

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA - THURSDAY, AUGUST 11, 2016
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

NEW BUSINESS

1. Presentation of Request for Juvenile Court Budget Increase - Judge Lindsay Burton
2. Presentation and Consideration of FY2017 K9 Grant Application - Major Greg Rowan
3. Presentation of 2017 VAWA Grant Application - Major Ray Goodie
4. Presentation and Consideration of Family Connection DBHDD Grant - Family Connection Director Nancy Stites
5. Presentation and Consideration of Special Event Permit - *Revenuers Run 5K/10K* - Public Works Director David McKee
6. Presentation of Special Event Permit - *Bootlegger Triathlon* - Public Works Director David McKee
7. Board Appointment:
 - a. Dawson County Library Board of Trustees**
 - i. Wendi Bock (Term: July 2016 through June 2020)
8. County Manager Report
9. County Attorney Report

Backup material for agenda item:

1. Presentation of Request for Juvenile Court Budget Increase - Judge Lindsay Burton



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Juvenile Court

Work Session: 08/11/2016

Prepared By: Natalie Johnson

Voting Session: 08/18/2016

Presenter: Judge Lindsay Burton

Public Hearing: Yes No

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

Background Information:

Judge Burton requested and was approved in December 2015 for additional funding for payment of attorneys who represent parents and children in Juvenile Court dependency and termination of parental rights cases. These expenses are related to a State unfunded mandate effective in 2014. The number and length of cases varies and is very unpredictable so the requests were based on best estimates.

Current Information:

All funds from both Indigent Defense – Child & Parent have been expensed to pay attorney invoices. In addition, all funds have also been moved from Technical – Court Reporter to cover current attorney invoices that needed to be paid prior to this request. At this time there are no additional funds within Juvenile Court’s budget that can be moved to cover attorney fees through the end of 2016.

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

Fund	Dept.	Acct No.	Budget	Balance	Remaining	Requested
100	2600	521201	\$18,221	\$18,221	\$0	\$15,000
100	2600	521202	\$9,509	\$9,509	\$0	\$8,000
100	2600	521303	\$3,646	\$3,646	\$0	\$1,200

Recommendation/Motion: Move to increase the Juvenile Court budget for Indigent Defense – Child by \$15,000, Indigent Defense – Parent by \$8,000 and Technical – Court Reporter by \$1,200

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 8/4/16

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Recommend moving \$11,754 from Professional 3 vices Contingency (would leave \$0 balance) & \$12,446 from General Contingencies (would leave balance of \$3,075)

Backup material for agenda item:

2. Presentation and Consideration of FY2017 K9 Grant Application - Major Greg Rowan



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: 08/11/2016

Prepared By: Finance

Voting Session: _____

Presenter: Greg Rowan

Public Hearing: Yes _____ No x

Agenda Item Title: Presentation and Ratification of FY 2017 K-9 Grant Application

Background Information:

This is a recurring grant from Criminal Justice Coordinating Council. This grant is used to fund K9 personnel.

Current Information:

The grant award period is January 1, 2017 through December 31, 2017.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	3322	Multiple	\$112,204			

Recommendation/Motion: Motion to ratify FY 2017 K9 grant application and to allow Chairman to sign grant award contract if awarded.

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 8/4/16

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

[Empty box for comments/attachments]



STANDARD ASSURANCES

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

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

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Criminal Justice Coordinating Council 104 Marietta Street, NW Suite 440 Atlanta, GA 30303-2743 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U.S. Department of Justice Office of Justice Programs	7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant Program Drug Control and Sstem Improvement Formula Grant Program CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> The Commissioner of Roads and Revenue Dawson County does not conduct lobbying activities.	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Mike Berg</u> Title: <u>Chairman, Dawson County Board of Commissioners</u> Telephone No.: <u>(706) 344-3501</u> Date: _____	
Federal Use Only:		

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

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

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

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

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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



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

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

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

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

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

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

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

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

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

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

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

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

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

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

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

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

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

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

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

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

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

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

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

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

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

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

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

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

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

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

1. Grantee Name and Address:

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

2. Application Number and/or Project Name

North Georgia K-9 Task Force

3. Grantee IRS/Vendor Number

58-6011882

4. Typed Name and Title of Authorized Representative

Mike Berg, Chairman of Dawson County Board of Commissioners

5. Signature

6. Date

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

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

Mike Berg, Chairman, Dawson County Board of Commissioners
Name and Title of Authorized Representative

Signature

Date

Commissioner of Roads and Revenue Dawson County
Name of Organization

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

Instructions for Federal Debarment Certification

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

CIVIL RIGHTS CONTACT

- (1) **Civil Rights Contact Person:** Danielle Yarbrough
- (2) **Title/Address:** Human Resources Director, Dawson County
25 Justice Way
Suite 2233
Dawsonville, GA 30534
- (3) **Telephone Number:** 706-344-3500 ext 42245
- (4) **Number of persons employed by the organizational unit (agency) responsible for administering the subgrant:** 108

Questions regarding the EEOP compliance requirements in connection with funding under this program should be addressed directly to the Office of Civil Rights Compliance, Office of Justice Programs, 633 Indiana Avenue, NW, Washington, D.C. 20531. That Office may be reached at (202) 724-7861.

AUDIT REQUIREMENTS

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

State or local governments and non-profit organizations that expend \$500,000 or more a year in Federal funds shall have an audit made in accordance with the Single Audit Act of 1984 and OMB Circular A-133, as amended. This audit report is due in the State Administering Agency's office not later than nine (9) months after the end of the subrecipient's fiscal year.

State or local governments that expend less than \$500,000 in federal funds yearly shall be exempt from compliance with the Single Audit Act and other Federal audit requirements.

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

Please provide the following information:

Period of Fiscal Year: January 1, 2016 - December 31, 2016

Date of Last Audit: June 30, 2016

Date of Next Audit: June 30, 2017

Anticipated Date Next Scheduled Audit Will Be Forwarded to the Council: July 15, 2017

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

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Commissioner of Roads and Revenue Dawson County

PROJECT TITLE: North Georgia K-9 Task Force

GRANT NUMBER: _____

Mr.

Ms.

Greg Rowan

Major of Patrol, Dawson County Sheriff's Office

Title and Agency

19 Tucker Avenue

Dawsonville

30534

Official Agency Mailing Address

City

Zip

706-344-3535

706-344-3537

Daytime Telephone Number

Fax Number

rowan@dawsoncountysheriff.org

E-Mail Address

Mr.

Ms.

Vickie Neikirk

FINANCIAL OFFICER (Type or Print)

Chief Financial Officer, Dawson County

Title and Agency

25 Justice Way, Suite 2214

Dawsonville

30534

Official Agency Mailing Address

City

Zip

706-344-3501 ext 42214

706-344-3504

Daytime Telephone Number

Fax Number

vneikirk@dawsoncounty.org

E-Mail Address

Mr.

Ms.

Mike Berg

AUTHORIZED OFFICIAL (Type or Print)

Chairman, Dawson County Board of Commissioners

Title and Agency

25 Justice Way, Suite 2313

Dawsonville

GA

Official Agency Mailing Address

City

Zip

706-344-3501

706-344-3504

Daytime Telephone Number

Fax Number

mberg@dawsoncounty.org

E-Mail Address

DESIGNATION OF GRANT OFFICIALS - INSTRUCTIONS

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

A. Project Director

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

B. Financial Officer

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

C. Authorized Official

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

Backup material for agenda item:

3. Presentation of 2017 VAWA Grant Application - Major Ray Goodie



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: 08/11/16

Prepared By: Finance

Voting Session: 08/18/16

Presenter: Ray Goodie

Public Hearing: Yes No

Agenda Item Title: Presentation of FY 2017 VAWA Grant Application

Background Information:

This is a recurring grant from the Criminal Justice Coordinating Council and is used to fund the VAWA Investigator's salary and benefits.

Current Information:

The grant period is January 1, 2017 through December 31, 2017. The application deadline is September 1, 2016. The grant is 75% Federal dollars and requires a 25% local match (as it has in years past). We have consistently been awarded \$39,589 federal dollars and are required a \$13,196 match. We will budget for this match during the FY 2017 budget process.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	9000	611000	\$52,785		\$13,196 Match	\$39,589 Federal

Recommendation/Motion: Motion to approve the FY 2017 VAWA grant application and allow Chairman to sign grant award contract if awarded.

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 8/4/16

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

NATHAN DEAL
GOVERNOR



JAY NEAL
INTERIM EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking continuation applications for funding under the Services, Training, Officers, Prosecution Violence Against Women Act (S.T.O.P. VAWA) Grant Program.

Services, Training, Officers, Prosecution Violence Against Women Act (S.T.O.P. VAWA) Grant Program 2016 Continuation Request for Applications

CFDA 16.588

Eligibility

Continuation Funding Only

Applicants are limited to non-profit, non-governmental, or local government agencies located in Georgia that received FY2015 VAWA awards and that provide services to victims or hold offenders accountable through prosecution, courts, or law enforcement activities. Crimes addressed by S.T.O.P. VAWA are limited to domestic violence, dating violence, sexual assault, and/or stalking.

Applicant agencies should be certified and eligible to receive Local Victim Assistance Program (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to receiving an award.

Deadline

Applications are due at 5:00 p.m. on Thursday, September 1, 2016

Award Period

January 1-December 31, 2017

Contact Information

For assistance with the requirements of this solicitation, contact:

Shontel Wright at 404-657-1961 or shontel.wright@cjcc.ga.gov
Tiffany K. Williams at 404-657-2081 or tiffany.williams@cjcc.ga.gov
Kyra Matthews at 404-654-1778 or kyra.matthews@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-567-1956 or TTY: 404-463-7650 or shontel.wright@cjcc.ga.gov.

Release Date: August 2, 2016

Services, Training, Officers, Prosecution Violence Against Women Act (S.T.O.P. VAWA) Grant Program 2016 Continuation Request for Applications

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-six members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the Services, Training, Officers, Prosecution Violence Against Women Grant Program.

CJCC is soliciting applications for the VAWA Grant Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the VAWA program; decisions about grant awards will be determined through a continuation process.

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements VAWA and subsequent legislation as well as provides national leadership on issues of sexual assault, domestic violence, dating violence, and/or stalking. Since its inception, OVW has supported a multifaceted approach to crime response through implementation of grant programs authorized by VAWA. By forging state, local, and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives while improving communities' capacity to hold offenders accountable for their crimes. By statute, the S.T.O.P. Formula Grant Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

1. Eligibility

Awards are limited to agencies that received a FY2015 S.T.O.P. VAWA Award. **Please note that CJCC has approved individual allocation amounts for this solicitation (please see the Appendix). Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements or conditions attached thereto.**

Awards are limited to agencies that work to combat domestic violence, dating violence, sexual assault, and/or stalking and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive S.T.O.P. VAWA grant funds. These organizations include, but are not limited to: sexual assault and rape treatment centers, domestic violence programs and shelters, community-based organizations, prosecution units, courts, law enforcement units, and universities. Some examples of such organizations include, but are not limited to the following:

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors’ offices, corrections departments, and probation and paroling authorities are eligible to receive VAWA funds to help pay for victims’ services and Criminal Justice Systems Improvement (CJSI) programs dedicated exclusively to cases involving domestic violence, dating violence, sexual assault, and/or stalking. Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims’ economic independence. This collaboration must be documented in a current and valid letter of support or Memorandum of Understanding submitted as an attachment to the application.

Per the 2013 VAWA Reauthorization, CJCC must award at least 25% for law enforcement, 25% for prosecutors, and 5% to state and local (including tribal and juvenile) courts. The “courts” allocation is “to” courts, rather than “for” courts, so the money must be awarded to a court entity.

“Court” is defined in VAWA as “any civil, criminal, tribal and Alaska Native Village, federal, state, local, or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, and/or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other persons with decision making authority.” Examples could include a state administrative office of the courts, a state supreme court, a local domestic violence court, a local probation project (in a state where probation is part of the courts). Funds initially awarded to a court can be subcontracted by the subgrantee to other entities for all or part of the grant project.

- **Victim Service Organizations** – Applicants for VAWA Victim Services programs must be a victim service provider as defined in the 2013 VAWA Reauthorization statute. “Victim service provider” means a **nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates** for domestic violence, dating violence, sexual assault, and/or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a **documented history of effective work** concerning domestic violence, dating violence, sexual assault, and/or stalking.

Per the 2013 VAWA Reauthorization, CJCC must award at least 30% for victim services of which at least 10% must be distributed to culturally specific community-based organizations.

“Victim services” and “services” mean activities/assistance provided to victims of domestic violence, dating violence, sexual assault, and/or stalking including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, such as: crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

- **Culturally Specific Organizations** – “Culturally specific” means “primarily directed toward racial and ethnic minority groups.” The term “racial and ethnic minorities” as defined in section 1707(d) of the Public Health Service Act (42 U.S.C. 300u-6(g)), which means “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics¹.” Culturally specific services means “community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.”
- **Community-Based Organizations** - Community-Based Organizations are non-profit, non-

¹ The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

governmental, and tribal organizations that serve a specific geographic community.

- **Population Specific Organizations** – “Population specific organization” means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population. “Population specific services” means victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of domestic violence, dating violence, sexual assault, and/or stalking, and that are designed primarily for and are targeted to a specific underserved population.
- **Rape Crisis Centers** – “Rape crisis center” means a non-profit, non-governmental, or tribal organization or governmental entity in a State other than a Territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a non-profit entity that provides similar victim services.
- **Religiously-Affiliated Organizations** – Organizations receiving VAWA funds must ensure that services are offered to all crime victims of domestic violence, dating violence, sexual assault and/or stalking without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Faith-based and community organizations will be considered for awards as are other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other subgrantees in the administration of such awards. No eligible subgrantee will be discriminated against on the basis of its religious character, affiliation, or name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

Additional Specific Eligibility Requirements

S.T.O.P. VAWA established eligibility criteria that must be met by **all** organizations receiving funds. These funds are to be awarded to subgrantees only for providing services to victims of crime through their staff. For more information on eligibility, please see the [2016 S.T.O.P. VAWA Frequently Asked Questions](#).

Each subgrantee organization shall meet the following requirements. Failure to meet the federal statutory requirements may jeopardize funding for the entire state of Georgia. Please read the following requirements carefully:

- **Record of effective services (Victim service providers only)** – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community and a history of providing direct services in a cost effective manner and financial support from other sources. For a glossary of terms and services, please refer to the [2016 VSSR Guide](#).
- **Promote community efforts to aid crime victims** – Promote community-based coordinated public and private efforts to aid victims of domestic violence, dating violence, sexual assault and stalking. Coordination may include, but is not limited to: serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to victims of domestic violence, dating violence, sexual assault and stalking.

- **Help victims apply for compensation benefits** – Such assistance may include identifying and notifying victims of domestic violence, dating violence, sexual assault and/or stalking of the availability of compensation, assisting them with the application forms and procedures, educating them on the process, obtaining necessary documentation, and/or checking on claim status to ensure assistance is provided.
- **Comply with federal rules regulating grants** – Applicants must comply with the applicable provisions of S.T.O.P. VAWA, the Program Guidelines, and other requirements outlined in the special conditions to the subgrant award. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable S.T.O.P. VAWA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely manner.
- **Services to victims of federal crimes** – Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.
- **Promote victim safety** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders. As stated above, Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims' economic independence.

Because of the overall purpose of the program to enhance victim safety and offender accountability, grant funds may **not** be used to support activities that compromise victim safety and recovery. The following activities have been found to jeopardize victim safety, deter/prevent physical and/or emotional healing for victims, and/or allow offenders to escape responsibility for their actions:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of dependent children,
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services,
3. Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs,
4. Requiring mediation or counseling for couples as a systemic response to domestic violence, sexual assault, or situations in which child sexual abuse is alleged,
5. Requiring victims to report sexual assault, stalking, dating violence, and/or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings,
6. Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior, and
7. Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling or seeking an order of protection).

- **No charges to victims for VAWA-funded services** – Applicants must provide services to crime victims, at no charge, through the VAWA-funded project.
 - With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a state or territory must certify that its laws, policies, and practices do not require:
 - The prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, and/or stalking offense in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order or petition for a protection order to protect a victim of domestic violence, dating violence, stalking, or sexual assault, or
 - The victim to bear costs associated with the filing of criminal charges against the offender or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.
 - With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, applicants must certify that:
 - The state or territory or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault,
 - The state or territory coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims, and
 - It will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both. *Note:* STOP funds may be used to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams if victims of sexual assault are required to seek reimbursement for such exams from their insurance carriers. In addition, due to changes in VAWA 2013, states **cannot** reimburse victims for the costs of the exams, but must make the exam available free of charge to the victim. This includes any deductibles or copayments for states that require victims to submit the charges to their insurance carriers.
- **Cooperation with Law Enforcement and the Criminal Justice System – Effective January 5, 2009, an applicant will be ineligible for S.T.O.P. Program funds if victims are required to cooperate with** law enforcement or participate in the criminal justice system in order to receive an exam, payment for the exam, or both. Some victims are unable or unready to decide whether they want to cooperate with law enforcement in the immediate aftermath of the assault. Because evidence is lost as time progresses, such victims should be encouraged to have the evidence collected immediately and decide about reporting the crime at a later date.
- **Judicial notification** – Applicants certify that judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code and any applicable related federal, state, or local laws.
- **Nondisclosure of confidential and private information** – Eligible agencies must have policies and procedures in place that protect the confidentiality of all victim records, contact information,

personally identifying information, and other information considered sensitive as well as the privacy of persons receiving services. Without informed, written, reasonably time-limited consent, agencies must not disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through a subgrantee program regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. The term 'personally identifying information' or 'personal information' means **individually** identifying information **for or about** an individual. This includes information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, and/or stalking including, but not limited to:

- First and last name,
- Home or other physical address,
- Contact information (including a postal, e-mail, or Internet protocol address or telephone or facsimile number),
- Social security number, driver license number, passport number, or student identification number, and
- Any other information including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Measures taken to maintain confidentiality of this information must be consistent with applicable federal, state, and local laws regarding privacy and confidentiality. Minors who receive services without parental or guardian consent can authorize the release of information without the consent of their parents or guardians. The federal statute requires subgrantees to **document compliance** with confidentiality and privacy provisions. As stated above, Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims' economic independence.

- **5% Local Victim Assistance Program (LVAP) Certification and Eligibility** – Applicant agencies should be certified and eligible to receive 5% funds. Agencies without certification may still submit an application for funding; however, if funding is awarded the agency will have to complete certification requirements prior to receiving an award.
- **Legal assistance** – Under Statutory Purpose Area #5, as amended in the 2013 VAWA Reauthorization, states can now provide a full range of legal services, such as housing, family law, public benefits, and other similar matters. Any subgrantee providing legal assistance must certify that:
 - 1) Any person providing legal assistance with S.T.O.P. funds
 - a. Has demonstrated expertise in providing legal assistance to victims of domestic violence, sexual assault, and/or stalking in the targeted population or
 - b. Is partnered with an entity or person that either has such demonstrated expertise or has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and/or related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide,
 - 2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, and/or stalking victim service provider or coalition as well as appropriate tribal, state, territorial, and local law enforcement officials,
 - 3) Any person or organization providing legal assistance through the S.T.O.P. program has

informed and will continue to inform state, local, and/or tribal domestic violence, dating violence, and/or sexual assault programs and coalitions as well as appropriate state and local law enforcement officials of their work, and

- 4) The subgrantee's organizational policies do not require mediation or counseling such that offenders and victims physically together in cases where sexual assault, domestic violence, dating violence, and/or child sexual abuse is an issue.
- **Prohibit Polygraph Testing** – With respect to the VAWA requirement prohibiting polygraph testing, the applicant must certify that:
 - Its laws, policies, and/or practices ensure that no law enforcement officer, prosecuting officer, or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and
 - The refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

2. Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program. CJCC staff provide training and technical assistance to assist subgrantees in accurate data collection and reporting. Assistance may be requested by contacting your assigned grant specialist.

