100,000.00 from SPLOST V for FY2016 only;
FY2017 and on to be budgeted accordingly

Fund Name and Account Number: SPLOST V

Administration Staff Authorization

Dept. Head Authorization: _____ Date: _____

Finance Dept. Authorization: Natalie Johnson _____ Date: 03/07/2016 _____

County Manager Authorization: Randall Dowling _____ Work Session Date: 3-10-16 _____

Comments: _____

Attachments: _____



DAWSON COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: EWSA Fire Hydrant IGA

DATE: 03/04/2016

RECOMMENDATION

POLICY DISCUSSION

BUDGET INFORMATION:

STATUS REPORT

ANNUAL- n/a

OTHER

CAPITAL- n/a

COMMISSION ACTION REQUESTED ON: 03/10/2016

PURPOSE: To request approval of IGA between Etowah Water and Sewer Authority and Dawson County regarding the installation of fire hydrants.

HISTORY:

FACTS AND ISSUES: The Intergovernmental Agreement is a 50 year agreement that grants the Director of Dawson County Emergency Services the option to allow EWSA to install fire hydrants at the time that water lines are installed or upgraded. Hydrants will cost either \$5,000 or \$6,000 each, based on the timing of the request, i.e. fire hydrant requests made prior to construction will cost \$5,000 each, and fire hydrant requests made after construction will cost \$6,000 each. Also, several fire hydrants will be installed on existing water lines.

OPTIONS:

1. Approval of IGA
 2. Do not approve the IGA
-
-

RECOMMENDED SAMPLE MOTION: Motion for approval of the Etowah Water and Sewer Authority Fire Hydrant IGA.

DEPARTMENT:

Prepared by: Ginny Tarver

Director _____

INTERGOVERNMENTAL AGREEMENT WITH DAWSON COUNTY

CONCERNING NEW FIRE HYDRANTS

This agreement is hereby made this ____ day of _____, 2016, by and between Dawson County (hereinafter alternatively “the County”), a political subdivision of the State of Georgia, and Etowah Water and Sewer Authority (hereafter “EWSA”), a public authority of the State of Georgia.

WHEREAS, Dawson County provides fire protection for the citizens of the County and it otherwise promotes public health, safety, and welfare for its citizens; and

WHEREAS, EWSA is the water and sewer authority with the power and obligation to provide and distribute water to the citizens of Dawson County and has the resources to provide water to its citizens for, *inter alia*, the protection of residents and structures within the County; and

WHEREAS, EWSA and Dawson County recognize there is a need from time to time to upgrade and extend the existing water infrastructure to better serve the citizens of Dawson County; and

WHEREAS, installation of fire hydrants improves the level of service to water customers and improves the ISO rating for Dawson County; and

WHEREAS, Dawson County has the obligation to maintain fire hydrants owned by EWSA in its distribution of water to County residents pursuant to a certain Intergovernmental Agreement (“IGA”) between the parties dated June 14, 2014 and known as the “Splash Park” IGA; and

WHEREAS, the parties agree that it is in the best interests of the citizens of Dawson County and the users of EWSA’s system to provide for increased fire protection through the installation of new fire hydrants when water mains are extended or replaced by EWSA;

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. Term. This contract and agreement is entered into in accord with Article IX, Section III, Paragraph 1 (a) of the Georgia Constitution and shall continue for a period of fifty (50) years unless otherwise terminated in accord with the terms hereof.

2. Obligations of EWSA.

Should Etowah Water and Sewer Authority during the term of this Agreement decide to install new water mains or replace existing water mains, EWSA shall notify the Director of Dawson County Emergency Services (hereinafter "Director") and shall provide said Director with copies of the construction plans. The Director shall have the option and opportunity to identify any number of fire hydrants and the locations desired by the County on the EWSA construction plans.

EWSA will size the mains for flows and fire protection and agrees to install fire hydrant tees and gate valves for each specified hydrant connection at the location(s) designated by the Director. Upon receipt of payment for the hydrants as specified below in Paragraph 3, EWSA will install the designated number of fire hydrants at the locations specified. EWSA will be the owner of the fire hydrants.

EWSA reserves the right upsize existing mains solely for the purpose of water quality and quantity. The cost of such upsizing, including any fire hydrant installation required for flushing and maintenance of the distribution system shall be EWSA's obligation. Moreover, should a water main replacement project impact existing fire hydrants, EWSA shall be obligated to bear any costs associated with the replacement of such existing fire hydrants. EWSA shall pay for any fire hydrants required for the normal operation and maintenance of the water distribution system.

3. Obligations of the County.

Should the Director specify desired locations for new fire hydrants per Paragraph 2 above, prior to construction of the water main specified EWSA shall invoice Dawson County for the new fire hydrants requested. Dawson County, within thirty (30) days of receipt of an invoice from EWSA, shall pay to EWSA \$5,000 per fire hydrant. If the County requests the installation fire hydrant(s) after construction of the water main; the cost to install fire hydrants, at locations where hydrant tees and gate valves were previously installed, will be \$6,000 per fire hydrant and the County shall pay to EWSA said sum within thirty (30) days of receipt of an invoice for such post construction installation . EWSA is under no obligation to install any of the specified fire hydrants until receipt of such payment from the County.

Dawson County has express authority from EWSA to and shall perform maintenance work in connection with any new fire hydrants installed per the Intergovernmental Agreement (“ IGA”) between the parties dated June 14, 2014 and known as the “Splash Park” IGA

4. Consideration.

The parties hereto acknowledge, consent and agree that the terms hereof have been entered into in exchange for good and valuable consideration between the parties.

5. Representations and Warranties.

The parties hereto represent and warrant that each party has full power, authority and legal right to execute and perform this contract and agreement and has taken all necessary actions to authorize the execution and performance of this contract and agreement. This contract and agreement accurately references the legal, valid and

binding obligations of each party.

Each party shall act in good faith to give effect to the intent of this agreement and shall take actions necessary or convenient to consummate the purpose and subject matter of this agreement.

6. Termination and Modification.

Either party may terminate this agreement if the other party fails to rectify a material breach of the terms hereof within thirty (30) days of receipt by the breaching party of written notice of such breach from the non-breaching party. The non-breaching party shall be entitled, without further notice, to cancel that party's obligations pursuant to the contract and agreement without prejudice to any claim for damages, breach of contract or otherwise. The failure or termination of any portion of this agreement shall not be a basis for terminating other severable obligations or provisions of this contract and agreement, unless the failure or breach is such that the entire contract or agreement may no longer be performed.

This Agreement may otherwise be modified only by a written instrument executed by both parties hereto.

7. Notice.

Any notice or communication required or permitted in accord with the terms hereof shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address listed herein or to such other address as a party may furnish in writing. The notice shall be deemed received when delivered or signed for or on the third day after mailing if not signed as received.

Dawson County:

Etowah Water and Sewer
Authority:

Dawson Co. Board of Commissioners

ATTN: Chairman
25 Justice Way, Suite 2223
Dawsonville, GA 30534

Etowah Water and Sewer
Authority

ATTN: Chairman
1162 Highway 53 East
Dawsonville, GA 30534

8. Assignment.

Neither party may assign or transfer this agreement without prior written consent of the other party.

9. Scope of Agreement.

This Agreement is not applicable to the extension or replacement of existing water mains pursuant to a private development project. Under such circumstances, the installation of fire hydrants and the costs thereof shall be the responsibility of the private developer.

10. Entire Agreement.

The contents hereof contain the entire agreement between the parties regarding the subject matter of this Intergovernmental Agreement.