Data submitted on Annual Progress Reports, the Criminal Justice Services Statistical Report (CJSSR), and/or the Victim Services Statistical Report (VSSR) must be prorated to accurately reflect the use of S.T.O.P. VAWA federal AND match funds. Subgrantees are expected to establish data collection and reporting systems to provide CJCC with accurate, prorated data by each applicable deadline. Outcome performance measures (OPM) data is reported regardless of funding source and therefore does not require proration.

Failure to submit any required reports by the deadline specified will significantly delay any and all subgrant expenditure reimbursements (SERs) submitted within the grant period. Repeated failure to comply with deadlines will result in a staff recommendation to Council requesting a reduction in the overall grant award.

Annual Progress Reports: As a result of VAWA 2000, all subgrantees are statutorily required to report on the effectiveness of their projects, and the Attorney General must report to Congress on the effectiveness of each grant program. Therefore, grantees funded under this program must collect and maintain data that measures their effectiveness. Subgrantees are required to submit an Annual Progress Report to CJCC.

CJCC staff will send the Annual Progress Report and instructions to subgrantees by January 16, 2017. Subgrantees are required to complete and submit the report to CJCC by **February 16, 2017**. The report covers the previous grant year, January 1-December 31, 2016. CJCC will review and validate the reports and follow up with subgrantees as appropriate. CJCC has until March 30, 2017 to submit the reports to OVW. Forms and instructions can be found at the [Measuring Effectiveness Initiative website](#).

If the Office on Violence Against Women detects any errors (provided in the "Red Flag Report") your agency must supply CJCC with corrected information within **5 business days** of the request for

corrections.

Subgrantees funded under the law enforcement, prosecution, courts, discretionary, or training provision of S.T.O.P. VAWA CJSI grants will complete the CJSSR form. This includes victim service projects that incorporate criminal justice system improvement components such as Coordinated Community Response/Sexual Assault Response Team/Multidisciplinary Team (CCR/SART/MDT) coordination. Effective in 2015, the reporting periods have been changed to an annual basis instead of a semi-annual basis.

<i>CJSSR ANNUAL REPORTS</i>	
<i>REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
<i>January 1 – December 31</i>	<i>March 30</i>

All statistical reports must be submitted using CJCC’s online reporting system. CJCC will send subgrantees the link to submit these annual reports by March 1, at which time subgrantees may log in with their username and password to input data. The link will shut down on the last day of the reporting period.

Quarterly Progress Reports: All VAWA subgrantees will be required to submit reports on their program outputs supported by VAWA funding on a quarterly basis. VAWA subgrantees must complete the VSSR which details the number of victims (new and existing) served by type of victimization and number of services delivered by type of service. VAWA subgrantees must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2016 VSSR Guide](#), which is posted on CJCC’s website. All statistical reports are due 30 days following the end of the quarter.

<i>VSSR QUARTERLY PROGRESS REPORTS</i>	
<i>REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
<i>October 1 – December 31</i>	<i>January 30</i>
<i>January 1 – March 31</i>	<i>April 30</i>
<i>April 1 – June 30</i>	<i>July 30</i>
<i>July 1 – September 30</i>	<i>October 30</i>

All statistical reports must be submitted electronically using CJCC’s online reporting tool. Subgrantees will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis.

Semi-Annual Outcome Reports: All VAWA victim service subgrantees must use the survey instruments on the CJCC’s website to submit reports on their program outcomes. The instruments are categorized by the type of victim an agency serves. VAWA subgrantees must follow the updated version of the [Outcome Performance Measurement Guide](#). The [surveys](#) are available on the CJCC website along with Excel spreadsheets to compile and aggregate data from individual clients.

Outcome performance data are reported twice per year. Because the outcome survey should be provided to all clients, regardless of whether their services were supported by VAWA funding, the due dates and reporting periods do not correspond to the VAWA grant year. Outcome performance reporting dates for

ALL victim services subgrantees are as follows:

<i>OUTCOME PERFORMANCE MEASURES</i>	
<i>REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
<i>November 1 – April 30</i>	<i>May 30</i>
<i>May 1 – October 30</i>	<i>November 30</i>

Monthly or Quarterly Subgrant Expenditure Requests: Upon accepting the award, each agency is required to submit Monthly or Quarterly SERs to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

<i>QUARTERLY SERs</i>	
<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
<i>October 1 – December 31</i>	<i>January 30</i>
<i>January 1 – March 31</i>	<i>April 30</i>
<i>April 1 – June 30</i>	<i>July 30</i>
<i>July 1 – September 30</i>	<i>October 30</i>

3. Other Requirements

Program Match Requirement

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Law enforcement, prosecution, and court services S.T.O.P. VAWA agencies are required to provide matching contributions of 25% (cash or in-kind) of the total costs of the project (S.T.O.P. VAWA grant funds plus match) which must originate from non-federal sources. *All funds designated as match are restricted to the same uses as the VAWA federal funds and must be expended within the grant period.* Use of match funds must be reported on all financial and programmatic reports as described above. Match must be provided on a project-by-project basis. Non-profit, non-governmental agencies are **not** required to provide match on their S.T.O.P. VAWA award.

The chart below illustrates the match requirements or exemptions by agency type and project type:

Situation	Match is waived for the subgrantee	25% match is required
Award to victim service provider for victim services	X	
Award to victim service provider for another purpose (for example law enforcement training)	X	
Award to tribe	X	
Awards to courts, law enforcement, prosecution		X

Volunteers

VAWA guidelines do not require the use of volunteers as match; however, CJCC encourages the use of volunteers where appropriate. Please note that volunteer hours are valued by the CJCC at \$12.00 per hour by default. Agencies must submit a written request for higher rates to CJCC for specialized volunteers.

Fiscal Accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Maintenance of travel records (i.e., mileage logs, gas receipts).
- Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302 all subgrantees of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive VAWA funds or are subawarded VAWA funds via program agreements are required to conform to the grant program requirements and all applicable civil rights laws. Violations may result in suspension or termination of funding until CJCC determines the subgrantee is in compliance. Information on required biannual agency-wide Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

Nondiscrimination

Federal laws prohibit subgrantees of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

The S.T.O.P. VAWA 2013 Reauthorization prohibits discrimination based on sexual orientation and gender identity. The VAWA 2013 provision further provides that "If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming." For more information, please see the [2014 FAQs on the Nondiscrimination Grant Condition in the Violence Against Women Reauthorization Act of 2013](#).

Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subgrantees of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>. CJCC requires subgrantees to have written LEP plans that outline the policies and procedures for ensuring victims have access to necessary forms of written and verbal communication.

Equal Employment Opportunity Plans

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEO). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

Award Acceptance

To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are correctly completed and returned to the CJCC office.

Special Conditions

At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants also agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the Subgrantee Programmatic and Fiscal Compliance Policy on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.

Other

Applicants must comply with all forms, assurances, and certifications required by CJCC. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

4. Application Submission Instructions

Applications must be submitted online at cjcc.georgia.gov. Agencies with more than one FY2015 award from CJCC **must** submit a separate application for each grant number to receive continuation funding for that award. Applicants will be able to save their entries then log out and log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFP before beginning the online application, and allowing two to three hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Shontel Wright immediately at shontel.wright@cjcc.ga.gov or 404.657.1956.

Applications must be submitted by **5:00pm on Thursday, September 1, 2016. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

The application must be completed and submitted in accordance with RFP guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete

discretion of CJCC.

Basic Information

The first section includes basic information about the applicant agency and its main points of contact for the application. Please note that the actual physical address of the agency must be submitted in addition to the mailing address, and that the physical address will be kept confidential and securely stored in CJCC's database. If the applicant agency has an implementing agency as a fiscal sponsor, that agency's name and address must be provided as well.

Applicant Agency

Applicant Agency Name*

Mailing Address*

City

State

ZIP Code

+4 Zip Code*

Last four digits following the basic five-digit zip code

Click [here](#) to lookup your Zip+4.

Phone*

Fax

Is the Implementing Agency for this project the same as the Applicant Agency?*

Yes No

The implementing agency is defined as the entity actually administering the program or project and/or providing the service(s).

Is the mailing address the same as the Implementing Agency's physical address?*

Yes No

Next, please indicate whether or not your agency has registered with the federal System for Award Management (SAM) and if it is 5% LVAP Certified. You will also be prompted to enter your SAM expiration date. Your agency must be certified to receive 5% funds and have a current SAM registration before drawing down funds. If you do not currently meet this requirement, please submit applications to renew SAM and 5% certification by July 31.

Is your agency registered in SAM*

Yes No

System for Award Management

**Is your agency certified to receive
Local Victim Assistance Program
(5%) funds?***

Yes No

You will then enter your FY2015 VAWA grant number. This seven-digit grant number must be in the format W15-8-999 and will begin with W13-8, W14-8 or W15-8. Failure to indicate your correct grant number may result in a miscategorization of an application and a delay in funds. Remember, if your agency has more than one award through CJCC, you must apply for continuation funding separately using each grant number.

Current VAWA Subgrant Number*

example: W13-8-999

Select your application category type:*

- Victim Services
- Culturally-Specific Victim Services
- Criminal Justice System Improvement (CJSI)
- Discretionary

Designation of Grant Officials

Applications must also complete the Designation of Grant Officials section. Please fill in the name, title, address and phone number for the project director, the financial officer and the authorized official for the grant. No two officials can be the same person.

A. Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project. This person will be the primary contact for the application and the post-award phase.

B. Financial Officer

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

C. Authorized Official

This person is the official who is authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) must be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council.

Project Director

Name*

Prefix First Name

Last Name

Address*

City State ZIP Code

Email*

Phone*

Fax

Financial Officer

Name*

Prefix First Name

Last Name

Address*

City State ZIP Code

Email*

Phone*

Fax

Authorized Official

Name*

Prefix First Name

Last Name

Address*

City State ZIP Code

Email*

Phone*

Fax

Application Category

CJCC has established four categories to help identify the appropriate types of funding for your agency. Please select the category that is most appropriate for your agency and its VAWA-funded project: Category 1 – Victim Services; Category 2 – Culturally-Specific Victim Services; Category 3 – Criminal Justice System Improvement (CJSI); and Category 4 – Discretionary.

Category 1 – Victim Services is for agencies that want to apply for funding to expand or maintain core services for victims of domestic violence, dating violence, sexual assault and/or stalking. Core services

are based on agency type. For more information on the core service requirements, please see the appendix. If your agency wishes to use VAWA federal or match funds to conduct CJSI-eligible project activities in addition to victim services, you will need to complete a separate application for Category 4 - Discretionary this year. Your agency will also be required to complete *all* required reports described on pp. 6-8.

Category 2 – Culturally-Specific Victim Services are eligible if the organization is a nonprofit, nongovernmental organization, or tribal organization that serves a specific geographic community that:

- A. Focuses primarily on domestic violence, dating violence, sexual assault, and/or stalking,
- B. Has established a specialized culturally-specific program that addresses domestic violence, dating violence, sexual assault, and/or stalking,
- C. Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, and/or stalking, or
- D. Obtains expertise or shows demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, and stalking through collaboration

AND

- E. Is primarily directed toward racial and ethnic minority groups and
- F. Is providing services tailored to the unique needs of that population.

An organization will qualify for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group as defined on pp. 3-4. The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population. Only six agencies and their VAWA-funded programs are currently eligible for this category and should select it when completing the application:

W14-8-008	Caminar Latino, Inc.
W14-8-009	Catholic Charities of the Archdiocese of
W14-8-011	Cherokee Family Violence Center, Inc.
W14-8-034	International Women's House, Inc.
W14-8-043	Raksha, Inc. (<i>Victim Services program only</i>)
W13-8-057	New American Pathways, Inc.

Category 3 – Criminal Justice System Improvement (CJSI) is for agencies that want to apply for funding to expand or maintain specialized units or programs that address the crimes of domestic violence, dating violence, sexual assault and/or stalking. Examples of projects include law enforcement or prosecution Special Victims Units; probation/parole offender monitoring programs; training on how to address the crimes of domestic violence, dating violence, sexual assault and/or stalking; developing protocols for addressing those crimes; and Multidisciplinary Team support and development. If your agency wishes to use VAWA federal or match funds to provide victim services in addition to a CJSI project, you will need to complete a separate application for Category 4 - Discretionary this year. Your agency will also be required to complete *all* required reports described on pp. 8-10.

Please note: Per the 2013 VAWA Reauthorization, training applicants must submit Memoranda of Understanding (MOUs), Letters of Support or other documentation with agencies that employ the training audiences stating that they will collaborate with the agencies providing training to develop the course content and materials.

Category 4 – Discretionary is for agencies that want to apply for funding for all other projects that address the crimes of domestic violence, dating violence, sexual assault and/or stalking. Examples include Batterer’s Intervention Programs (BIP) and domestic violence fatality review projects. If your agency wishes to use VAWA federal or match funds to provide victim services in addition to a CJSI project such as training or Coordinated Community Response team coordination must also apply under this category, and complete *all* required reports described on pp. 8-10.

Application Data and Narratives

A. Basic Information

Please title your project and include the current federal award amount and match, if applicable. Enter the federal and match amount per Appendix E. It is helpful to use a concise and descriptive title that succinctly communicates your project’s main objectives and/or target population. Good examples include:

Training and Technical Assistance for Law Enforcement Working with Immigrants

Georgia Domestic Violence Fatality Review Project

Providing Culturally Appropriate Domestic Violence Services for Latinas

Project Title

Current Award Amount

\$

B. Service Area and Congressional District

Indicate the counties served by your agency regardless of funding source during the January 1-December 31, 2015 VAWA grant year and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>. Agencies that serve all counties may check “check all” otherwise, please check each county served. There is also an “out of state” option. The options selected should reflect where the crime occurred; if unknown, select options for where victims reside.

Counties Served by the Project

- | | | | | | |
|--|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Appling | <input type="checkbox"/> Clarke | <input type="checkbox"/> Franklin | <input type="checkbox"/> Liberty | <input type="checkbox"/> Richmond | <input type="checkbox"/> Wheeler |
| <input type="checkbox"/> Atkinson | <input type="checkbox"/> Clay | <input type="checkbox"/> Fulton | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Rockdale | <input type="checkbox"/> White |
| <input type="checkbox"/> Bacon | <input type="checkbox"/> Clayton | <input type="checkbox"/> Gilmer | <input type="checkbox"/> Long | <input type="checkbox"/> Schley | <input type="checkbox"/> Whitfield |
| <input type="checkbox"/> Baker | <input type="checkbox"/> Clinch | <input type="checkbox"/> Glascock | <input type="checkbox"/> Lowndes | <input type="checkbox"/> Screven | <input type="checkbox"/> Wilcox |
| <input type="checkbox"/> Baldwin | <input type="checkbox"/> Cobb | <input type="checkbox"/> Glynn | <input type="checkbox"/> Lumpkin | <input type="checkbox"/> Seminole | <input type="checkbox"/> Wilkes |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Coffee | <input type="checkbox"/> Gordon | <input type="checkbox"/> Macon | <input type="checkbox"/> Spalding | <input type="checkbox"/> Wilkinson |
| <input type="checkbox"/> Barrow | <input type="checkbox"/> Colquitt | <input type="checkbox"/> Grady | <input type="checkbox"/> Madison | <input type="checkbox"/> Stephens | <input type="checkbox"/> Worth |
| <input type="checkbox"/> Bartow | <input type="checkbox"/> Columbia | <input type="checkbox"/> Greene | <input type="checkbox"/> Marion | <input type="checkbox"/> Stewart | <input type="checkbox"/> Out of State |
| <input type="checkbox"/> Ben Hill | <input type="checkbox"/> Cook | <input type="checkbox"/> Gwinnett | <input type="checkbox"/> McDuffie | <input type="checkbox"/> Sumter | <input type="checkbox"/> Check All |
| <input type="checkbox"/> Berrien | <input type="checkbox"/> Coweta | <input type="checkbox"/> Habersham | <input type="checkbox"/> McIntosh | <input type="checkbox"/> Talbot | |
| <input type="checkbox"/> Bibb | <input type="checkbox"/> Crawford | <input type="checkbox"/> Hall | <input type="checkbox"/> Meriwether | <input type="checkbox"/> Taliaferro | |
| <input type="checkbox"/> Bleckley | <input type="checkbox"/> Crisp | <input type="checkbox"/> Hancock | <input type="checkbox"/> Miller | <input type="checkbox"/> Tattnall | |
| <input type="checkbox"/> Brantley | <input type="checkbox"/> Dade | <input type="checkbox"/> Haralson | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Taylor | |
| <input type="checkbox"/> Brooks | <input type="checkbox"/> Dawson | <input type="checkbox"/> Harris | <input type="checkbox"/> Monroe | <input type="checkbox"/> Telfair | |
| <input type="checkbox"/> Bryan | <input type="checkbox"/> Decatur | <input type="checkbox"/> Hart | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Terrell | |
| <input type="checkbox"/> Bulloch | <input type="checkbox"/> DeKalb | <input type="checkbox"/> Heard | <input type="checkbox"/> Morgan | <input type="checkbox"/> Thomas | |
| <input type="checkbox"/> Burke | <input type="checkbox"/> Dodge | <input type="checkbox"/> Henry | <input type="checkbox"/> Murray | <input type="checkbox"/> Tift | |
| <input type="checkbox"/> Butts | <input type="checkbox"/> Dooley | <input type="checkbox"/> Houston | <input type="checkbox"/> Muscogee | <input type="checkbox"/> Toombs | |
| <input type="checkbox"/> Calhoun | <input type="checkbox"/> Dougherty | <input type="checkbox"/> Irwin | <input type="checkbox"/> Newton | <input type="checkbox"/> Towns | |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Douglas | <input type="checkbox"/> Jackson | <input type="checkbox"/> Oconee | <input type="checkbox"/> Treutlen | |
| <input type="checkbox"/> Candler | <input type="checkbox"/> Early | <input type="checkbox"/> Jasper | <input type="checkbox"/> Oglethorpe | <input type="checkbox"/> Troup | |
| <input type="checkbox"/> Carroll | <input type="checkbox"/> Echols | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Paulding | <input type="checkbox"/> Turner | |
| <input type="checkbox"/> Catoosa | <input type="checkbox"/> Effingham | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Peach | <input type="checkbox"/> Twiggs | |
| <input type="checkbox"/> Charlton | <input type="checkbox"/> Elbert | <input type="checkbox"/> Jenkins | <input type="checkbox"/> Pickens | <input type="checkbox"/> Union | |
| <input type="checkbox"/> Chatham | <input type="checkbox"/> Emanuel | <input type="checkbox"/> Johnson | <input type="checkbox"/> Pierce | <input type="checkbox"/> Upson | |
| <input type="checkbox"/> Chattahoochee | <input type="checkbox"/> Evans | <input type="checkbox"/> Jones | <input type="checkbox"/> Pike | <input type="checkbox"/> Walker | |
| <input type="checkbox"/> Chattooga | <input type="checkbox"/> Fannin | <input type="checkbox"/> Lamar | <input type="checkbox"/> Polk | <input type="checkbox"/> Walton | |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Fayette | <input type="checkbox"/> Lanier | <input type="checkbox"/> Pulaski | <input type="checkbox"/> Ware | |
| | <input type="checkbox"/> Floyd | <input type="checkbox"/> Laurens | <input type="checkbox"/> Putnam | <input type="checkbox"/> Warren | |
| | <input type="checkbox"/> Forsyth | <input type="checkbox"/> Lee | <input type="checkbox"/> Quitman | <input type="checkbox"/> Washington | |
| | | | <input type="checkbox"/> Rabun | <input type="checkbox"/> Wayne | |
| | | | <input type="checkbox"/> Randolph | <input type="checkbox"/> Webster | |

Congressional District(s) to be served:

- 01 02 03 04 05 06 07 08 09 10 11 12 13 14

Primary Service Area(s)

Please click [here](#) look up Congressional Districts.