11. Indemnification.

(a) To the extent permitted by Georgia law, the parties agree to indemnify and hold harmless the other party from and against any and all claims, damages, costs and expenses, including reasonable attorney fees, to the extent caused by or arising out of the negligent acts or omissions or willful misconduct in the operations or activities on the Property by the indemnifying party or the employees, agents, contractors, licensees, tenant and/or subtenants of the indemnifying party, or a breach of any obligation of the indemnifying party under this Agreement. The indemnifying party's obligations under this section are contingent

upon its receiving prompt written notice of any event giving rise to an obligation to indemnify the other party and the indemnified party's granting it the right to control the defense and settlement of same.

(b) Notwithstanding anything to the contrary in this Agreement the parties hereby confirm that the provisions of this Section shall survive the expiration or termination of this Agreement.

12. Governing Law and Severability.

This Agreement shall be construed and interpreted in accordance with Georgia law. If any sentence, phrase, provision, portion or clause of this Agreement should at any time be declared or adjudged invalid, unlawful, unconstitutional or unenforceable for any reason, said adjudication or declaration shall in no manner or way effect the other sentences, phrases, provisions, portion of clauses hereof, and all remaining portions shall remain in full force and effect.

13. Non-waiver.

The failure of either party to enforce any provision of this agreement and contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this contract.

This _____ day of _____, 2016.

**Dawson County
Board of Commissioners**

Etowah Water and Sewer Authority

By: _____

By: _____

Mike Berg, Chairman

Jim King, Chairman

ATTEST:

ATTEST:

By: _____
Danielle Yarbrough,
County Clerk

By: _____
Name: Tony Kellar
Title: Secretary

DRAFT

Fox, Chandler, Homans, Hicks & McKinnon, L.L.P.
Memorandum

To: Dawson County Board of Commissioners

Date: March 8, 2016

From: Joey Homans 

Re: IGA-New Fire Hydrants

Chairman and Commissioners,

The most recent draft of the IGA concerning new fire hydrants between Dawson County and Etowah Water and Sewer Authority has been provided to you. I recommend that you consider the following items and determine whether these items should be added to the proposed IGA:

(1) Additional obligation of EWSA. The following paragraph should be considered as an additional obligation of EWSA:

“Etowah Water and Sewer Authority shall obtain a County right-of-way encroachment permit from Dawson County if necessary and shall comply with all terms of the encroachment permit.”

(2) Additional obligation of EWSA:

“EWSA shall comply with specifications for installation of fire hydrants adopted by Dawson County and shall include such specifications within contracts for installation of new water mains or replacement of existing water mains and shall permit Dawson County to test and inspect fire hydrants installed by EWSA in accord with the terms of this intergovernmental agreement upon ____ days notice from the County to EWSA.”

(3) As to payment from Dawson County to EWSA set forth in paragraph 3 of the IGA, I recommend that you consider providing for payment of fifty percent (50%) of the amount due in accord with the IGA within thirty (30) days of receipt of an invoice from EWSA and fifty percent (50%) upon proper installation of the fire hydrant after inspection by the County.

(4) I recommend that a paragraph be added to the IGA that states as follows:

“Dawson County may install a new fire hydrant on existing lines of EWSA by notifying EWSA of the desired locations for the new fire hydrants upon existing lines. Dawson County, within thirty (30) days of receipt of an invoice from EWSA, shall pay EWSA \$2,500.00 and shall pay the sum of \$2,500.00 to EWSA upon proper installation of the fire hydrant after inspection by the County.”

March 8, 2016

Page 2

If the County contracts to install the fire hydrants, then the bid to install the fire hydrants must be completed in accord with the County's purchasing policy and bid ordinance. If EWSA shall install the fire hydrants in accord with the current terms of the proposed IGA, then standards for installing the fire hydrants must be referenced within the IGA so that EWSA may include those standards within any contract for the water line. These standards may change over the next fifty years. Therefore, the proposed IGA must permit amendments based upon those standards that may change or must contain language requiring that any updated regulation will be incorporated into the IGA and any contract for a water line and the installation of fire hydrants.

Joey

Backup material for agenda item:

11. Re- Presentation of Employee Voluntary and Supplemental Deductions – Chairman Mike Berg



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Board of Commissioners

Presenter: Chairman Mike Berg

Submitted By: Danielle Yarbrough

Date Submitted: 02/01/16

Item of Business/Agenda Title: Employee Voluntary and Supplemental Deductions

Attach an Executive Summary fully describing all elements of the item of business. (Attached)

THE ITEM IS FOR:

Work Session presentation only
(no action needed)

OR **Commission Action Needed.**

Is there a deadline on this item? If so, Explain:

Purpose of Request: Discussion of whether or not to continue with Employee Voluntary and Supplemental Deductions. During the 2-18-16 Voting Session, the Board approved to allow this deduction.

Department Recommendation:

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: _____

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: n/a

No

Amount Requested: _____ Amount Budgeted: _____

Fund Name and Account Number: _____

Administration Staff Authorization

Dept. Head Authorization: Mike Berg Date: 02/01/2016

Finance Dept. Authorization: Dena Bosten Date: 02/04/2016

County Manager Authorization: Randall Dowling Work Session Date: 03/10/2016

Comments: _____

Attachments:

Backup material for agenda item:

- 12. 12. Board Appointments:
 - a. Development Authority of Dawson County
 - i. Charlie Auvermann (Term: January 2016 through December 2019)
 - ii. Brian Sticker- Replacing Clint Bearden (Term: January 2016 through December 2019)
 - b. Industrial Building Authority
 - i. Brian Sticker- Replacing Dan Tenant (Term: January 2016 through December 2019)

DAWSON COUNTY BOARD OF COMMISSIONERS
APPLICATION FOR APPOINTMENT TO COUNTY
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

Board or Authority Applied for _____

Name Brian P. Sticker

Home Address 14 Honeysuckle Trl.

City, State, Zip Dawsonville GA 30534

Mailing Address (if different) Same

City, State, Zip _____

Telephone Number _____ Alternate Number _____

Fax Telephone Number _____

E-Mail Address _____

Additional information you would like to provide:

Small Business Lending
Assisted Living Facilities

Signature [Signature] Date 2-25-16

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

Return to: Dawson County Board of Commissioners
Attn: County Clerk
25 Justice Way, Suite 2313
Dawsonville, GA 30533
(706) 344-3501 FAX: (706) 344-3889

Backup material for agenda item:

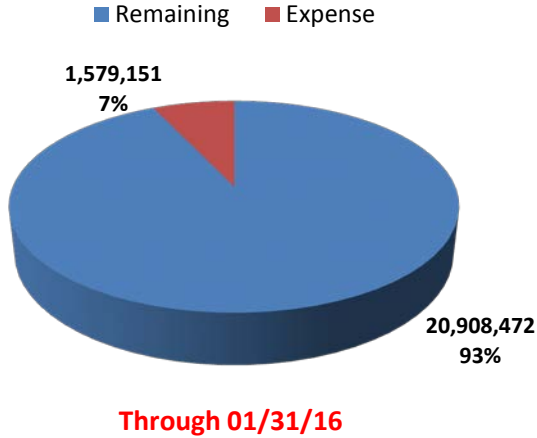
13. County Manager Report



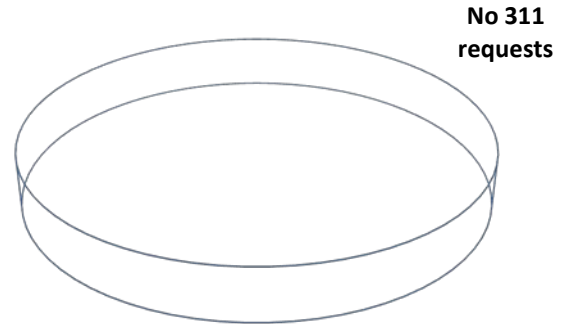
Key Indicator Report

February 2016

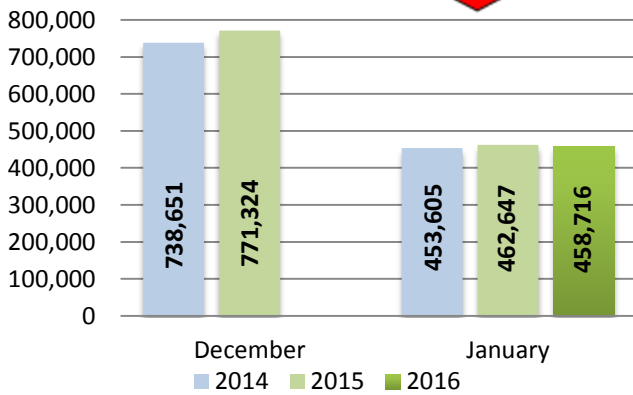
Budget



311 Requests By Department

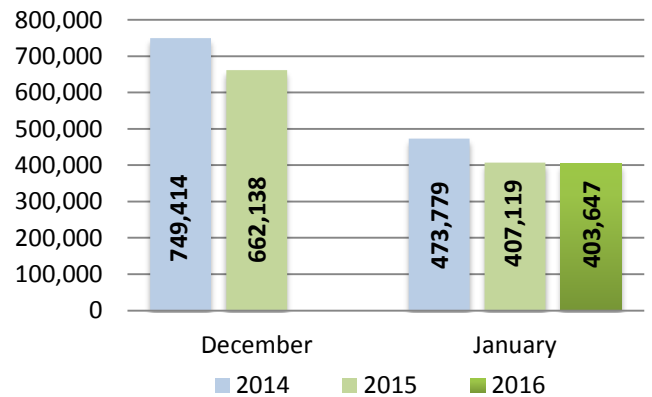


SPLOST ↓ 0.85%

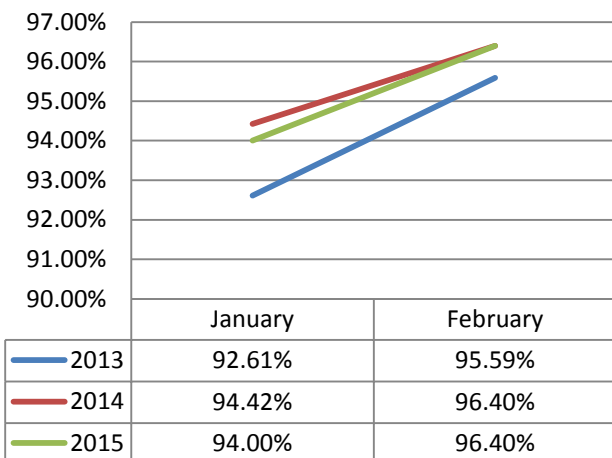


January: County Portion (85%) = \$389,908; City Portion (15%) = \$68,807
 As of July 2015, County is at 85% with SPLOST VI (SPLOST V was 100% to the County)

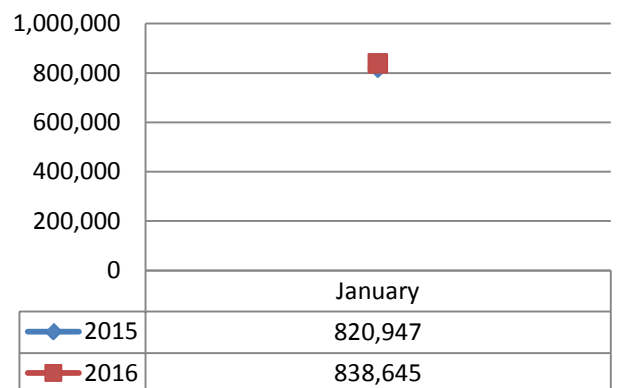
LOST ↓ 0.85%



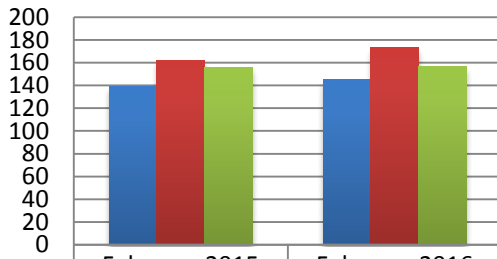
Property Collections



All Revenue Per Month

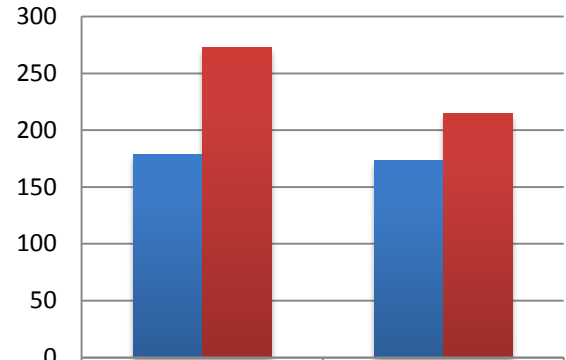


Inmate Population



	February 2015	February 2016
Lowest Daily Count	139	145
Highest Daily Count	162	173
Daily Average	156	157

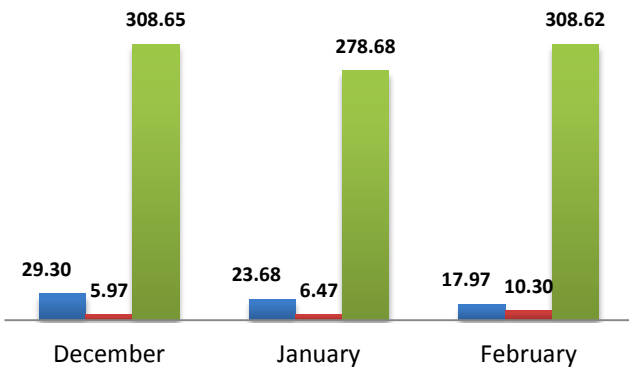
EMS/Fire Calls for Service



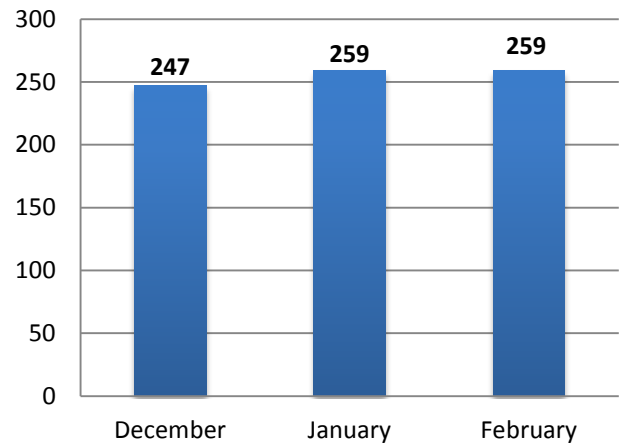
	February 2015	February 2016
EMS	179	173
Fire	273	215

Recycling

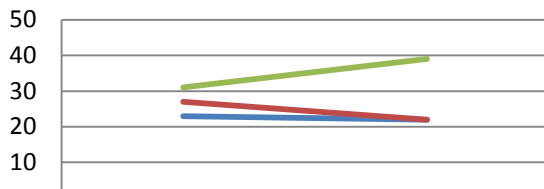
Recycling Other Than Metal Scrap Metal Refuse



Number of Employees



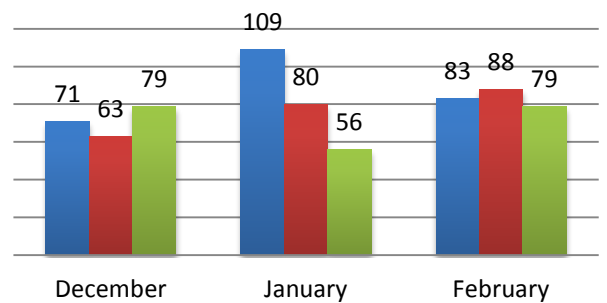
Permits Issued (Planning & Development)



	January	February
2014	23	22
2015	27	22
2016	31	39

Repair Requests (Public Works)

Roads Facilities Fleet





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – February 2016

- **New Applications/Transfers In: 130**
- **Changes/Duplicates: 2188 * (see below)**
- **Cancelled/Transferred Out: 92**
- **Total Processed: 2410**

HIGHLIGHTS

Voter Registration Projects:

- Receive and organize all new registrations and/or changes that were issued through the Presidential Primary Election. Will start entering all on hold once the Primary is certified.
- *Changes/Duplicate numbers are large due to 1909 Advance voters receiving credit for voting.

Elections Projects:

<u>Election Schedule for 2016:</u>	<u>Date</u>	<u>VR Cutoff</u>	<u>Advance Voting</u>
Presidential Preference Primary	3/1/16	2/1/16	2/8–2/26
➤ 50.94% turnout (comparable year of 2012 was 33.34%)			1909 voted Early
General Primary/Special Election	5/24/16	4/26/16	5/2–5/20 (M-F~8a-5p) ~ Sat 5/14 (9a-4p)
General Primary Runoff	7/26/16	4/26/16	7/5–7/22 (M-F~8a-5p)
General/Special Election	11/8/16	10/11/16	10/17–11/4 (M-F~8a-5p) ~ Sat 10/29 (9a-4p)
General Election Runoff	12/6/16	10/11/16	As soon as possible after certification of General.
General Runoff (Federal Offices)	1/10/17	10/11/16	12/19/16-1/6/17 (8a-5p) ~ Sat 12/19/16 (9a-4p)

Highlights of plans for upcoming month:

- Finalize consolidation & certification of the Presidential Preference Primary as well as other post-election procedures
- Qualifying for General Primary/local elections is March 7-11, 2016
- Once qualifying is complete, begin the process of ballot building/ordering
- Inventory and order supplies and other tasks required in preparation for the May Primary.



Dawson County Board of Commissioners

Emergency Services Monthly Report – February 2016

Fire Responses	December	January	February
2014	269	268	202
2015	324	280	273
2016		253	215
EMS Responses	December	January	February
2014	199	193	174
2015	256	214	179
2016		208	173

Plan Reviews: 5

EMS Revenue:

- January 2015: \$ 37,025.14
- January 2016: \$ 57,350.01
- 64.5 % Increase

Plan Review and Inspection Revenue Total: \$ 3,107.24

- County: \$ 2,907.24
- City: \$ 200.00

Business Inspections Total: 38

- County follow-up: 2
- City follow-up: 1
- County final inspection: 3
- City final inspection: 2
- County annual inspections: 30
- City annual inspections: 0

HIGHLIGHTS

Dawson County Emergency Services Projects:

- Training hours completed by staff: 970.50
- PR Details: 10 (Station #3 open house, tornado drills at schools, First Baptist Church, Leap for Literacy - total of 45 kids, 85 adults)
- Smoke detector installations: 2
- Search and Rescue: 0
- Work on Station #3
- Fire investigation: 5
- Hiring process of new personnel
- Promotional exams testing and scenario evaluations
- Worked on New E-2 in-services
- Child Safety Seat Installations: 3
- Total water usage: 20,000 (EWSA: 20,000 (154 \$))



Dawson County Board of Commissioners

Facilities Monthly Report – February 2016

- **Total Work Orders: 88**
- **Community Service Workers: 10**

HIGHLIGHTS:

- Major repair and work for EMS – Fire Station #3, Special Project
 - Installation of sheetrock
 - Installation of new generator
 - Completed the new deck installation (rear area)
- Completed service on all Fire Extinguisher units
- Replacement and installation of glass sliding door at Transfer Station
- Installation of new wall frame for K-9 quarters



Dawson County Board of Commissioners

Finance Monthly Report – February 2016

FINANCE HIGHLIGHTS

- **LOST Collections:** \$403,647 – down 0.85% compared to 2015.
- **SPLOST Total Collections:** \$458,716 – down 0.85% compared to 2015. *(The County's portion of SPLOST collections are down 11.2% due to the change in distribution from 100% for SPLOST V to 85% for SPLOST VI as of July 2015.)*
 - \$389,908 – County Portion (85%)
 - \$68,807 – City Portion (15%)
- **TAVT:** \$88,609 – down 11.1% compared to 2015
- **See attached Revenue and Expenditure Comparison for 2016**
- **Total County Debt:** \$3,835,821.91 (See attached Debt Summary)
- **Audit Status:** Auditors will be in the office for fieldwork March 21, 2016 – April 1, 2016.
- **Budget Status:** Planning has begun for the FY 2017 – 2019 budget process.

PURCHASING HIGHLIGHTS

Formal Solicitations

- Ambulances – SPLOST VI
- Cardiac Monitors (2) – SPLOST VI
- Heavy Equipment Repair
- Paving Equipment Repair
- Tractor & Mowing Equipment Repair

Informal Solicitations

- Track & Field Uniforms for RCP
- Spring Ball Coach's Shirts
- Spring Baseball, Softball & T-ball Uniforms
- Baseball & Softball Equipment: facemasks, chest protectors, leg guards and equipment storage bags
- 2016 Annual Maintenance for ARC-GIS Software for Planning & Development
- Truck Bed for Public Works Department

Pending Projects

- Inmate Food Service
- Turn Out Gear
- Chest Compression Devices
- DCSO Vehicles
- SCBAs & Face Pieces

Work in Progress

- Skid Steer – SPLOST VI
- Park Field Repair – SPLOST VI
- Old Jail Demolition – SPLOST V

Future Bids

- Vehicles for General Government
- Heavy Truck Repair
- Ambulance Billing
- Sports Officials
- HVAC at DCGC
- Standby Services

Future Bids – SPLOST VI

- Dawson Forest Road Project (2)
- Spreader Body Dump Truck
- Kelly Bridge Road Project (2)
- Dump Trucks
- Steve Tate Highway Road Project (2)

**Budget to Actual
January Collections Reported in February**

	Actual at 1/31/2016 (1)	Percent of Budget Actually Collected/ Expended	2016 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 838,645	3.73%	\$ 22,487,623	\$ (21,648,978)	-96.27%
Expenditures	1,579,151	7.02%	22,487,623	(20,908,472)	-92.98%
	<u>\$ (740,506)</u>	<u>-3.29%</u>	<u>\$ -</u>	<u>\$ (740,506)</u>	<u>-3.29%</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 1/31/2016 because revenue collections are 30 days behind. The LOST revenues for the month of January 2016 were received in February 2016.

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

\$ 22,458,521	Original Budget
\$ 28,777	Donation Carryover Balances
\$ 325	January Donations Received
<u>\$ 22,487,623</u>	Revised Budget

**ACTUAL COMPARISON
JANUARY - DECEMBER 2016**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2015 REVENUE	820,947	1,521,261	1,480,682	1,617,781	1,596,514	1,714,955	1,607,405	1,671,225	1,608,433	1,687,168	1,725,381	2,090,967	19,142,719
2016 REVENUE	838,645												838,645
% CHANGE	2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-96%
2015 EXPENSE	1,105,357	1,407,334	1,444,093	1,552,000	1,759,627	1,794,836	1,587,590	1,440,349	1,785,738	2,050,779	1,583,577	1,860,010	19,371,290
2016 EXPENSE	1,579,151												1,579,151
%CHANGE	43%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-92%
2015 Total Rev-Exp	\$ (740,506)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (740,506)

REVENUE
 YTD 2015 820,947
 YTD 2016 838,645
 % Changed 2.16%

EXPEDITURES
 YTD 2015 1,105,357
 YTD 2016 1,579,151
 % Changed 42.86%

*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.