C. Agency Description

Please limit narrative responses to 900 characters including spaces.

- In this section, provide a brief description of your agency. State how long the agency and/or project has been in operation. List any credentials or accolades that have been received that demonstrate expertise in addressing the victimizations or target population of your program.

Provide a brief description of your agency.

- List any Multi-Disciplinary Team(s) that your agency’s staff participate on or lead. Please share the name of the MDT as well as the type and the victimizations addressed, and briefly state the extent of staff involvement. Examples may include:

Smith County Task Force – Domestic violence task force – Staff participate in monthly meetings

Justice County Fatality Review Team - Child fatality review team – Executive Director is co-chair

List any Multi-Disciplinary Team(s) that your agency’s staff participate on or lead. Please share the name of the MDT as well as the type and the victimizations addressed, and briefly state the extent of staff involvement.

- Please indicate the languages in which your agency or organization’s staff members are proficient. “Proficiency” indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

Please indicate the languages in which your agency or organization’s staff members are proficient. “Proficiency” indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

- Please enter the Full Time Equivalent of all paid and volunteer staff, including contractors, who are supported by S.T.O.P. VAWA funds.

Please indicate the number of paid staff, contractors and consultants (full-time equivalents) supported by S.T.O.P. VAWA funds.*

Please indicate the number of volunteers, interns, (full-time equivalents) used as match.*

- Select your agency type:

Non-Profit: Non-Governmental (Community-based)

- Hospital
- Rape Crisis
- Religious Organization
- Shelter
- Mental Health Agency
- Population-specific
- Coalition
- Culturally-specific
- Other (Please explain) _____

Criminal Justice: Government

- Court
- Law Enforcement
- Prosecution
- Probation
- Other (Please explain) _____

Non-Criminal Justice: Government

- Social Services
- Mental Health
- Public Housing
- Hospital
- Other (Please explain) _____

- Please provide the total amount of funding allocated to victim services based on your agency's prior year and current fiscal year budget.

Prior Year (PY)

Federal PY* \$ []
Excluding VAWA

VAWA Funds PY* \$ []

State Funds PY* \$ []

Local Funds PY* \$ []
Example: County and/or City Funding

Other PY1 \$ []
Example: Private and/or Foundation Funding

Brief Explanation of "Other PY" Funds*
[]

Current Year (CY)

Federal CY* \$ []
Excluding VAWA

VAWA Funds CY* \$ []

State Funds CY* \$ []

Local Funds CY* \$ []

Other CY1 \$ []

Brief Explanation of "Other CY" Funds*
[]

- Finally, please sign off on the fees and costs certification:

The applicant agency's laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

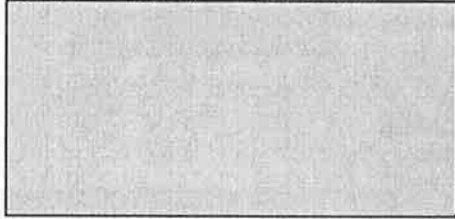
Fees & Cost Certification*

My agency agrees to the terms & conditions stated in the fees & cost certification

4. Project Activities

- In this section, describe the VAWA-funded project activities, goals and/or services offered. For example, victim service providers should state an estimate of the number of victims that will be served during the grant year, the types of services offered, and the anticipated outcomes framed in terms of OPM data. Training programs should list the topics you anticipate covering, the number of people you will train and the number of trainings you plan to offer. You may base your estimates on the VAWA-funded activities completed last year as reported on the S.T.O.P. VAWA Annual Report, VSSR and/or CJSSR.

In this section, describe the VAWA-funded project activities, goals and/or services offered. For example, victim service providers should state an estimate of the number of victims that will be served during the grant year, the types of services offered, and the anticipated outcomes framed in terms of OPM data. Training programs should list the topics you anticipate covering, the number of people you will train and the number of trainings you plan to offer. You may base your estimates on the VAWA-funded activities completed last year as reported on the S.T.O.P. VAWA Annual Report, VSSR and/or CJSSR.*



1500/1500

- Please indicate which of the 20 S.T.O.P. VAWA Purpose Areas your project serves, and briefly describe how it fulfills the purpose area(s).
 1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a))
 2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence
 3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims
 4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence
 5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence
 6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence
 7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to

violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program)
14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims
19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, and/or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code

20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, and/or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose

- Please indicate the percentage of funds that are used to address each of the four S.T.O.P. VAWA-eligible victimizations (domestic violence, dating violence, sexual assault and stalking). The total percentage for all service areas must equal exactly 100%.

Domestic Violence (%)*

Dating Violence (%)*

Sexual Assault (%)*

Stalking (%)*

TOTAL PERCENTAGE

The total percentage must equal exactly 100%

- Please explain the target population for the VAWA-funded project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people.

Please explain the target population for the VAWA-funded project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people.*

1500/1500

- Please check the corresponding boxes to indicate which of the underserved populations your VAWA-funded project addresses.

Please check the corresponding boxes to indicate which of the underserved populations your VAWA-funded project addresses:*

Rural Racial or Ethnic Minority Incarcerated LGBTQQIA Men and Boys Religious Minority
 Immigrant or Refugee Limited English Proficient Not Applicable Other:

- Describe the need for your VAWA-funded project.

Describe the need for your VAWA-funded project.*

1500/1500

- Please describe what data your agency collects for your project, and how data are collected.

Please describe the data your agency collects for your project, and how the data is collected.*

1500/1500

- Describe how you define success for your project.

Describe how you define the success of your project.*

1500/1500

- Indicate whether or not your project will have changes in scope, activities or services from the previous grant year. Please refer to your 2015 application if you need to determine any change in scope.

Indicate whether or not your project will have changes in scope, activities or services from the previous grant year.*

1500/1500

- If applicable, check the victim services provided by this VAWA-funded project through federal AND match funds:
 - Not applicable – this VAWA application is for a CJSI or Discretionary project that does not provide victim services
 - In-person Crisis Counseling
 - Telephone Contact
 - Follow-up
 - Therapy
 - Group Treatment
 - Shelter/Safe House
 - Information & Referral (In-Person)
 - Criminal Justice Support/Advocacy
 - Emergency Financial Assistance
 - Emergency Legal Advocacy
 - Assistance in Completing a Compensation Application
 - Review of Compensation Eligibility Requirements
 - Assistance Gathering Documents for and Submitting an Application
 - Follow-up with the Victims Compensation Program
 - Assistance in Applying for TANF/Social Services
 - Non-Emergency Legal Advocacy
 - Personal Advocacy
 - Assistance Placing Animals in Distress
 - Forensic Interviews
 - Check All
 - Other (Please explain) _____

Budget

All applicants must attach a budget using the Budget Detail Worksheet. All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability of line item costs per VAWA program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates.

The FY2016 VAWA awards are only for continuation funding. The award amount received in 2015 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should reflect the federal award amount received for the current grant year. Please see the appendix for the list of 2015 awards by grant ID number, which details the agency's name, program type, and federal award amount.

CJSI Applicants and Match

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. All CJSI projects conducted by agencies **other than victim service providers** must submit a minimum funding match of 25% through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. If you have a discretionary project, please consult the points of contact listed on this RFA to discuss your agency and project to determine whether you will need to provide match.

The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds. Further, matching funds must be used only for the VAWA-funded project during the grant period to support the identified goals, objectives, and activities. That is, the matching funds cannot be used to support activities that are not concurrently supported by VAWA formula funds. Match must be provided on a project-by-project basis. Please see the subsequent pages for the formula used to calculate match relative to the project's budget.

For the purpose of this program, **in-kind match** may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality.

Subgrantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VAWA funded employees.

All matching contributions must be:

- Verifiable from the subgrantee's records
- Not included as a contribution for any other Federal Funds
- Necessary and reasonable to accomplish the project's goals
- Allowable charges
- Not paid by the applicant from Federally derived funds received under another assistance agreement

- Included in the budget approved by CJCC
- In accordance with all other Federal and State requirements

Formula for Match Calculation

- 1) Total Project Budget x Match Requirement Percentage = Match Requirement
- 2) Total Project Budget – Match Requirement = Amount of Grant Request

Example 1: For a project with a total budget of \$100,000 and a 25% Match Requirement Percentage:

- 1) \$100,000 x 25% = \$25,000 (Match Requirement)
- 2) \$100,000 - \$25,000 = \$75,000 (Amount of Federal Grant Request)

Program Income

“Program income” is gross income earned during the funding period by the subgrantee as a direct result of the grant award. As a general rule, the CJCC does not allow VAWA applicants to earn or use program income for services by S.T.O.P. funds.

Allowable and Unallowable Costs

A list of unallowable costs is provided in the appendix.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

Certification and Completion

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the application and initials to certify completion. **Remember to submit the application** when you are finished with this section. Your application is final and cannot be recalled or modified by CJCC if you have submitted in error. However, if more than one application is submitted for the same grant number, CJCC will only accept the most recent application.

E. ATTACHMENTS

The required attachments below must be completed and submitted with the application. Please carefully read and follow the instructions on all forms.

- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- If applicable:
 - Non-profit applicants must submit a copy of their 501(c)(3) certificate
 - Non-profit applicants must submit an organizational chart for the entire program and job descriptions for all employees included in the proposed budget
 - Fully executed Memoranda of Understanding and support letters as they demonstrate collaboration and support among stakeholders
 - If grant funds are requested to pay for an IT network or computer system, proof that the system or network blocks pornography
 - Victim service providers must submit blank client intake forms
 - Training applicants must submit MOUs or other proof of collaboration with local victim

- services providers OR state coalitions, unless the applicant is a victim service provider or coalition
- o Copies of contracts, personnel action forms, leases and other documentation to support line-item costs claimed on the grant

Detailed Budget Worksheet*

No file chosen

Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters*

No file chosen

Disclosure of Lobbying Activities*

No file chosen

Audit Requirements*

No file chosen

Civil Rights Contact*

No file chosen

Standard Assurances*

No file chosen

501(c)3 Certificate

No file chosen

Non-Profits Only

Organizational Chart

No file chosen

Non-Profits Only

Support Documentation for Budgeted Items

No file chosen

e.g. salary authorization statements, job descriptions, contractual agreements, etc

Blank Client Intake Form

No file chosen

e.g. salary authorization statements, job descriptions, contractual agreements, etc

Training MOU(s)

No file chosen

Training applicants must submit MOU(s) unless the applicant is a victim service provider or coalition.

Other 1

No file chosen

e.g. MOU, Letters of Support, Proof that IT System Block Pornography

Other 2

No file chosen

e.g. MOU, Letters of Support, Proof that IT System Block Pornography

Other 3

No file chosen

e.g. MOU, Letters of Support, Proof that IT System Block Pornography

F. SUBMIT APPLICATION

The last step before submitting your application is to fill out the name, title, phone number, and email address of the application's point of contact. This will be the person we contact in the event there are questions about your application.

Please be sure to click submit so that we receive your online application. The application must be submitted by the deadline to be considered for the award amount approved by the Council.

Once submitted, please right click the screen to print and save a .pdf of the confirmation page. The application's point of contact will receive a confirmation email as well.

Point of Contact For This Application

Name

First Name Last Name

Title

Phone

Applicant Email

BY ENTERING MY NAME BELOW, I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL STATEMENTS AND DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE AUTHORIZED OFFICIAL OF THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

Name

First Name Last Name

G. APPLICATION AND AWARD TIMELINE

CJCC strives for transparency in its VAWA application and award process. The working timeline for applications and awards is as follows:

Milestone	Target Date
Release RFAs and open application	August 2, 2016
Application closes	September 1, 2016
CJCC sends award packets to subgrantees	October, 2016
Award packet webinars	November, 2016
Award packets due to CJCC	December, 2016
Start of VAWA grant year	January, 2017

Funding Decisions and Appeals

All funding decisions related to the VAWA grant program from this solicitation are based on the availability of funding and recommendations of the CJCC staff review panel to the Victim Assistance Grants Advisory Committee. The Committee votes to accept or deny staff recommendations, which are subject to the Council’s approval.

CJCC informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by CJCC’s Executive Director. Applicants have the opportunity to **appeal the initial funding decision within fifteen business days of the date on which the denial notice was postmarked**. Appeals should be submitted in the form of a cover letter on the applicant agency’s letterhead and any supporting documentation. You may submit an appeal in writing to the Criminal Justice Coordinating Council, ATTN: Shontel Wright, 104 Marietta St. NW Suite 440, Atlanta, GA 30303.

G. APPLICATION REVIEW PROCESS

All applications and attachments are reviewed by CJCC Victim Assistance Unit staff. Applications are primarily reviewed based on three basic criteria: submission of complete and accurate information, programmatic compliance with federal and state guidelines, and financial compliance in that all costs are allowable, reasonable, and justified per the federal and state guidelines.

H. APPLICATION TECHNICAL ASSISTANCE

Applicants may also contact members of the Victim Assistance Unit for technical assistance.

APPENDICES

A. Allowable and Unallowable Costs

1. Allowable Costs and Services

- S.T.O.P. funds should be used for projects that serve or focus on adult and youth (age 11-24) women and girls who are victims of domestic violence, dating violence, sexual assault, and/or stalking. In general, victims served with S.T.O.P. funds must be adults or youth. Under a new purpose area created by VAWA 2005, however, S.T.O.P. funds may also support “complementary new initiatives and emergency services for victims and their families.” For example, S.T.O.P. funds may support services for secondary victims such as children who witness domestic violence.
- In VAWA 2014, Congress added two new purpose areas that specifically included men, which means that subgrantees under those purpose areas may have projects that target male victims. The specific purpose areas are purpose area 17 (focusing on programs addressing sexual assault against men, women, and youth in correctional and detention settings) and purpose area 19 (focusing on services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, and/or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity). S.T.O.P. funds may be used to address child sexual abuse when the victim is now an adult, provided that the abuse occurred or continued when the victim was age 11 or older.
- There is now a specific purpose area for “developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.” The services provided, however, may only address the domestic violence, dating violence, sexual assault, and/or stalking victimization experienced by the incarcerated individual, including both such crimes experienced while incarcerated and crimes experienced at other points in their youth and adult lives. Funds should not be used to provide any other types of services, such as rehabilitative services related to the crime committed by the incarcerated individual. Finally, as is the case with the use of all S.T.O.P. funds, states must use those funds to supplement state funds, and not to supplant state funds that would otherwise be available for the activities funded.
- S.T.O.P. funds may be used to cover reasonable transportation costs that would enhance a woman’s safety. This includes costs associated with safely transporting a victim out of state.
- Programs in schools may be supported to the extent that they fit within one or more of the S.T.O.P. program’s statutory program purpose areas. For example, S.T.O.P. funds could be used to provide support groups that meet at school for dating violence victims or to provide information to students about services available to help victims of dating violence.
- Beginning with FY 2007 awards to the states, S.T.O.P. funds may be used for health care providers’ time conducting forensic examinations, if two requirements are met:
 - 1) the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners (SANEs) or Sexual Assault Forensic Examiners (SAFEs)); and 2) the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.

- Food provision within the context of victim services (e.g., providing food in shelters) is permissible if the food is necessary or integral to providing services to women to enhance their safety. S.T.O.P. funding may be used to purchase groceries as part of victim services that subgrantees provide to victims. Grantees and subgrantees need to have a process in place to ensure that all items purchased are allowable, reasonable and necessary under applicable state and federal statutes and regulations and used for program purposes. Pursuant to federal regulations, the purchase of any alcohol, tobacco, or related products is strictly prohibited with the use of grant funds.
- Salaries for prosecutors, law enforcement officers, or judges being paid are handling cases involving violence against women. If they are not working full time on violence against women cases, their time must be prorated.
- Operational costs of a facility, such as a shelter, except that if the project is supported with funds from other sources as well (e.g., Victims of Crime Act or Family Violence Prevention and Services Act funds), the rent and operational expenses must be prorated among the different funding sources. In addition, the rent must be reasonable. If, however, the shelter owns its own facility, rent for use of that facility may not be charged to the grant at all; however, related expenses such as utilities and building security may be charged to the grant. As discussed below, renovations and construction may not be supported with S.T.O.P. funds.
- Gift cards are only allowable to the extent that they are used for purposes that are otherwise an allowable use of S.T.O.P. funds, such as to purchase groceries for victims as described in question 16, below. If the grantee or subgrantee determines that use of gift cards is necessary to provide services to victims, they must ensure that effective control and accountability is maintained over gift cards and that those cards are used solely for authorized purposes.
- S.T.O.P. funds can be used to pay victim's first month's rent. Deposits are also allowable if the subgrantee has an agreement in place with the landlord that the full/remaining deposit will be returned to the subgrantee and not the victim at the end of the lease. OVW advises that the subgrantees arrange to pay the first month's rent, rather than a security deposit, to alleviate the need to recover and account for the deposit.
- S.T.O.P. can pay for co-location of services under the purpose area for "maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families." However, if any of the underlying services at the center cannot be funded through S.T.O.P., such as substance abuse counseling, then the staffing for those services still cannot be supported through this purpose area, just the co-location. For example, co-location costs might include a centralized intake person, rent, or security.
- S.T.O.P. Program funds may support the following activities related to SANE/SAFE programs even if the requirements for paying personnel costs are not met:
 - Training for SANE/SAFE personnel
 - Expert testimony of SANE/SAFE personnel
 - Forensic evidence collection kits ("rape kits")
 - Equipment, such as colposcopes, swab dryers, and lights
 - Outreach efforts to inform victims about available services
 - Victim advocate personnel to accompany victims through the forensic examination process
 - On-going counseling services for victims
 - On-call time of the SANE/SAFE personnel
 This list of SANE/SAFE activities that may be funded is not comprehensive and other similar activities may be funded. Please contact the state's grant program specialist with questions.

2. Unallowable Costs and Services

- Personnel-related expenses for an Executive Director and/or Volunteer Coordinator whose functions include recruiting, training, and supervising volunteers who provide direct victim services may be reimbursed for that portion of their functions that are tied to volunteers. Reimbursement for such positions will be pro-rated to exclude that proportion of their time dedicated to agency administrative or support staff responsibilities
- Expenses for positions whose primary responsibilities include staff support (e.g. secretary, administrative assistant, data entry specialist), fundraising, or public relations
- Expenses for positions and related activities, whose primary function is community education and prevention, not outreach to victims
- Purchasing and/or leasing a vehicle
- Building renovations, including minor activities such as painting or carpeting
- Conducting research, which **does not include** pre- and post-testing training subgrantees or conducting victim satisfaction or outcome surveys. In conducting such testing or surveys to assess program effectiveness, sub grantees may not collect, analyze or disseminate any information that may reveal a private person's or victim's identity
- The purchase of law enforcement equipment including uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse program that are not an integral part of a court-mandated batterer intervention program
- Substance abuse treatment and services
- Fees for immigration-related matters
- Generally, food at events and conferences. The provision of food and beverages at training events or conferences is governed by the OVW Grants Financial Management Guide. (See <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>). Please review the requirements carefully in determining if food provision at a particular event is acceptable and contact the state's grant manager if the state has any questions
- S.T.O.P. funds cannot be used to fund any criminal defense work, including defending women who assault, kill, or otherwise injure their abusers
- S.T.O.P. funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location. However, S.T.O.P. funds may be used to cover reasonable transportation costs that would enhance a woman's safety
- Voucher programs where victims are directly given vouchers for such services as housing or counseling

3. Unallowable Activities

Grant funds under the victim services grant program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying,
- Fundraising,
- Research Projects, or
- Building Renovations.

B. Priorities Identified by the State for S.T.O.P. VAWA

At the 2015-2016 S.T.O.P. VAWA Implementation Plan committee meeting, CJCC asked stakeholders to evaluate the state's performance for each of the twenty S.T.O.P. VAWA 2014 Purpose Areas. The participants were asked to assess each purpose area from an agency perspective, then convene in small groups to discuss a statewide assessment and rank each purpose area in order of priority (high, medium, low, not applicable or declined to indicate). The rankings were assigned scores of 3, 2, 1, and 0 respectively. The scores assigned by each group were then averaged for each purpose area (mean score 2.19). The standard deviation was calculated to be 0.63. The scores were then classified as "high priority" if they fell within two standard deviations higher than the mean (3.45), medium priority if they were within one standard deviation of the mean (2.82), or low priority if they were less than the mean. Three purpose areas were identified as "high priority" and an additional nine purpose areas were identified as "medium priority." The remaining eight purpose areas were classified as "low priority." The ranked purpose areas are indicated below, in order of priority.

High Priorities (all tied)

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims.

9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families².

19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, and/or stalking, whose

² Subgrantees were primarily concerned with sustaining core services. They thought supporting new initiatives was a much lower priority at the moment.

ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.

20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, and/or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

Medium Priorities

(1, 4 and 7 tied)

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a)).

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.

7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence.

(5, 8, 10, and 14 tied)

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence.

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.

Low Priorities

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.

12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, and/or stalking and may undertake the following activities—

- A. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
- B. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- C. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- D. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—

- A. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- B. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
- C. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.

C. Priorities Identified by the State for the Sexual Assault Set-aside

Per the S.T.O.P. VAWA Reauthorization of 2013, effective March 2015, at least 20% of funds granted to a state shall be allocated for programs or projects in 2 or more allocations (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship. In the application, subgrantees must indicate the portion of grant funds spent on projects that meaningfully address sexual assault. These programs must 1) meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and/or rape within the context of an intimate partner relationship; and 2) adhere to the core service requirements for sexual assault programs outlined in Appendix E. **Pending availability of federal funds and CJCC's distribution of funding to meet the 20% set-aside requirement**, additional funds may be awarded to agencies that demonstrate a sound sexual assault program as described herein.

The following five purpose areas and corresponding goals were identified as state priorities in the 2015-2016 S.T.O.P. VAWA Implementation Plan committee meeting, in order of prioritization:

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

Goals:

- Increase training availability and coordination with domestic violence service providers
- Continue to improve training content to be both based on national models and area needs
- Increase availability in rural and south Georgia
- Work with hospitals and other medical providers to encourage attendance and paid staff time to complete trainings

(15-18 tied)

15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

Goals:

- Provide support and training to SART teams
- Develop innovative means of encouraging judicial presence and top-down support
- Develop protocols for SART establishment and development

16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

Goals:

- Increase training availability
- Develop protocols and implement to ensure consistency

17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

Goals:

- Begin to build a foundation to address this purpose area in future implementation plans, including forging relationships with correctional and detention facilities

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols

and policies for notifying and involving victims.

Goals:

- Identify areas with backlogs and rank based on size and need
- Develop protocols and policies for addressing backlogs, starting with highest-need areas
- Include protocols for speeding up results from initial testing

D. Core Services by Agency Type

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim services grant funds.

These standards are based on extant program models across the state and should be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs defined herein include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC's), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs.

These core service definitions are also the basis for any programmatic desk audits or site visits. CJCC grant monitoring staff will have a checklist based on these core service definitions to ensure programs are providing a minimum level of services with CJCC funds.

Child Advocacy Center (CAC)

The Criminal Justice Coordinating Council requires that any child advocacy center funded with VOCA, VAWA, or SASP funds must provide the following basic services and meet the following criteria:

- Provide counseling for child abuse victims – either in-house or through a linkage agreement
- Provide referral services to necessary social services
- To be a member of a multi-disciplinary team comprised of law enforcement, prosecution, victim advocates, medical, and child welfare officials
- Notify and assist the victim about his/her eligibility for victim's compensation
- Advocate on the child's behalf for services and expedite case processing
- Review a child's court case(s)
- Track the child's case to ensure that the child is not lost in the criminal justice or other government system(s)
- Provide services to non-offending caregivers and other secondary victims of child abuse
- Provide training to other officials such as law enforcement, prosecutors and judges about the effects child abuse and negligence and strategies for effectively handling such cases
- Obtain a Memorandum of Understanding with agencies with which they partner on the multi-disciplinary team as applicable
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

Court-Appointed Special Advocates (CASA)

Based on the statutorily mandated minimum standards, best practices in Georgia and nationally, and on training requirements, CJCC defines CASA programs as follows:

- All CASA volunteers must complete at least 30 hours of training before serving in court; additionally, CASA volunteers must complete 12 hours per year of continuing education
- CJCC CASA programs must be affiliates of the state umbrella agency – Georgia Court Appointed Special Advocates (GACASA) – and members of the National Court Appointed Special Advocates Association
- Conduct independent investigations of a child’s case – which may include interviewing the parties in the case, the child’s family, and any social agency employees who work with the child
- Maintain regular contact with the child at least once per month
- Provide written reports to the court for each scheduled hearing
- Advocate on the child’s behalf to have court hearings scheduled so the case can be resolved
- Advocate for judicial review of a child’s case
- Attend at all court hearings about the child’s case
- Work with all parties involved in a deprivation proceeding
- Review court documents pertaining to the child’s case
- Refer, as appropriate and necessary, to other social service agencies
- Notify and assist the victim about his/her eligibility for victim’s compensation
- Ensure that all services are available for persons with Limited English Proficiency (LEP) or provide referrals for culturally and linguistically appropriate services as needed
- Advocate staff must have at least 40 hours of annual training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

Counseling Services

The Criminal Justice Coordinating Council outlines specific requirements for programs providing **therapy or counseling services** in-house or via contract with a **licensed** counselor/therapist:

- The in-house or contract counselor or therapist must have a **Georgia-specific** license.
- If the in-house or contract therapist uses interns or license-eligible therapists to supervise group therapy sessions or provide individual therapy, that person(s) must be supervised by a **Georgia-licensed** therapist or counselor.
- All counselors or therapists must conduct an intake and needs assessment that must include an assessment for acute mental illness, trauma or substance abuse prior to treating any patient. The therapist or counselor should have an up-to-date referral list for patients that he/she cannot treat because their needs are beyond the scope of the therapist’s expertise.
- The organization or contract therapist should have a protocol to ensure that therapy services are available to persons with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for cultural or language appropriate therapy services.
- Any in-house or contract therapy provider or counselor must attend at least **5 hours** of continuing education per year related to treating or serving crime victims. If the agency provides services via contract with an outside provider, the training requirement must be stipulated in the contract and proof that the contractor has met the annual requirement should be on file with the contracting agency.

Specific requirements for programs providing peer support groups:

- The person leading any peer support group must receive training specific to leading such support groups.
- Persons leading support groups must receive at least **5 hours** of continuing education per year related to providing services to crime victims.
- Any support group should have a baseline curriculum with specific goals and objectives toward which members are working. Such a curriculum should be clearly defined, but flexible enough to accommodate the specific needs of various groups.
- Organizations providing support groups should have a protocol to make accommodations to meet the needs of individuals with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for culturally or language appropriate peer support group services.
- Notifying and assisting the victim about his/her eligibility for victim's compensation
- **Any provider who is only providing peer support groups may not advertise that they offer "therapy or counseling services" per O.C.G.A. § 43-10A.**

Domestic Violence Programs

The Criminal Justice Coordinating Council (CJCC) funds two types of domestic violence agencies community-based non-shelter programs, and shelter-based domestic violence programs. Below is a list of basic services any domestic violence programs funded with VOCA, VAWA, or SASP funds must provide:

- **Non-Shelter, Community-based agencies:**
 - New direct service volunteers must have 10 hours of training
 - New staff members who will be providing victim services must have 40 hours of training prior to allowing them to serve victims unsupervised
 - Refer to the statewide or national domestic violence hotline provided in the agency's outgoing voicemail for any victim calling after normal business hours
 - Refer to and help with obtaining emergency or safe shelter for victims who qualify and are eligible
 - Refer to services that meet the needs of children who witness or are victims of domestic violence, if the agency does not have a program for child victims
 - Provide or have partnership to provide peer support groups run by a facilitator who is trained to run domestic violence support groups
 - Refer to therapy or counseling by a licensed professional counselor, psychologist, or psychiatrist
 - Assist or have partnerships that assist with filing petitions for temporary protective orders, immigration filings where appropriate, and court accompaniment to hearings
 - Refer to legal help or advocacy related to other civil, criminal or immigration matters where a licensed attorney is required
 - Notify and assist the victim about his/her eligibility for victim's compensation
 - Advocate with social service providers such as TANF agencies, unemployment offices etc.
 - Assist victims with finding permanent or transitional housing or referral to agencies that specialize in these services
 - Inform and refer victims to proper parenting without the use of violence
 - If the agency provides parenting classes in-house, a model or set curriculum should be followed.
 - Provide follow-up services when the client consents to be contacted and it is safe to do so
 - Conduct community outreach and awareness about the effects of domestic violence

- Have a written, publicized policy that the agency serves all victims of domestic violence regardless of sex, race, ethnicity, sexual orientation, age, religion, or immigration status
 - Have a written plan to provide services available to Limited English Proficient victims
 - Conduct a written or verbal, standardized dangerousness and/or lethality assessment that is consistently administered to all clients along with safety planning
- **Shelter-Based Programs**
 - Provide all the services mentioned for non-shelter, community-based agencies above
 - Provide staff 24-hours per day 7 days per week, including holidays, to admit victims into the shelter
 - Be able to ensure any victim contacting the shelter is placed in safe, emergency housing, including:
 - Housing the victim in your shelter
 - Calling other organizations or shelters for the victim to be placed
 - Providing funds for a victim to stay in a hotel, if necessary
 - Have shelter accommodations sufficient to house dependent children of the victims seeking their services
 - Provide services to help victims with dependent children make arrangements with their child's school and other social services
 - Maintain an updated shelter bed availability count in the DHS database
 - Assist with making transportation arrangements for victims who cannot get to the shelter, court hearings, etc.

Legal Services Providers

Legal Services Providers funded with VOCA, VAWA, or SASP funds must provide the following services. Because some of those activities would overlap with the work of Victim Witness Assistance Programs, CJCC narrowly defines Legal Services and makes the following distinction between legal advocacy and legal services:

Legal Advocacy:

- Legal Advocacy services may not require the assistance of an attorney barred under the State of Georgia;
- Lay advocates must be trained to assist victims with filing temporary protection orders. Such advocates must be specifically trained and certified to provide such assistance. Acceptable training includes the VAWA-funded Georgia Legal Services Temporary Protective Order training, or other training as approved by CJCC;
- Legal Advocacy thus includes:
 - Assistance with filing the Georgia Crime Victim's Compensation Program
 - Assistance filing a temporary protective order
 - Accompanying the victim to a first appearance and subsequent hearings
 - Assisting the victim with contacting an offender's probation or parole officer – particularly with respect to TPO violations
 - Assisting the victim with advocating for no contact constraints or stay away bond conditions
 - Assisting the victim with obtaining a warrant for an offender's arrest
 - Referring the victim to legal counsel with respect to custody, or divorce or immigration matters
 - Educating the victim about his/her role in the criminal justice process
 - Assistance with and coordination with attorneys or Board of Immigration Appeals-certified advocate for filing T- or U-Visa paperwork, or a VAWA self-petition

- Outreach to underserved communities to identify potential victims of crime and provide services
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Legal Services:

- Legal services require assistance from a state barred attorney, or in the case of immigration law, a Board of Immigration Appeals-accredited representative
- Both VOCA and VAWA allow legal services that help ensure the victim’s immediate safety
- Legal Services include:
 - Assistance with completing and filing a T- or U-Visa paperwork, or VAWA self-petition on a victim’s behalf;
 - Legal immigration counsel and/or representation with remedies under the Violence Against Women Act and/or The Victims of Trafficking and Violence Prevention Act before USCIS; ICE; Immigration Court
 - Assistance with divorce or custody legal filings and appearing on the victim’s behalf in court
 - Assistance with eviction proceedings, if the eviction results from the victimization
 - Assistance with filing contempt petitions when a temporary protection order is violated and representation at 2nd TPO hearings
 - Drafting demand letters or lawsuits on behalf of victims of financial abuse or fraud to restore lost property
 - Outreach to underserved communities to identify potential victims of crime and provide services
 - Ensure that all services are available for persons with Limited English Proficiency or provide referrals for culturally and linguistically services where appropriate

Sexual Assault Programs

The Criminal Justice Coordinating Council requires that any sexual assault center funded with VOCA, VAWA, or SASP funds must provide the basic services below:

Training for staff and volunteers:

- Prior to being allowed unsupervised contact with clients, sexual assault center staff must complete 24 hours of training. Staff must maintain their advocacy skills with 10 hours of continuing education per year.
- Prior to being allowed unsupervised contact with clients, volunteers must complete 10 hours of training. Volunteers must maintain their service skills with 10 hours of continuing education per year.
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training Online, the National Organization for Victim’s Assistance (NOVA) or other body that provides training specific to serving crime victims

Core services include:

- A 24/7 crisis hotline
- Referrals to and assistance with obtaining social or legal services, where applicable
- Notifying and assisting the victim about his/her eligibility for victim’s compensation
- Accompaniment to medical evaluations, and with client consent or at his/her request, to police interviews, and court hearings

- In-house provision or referral for licensed counseling and/or support groups run by a trained facilitator as requested or necessary
- Community education and awareness about the impact of sexual assault, including outreach about available services to victims and criminal justice professionals
- Participation on Sexual Assault Response Teams (SARTs), if any exist in the center's community
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Victim Witness Assistance Programs - Law Enforcement & Prosecution

The Criminal Justice Coordinating Council requires that victim witness assistance program funded with VOCA, VAWA, or SASP funds must provide the following services: below Georgia's Association of Chiefs of Police and Georgia's Prosecuting Attorneys Council have model policies and minimum service requirements for law enforcement and prosecutor's agencies, respectively (Georgia Association of Chiefs of Police, 2009; Georgia Prosecuting Attorney Council, 2006). The policies and minimum services are based in part on the Crime Victims Bill of Rights. CJCC recommends the core service definitions below for Law Enforcement VWAPs and Prosecutors VWAPS as the minimum requirement, since these are necessary to enforcing the basic rights outlined in the Crime Victims' Bill of Rights:

Law Enforcement VWAP:

- Educate the victim about his or her role in the criminal justice process and provide a summary of follow-up actions the agency will take
- Notify and assisting the victim about his/her eligibility for victim's compensation
- Notify the victim about victim services within the area
- Provide the victim with contact information for case updates and follow-up, upon the victim's request, and if applicable
- Notify the victim about the status of temporary protective orders and their eligibility to apply for such orders
- Advocate on the victim's behalf with the Sheriff's office or Police Department, or provide training to law enforcement agencies, to ensure that the victim's information is taken so he/she can be notified of the defendant's status – e.g. of arrest, of release from incarceration or on bond, and/or of potential bond conditions
- Make all services available to victims with Limited English Proficiency (LEP)
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

Prosecutor's VWAP:

- Assist victims with recovering any property taken as evidence or recovered by the police
- Provide referral services to agencies that can provide counseling or other social services the victim might need
- Notify and assist the victim about his/her eligibility for victim's compensation
- Assist victims with obtaining restitution from the accused
- Assist victims with filing a victim impact statement
- Notify victims of any court hearings at which they must or might want to be present
- Educate the victim about his or her role in the criminal justice process
- Notify the victim about any proceeding at which the release of the accused will be considered and provide the victim with the opportunity to express his/her opinion regarding potential release

- If the accused is found guilty and sentenced to jail, connect the victim with the victim services division in the corrections department and assist the victim with registering for offender status notifications
- Advise the victim about his/her right to wait during judicial proceedings in an area separate from the accused
- Serve as the liaison between the victim and the prosecutor assigned to the case
- Provide support to the victim during trial process, in meetings with prosecutor, and at court hearings
- Have a written plan to be ready to provide services to victims who are Limited English Proficient
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

E. 2015 Allocations

Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.