**DAWSON COUNTY
DEBT SCHEDULE**

AS OF 1/31/2016

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINAL PMT	PRINCIPAL BAL AT 12/31/2015	NEW LOANS IN 2016	2016 PMTS TO DATE		BALANCE DUE	PENDING 2016 PAYMENTS		PROJECTED BAL AT 12/31/2016	NOTES
							PRINCIPAL	INTEREST		PRINCIPAL	INTEREST		
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012		2,895,000.00	-			2,895,000.00	15,000.00	85,470.00	2,880,000.00	Partial defeasement of bonds in April 2012 reduced principal by \$1,525,000. Refunded Bonds and received lower interest rate of 2.96% on 5/14/2012. Interest due semi-annually on March 1 and Sept. 1.
Hwy 9 S land-EWSA Note	Community & Southern Bank	General Fund			Debt - this loan is on EWSA's books, however, the County pays the interest from General Fund (about \$3,700 per month)	-	-	3,696.75	-	-	39,233.25	-	This loan is on EWSA's books, however, thru an intergovernmental agreement, the County pays the interest. Also, any proceeds from the sale of wetland and stream bank credits the County receives is paid toward the principal of the loan. The current principal amount is \$1,431,000 at an interest rate of 3%. Accrued interest will be paid monthly.
Fire Truck Lease	Oshkosh Capital	General Fund	1/24/2011	9/24/2022	744,563.91	-	-	-	744,563.91	94,297.57	29,708.09	650,266.34	12-yr lease/purchase for 3 pumper trucks; annual payment of \$124,005.66. Paid off portion in 2015. Awaiting new amortization schedule.
Vehicle Replacement Lease	BB&T	General Fund	7/8/2015	7/8/2015	196,258.00	-	-	-	196,258.00	64,492.69	2,806.49	131,765.31	This amount was approved for vehicle replacement leases in the FY2015 budget. Eligible departments are working with Purchasing to bid out replacement vehicles.
Totals					\$ 3,835,821.91	\$ -	\$ -	\$ 3,696.75	\$ 3,835,821.91	\$ 173,790.26	\$ 157,217.83	\$ 3,662,031.65	



Dawson County Board of Commissioners

Human Resources Department Monthly Report – February 2016

POSITION CONTROL

- Positions approved by BOC: 432
- # of filled F/R Positions: 259
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 8
- # of filled P/R Positions: 48
- # of filled P/T Seasonal Positions: 11
- # of Supplemental Positions: 49
- # of Vacant Positions: 24
- #of Frozen Positions: 33
- % of Budgeted/Actual Positions: 87%

ADDITIONAL INFORMATION

- FMLA/LOA tracking: 1
- WC and/or P & L claims filed: 7
- Unemployment claims received: 0
- Performance Evaluations received: 23
- Payroll/Benefit changes keyed: 198

HIGHLIGHTS

Positions Advertised/ Posted: 3

- Clerk of Court- Deputy Court Clerk (Real Estate)
- Finance- Chief Financial Officer
- Public Works- Part-Time Equipment Operator

Applications Received: 60

New Hires added into system: 10

- Randall Dowling- Administration
- Tyler Ames- Emergency Services
- Michael Caglioni- Emergency Services
- David Shafer- Emergency Services
- Edward Stowers- Emergency Services
- Allen Wade- Facilities
- Randy Patrick- Facilities
- Richard Wessinger- Facilities
- Rebecca Bliss- Family Connection
- Steven Smith- Treatment Court

Terminations Processed: 1

- James Bruhl- Sheriff's Office

Additional Highlights for February

- HR Specialist Kristi Hudson completed Levels 2 and 3 of Safety Coordinator Training through Local Government Risk Management Services completing her certification
- Finished coordinating Active Shooter Seminars
- Began benefits renewal discussions with Northern Benefits
- Began Spring Wellness Fair planning



Dawson County Board of Commissioners

Marshal Monthly Report – February 2016

- **Alcohol License Establishment Inspections: 2**
- **Alcohol Pouring Permits Issued: 8**
- **Animal Control Calls Handled: 113**
- **Animal Bites to Human investigated: 4**
 - 4 Quarantined – Passed
- **Animals Taken to DC Humane Society: 27**
- **Dangerous Dog Classification: 1**
- **Citations Issued: 0**
- **Complaint Calls/In Field Visits: 74**
- **Erosion Site Visits: 3**
- **E-911 Addresses Issued: 44**
- **Non-conforming Signs Removed: 60**

HIGHLIGHTS

- Sgt. Ken Moss continues to cross train with residential building inspections and pass the residential building inspection test.
- The Dawson County Board of Health upheld Animal Control's determination that Mr. Robert Burtchaell's dog is classified as dangerous. The appeal case hearing took place on February 16, 2016. Mr. Burtchaell is in the process of seeking to appeal this decision to a higher court, per County Attorney Joey Homans.



Dawson County Board of Commissioners

Planning and Development Monthly Report – February 2016

- **Building permits Issued**
 - February 2016: 39 up 26%
 - YTD 2016: 70 up 43%
- **Business Licenses Issued:**
 - February 2016: 165 down 7%
 - YTD 2016: 343 up 12%
- **Total Building Inspections Completed:**
 - February 2016: 360 up 114%
 - YTD 2016: 652 up 58%
- **Variances/Zonings Processed:**
 - February 2016: 3 down 50%
 - YTD 2016: 9 up 13%
- **Plats Reviewed:**
 - February 2016: 8 down 20%
 - YTD 2016: 18 up 38%
- **Total Stormwater/Erosion Inspections: 20**
- **Total Stormwater Warnings/Stop Work Orders Issued: 2**
- **Total Civil Plan Review Meetings: 8**
- **Total Building Plan Review Meetings: 3**

HIGHLIGHTS

Planning Projects:

- GATEway Grant landscape plan has been approved. Received approved plans and attended kick-off meeting with GDOT Inspector. Waiting on approved GDOT approved plans for Whitmire Road/GA 400 intersection improvements to verify if landscape plan requires revisions. Plan to install fall 2017 dependent upon status of approved plans and work on GA 400 in this area.
- Stormwater Management Plan annual report was submitted to EPD for approval on 2/2/2016. Awaiting feedback.
- Director Burton attended landscape short course for continuing education of landscape architect license in Athens 2/3-2/4/2016.
- Niki McCall, Zoning Administrator, attended Georgia Association of Zoning Administrators conference in Athens 2/4-2/5/2016.
- Additional items submitted to Paul Randall concerning ISO Audit for Planning and Development department on 2/29/2016.

Newly Licensed Businesses:

- 3 Commercial based businesses
- 16 Home based businesses

Highlights of plans for upcoming month:

- March 15th Planning Commission Items: 1 variance case and 1 rezoning case (for same property on Kelly Bridge Road)
- Upcoming Plan Review Meetings:
 - March 10: Remodel of Cross Roads Treatment Center within Dawson Commons
 - March 17: Petco building plans with Dawson Marketplace development; Rockport remodel at Outlet Mall; Eddie Bauer remodel at Outlet Mall
- Director Burton will attend Dawson Leadership class in March 9th.
- Director Burton and Niki McCall will attend Community Planning Institute training class March 11th.
- Niki McCall, Zoning Administrator, will attend Planning and Zoning 101 training through the Carl Vinson Institute on March 31st.
- Director Burton working on updating/status of DCARGIS website for GIS data. Currently the website has not been updated since 2008.
- iPads and cases have been received for building inspector's use in the field. Awaiting E-verify certificate from Tyler Technologies to request purchase order to place order of software for the iPads in order to start implementation of the equipment.

Dawson County

February 2016

New Business Licensing

Dawson County has three (3) new Commercial Businesses that have opened this month.

1. Hedelius & Sons – Retail Pool Supplies
192 Dawson Village Way North, Suite 170
2. Rotor Trans. – Auto Repossession
1976 Highway 400 South
3. Summit Industrial Construction – Storage Facility
472 West Hightower Drive

Home Based Business has sixteen (16) new locations and Home Office Business Licenses.