Grant ID	Agency	Program	Federal	Match
W12-8-074	Georgia Network to End Sexual Assault	Law Enforcement Training	120,137	40,046
W13-8-056	Grady Health System Rape Crisis Center	Victim Services	69,122	0
W14-8-001	AOC-Judicial Council of Georgia	Court Services	67,118	22,373
W14-8-002	AOC-Judicial Council of Georgia	Court Services	25,000	8,333
W14-8-003	Athens-Clarke County	Court Services	70,000	23,333
W14-8-004	Athens-Clarke County	Law Enforcement	70,000	23,333
W14-8-005	Athens-Clarke County	Prosecution	70,000	23,333
W14-8-006	Atlanta Victim Assistance, Inc.	Victim Services	91,495	0
W14-8-007	Berrien County Board of Commissioners	Prosecution	70,000	23,333
W14-8-008	Caminar Latino, Inc.	Victim Services	39,531	0
W14-8-009	Catholic Charities of the Archdiocese	Victim Services	76,222	0
W14-8-010	Cherokee County BOC	Prosecution	70,000	23,333
W14-8-011	Cherokee Family Violence Center, Inc.	Victim Services	44,843	0
W14-8-012	Clayton County BOC	Prosecution	70,000	23,333
W14-8-013	Crisp County Board of Commissioners	Prosecution	70,000	23,333
W14-8-014	Dawson County BOC	Law Enforcement	39,589	13,196
W14-8-015	DeKalb County Government	Prosecution	50,786	16,929
W14-8-016	DeKalb County Government	Prosecution	50,000	16,667
W14-8-017	DeKalb Rape Crisis Center, Inc.	Victim Services	25,000	0
W14-8-018	Dougherty County BOC	Prosecution	50,000	16,667
W14-8-019	Douglas County BOC	Prosecution	53,849	17,950
W14-8-020	Douglas County Task Force	Victim Services	83,499	0
W14-8-021	F.A.I.T.H. in Rabun County, Inc.	Victim Services	28,323	0
W14-8-022	Family Crisis Center of (WDCC) Counties, Inc.	Victim Services	36,861	0
W14-8-023	Four Points, Inc.	Victim Services	25,000	0

W14-8-024	Georgia Coalition Against Domestic	Undesignated	177,561	59,187
W14-8-025	Georgia Coalition Against Domestic	Undesignated	37,500	12,500
W14-8-026	Georgia Commission on Family Violence	Court Services	60,032	0
W14-8-027	Georgia Legal Services Program, Inc.	Victim Services	28,249	0
W14-8-028	Georgia Mountain Women's Center, Inc.	Law Enforcement Training	23,100	0
W14-8-029	Georgia Public Safety Training Center	Law Enforcement Training	138,990	46,330
W14-8-030	Gwinnett Sexual Assault Center, Inc.	Law Enforcement Training	61,461	0
W14-8-031	Habersham County	Law Enforcement	58,272	19,424
W14-8-032	Henry County BOC	Law Enforcement	70,000	23,333
W14-8-033	Houston County Commissioners	Prosecution	50,000	16,667
W14-8-034	International Women's House, Inc.	Victim Services	60,065	0
W14-8-035	NOA's Ark, Inc.	Victim Services	86,990	0
W14-8-036	Oconee County	Law Enforcement	70,000	23,333
W14-8-037	Oconee County	Prosecution	70,000	23,333
W14-8-038	Partnership Against Domestic Violence	Victim Services	97,750	0
W14-8-039	Paulding County BOC	Prosecution	50,000	16,667
W14-8-040	Pickens County BOC	Prosecution	40,835	13,612
W14-8-041	Piedmont Rape Crisis Center, Inc.	Victim Services	25,000	0
W14-8-042	Project Safe, Inc.	Undesignated	50,141	0
W14-8-043	Raksha, Inc.	Victim Services	66,921	0
W14-8-044	Raksha, Inc.	Law Enforcement Training	25,000	0
W14-8-045	Rape Crisis & Sexual Assault Services	Victim Services	77,168	0
W14-8-046	Refugee Family Services, Inc.	Victim Services	102,302	0
W14-8-047	SAFE Homes of Augusta, Inc.	Law Enforcement Training	23,586	0
W14-8-048	Sexual Assault Center of NW GA, Inc.	Victim Services	32,893	0
W14-8-049	Support in Abusive Family Emergencies	Law Enforcement Training	35,000	0
W14-8-050	Support in Abusive Family Emergencies	Victim Services	25,000	0
W14-8-051	Tapestri, Inc.	Law Enforcement Training	55,994	0
W14-8-052	The Lily Pad SANE Center, Inc.	Victim Services	50,425	0
W14-8-053	The Southern Crescent Sex Assault Center, Inc.	Victim Services	71,427	0
W14-8-054	Tifton Judicial Circuit Shelter, Inc.	Victim Services	55,389	0
W14-8-055	Upson County	Prosecution	50,000	16,667
W14-8-056	Wayne County Board of Commissioners	Prosecution	70,000	23,333
W14-8-057	Whitfield County BOC	Prosecution	57,231	19,077

Backup material for agenda item:

4. Presentation and Consideration of Family Connection DBHDD Grant - Family Connection Director Nancy Stites



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Dawson County Family Connection

Work Session: August 11, 2016

Prepared By: Clark MacAllister

Voting Session: August 18, 2016

Presenter: Nancy Stites

Public Hearing: Yes No

Agenda Item Title: Department of Behavioral Health and Developmental Disabilities-Substance Abuse Prevention Services Grant Proposal

Background Information:

Family Connection received a contract from the Department of Behavioral Health and Developmental Disabilities to provide substance abuse prevention services (underage drinking prevention) during the 2012-2016 grant cycle. The final year's contract ends September 30, 2016. The Department of Behavioral Health and Developmental Disabilities released a Request for Proposal for similar services on July 14, 2016 with an application due date of August 12, 2016.

Current Information:

Family Connection is requesting approval/authorization to submit a proposal to continue underage drinking prevention services in Dawson and, if awarded, Dawson County Government continue as fiscal agent for contract funds. Amount requested approximately \$141,507 (\$20,000 over 2012-16 contract amount of \$121,507.) There are no matching funds required.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
207	00	7636				

Recommendation/Motion: Approve as submitted

Department Head Authorization: Clark MacAllister

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 8/4/16

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

66

COST PROPOSAL
Substance Abuse Prevention Services and Programs
SAMHSA Substance Abuse Prevention and Treatment Block Grant
DBH0000503

CONTRACTOR NAME: Commission of Roads and Revenue-
Dawson County

REGION 1

EXPENSE DESCRIPTION	PROPOSED AMOUNT	EXPLANATION OF PROPOSED AMOUNT
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A. Personnel Services

Salaries	56658.00	Coordinator-100% Project Director-30%
Fringe Benefits	4515.00	Coordinator, Project Director
Total Personal Services	61173.00	

B. Regular Operating

Advertising	29880.00	billboards,theatre,print ads,message boards,
Audit	800.00	required audit
Computer Software	0.00	
Equipment Maintenance	0.00	
Insurance/Bonding	500.00	required insurance coverage
Lease Purchase of Equipment	0.00	
Postage	1520.00	mailers, misc. postage
Printing	7510.00	mailers, clings, sandwich board message, banners, yard signs,brochures
Supplies and Materials	5893.00	curriculum material,general office supplies,website domain,on-line storage
Utilities	0.00	
Total Regular Operating	46103.00	

C. Travel

Staff Travel	6400.00	staff travel for meetings, conferences & cost incurred for implementation
Participant Travel *		
Total Travel	6400.00	

D. External Training/Conferences

	1600.00	registration fees
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E. Per Diem/Fees/Contracts

Consultants	2490.00	PSN Consultant, Social Media
Contracts	29202.00	Local Evaluator, Marketing & Media, Website Maintenance
Total Per Diem/Fees/Contracts	31692.00	

F. Telecommunications

	825.00	telephone line and usage
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TOTAL EXPENSES*	\$147,793.00	
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*This is the amount that will be used for scoring the 67 proposal. Offeror agrees that it is an all-inclusive amount and may be negotiated by DBHDD.

A. Personnel Services

	Amount	Position Name
Salaries		
Fringe Benefits		
Total Personal Services		

A. Contractor will identify and/or hire a qualified (one or two persons max at 100% EFT) APP Program Coordinator within 60 days of contract initiation.

B. Contractor will maintain a (one or two persons max at 100% EFT) GASAPP Program Coordinator (limit of 2 months lapse allowed)

C. Personnel Services cannot exceed 50% of contracted amount.

D. Indirect Cost cannot exceed 10% of the contracted amount.

E. Must allocate at least 10% of budget for Evaluation cost. This cost may be included in personnel services or per diem/fees/contracts.

Compensation for personal services.

a. Compensation for personnel services includes all remuneration, paid currently or
 b. In determining the allowability of costs in a particular case, no single factor or any special combination of factors is necessarily determinative. However the following factors are relevant:

(1) The number of staff and the time each employee spends on the project. Rate per hour and where time is spent.

(2) Where employees are expected to work solely on a single DBHDD contract, charges for their salaries and wages may be supported by periodic certifications that

(3) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages must be supported by personnel activity reports or equivalent documentation which meets DBHDD requirements.

Backup material for agenda item:

5. Presentation and Consideration of Special Event Permit - *Revenuers Run 5K/10K* - Public Works Director David McKee



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 7/28/2016

Prepared By: Rachel Burton

Voting Session: 8/4/2016

Presenter: _____

Public Hearing: Yes No

Agenda Item Title: Special Event Permit: Revenuers Run 5K/10K

Background Information:

Five Star NTP has had numerous races in the last several years approved by the Board of Commissioners.

Current Information:

The Revenuers Run 5K/10K will take place on August 13, 2016 from 8:00 AM – 10:00 AM. The race will begin and end at City Hall. The north bound lane of GA 9 from Perimeter Road to just south of Herman Rice Road will be closed during the race. Staff is awaiting comments from GDOT and will submit upon receipt.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Director Burton recommends approval of the permit pending comments from GDOT. The required fee will be paid upon permit release as has been done in the past.

Department Head Authorization: Rachel Burton

Date: 7/20/2016

Finance Dept. Authorization: Vickie Neikirk

Date: 8/4/16

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Application is attached.

	<p align="center">Dawson County Planning & Development 25 Justice Way, Suite 2322 Dawsonville, GA 30534 (706) 344-3500</p>	<p align="center">Permit for Parades, Public Assemblies, Demonstrations, and Rallies In Public Places</p>
		<p>Date Received: <u>6/29/14</u></p>

Applicant answers all questions on pages 1-4; attach separate sheet(s) if necessary.

Application must be received a minimum of 30 days prior to event and must be complete and legible.

- PARADE
 RALLY
 PUBLIC DEMONSTRATION
 PUBLIC ASSEMBLY
 ROAD CLOSING
 OTHER

- Name of Event: Revenuers Run
- Location of Event: Dawsonville City Hall TMP # D04-020-001
- Date(s) of Event: 8/13/2016
Time of Event: Start: 8:00 am a.m. / p.m. End: 10:00 am a.m. / p.m.
- Provide information listed below for the **main contact person** responsible for the organization of this event:

Name: <u>Lowell Starr</u>	Title: <u>Event Mng</u>
Organization: <u>Five Star NTP on behalf of Kiwanis Club</u>	Telephone #: <u>770-633-5511</u>
Email Address: <u>lowell@fivestarntp.com</u>	Cell Phone #:
Address: <u>59 Hwy. 9 South</u> City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>	

- Provide information listed below for any **key personnel** involved in coordinating this event. Also, provide information listed below on each officer of the club, organization, corporation or partnership requesting this event. Attach a separate sheet if necessary.

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

6. Expected number of participants: 150
7. Physical description of materials to be distributed: N/A
8. How do participants expect to interact with public? Foot Race
9. Route of event: (attach a detailed map of the route) see attached

9.a. Number and type of units in parade: N/A

9.b. Size of the parade: N/A

10. Will any part of this Event take place **within** the City Limits of Dawsonville? yes

If YES, do you have a permit for the event from the City? not yet Date Issued: _____ * **Attach Copy**

11. Do you anticipate any unusual problems concerning either police protection or traffic congestion as a consequence of the event? _____ Yes XX No If YES, please explain in detail: _____

12. List all prior parades or public assemblies, demonstrations or rallies in a public place within Dawson County for which you obtained a permit: (Also include dates – attach separate sheet, if necessary). _____

Bootlegger Triathlon 9/2015

Details: Please outline what your event will involve: (number of people / life safety issues / vendors / cooking / tents / rides / handicap parking / egress) – *attach separate sheet if necessary.*

this is a 5K/10K race on GA-9.

Route or Lay Out: (attach a detailed site plan)

What participation, if any, do you expect from **Dawson County Emergency Services**? None

What participation, if any, do you expect from the **Dawson County Sheriff Department**? Traffic Control

Insurance Requirements:

In compliance with Ordinance Section VII (C), an applicant for a permit shall obtain liability insurance from an insurer licensed in the State of Georgia for the parade, public assembly, demonstration or rally in a public place, if one or more of the following criteria exists:

1. The use, participation, exhibition, or showing of live animals;
2. The use, participation, exhibition, or showing of automobiles of any size or description, motorcycles, tractors, bicycles, or similar conveyances;
3. The use of a stage, platform, bleachers, or grandstands that will be erected for the event;
4. The use of inflatable apparatus used for jumping, bouncing, or similar activities;
5. The use of roller coasters, bungee jumping, or similar activities; or
6. Vendors or concessions.

Does your parade, non-spontaneous private assembly, demonstration, or rally in a public place meet any of the criteria above? Yes No If yes, which one(s)? _____

Any applicant required to provide insurance shall provide Dawson County with a copy of the Certificate of Insurance from an insurer authorized and **licensed by the State of Georgia**. Dawson County shall be added as an additional named insured for the event on the Certificate of Insurance by the carrier. The minimum policy limits shall be **\$1,000,000.00 per incident** and **\$2,000,000.00 aggregate** for the entire event. All costs for insurance and naming Dawson County as an additional named insured shall be borne solely by the applicant. Such insurance shall protect Dawson County from any and all claims for damages to property and/or bodily injury or death.

Is the Certificate of Liability Insurance attached? Yes No Not applicable to this event

Additional information/comments about liability insurance: _____

Additional information/comments about this application: _____

**APPLICANT'S SIGNATURE FOR THE PERMIT APPLICATION; RELEASE & WAIVER OF LIABILITY;
AND AGREEMENT FOR FINANCIAL RESPONSIBILITY.**

APPLICATION:

OATH: I hereby swear and affirm that the information provided with this application for parade, public assembly, demonstration, or rally is true and correct to the best of my knowledge. In addition, I agree to abide by all regulations of the ordinance and to advise all participants of the conditions of the permit.

RELEASE & WAIVER OF LIABILITY:

The permit holder shall indemnify and hold Dawson County harmless from any claim, demand, or cause of action that may arise from activities associated with the event. I acknowledge that I understand this Release, and I hereby agree for myself and on behalf of the Applicant to indemnify and hold harmless Dawson County, Georgia and its agents, officers, and employees, individually and jointly, from and against any claim for injury (including, but not limited to, personal injury and property damage), loss, inconvenience, or damage suffered or sustained by any individual, including but not limited to, business owners, patrons, participants of the parade, public assembly, demonstration, or rally, and spectators participating in and/or occurring during the event, unless the claim for injury is caused by intentional misconduct of an individual, agent, officer, or employee of Dawson County.

AGREEMENT FOR FINANCIAL RESPONSIBILITY:

The undersigned agrees to be solely responsible for cleaning affected areas littered during the activity, providing sufficient parking and storage areas for motor vehicles, providing temporary toilet facilities, and providing other similar special and extraordinary items deemed necessary for the permitted activity by Dawson County to keep the area of the event safe and sanitary. However, Dawson County shall not require individuals, organizations, or groups of persons to provide personnel for normal governmental functions such as traffic control, police protection, or other activities or expenses associated with the maintenance of public order. If additional requirements are placed upon an applicant and if such requirements are not met, then Dawson County may revoke the issued permit and/or deny any subsequent permit requested by the applicant. Dawson County shall be entitled to recover from the applicant any sum expended by Dawson County for extraordinary expenses not provided by the applicant. The additional expense may include, but not be limited to, Dawson County utilizing off-duty personnel or providing equipment or resources from other areas of the county to supplement equipment or resources already present.

LOWELL STARR
Applicant's Printed Name

Sworn to and subscribed before me
this 29th day of June 2016.

Lowell Starr
Applicant's Signature

Margaret A Honn
Notary Public, State of Georgia

My Commission Expires



Note to Applicant: Once your permit is processed, Planning & Development will notify you of the meeting dates for the Board of Commissioner's work session and voting session. You are required to attend both meetings.



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**
(EMERGENCY SERVICES)

EMERGENCY SERVICES: Please complete this sheet and return it to Dawson County Planning and Development. (Please attach additional sheet, if necessary.)

Name of Event: Revenuers Run Date(s) of Event: 8/13/2016

Any anticipated problems with proposed route? NO

Any anticipated problems with the designated location for participants to assemble? _____

How many personnel will be required for this event? _____

Estimated cost for personnel: _____

Number and type of vehicles required: _____

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: _____

Estimated cost for equipment: _____

Additional comments/concerns: _____

Emergency Services: APPROVED: YES NO (Please also sign off on page 8 of application.)

By: [Signature] Date: 7-15-2014



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
Dawsonville, GA 30534
(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**
(SHERIFF DEPARTMENT)

SHERIFF DEPARTMENT: Please complete this sheet and return it to Dawson County Planning and Development. (Please attach additional sheet, if necessary.)

Name of Event: Revenuers Run Date(s) of Event: 8/13/2016

Any anticipated problems with proposed route? _____

Any anticipated problems with the designated location for participants to assemble? NO

How many officers will be required for this event? _____

Estimated cost for officers: _____

Number of vehicles required: _____

Type of procedures and equipment needed for the health and safety needs of the participants and the viewing public: _____

Estimated cost for equipment: _____

Additional comments/concerns/recommendations: _____

Sheriff Department: APPROVED: YES NO (Please also sign off on page 8 of application.)

By: _____ Date: _____



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
Dawsonville, GA 30534
(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**
(APPROVALS)

Office Use Only:

If applicable to the event, the following departments have reviewed and approved this event:

Department	Printed Name	Signature for Approval	Date
Sheriff Dept.			
Emergency Services	Tim Satterfield	<i>[Signature]</i>	7-15-2016
Marshal's Office			
Public Works Dept.			
Environmental Health			
Parks and Recreation			
State Park Office			
Georgia Dept. of Transportation			

Dawson County Board of Commissioners:

Work Session Date: 7/28/2016

Voting Session Date: 8/4/2016

Approved:

Attest:

Mike Berg, Chairman
Dawson County Board of Commissioners

Danielle Yarbrough, County Clerk

cc: (as applicable)

Applicant
County Attorney
Sheriff Dept.
Emergency Services

Marshal Dept.
Environmental Health
Public Works
Parks and Recreation

GA DOT (Brent Cook)
GA State Parks

PERMIT # _____

DATE ISSUED: _____



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
Dawsonville, GA 30534
(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**
*(Marshal / Public Works / Environmental
Health / Parks & Recreation)*

**PLEASE PROVIDE COMMENTS AND APPROVALS BELOW (Attach additional sheet if necessary)
(Please also sign off on page 8 of the application.)**

MARSHAL: _____

APPROVED: YES NO By: _____ Date: _____

PUBLIC WORKS: _____

APPROVED: YES NO By: _____ Date: _____

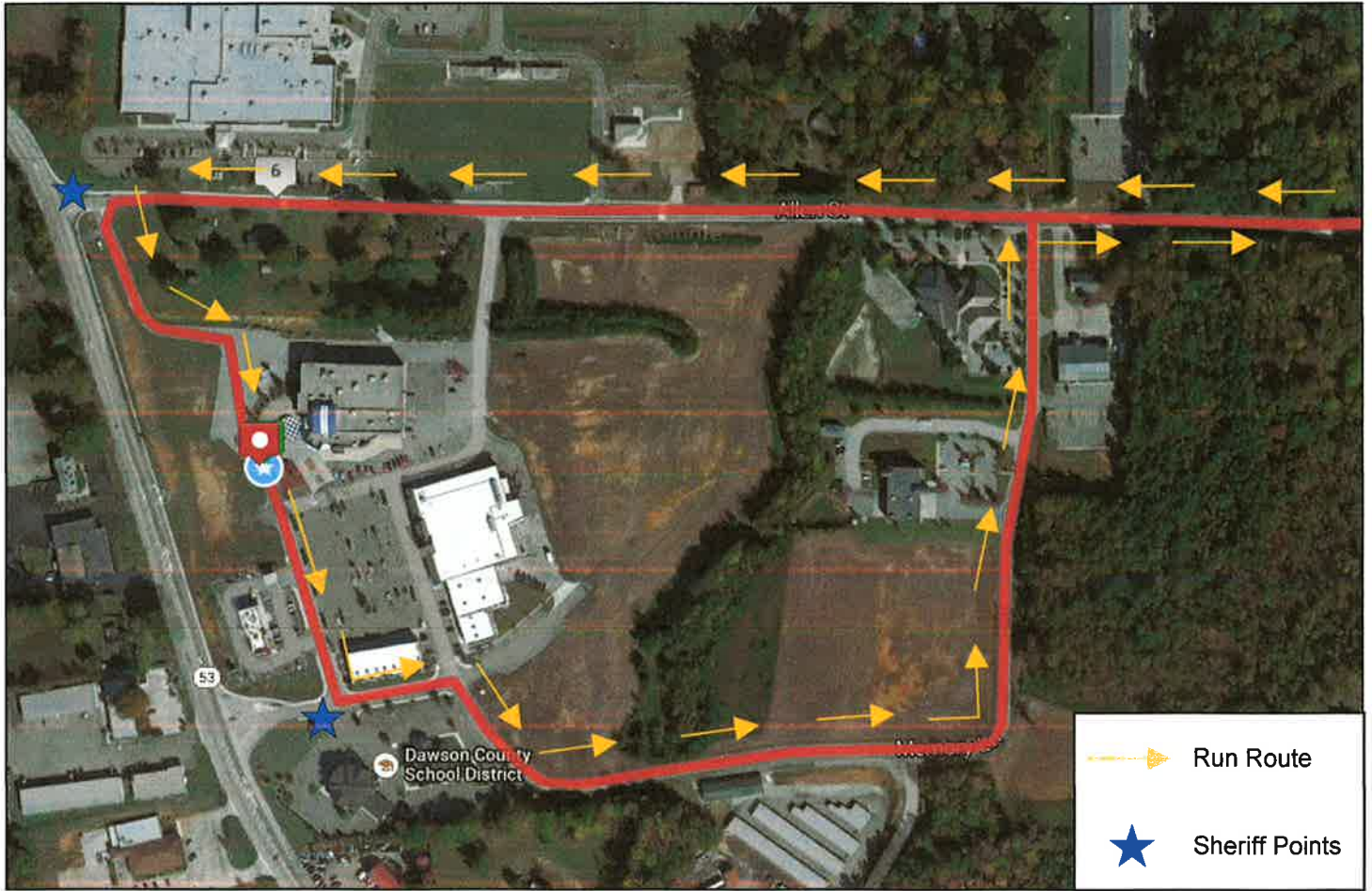
ENVIRONMENTAL HEALTH: _____

APPROVED: YES NO By: _____ Date: _____

PARKS & RECREATION: _____

APPROVED: YES NO By: _____ Date: _____

Revenuers Run 5K/10K — Traffic Plan



Written Route

1. Participants will start in front of city hall
2. Run through parking lot and exit/turn Left onto Memory Lane
3. Right on Allen St
4. Left on Perimeter Rd
5. Right on GA-9 (using North bound lane only)
6. 5K Participants will turn around just North of Bruce Rd
7. 10K Participants will continue North past GA-136 & turn around just South of Herman Rice Rd (I think that's the name)
8. Runners will return using the North bound lane of GA-9 (the same lane they went out in)
9. Left on Perimeter
10. Right on Allen St
11. Left into City Hall (using entrance closest to GA-53)

Closed Roads, Lanes & Cones

1. Memory Lane...closed for beginning of race
2. Allen St...closed for duration of race
3. Perimeter Rd...closed from Allen to GA-9
4. North bound Lane of GA-9 from Perimeter Rd to just South of Herman Rice Rd

**All closed lanes will be coned off

Backup material for agenda item:

6. Presentation of Special Event Permit - *Bootlegger Triathlon* - Public Works Director David McKee



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 7/28/2016

Prepared By: Rachel Burton

Voting Session: 8/4/2016

Presenter: _____

Public Hearing: Yes No _____

Agenda Item Title: Special Event Permit: Bootlegger Triathlon

Background Information:

Five Star NTP has had numerous races in the last several years approved by the Board of Commissioners.

Current Information:

The Bootlegger Triathlon will take place on September 11, 2016 from 8:00 AM – 10:00 AM. The race will begin and end at Veterans Park. Participants will follow rules of the road. Staff is awaiting comments from GDOT and will submit upon receipt.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Director Burton recommends approval of the permit pending comments from GDOT. The required insurance certificate will be submitted and permit fee will be paid upon permit release as has been done in the past.

Department Head Authorization: Rachel Burton

Date: 7/20/2016

Finance Dept. Authorization: Vickie Neikirk _____

Date: 8/4/16

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Application is attached.



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
Dawsonville, GA 30534
(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**

Date Received: 6/29/16

Applicant answers all questions on pages 1-4; attach separate sheet(s) if necessary.

Application must be received a minimum of 30 days prior to event and must be complete and legible.

PARADE RALLY PUBLIC DEMONSTRATION PUBLIC ASSEMBLY ROAD CLOSING OTHER

1. Name of Event: Bootlegger Triathlon
2. Location of Event: ~~Dawsonville City Hall~~ VETERANS PARK TMP # 691-035
3. Date(s) of Event: 9/11/2016
Time of Event: Start: 8:00 am a.m. / p.m. End: 10:00 am a.m. / p.m.

4. Provide information listed below for the **main contact person** responsible for the organization of this event:

Name: <u>Lowell Starr</u>	Title: <u>Event Mng</u>
Organization: <u>Five Star NTP on behalf of Kiwanis Club</u>	Telephone #: <u>770-633-5511</u>
Email Address: <u>lowell@fivestarntp.com</u>	Cell Phone #:
Address: <u>59 Hwy. 9 South</u> City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>	

5. Provide information listed below for any **key personnel involved in coordinating this event**. Also, provide information listed below on each officer of the club, organization, corporation or partnership requesting this event. Attach a separate sheet if necessary.

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

Name:	Title:
Organization:	Telephone #:
Address: City: State: Zip Code:	

- 6. Expected number of participants: 250
- 7. Physical description of materials to be distributed: N/A
- 8. How do participants expect to interact with public? Triathlon bike Race
- 9. Route of event: (attach a detailed map of the route) see attached

9.a. Number and type of units in parade: N/A

9.b. Size of the parade: N/A

- 10. Will any part of this Event take place **within** the City Limits of Dawsonville? yes

If YES, do you have a permit for the event from the City? not yet Date Issued: _____ * Attach Copy

- 11. Do you anticipate any unusual problems concerning either police protection or traffic congestion as a consequence of the event? _____ Yes XX No If YES, please explain in detail: _____

- 12. List all prior parades or public assemblies, demonstrations or rallies in a public place within Dawson County for which you obtained a permit: (Also include dates – attach separate sheet, if necessary). _____

Bootlegger Triathlon 9/2015, Revenuers Run 8/2016

Details: Please outline what your event will involve: (number of people / life safety issues / vendors / cooking / tents / rides / handicap parking / egress) – *attach separate sheet if necessary.*

this is the bike portion of a triathlon on GA-9

Route or Lay Out: (attach a detailed site plan)

What participation, if any, do you expect from **Dawson County Emergency Services**? None

What participation, if any, do you expect from the **Dawson County Sheriff Department**? Traffic Control

Insurance Requirements:

In compliance with Ordinance Section VII (C), an applicant for a permit shall obtain liability insurance from an insurer licensed in the State of Georgia for the parade, public assembly, demonstration or rally in a public place, if one or more of the following criteria exists:

1. The use, participation, exhibition, or showing of live animals;
2. The use, participation, exhibition, or showing of automobiles of any size or description, motorcycles, tractors, bicycles, or similar conveyances;
3. The use of a stage, platform, bleachers, or grandstands that will be erected for the event;
4. The use of inflatable apparatus used for jumping, bouncing, or similar activities;
5. The use of roller coasters, bungee jumping, or similar activities; or
6. Vendors or concessions.

Does your parade, non-spontaneous private assembly, demonstration, or rally in a public place meet any of the criteria above? Yes No If yes, which one(s)? _____

Any applicant required to provide insurance shall provide Dawson County with a copy of the Certificate of Insurance from an insurer authorized and **licensed by the State of Georgia**. Dawson County shall be added as an additional named insured for the event on the Certificate of Insurance by the carrier. The minimum policy limits shall be **\$1,000,000.00 per incident** and **\$2,000,000.00 aggregate** for the entire event. All costs for insurance and naming Dawson County as an additional named insured shall be borne solely by the applicant. Such insurance shall protect Dawson County from any and all claims for damages to property and/or bodily injury or death.

Is the Certificate of Liability Insurance attached? Yes No Not applicable to this event

Additional information/comments about liability insurance: _____

Additional information/comments about this application: _____

**APPLICANT'S SIGNATURE FOR THE PERMIT APPLICATION; RELEASE & WAIVER OF LIABILITY;
AND AGREEMENT FOR FINANCIAL RESPONSIBILITY.**

APPLICATION:

OATH: I hereby swear and affirm that the information provided with this application for parade, public assembly, demonstration, or rally is true and correct to the best of my knowledge. In addition, I agree to abide by all regulations of the ordinance and to advise all participants of the conditions of the permit.

RELEASE & WAIVER OF LIABILITY:

The permit holder shall indemnify and hold Dawson County harmless from any claim, demand, or cause of action that may arise from activities associated with the event. I acknowledge that I understand this Release, and I hereby agree for myself and on behalf of the Applicant to indemnify and hold harmless Dawson County, Georgia and its agents, officers, and employees, individually and jointly, from and against any claim for injury (including, but not limited to, personal injury and property damage), loss, inconvenience, or damage suffered or sustained by any individual, including but not limited to, business owners, patrons, participants of the parade, public assembly, demonstration, or rally, and spectators participating in and/or occurring during the event, unless the claim for injury is caused by intentional misconduct of an individual, agent, officer, or employee of Dawson County.

AGREEMENT FOR FINANCIAL RESPONSIBILITY:

The undersigned agrees to be solely responsible for cleaning affected areas littered during the activity, providing sufficient parking and storage areas for motor vehicles, providing temporary toilet facilities, and providing other similar special and extraordinary items deemed necessary for the permitted activity by Dawson County to keep the area of the event safe and sanitary. However, Dawson County shall not require individuals, organizations, or groups of persons to provide personnel for normal governmental functions such as traffic control, police protection, or other activities or expenses associated with the maintenance of public order. If additional requirements are placed upon an applicant and if such requirements are not met, then Dawson County may revoke the issued permit and/or deny any subsequent permit requested by the applicant. Dawson County shall be entitled to recover from the applicant any sum expended by Dawson County for extraordinary expenses not provided by the applicant. The additional expense may include, but not be limited to, Dawson County utilizing off-duty personnel or providing equipment or resources from other areas of the county to supplement equipment or resources already present.

Lowell STARR
Applicant's Printed Name

Sworn to and subscribed before me
this 29th day of June 2016.

Lowell Starr
Applicant's Signature

Margaret A. Honn
Notary Public, State of Georgia

My Commission Expires: 
GARET A HONN
Notary Public, Georgia
Dawson County
My Commission Expires
August 12, 2016

Note to Applicant: Once your permit is processed, Planning & Development will notify you of the meeting dates for the Board of Commissioner's work session and voting session. You are required to attend both meetings.



Dawson County
Planning & Development
25 Justice Way, Suite 2322
(706) 344-3500

Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places
(EMERGENCY SERVICES)

EMERGENCY SERVICES: Please complete this sheet and return it to Dawson County Planning and Development. (Please attach additional sheet, if necessary.)

Name of Event: Bootlegger Triathlon Date(s) of Event: 9/11/2016

Any anticipated problems with proposed route? NO

Any anticipated problems with the designated location for participants to assemble? _____

How many personnel will be required for this event? _____

Estimated cost for personnel: _____

Number and type of vehicles required: _____

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: _____

Estimated cost for equipment: _____

Additional comments/concerns: _____

Emergency Services: APPROVED YES NO (Please also sign off on page 8 of application.)

By: [Signature] Date: 7-15-2016



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
Dawsonville, GA 30534
(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**
(SHERIFF DEPARTMENT)

SHERIFF DEPARTMENT: Please complete this sheet and return it to Dawson County Planning and Development. (Please attach additional sheet, if necessary.)

Name of Event: Bootlegger Triathlon Date(s) of Event: 9/11/2016

Any anticipated problems with proposed route? _____

Any anticipated problems with the designated location for participants to assemble? NO

How many officers will be required for this event? _____

Estimated cost for officers: _____

Number of vehicles required: _____

Type of procedures and equipment needed for the health and safety needs of the participants and the viewing public: _____

Estimated cost for equipment: _____

Additional comments/concerns/recommendations: _____

Sheriff Department: APPROVED: YES NO (Please also sign off on page 8 of application.)

By: _____ Date: _____



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
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(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**
*(Marshal / Public Works / Environmental
Health / Parks & Recreation)*

**PLEASE PROVIDE COMMENTS AND APPROVALS BELOW (Attach additional sheet if necessary)
(Please also sign off on page 8 of the application.)**

MARSHAL: _____

APPROVED: YES NO By: _____ Date: _____

PUBLIC WORKS: _____

APPROVED: YES NO By: _____ Date: _____

ENVIRONMENTAL HEALTH: _____

APPROVED: YES NO By: _____ Date: _____

PARKS & RECREATION: _____

APPROVED: YES NO By: _____ Date: _____



**Dawson County
Planning & Development**
25 Justice Way, Suite 2322
Dawsonville, GA 30534
(706) 344-3500

**Permit for
Parades, Public Assemblies,
Demonstrations, and Rallies
In Public Places**
(APPROVALS)

Office Use Only:

If applicable to the event, the following departments have reviewed and approved this event:

Department	Printed Name	Signature for Approval	Date
Sheriff Dept.			
Emergency Services	Tim Satterfield	<i>[Signature]</i>	7/15/2014
Marshal's Office			
Public Works Dept.			
Environmental Health			
Parks and Recreation			
State Park Office			
Georgia Dept. of Transportation			

Dawson County Board of Commissioners:

Work Session Date: 7/28/2014

Voting Session Date: 8/4/2014

Approved:

Attest:

Mike Berg, Chairman
Dawson County Board of Commissioners

Danielle Yarbrough, County Clerk

cc: (as applicable)

Applicant
County Attorney
Sheriff Dept.
Emergency Services

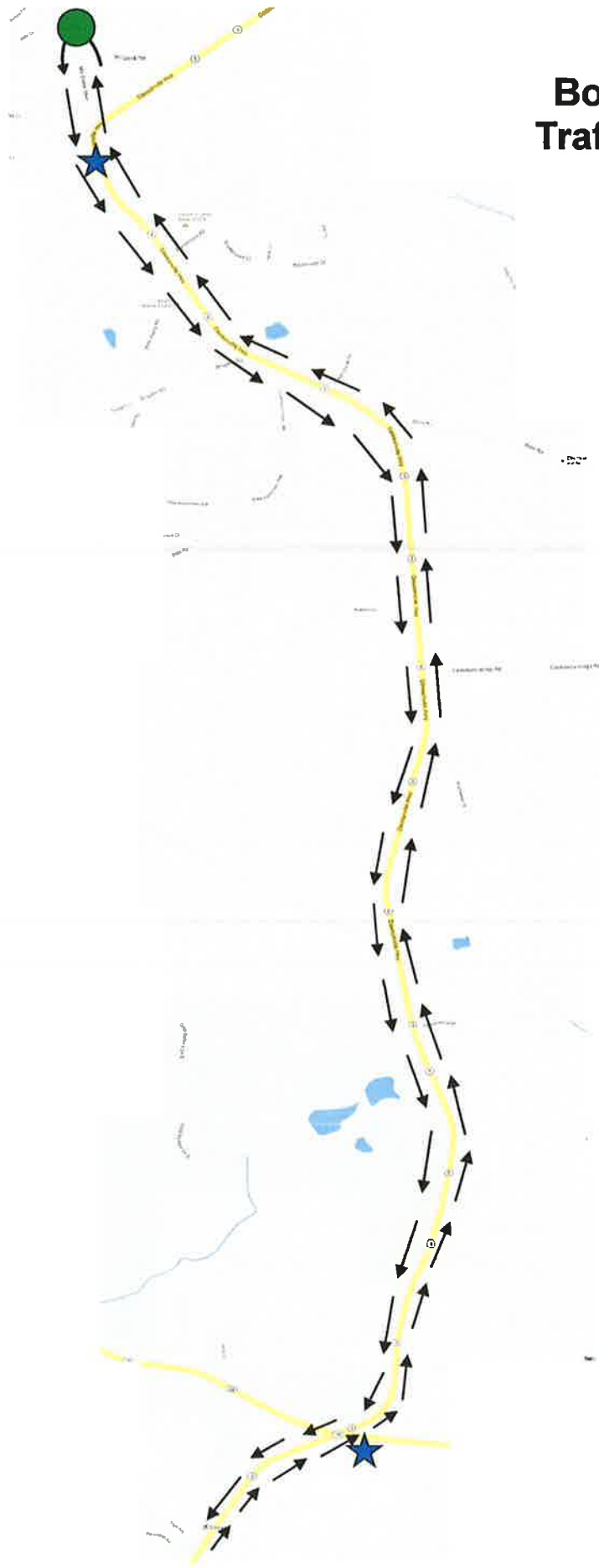
Marshal Dept.
Environmental Health
Public Works
Parks and Recreation

GA DOT (Brent Cook)
GA State Parks

PERMIT # _____

DATE ISSUED: _____

Bootlegger Super Sprint Traffic Plan for Bike Route




Route

1. Riders will Exit Veterans Park and Turn Left, traveling North on GA-9
2. Riders will turn Left on Mill Creek Spur
3. Riders will turn around at the corner of Mill Creek Spur & Mill Creek Trail
4. Riders will turn Right on GA-9
5. Riders will turn Right into Veterans Park



Sheriff Points

1. GA-9 @ park exit (Dawson County)
2. Corner of GA-9 & GA-136 (Dawson County) 
3. Corner of GA-9 & Mill Creek Spur (Lumpkin County)

Volunteer Points

1. Turn around...Corner of Mill Creek Spur & Mill Creek Trail

Notes

1. Ride will be done as a time trial...no pack riding
2. Riders will follow rules of the road

Backup material for agenda item:

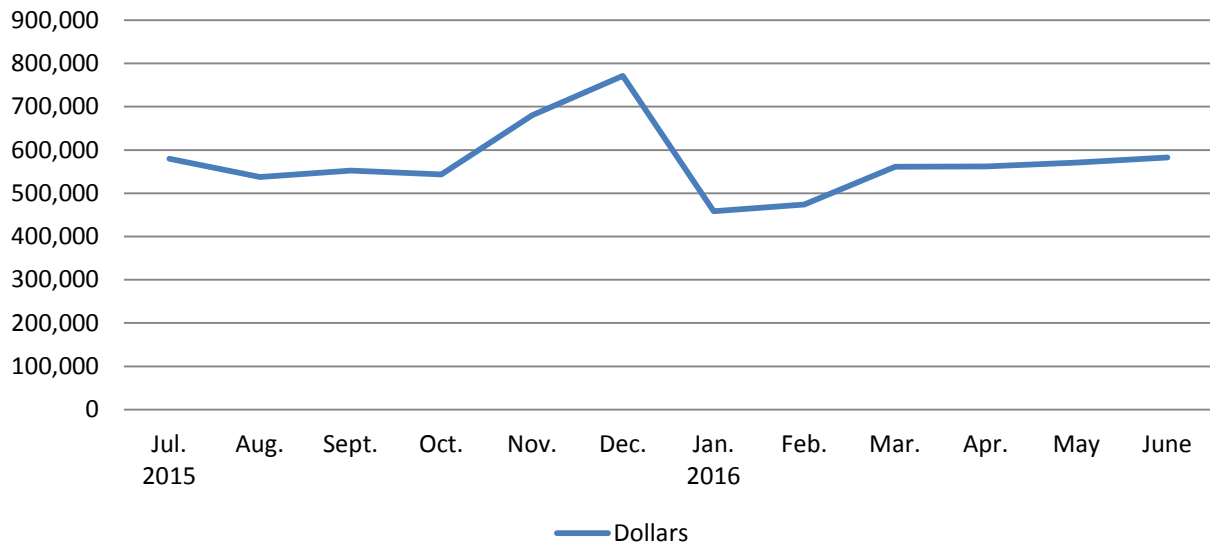
8. County Manager Report



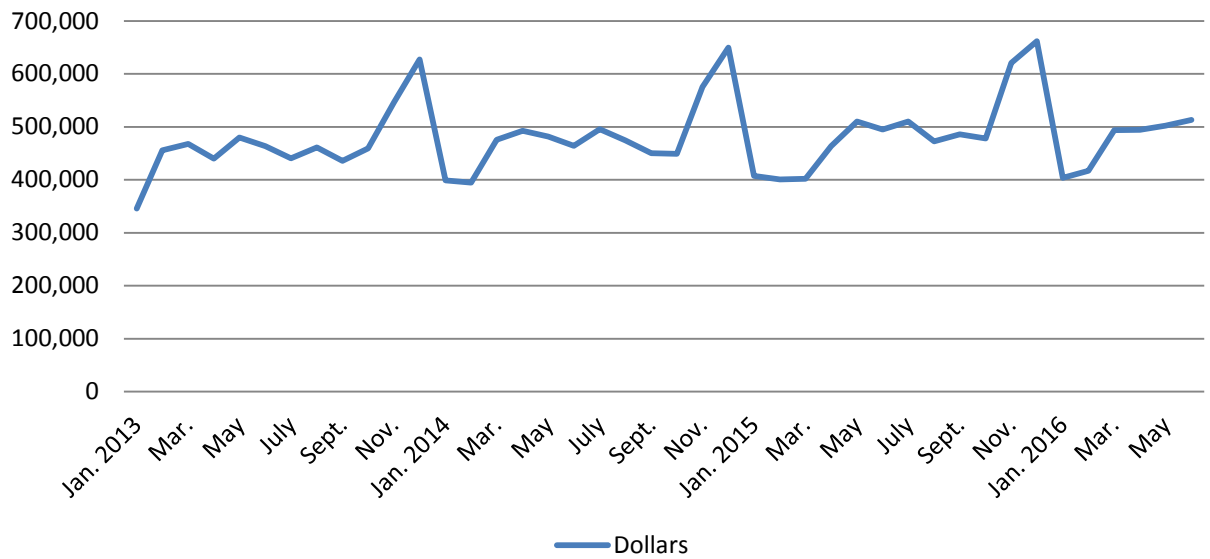
Key Indicator Report

July 2016

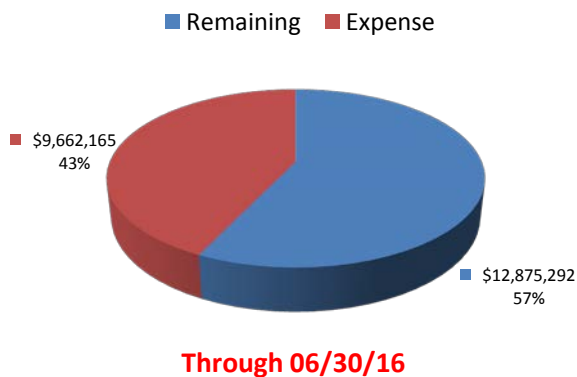
SPLOST VI COLLECTION CHART



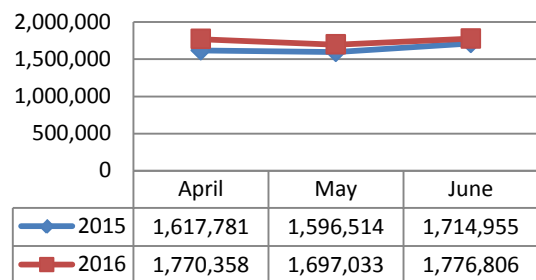
LOST COLLECTION CHART



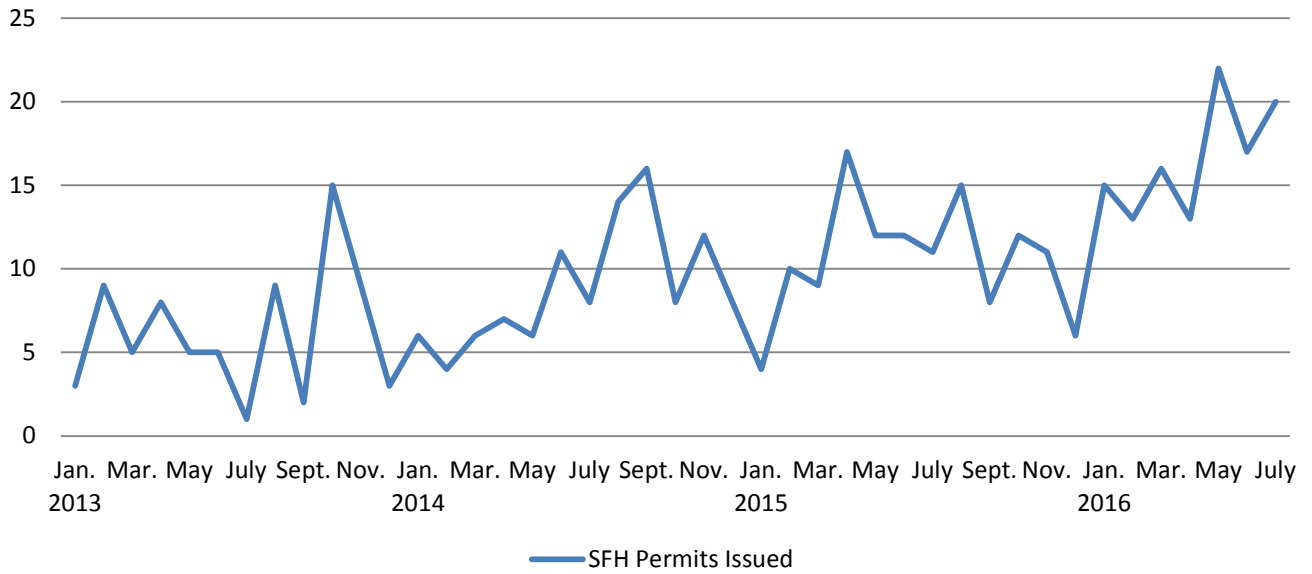
Budget



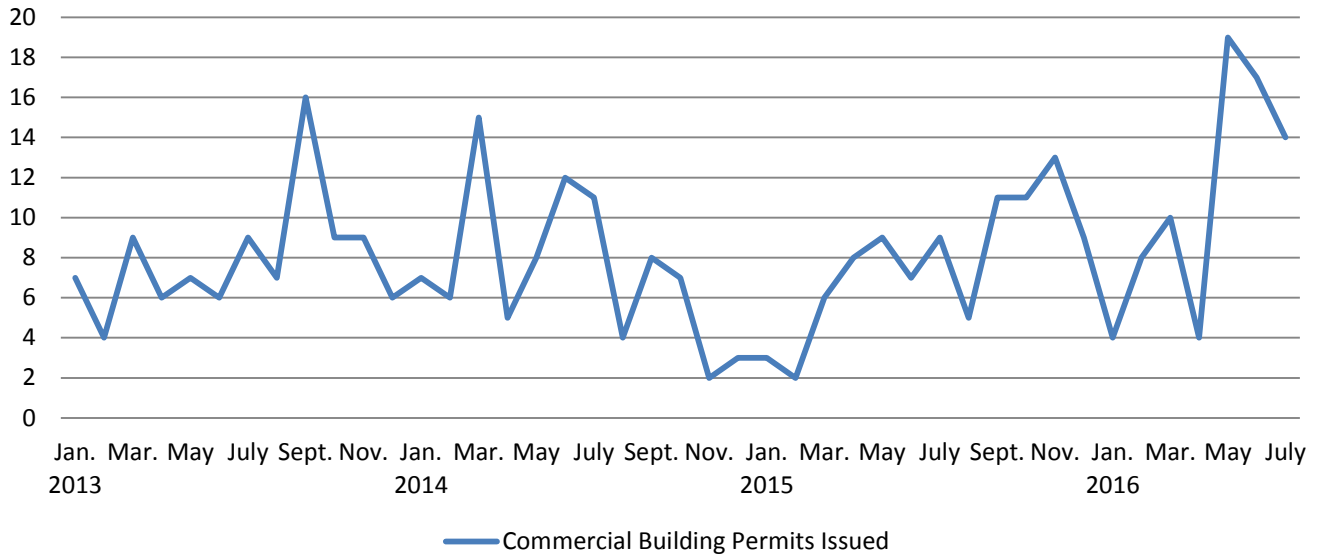
All Revenue Per Month

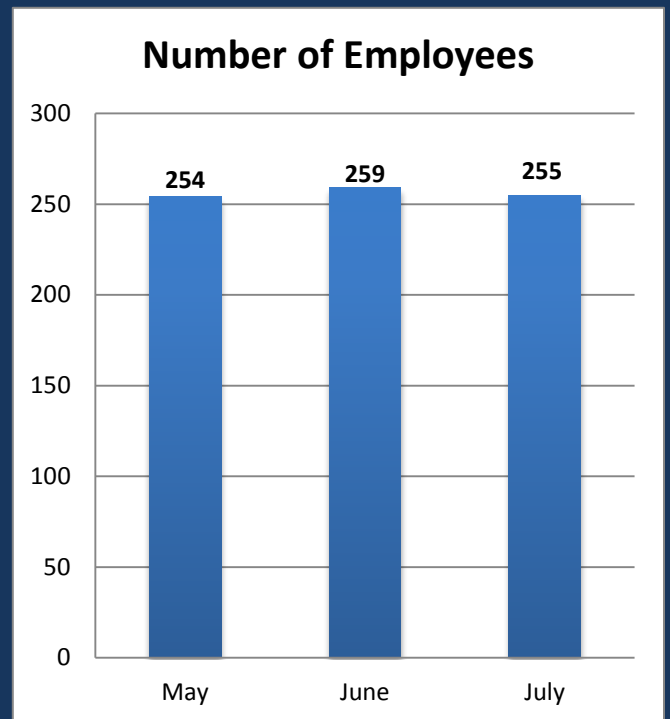
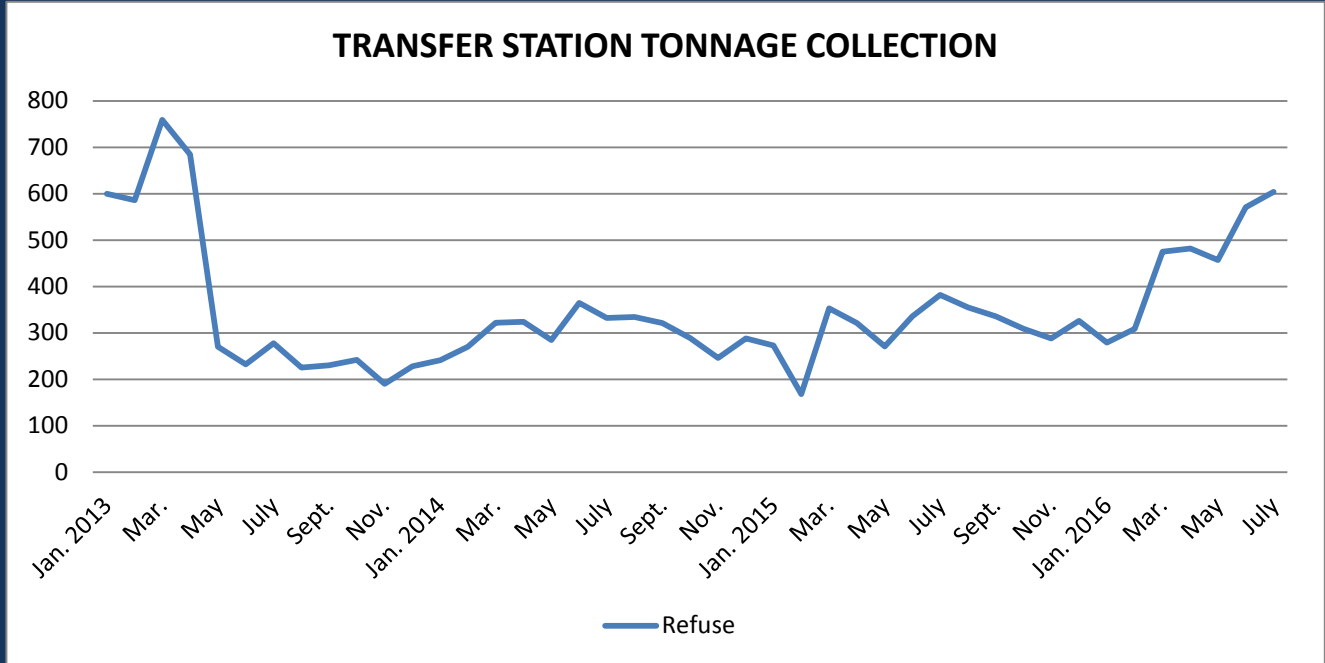


SINGLE FAMILY HOME BUILDING PERMITS ISSUED

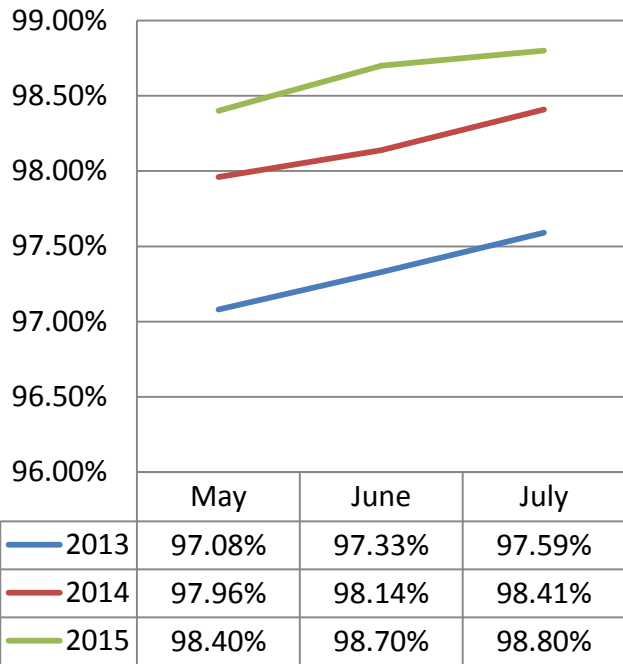


COMMERCIAL BUILDING PERMITS ISSUED

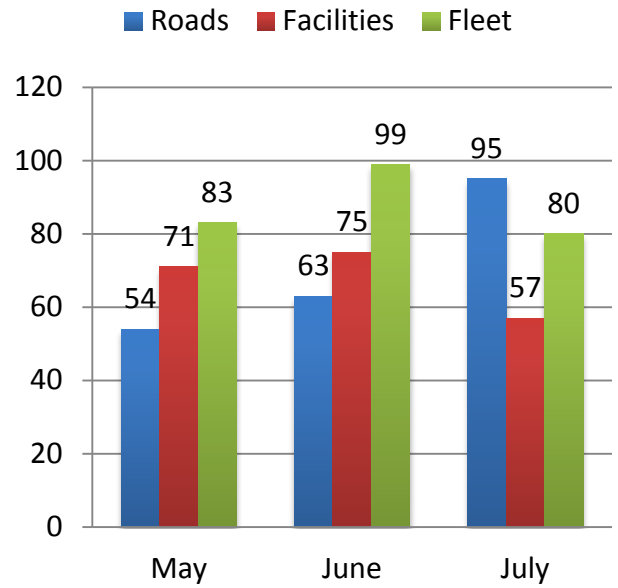




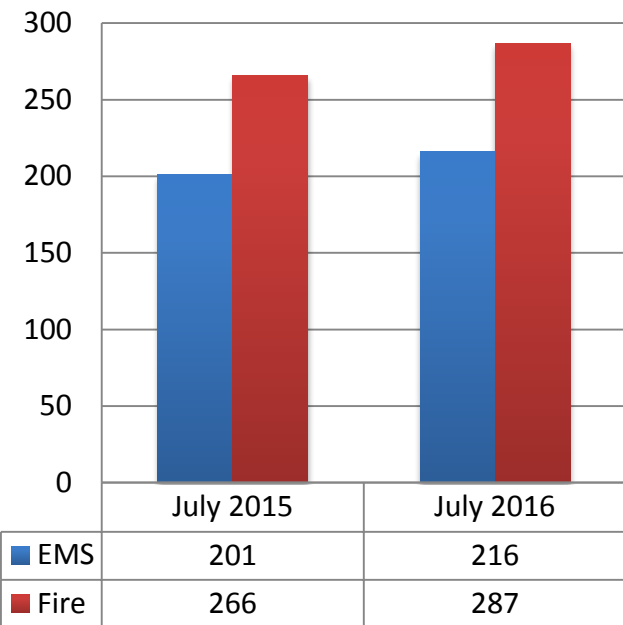
Property Collections



Repair Requests (Public Works)



EMS/Fire Calls for Service





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – July 2016

- **New Applications/Transfers In:** 65 (new only; transfers on hold pending certification)
- **Changes/Duplicates:** 3189 (high numbers due to election credit for voting)
- **Cancelled/Transferred Out:** 11 (cancelled only; no transfers out pending certification)
- **Total Processed:** 3265

HIGHLIGHTS

Voter Registration Projects:

- Voter Registration applications from the April 26, 2016 cutoff on hold until the July 26th General Primary Runoff certification. Processing will begin on Monday following the State certification on Friday 8/5/16.
- *Changes/Duplicate numbers above include credit for voting for the General Primary Election & Runoff (Any touch to the voter record constitutes a change).
- Assist/instruct requested voter registration drives.

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 Advance
General Primary/Special Election	5/24/16	4/26/16	5/2–5/20 (M-F~8a-5p) ~ Sat 5/14 (9a-4p)
			➤ 33.47% turnout (comparable year of 2012 was 40.05%) 2056 voted Advance
General Primary Runoff	7/26/16	4/26/16	7/5–7/22 (M-F~8a-5p)
			➤ 27.48% turnout (comparable year of 2012 was 11.59%) 2209 voted Advance
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)

- Petition verification for Independent candidates (local & State, if applicable).
Local candidate Robert Wiley – petition approved for name to be on November ballot.
Two petitions on the Federal level approved and returned to the Secretary of State office.

Highlights of plans for upcoming month:

- Finalize candidate reporting for November General Election and forward for ballot building
- Budget meetings
- Courtney Hall, a political science student, 97 doing an internship in this office from August - December 2016.