1. BenDiesel Automotive – Auto Repair
1585 Nix Road
2. Brandon Nahlik - Handyman
374 Thompson Creek Park Road
3. Dudley Designs – Automation Services
464 Summitview Court
4. Forefront Solutions – Computer Software/Programming
49 Clark Road
5. Georgia Recovery Service – Roofing Contractor
254 Freeland Road
6. Josh Adams Southern Excellence - Carpentry
408 River Bend Road
7. Mark W Lein Flyline Search Marketing - Marketing
44 Cherokee Knoll
8. Midgard Armory – Gun Sales
68 Smith Circle
9. MLC – Lawn Care
54 Pinewood Drive
10. Nasitra – Consulting Services
31 Toto Creek Drive East
11. Peachtree Consulting Services – Business Management
242 Brights Way
12. Randolph Gass – CPA
598 River Valley Road
13. SoSafe Pros – Safety Consulting
363 Windy Hill Drive
14. Staging Encore – Interior Design/Staging
140 Lone Wolf Trail
15. Steve Weitz – Handyman
601 Red Rider Road
16. Zachary M King Precision Stoneworks – Contractor – Stoneworks
478 Salem Church Road



Dawson County Board of Commissioners

Public Works Monthly Report – February 2016

ROADS:

- Work Orders: 83
- Mowing: .4 miles
- Gravel: 920.76 tons

ENGINEERING:

- Replaced the crossover culvert on Reece Rd (shoulder-work not yet completed).
- Completed two plan reviews.

TRANSFER STATION:

- Solid Waste: 308.62 tons
- Recycling: 17.97 tons
- Recycling scrap metal: 10.3 tons

FLEET:

- Repair requests: 79



Dawson County Board of Commissioners

Senior Services Monthly Report – February 2016

SENIOR CENTER

- **Home Delivered Meals Served**
 - February 2016: 1,534 up 11% compared to same month last year
 - YTD 2016: 2,847 down 6% compared to last year
- **Congregate Meals Served**
 - February 2016: 475 down 1% compared to same month last year
 - YTD 2016: 900 up 16% compared to last year
- **Physical Activity Participation**(Tai Chi, Silver Sneakers, individual fitness)
 - February 2016: 325 up 47% compared to same month last year
 - YTD 2016: 619 up 17% compared to last year
- **Lifestyle Management Participation**(art, bridge, bingo, awareness, prevention)
 - February 2016: 231 up 5% compared to same month last year
 - YTD 2016: 462 down 6% compared to last year

HIGHLIGHTS

February Events:

- Valentines Party was February 12th. The Dawson County Women's Club presented the Center with a karaoke machine. North Georgia Assisted Living visited during the party.
- Silver Sneakers classes: Tues/Thurs; Bible Study: 1st Tues/every Thurs; Art/Jewelry classes: Thurs/Fri

Special Dates Coming Soon:

- March 1: Emergency Preparedness
- March 2,16,30: Walmart
- March 4: Movie & Birthday
- March 7, 14, 21, 27: BINGO
- March 8: Understanding Medicare Summary
- March 9: Dollar General
- March 11 & 18: Movie & Snack
- March 15: Dairy Queen
- March 17: St. Patrick's Day Fun
- March 22: Belk Shopping Trip & Lunch
- March 23: Dollar Tree
- March 24: Easter Lunch at Golden Corral
- March 25: Easter Dollar Holler
- March 29: Special Activity

TRANSIT

- **DOT Trips Provided**
 - February 2016: 343 up 32% compared to same month last year
 - YTD 2016: 575 down 14% compared to last year
- **Senior Trips Provided**
 - February 2016: 567 down 22% compared to same month last year
 - YTD 2016: 1,050 down 12% compared to last year
- **# of Miles**
 - February 2016: 7,509 down 1% compared to same month last year
 - YTD 2016: 13,832 up 12% compared to last year
- **Gallons of Fuel**
 - February 2016: 940 down 3% compared to same month last year
 - YTD 2016: 1,727 down 11% compared to last year

Backup material for agenda item:

14. County Attorney Report

Fox, Chandler, Homans, Hicks & McKinnon, L.L.P.

Memorandum

To: Dawson County Board of Commissioners

Date: March 9, 2016

From: Joey Homans



Re: County Attorney Report

1. Dawson Village Way South. The owner of the property commissioned an updated survey of the road. Don Jones will perform the survey work, and a copy of the updated survey will be provided to me. The owner requested a continuance of the trial from April 11. I agreed to continue the trial from April 11 to the next available calendar, which should be in either May or June, if the owner agrees to continue negotiating a final settlement in accord with the following terms:

- (1) the owner repairs the road or agrees to repair the road within a reasonable time; or
- (2) the owner pays Dawson County approximately \$50,000.00 to repair the road or agrees to pay such amount within a reasonable time and if payment is not received within the time agreed, then a judgment lien will be filed against the property; or
- (3) the owner agrees to a consent order that the road is a public nuisance, which will permit the County to repair the road and file a judgment lien.

The owner agrees to discuss each of these options and respond. If the case remains unresolved, then the trial will proceed when rescheduled. The owner does not believe the survey and options regarding repairs will be completed until late March, and if no settlement is achieved, then the owner will not be prepared for trial in April. I believe that a Judge will require a formal settlement conference before proceeding to trial in April. Therefore, I will have the trial rescheduled and determine (and inform you) what the owner offers to settle the case.

2. Ingram Lawsuit. I am providing you a copy of a lawsuit that was filed against the County and the Tax Commissioner on December 22, but not served until March 1. The Plaintiff previously notified the County of this claim, and the claim was forwarded to the County's liability carrier. I forwarded the lawsuit and information from Government Tax Solutions, the entity that handled the tax sale, to the adjuster with the liability carrier. However, an answer has not yet been filed. Therefore, I propose filing the answer that is attached hereto on behalf of the County and Ms. Townley.

The County should not have been included within this lawsuit. I know of no specific conflict of interest by representing the County and Ms. Townley. However, a potential conflict of interest may arise, and if a conflict of interest arises, then I will withdraw from representation of either or both the County and Ms. Townley. If the carrier retains counsel for the County and/or Ms. Townley, then I will so notify you.

Joey

IN THE SUPERIOR COURT OF DAWSON COUNTY GEORGIA

STATE OF GEORGIA

Page # 1 of 4

Date November 21-2015

Civil Action

No. 2015-CV-472-A

Amelia Ingram
Plaintiff

V

Dawson County Government
To include Tax commissioners
Linda Townley in her official capacity
And all others

GEORGIA, DAWSON COUNTY
CLERK'S OFFICE, SUPERIOR COURT
FILED FOR RECORD

DEC 22 2015

TIME 9:40 Am

[Signature], Clerk

The Defendant is located at 25 Justice Way, Suite 2313 Dawsonville, GA 30534
Due to violations of both the U.S. Constitution and the Georgia Constitution the
defendant is subject to jurisdiction of this court.

Non-Lawyer litigants not to be held to same standards as a practicing lawyer: "Pleadings in this case are being filed by Plaintiff...wherein pleadings are to be considered without regard to technicalities... pleadings are not to be held to the same high standards of perfection as practicing lawyers. See Haines v. Kerner 92 Sct 594, also See Power 914 F2d 1459 (11th Cir 1990), also See Hulsey v. Ownes 63 F3d 354 (5th Cir 1995). also See In Re: HALL v. BELLMON 935 F.2d 1106 (10th Cir. 1991)."

In Puckett v. Cox, it was held that a non-lawyer pleading requires less stringent reading than one drafted by a lawyer (456 F2d 233 (1972 Sixth Circuit USCA). Justice Black in Conley v. Gibson, 355 U.S. 41 at 48 (1957) "The Federal Rules rejects the approach that pleading is a game of skill in which one misstep by counsel may be decisive to the outcome and accept the principle that the purpose of pleading is to facilitate a proper decision on the merits." According to Rule 8(f) FRCP and the State Court rule which holds that all pleadings shall be construed to do substantial justice."

The plaintiffs deny that proper legal Jurisdiction was taken over said property and property right this is an unlawful taken.

PETITION FOR MANDAMUS

Plaintiff files this Petition for Mandamus and shows the following:

1

Amelia Ingram and William Thetford Ingram have had their property taken in violation of ARTICLE I. BILL OF RIGHTS SECTION I. RIGHTS OF PERSONS No person shall be deprived of life, liberty, or property except by due process of law.

2

The evidence will show that the property legally deeded to Amelia Ingram and William Thetford Ingram was fified in to The Estate of William Thetford Ingram (deceased).

3

Notice was not given as per O.C.G.A. 48-4-1(a) Ga. 9-13-13 to the tenant in possession as listed on the property deed.

4

Taxes cannot be paid per § 48-5-29.due to the fact the fifi is in The name of ~~the estate~~ of William Thetford Ingram who is Deceased and never had an interest in said property the Fif was not in the name of the deeded property owners. This is clear indication the notice was sent to the deceased.

Facts

5

The property located at 10 Gomez lain here in referred to as (096-002) Was sold at Tax sale on April 07,2015 with out Due process in violation of both the United States Constitution and the Georgia Constitution.

**ARTICLE I. BILL OF RIGHTS
SECTION I. RIGHTS OF PERSONS**

Paragraph I. *Life, liberty, and property.* No person shall be deprived of life, liberty, or property except by due process of law.

6

Proper Notice was not given to Amelia Ingram or William Thetford Ingram both of who have a property interest in (096-002). No notice was given in there legal names or as listed on any property Deed related to 096-002. As per O.C.G.A. 48-4-1(a)

7

On or about January 12, 2015 Amelia Ingram who is 93 years of age fell and broke her hip she did not return to 4041 Bethelview Road Cumming Ga. 30040 until 3-18-2015 Amelia was in home rehab until 5-01-2015.

8

William Thetford Ingram Amelia Ingram's son does not reside at 4041 Bethelview Road Cumming Ga. 30040.

Page # 3 of 4

9

William Thetford Ingram the ex-husband of Amelia Ingram by divorce of over 30 years is deceased and was deceased at the time the notice was sent, he had previously resided and received mail at 4041 Bethelview Road Cumming Ga.

10

The tax levy is upon **the estate of** William Thetford Ingram, who Never had a property interest in 096-002. His estate is unknown.

11

Providing legal notice in the names as listed on the property Deed is the only process to provide indisputable notice, this did not occur as per O.C.G.A. 48-4-1(a).

12

Levying against the names as listed on the property Deed is the only indisputable legal means to take property after Due process has been served this did not occur.

13

The property has been deeded into the name of Warren Harlan Ridley, at 240 Barker Road, Dawsonville Georgia, 30534.

14

Amelia Ingram asks that you review her previous tax history as owner of 096-002 her previous tax payments since 1982 have always been in full and on time. Amelia Ingram was not aware that any back taxes were due.

15

The rightful property owners of 096-002 were Amelia Ingram and William Thetford Ingram who now have no know state judicial means for compensation for their property loss. This is a violation of U.S. and Georgia substantive due process.

16

It appear the Estate of William Thetford Ingram that previously had no legal interest now may have a legal interest in the deed to 096-002.

17

If they or anyone else were to attack the deed this would further encumber and harm the previous legal owners of 096-002 Amelia Ingram and William Thetford Ingram.

18

The Harm

Amelia Ingram is very distressed by the loss of the property valued by Dawson County at over \$60,000. The Taking is clearly illegal and must be resolved as soon as possible, due to her advanced age and health. This is a gift that she intended to leave to her heirs. To prolong the righting of this wrong is only adding to the harm that has been committed. In its present state the Deed 096-002 is

vulnerable and open for attack. Dawson County Tax Commissioners Office is refusing to right the Wrong and will not respond to Amelia Ingram's petitioning
Page # 4 of 4

and or phone calls. In violation of, **SECTION II. ORIGIN AND STRUCTURE OF GOVERNMENT** Paragraph I. *Origin and foundation of government.* All government, of right, originates with the people, is founded upon their will only, and is instituted solely for the good of the whole. Public officers are the trustees and servants of the people and are at all times amenable to them. The deed is open for attack as currently listed.

19

Pleading

One would expect that in the year 2015 the Dawson county Tax commissioner office would have the ability to issue notice in the names deeded on the property deed. A legal name spelled backwards is not a legal name. All notices must be given in a consistent manor. The giving of notice is not an exercise of guess Work. Amelia Ingram has asked The Dawson county tax commissioners office to Right the Wrong they have refused and will no longer respond to letters or take phone call related to this matter.

20

Compensation

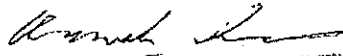
Amelia Ingram and William Thetford Ingram ask that this court order that the value placed on the property by Dawson County Tax commissioner of \$60,000 be paid including damages of \$30,000 to include all legal fee's. If this case must proceed to a Jury trial Punitive damages will be requested.

21

The Reason this writ needs to be issued

A taken of the plaintiff's property and property rights has occurred the defendant has refused to right the wrong. Time is of the essence due to Amelia Ingram's advanced age 93 years old. Any delay in resolving this taken will create further harm to Amelia Ingram. Fair Compensation must be provided as per the U.S. Constitution and as per the Ga. Constitution. The title to the land has been clouded there for the only avenue to right the wrong is fair compensation. The Court has not . . . embraced the general proposition that a **wrong may be done if it can be undone.**" *Stanley v. Illinois*, 405 U. S. 645, 405 U. S. 647.

Thank You


Amelia Ingram

Filed in Office: 06/16/2015 10:30AM
Deed Doc: TAXD
Bk 01156 Pg 0486-0487

STATE OF GEORGIA
COUNTY OF DAWSON

Justin Power Clerk of Court
Dawson County
0422015000695

TAX SALE DEED

THIS INDENTURE, made this 7th day of April, 2015 between

Linda G. Townley, Ex-Officio Sheriff of Dawson County

Party or parties of the first part, hereinafter referred to as "Grantor", and

WARREN HARLAN RIDLEY

Party or parties of the second part hereinafter referred to as "Grantee", the words "Grantor and Grantee" to include the masculine and feminine gender, the singular and the plural, and the respective heirs, legal representatives, successors and assigns of the parties were where the content requires or permits;

WHEREAS, Linda G. Townley, Ex-Officio Sheriff of Dawson County, Georgia, did levy a writ of fieri facias issued by Linda Townley Tax Commission of Dawson County, Georgia against THE ESTATE OF WILLIAM THETFORD INGRAM AND ALL HEIRS KNOWN AND UNKNOWN AND AMELIA INGRAM and;

WHEREAS, said levy was made for the purpose of collecting delinquent state and county ad valorem property taxes for the year 2013 - 2014; and,

WHEREAS said levy was made on March 5, 2015 on the following described tract of land, to wit:

All that tract or parcel of land lying and being in Land Lots 85 and 849 of the 4th District, 1st Section of Dawson County, Georgia, containing 5.07 acres, more or less, being known as 10 Gomez Lane, as per plat recorded in Plat Book 10, Page 277, Dawson County, Georgia.

TO HAVE AND TO HOLD this said tract or parcel of land, with all and singular the rights, members and appurtenances thereto, the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoove of said party of the second part, her heirs and assigns forever in FEE SIMPLE.

Further described as Map & Parcel: 096-002.

WHEREAS, said property was levied upon as the property of The Estate of William Thetford Ingram and all heirs known and unknown and Amelia Ingram by advertisement by due

216
TAXD/No. 01156

Plaintiff Exhibit
MANDAMUS
A

Civil Action No. 2015 CV 472

Superior Court Magistrate Court
State Court Probate Court
Juvenile Court

Date Filed March 19 D. 22 2015

Georgia, Dawson COUNTY

Attorney's Address

Pro Se

James Ingram

1001 John Brown

Plaintiff

VS.

Name and Address of Party to be Served.

Dawson County Government
25 Turner Way, Suite 2317
Dawsonville, Ga 30534

Dawson County Government

1001 John Brown

Defendant

Garnishee

SHERIFF'S ENTRY OF SERVICE

PERSONAL

I have this day served the defendant _____ personally with a copy of the within action and summons.

NOTORIOUS

I have this day served the defendant _____ by leaving a copy of the action and summons at his most notorious place of abode in this County.

Delivered same into hands of _____ described as follows: age, about _____ years; weight _____ pounds; height, about _____ feet and _____ inches, domiciled at the residence of defendant.

CORPORATION

Served the defendant Dawson County Government a corporation by leaving a copy of the within action and summons with T. R. ... in charge of the office and place of doing business of said Corporation in this County.

TACK & MAIL

I have this day served the above styled affidavit and summons on the defendant(s) by posting a copy of the same to the door of the premises designated in said affidavit, and on the same day of such posting by depositing a true copy of same in the United States Mail, First Class in an envelope properly addressed to the defendant(s) at the address shown in said summons, with adequate postage affixed thereon containing notice to the defendant(s) to answer said summons at the place stated in the summons.

NON EST

Diligent search made and defendant not to be found in the jurisdiction of this Court.

This 1st day of March, 2016.

DEPUTY

IN THE SUPERIOR COURT OF DAWSON COUNTY
STATE OF GEORGIA

Amelia Ingram
POA JOHN INGRAM

VS.
DAWSON COUNTY GOVERNMENT
AND ALL OTHER

CIVIL ACTION
FILE NUMBER 2015 CV 472

GEORGIA, DAWSON COUNTY
CLERK'S OFFICE, SUPERIOR COURT
FILED FOR RECORD

SUMMONS

FEB 22 2016

TIME: 11:50am

[Signature], Clerk

TO THE ABOVE NAMED DEFENDANT:

You are hereby summoned and required to file with the Clerk of said court and serve upon the Plaintiff's attorney, whose name and address is:

Pro Se

An answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for relief demanded in the complaint.

This 22nd day of February, 2016.

Clerk of Superior Court

By: [Signature]

Deputy Clerk

IN THE SUPERIOR COURT OF DAWSON COUNTY

STATE OF GEORGIA

AMELIA INGRAM,

Plaintiff,

v.

DAWSON COUNTY GOVERNMENT,
et.al.,

Defendants.

§
§
§
§
§
§
§
§
§
§

CIVIL ACTION

FILE NO: 2015-CV-472-A

ANSWER OF DAWSON COUNTY AND LINDA TOWNLEY IN HER OFFICIAL
CAPACITY AS TAX COMMISSIONER

COME NOW Dawson County and Linda Townley and file this answer to the petition for mandamus filed by, or on behalf of, Amelia Ingram as follows:

FIRST DEFENSE

Each of these Defendants received insufficient process. The Summons fails to state the Plaintiff's address as required by O.C.G.A. § 9-11-4(b). Therefore, the petition should be dismissed.

SECOND DEFENSE (Tax Commissioner)

Tax Commissioner Linda Townley has not been served with process as required by law. Therefore, the petition should be dismissed.

THIRD DEFENSE (Dawson County)

As to Dawson County, the Plaintiff failed to properly serve Dawson County in accord with O.C.G.A. § 36-1-5. Therefore, the County has not received sufficient service of process, and the petition should be dismissed.

FOURTH DEFENSE

The Plaintiff lacks standing to bring the instant action as set forth by the Court in GE Capital Mortgage Services, Inc. v. Clack, 271 Ga. 82, 515 S.E.2d 619 (1999). (“A tax payer who unquestionably has been given notice of the tax sale and the opportunity to pay the tax and avoid the tax sale may not attack the sale on the grounds of lack of notice to another party.”)

FIFTH DEFENSE

Plaintiff’s petition fails to state a claim upon which relief may be granted. The petition fails to allege facts necessary to assert a claim for mandamus and fails to seek a proper remedy. O.C.G.A. § 9-11-12(b); O.C.G.A. § 9-6-27(a).

SIXTH DEFENSE

The Plaintiff’s claims are barred by the doctrine of sovereign immunity.

SEVENTH DEFENSE

The Plaintiff’s petition fails to join a necessary and indispensable party, to wit: Warren Harlen Ridley, the purchaser at the tax sale.

EIGHTH DEFENSE

As an answer to the separately numbered paragraphs of the petition for mandamus, these Defendants provide the following responses:

1.

These Defendants deny the allegations set forth in paragraphs 1, 2, 3, 4, 5, 6, 10, 11, 12, 14, 15, 16, 19, 20, and 21.

2.

These Defendants lack knowledge or information sufficient to form a belief regarding the truth of the allegations contained paragraphs 7, 8, and 9 of the petition and hereby deny such

allegations until additional information is provided that will permit these Defendants to provide a more complete and definite response.

3.

As a response to paragraph 13 of the petition, these Defendants admit that a tax deed was executed in favor of Warren Harlen Ridley and deny the remaining allegations set forth in paragraph 13.

4.

As a response to paragraphs 17 and 18 of the petition, these Defendants assert that the allegations lack sufficient facts to permit a response from these Defendants. To the extent that paragraphs 17 and 18 allege facts, these Defendants deny the allegations set forth therein.

WHEREFORE, these Defendants request that the Court provide the following relief:

- (a) that the petition be dismissed;
- (b) that these Defendants be removed from all liability as a result of the petition filed by the Plaintiff;
- (c) that the mandamus relief requested be denied;
- (d) that all costs of this action be cast upon the Plaintiff; and
- (e) that the Court provide these Defendants such other and further relief as the Court deems just and proper.

This ____ day of _____, 2016.

Joseph A. Homans
Attorney for Dawson County and Linda
Townley, Tax Commissioner of Dawson
County
Georgia State Bar No: 364647

VERIFICATION

Personally appeared before the undersigned officer duly authorized by law to administer oaths, MIKE BERG, CHAIRMAN, DAWSON COUNTY BOARD OF COMMISSIONERS, who, first being duly sworn, deposes, says and state on oath that the facts contained in the within and foregoing ANSWER are true and correct.

This _____ day of _____, 2016.

MIKE BERG
CHAIRMAN, DAWSON COUNTY BOARD OF
COMMISSIONERS

Sworn to and subscribed before me
this ___ day of _____, 2016.

Notary Public
Commission Expires: _____

VERIFICATION

Personally appeared before the undersigned officer duly authorized by law to administer oaths, LINDA TOWNLEY, TAX COMMISSIONER, who, first being duly sworn, deposes, says and state on oath that the facts contained in the within and foregoing ANSWER are true and correct.

This _____ day of _____, 2016.

LINDA TOWNLEY
TAX COMMISSIONER

Sworn to and subscribed before me
this ___ day of _____, 2016.

Notary Public
Commission Expires: _____

CERTIFICATE OF SERVICE

This is to certify that I have this day served the Plaintiff herein with a true and correct copy of the within and foregoing **ANSWER OF DAWSON COUNTY AND LINDA TOWNLEY IN HER OFFICIAL CAPACITY AS TAX COMMISSIONER** by placing a copy of same in the U.S. Mail with sufficient postage affixed thereon to insure its delivery to:

Amelia Ingram
4041 Bethelview Road
Cumming, GA 30040

This ____ day of _____, 2016.

Joseph A. Homans