Dawson County Board of Commissioners

Emergency Services Monthly Report – July 2016

Fire Responses	May	June	July
2014	266	266	293
2015	299	288	266
2016	259	256	287

EMS Responses	May	June	July
2014	224	194	292
2015	201	234	201
2016	259	212	216

Plan Reviews: 8

EMS Revenue:

- June 2015 - \$ 42,635.47
- June 2016 - \$ 45,872.58
- 8 % Increase

Plan Review and Inspection Revenue Total: \$ 2,400.00

- County: \$ 2,300.00
- City: \$ 100.00

Business Inspections Total: 27

- County Follow up: 11
- City Follow up: 0
- County Final Inspection: 8
- City Final Inspection: 3
- County Annual Inspections: 5
- City Annual Inspections: 0

HIGHLIGHTS

Dawson County Emergency Services Projects:

- Training hours completed by staff: 950
- Public Relations Details: 01, connections with 50-kids and 10-adults
- Smoke detector installations: 15 with 51 batteries replaced in existing detectors
- Search and Rescue: 02
- Fire investigation: 04, with 2 arson arrest
- Child Safety Seat Installations: 9
- Total water usage: 10, 550 gallons (EWSA: 10, 450 gallons; city: 100 gallons)
- 17 Fires (Building 3, Brush 4, Wild land 1, Vehicle 3, Grass 2, Outside Rubbish/Unauthorized 1)

Call Volume Report

From: 7/1/2016 To: 7/31/2016

7/1/2016 To 7/31/2016

216

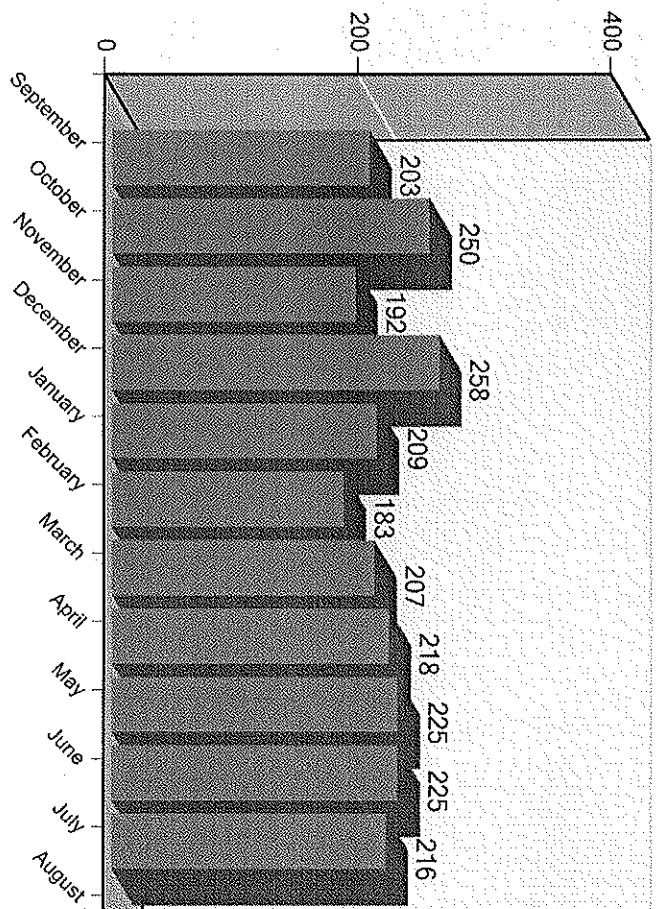
Current Month

0

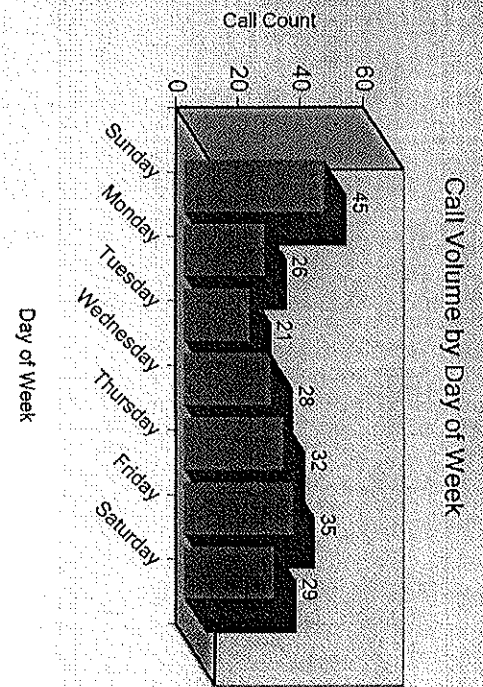
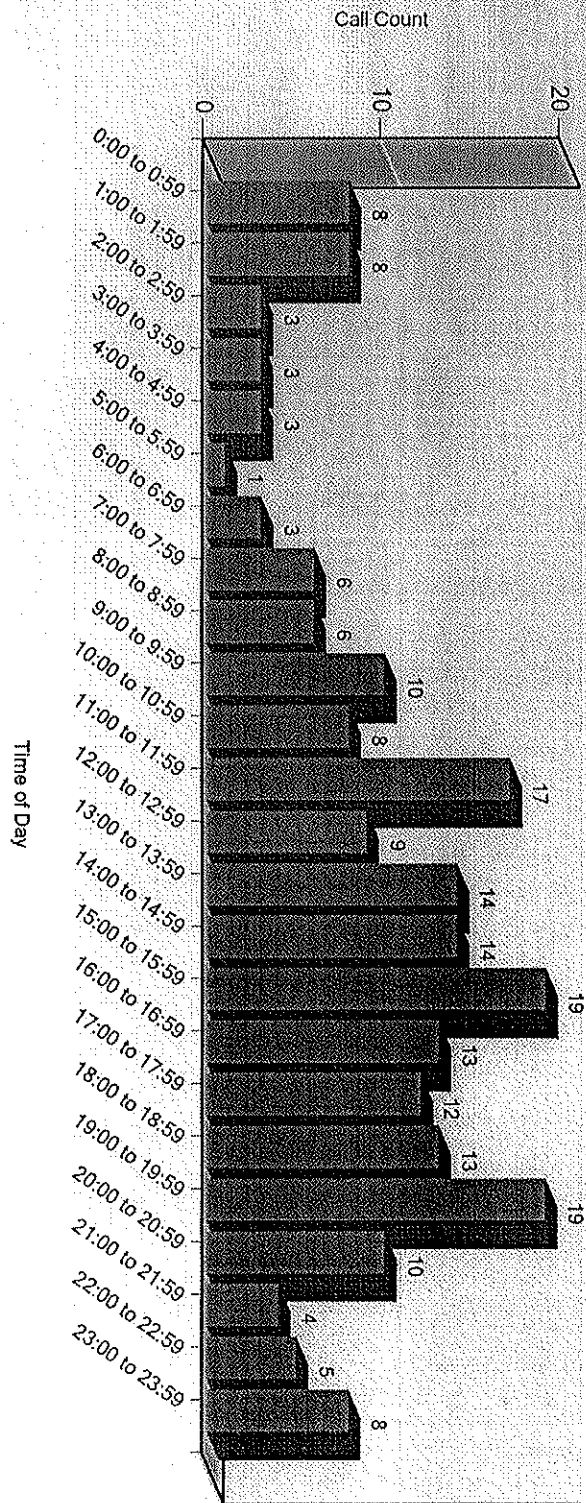
Year-to-Date

1483

Monthly Call Volume



Total Calls



Call Volume By Time and Day

From: 7/1/2016 To: 7/31/2016

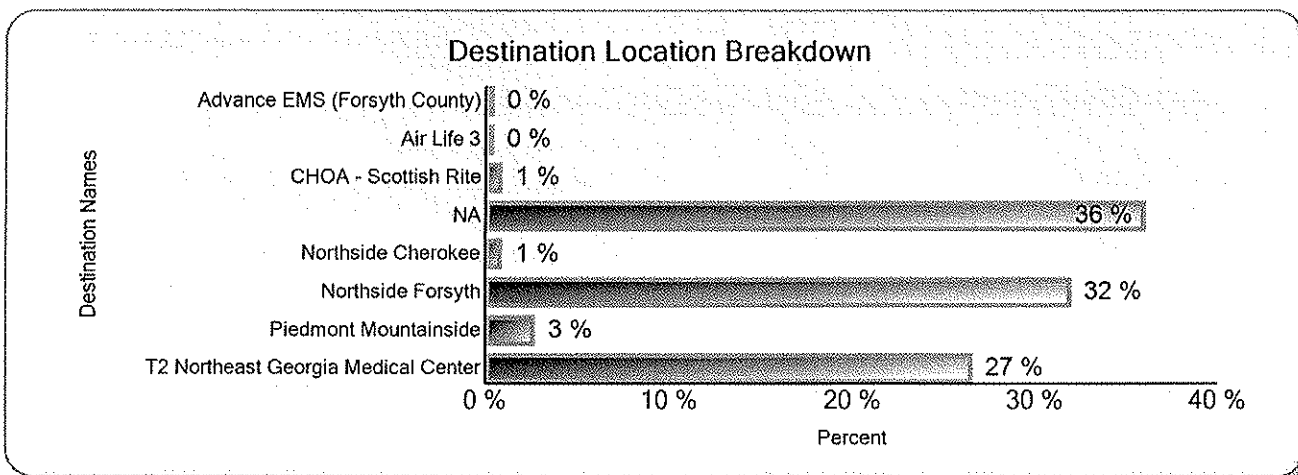
Time of Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	%
0:00 to 0:59	1	0	1	1	2	1	2	8	3.70
1:00 to 1:59	2	1	1	2	0	1	1	8	3.70
2:00 to 2:59	0	1	0	0	2	0	0	3	1.39
3:00 to 3:59	1	1	0	0	1	0	0	3	1.39
4:00 to 4:59	3	0	0	0	0	0	0	3	1.39
5:00 to 5:59	0	0	0	0	1	0	0	1	0.46
6:00 to 6:59	2	1	0	0	0	0	0	3	1.39
7:00 to 7:59	0	1	1	1	1	0	2	6	2.78
8:00 to 8:59	0	3	1	1	0	1	0	6	2.78
9:00 to 9:59	2	0	0	4	3	1	0	10	4.63
10:00 to 10:59	1	1	1	0	0	2	3	8	3.70
11:00 to 11:59	2	4	2	2	4	1	2	17	7.87
12:00 to 12:59	2	0	2	0	3	1	1	9	4.17
13:00 to 13:59	2	1	4	2	2	1	2	14	6.48
14:00 to 14:59	1	1	2	2	2	4	2	14	6.48
15:00 to 15:59	2	4	1	2	1	8	1	19	8.80
16:00 to 16:59	5	0	1	1	2	2	2	13	6.02
17:00 to 17:59	5	1	0	1	1	2	2	12	5.56
18:00 to 18:59	4	1	2	1	1	2	2	13	6.02
19:00 to 19:59	6	4	0	1	1	2	5	19	8.80
20:00 to 20:59	2	1	0	1	3	2	1	10	4.63
21:00 to 21:59	1	0	1	1	0	1	0	4	1.85
22:00 to 22:59	0	0	1	2	2	0	0	5	2.31
23:00 to 23:59	1	0	0	3	0	3	1	8	3.70
Total	45	26	21	28	32	35	29	216	100
%	20.83	12.04	9.72	12.96	14.81	16.20	13.43		

Dawson County Emergency Services

Destination Location Breakdown

7/1/2016 to 7/31/2016

Destination Location Breakdown		
Location	Calls	Pct
Advance EMS (Forsyth County)	1	0 %
Air Life 3	1	0 %
CHOA - Scottish Rite	2	1 %
NA	80	36 %
Northside Cherokee	2	1 %
Northside Forsyth	71	32 %
Piedmont Mountainside	6	3 %
T2 Northeast Georgia Medical Center	59	27 %
Total	222	100%





Dawson County Board of Commissioners

Facilities Monthly Report – July 2016

- **Total Work Orders: 57**
- **Community Service Workers: 4**

HIGHLIGHTS:

- Restoration/ Renovation Project of Historic Courthouse (completed)
- Preventive maintenance inspection of all county-owned generators (completed)
- County wide inspection of fire, sprinkler and alarm (completed)



FACILITIES DEPARTMENT

MONTHLY REPORT

For Period Covering the Month of JULY 2016

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Repaired Elevator #4 at the Courthouse	Government Center
2	Completed "Fire and Sprinkler" inspection at all locations	Dawson County
3	Generator parts replaced	Burt Creek Road/ Comm. Tower
4	Completed flooring installation at the upper floor	Senior Center
5	Located new water lines for the new awning	Government Center
6	Added and installed 2 new fans	Transfer Station
7	Inspected back flow valves	DCSO-LEC
8	Inspected back flow valves	Government Center
9	Inspected back flow valves	Rock Creek Park
10	Inspected back flow valves	Fire Station 2
11	Painted 34 interior windows	Historic Courthouse
12	Worked on budgets for Facilities and IT departments	Facilities
13	Repaired the HVAC unit	Senior Center
14	Replaced all light bulbs at the dining room	Senior Center
15	Repaired plug-ins	Government Center
16	Repaired front door	Senior Center
17	Cleaned up War Hill Park from storm damage	War Hill Park
18	Cut/ mowed grass	War Hill Park
19	Restored and/or replaced new landscaping	Health Department
20	Major landscaping work	Fire Station 2
21	Power cut-off due to painting work on 07/15; power restored on 07/17	Historic Courthouse
22	Removed and transported the generator from the Old Jail to the Transfer Station	Transfer Station
23	Trimmed shrubs and bushes	Dawson County
24	Repaired timer lights	Health Department
25	Repaired timer lights	Adult Learning Center
26	Replaced the boards on walkway at 53	Amicalola
27	Replaced the old door with a new one at the west end	Historic Courthouse
28	Completed the preventive maintenance inspection of 11 generators	Dawson County
29	Installed portable AC unit for elections	Fire Station 6
30	Completed all work at the Historic Courthouse: Installed 36 windows, Painted exterior of the building	Historic Courthouse
31	Total Work Orders for the month = Fifty Seven (57)	Facilities
32	Total Community Service for the month = Four (4)	Facilities

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

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

Noted By: _____

JAMES TOLBERT, Facilities Director

Prepared By: MVBosten, 08/01/16



Dawson County Board of Commissioners

Finance Monthly Report – July 2016

FINANCE HIGHLIGHTS

- **LOST Collections:** \$513,139 – up 3.6% compared to 2015.
- **SPLOST Total Collections:** \$582,823 – up 3.6% compared to 2015. *(The County's portion of SPLOST collections are down 11.9% due to the change in distribution from 100% for SPLOST V to 85% for SPLOST VI as of July 2015.)*
 - \$495,400 – County Portion (85%)
 - \$87,423 – City Portion (15%)
- **TAVT:** \$76,593 – down 24.5% compared to 2015
- **See attached Revenue and Expenditure Comparison for 2016**
- **Total County Debt:** \$3,601,893.94 (See attached Debt Summary)
- **Audit Status:** 2015 Audit is complete
- **Budget Status:** All budget requests have been submitted. Departments are preparing for upcoming budget hearings.

PURCHASING HIGHLIGHTS

Formal Solicitations

- Soccer Lights for Park & Rec
- *Task Order Bid – Interim Planning Director (cancelled)*

Informal Solicitations

- HDPE Pipe for Roads Department
- Pedicure Spa Massage Chair for Senior Center

Pending Projects

- SR 53 Overlay District Design Guidelines
- Ambulance Transport Billing

Work in Progress

- DCSO Vehicles (completed)
- Dawson Forest Road Rehab
- Dawson Forest Pipe Rehab
- Intermediate Jail Demo (completed)
- IT Servers (Revised)
- Ambulances (SPLOST VI) – On Order
- Park Field Rehabilitation (completed)
- Ford & Dodge Vehicles – On Order

Future Bids

- Heavy Truck Repair
- Sports Officials

Future Bids – SPLOST VI

- Dump Trucks
- Spreader Body Dump Truck
- Kelly Bridge Road Project (2)
- Steve Tate Highway Road Project (2)
- Pothole Patching Machine
- Awning at DCGC
- Water Filtration System for DCGC & DCSO

**Budget to Actual
June Collections Reported in July**

	Actual at 6/30/2016 (1)	Percent of Budget Actually Collected/ Expended	2016 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 9,320,791	41.36%	\$ 22,537,457	\$ (13,216,666)	-58.64%
Expenditures	9,662,165	42.87%	22,537,457	(12,875,292)	-57.13%
	<u>\$ (341,374)</u>	<u>-1.51%</u>	<u>\$ -</u>	<u>\$ (341,374)</u>	<u>-1.51%</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 6/30/2016 because revenue collections are 30 days behind. The LOST revenues for the month of June 2016 were received in July 2016.

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

\$ 22,458,521	Original Budget
\$ 28,777	Donation Carryover Balances
\$ 325	January Donations Received
\$ 3,088	February Donations Received
\$ -	March Donations Received
\$ 4,349	April Donations Received
\$ 10,572	May Donations Received
\$ 31,825	June Donations Received
<u>\$ 22,537,457</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	921,793	1,569,223	1,585,578	1,770,358	1,697,033	1,776,806							9,320,791
% CHANGE	12%	3%	7%	9%	6%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-51%
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	1,189,206	1,474,618	1,591,524	2,015,669	1,492,386	1,898,762							9,662,165
%CHANGE	8%	5%	10%	30%	-15%	6%	-100%	-100%	-100%	-100%	-100%	-100%	-50%
2015 Total Rev-Exp	\$ (267,413)	\$ 94,605	\$ (5,946)	\$ (245,311)	\$ 204,647	\$ (121,956)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (341,374)

REVENUE
YTD 2015 8,752,140
YTD 2016 9,320,791
% Changed 6.50%

EXPEDITURES
YTD 2015 9,063,247
YTD 2016 9,662,165
% Changed 6.61%

***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 Board of Commissioners

Human Resources Department Monthly Report – July 2016

POSITION CONTROL

- Positions approved by BOC: 433
- # of filled F/R Positions: 255
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 8
- # of filled P/R Positions: 47
- # of filled P/T Seasonal Positions: 14
- # of Supplemental Positions: 51
- # of Vacant Positions: 26
- #of Frozen Positions: 32
- % of Budgeted/Actual Positions: 87%

ADDITIONAL INFORMATION

- FMLA/LOA tracking: 5
- WC and/or P & L claims filed: 1
- Unemployment claims received: 0
- Performance Evaluations received: 20
- Payroll/Benefit changes keyed: 634

HIGHLIGHTS

Positions Advertised/ Posted: 4

- Administration- County Manager
- Planning & Development- Planning & Development Director
- Public Works- Equipment Operator, Senior
- Public Works- Part-Time Equipment Operator

Applications Received: 18

New Hires added into system: 3

- Jamie Lamboglia- D.A.'s Office
- Eva Marie Turk (Re-Hire)- Public Defender
- Karen Porter- Public Defender

Terminations Processed: 3

- Andrew Lovingood- Parks & Rec.
- Rachel Burton- Planning & Development
- Caleb Stepp- Sheriff's Office

Additional Highlights for July

- Updated accident packets and had them placed in all 237 county vehicles
- Completed ACA filing with the IRS. Out of 293 submissions, we only received back 9 errors which were due to incorrect dependent social security numbers.
- Updated all employee benefits in CSI for the 2016/2017 Plan Year
- Distributed Benefit Statements and Life Insurance Certificates of Insurance
- Completed yearly Driver History reporting for safety sensitive positions
- Began planning Fall Wellness Fair



Dawson County Board of Commissioners

Information Technology Monthly Report – July 2016

- **Calls for Service: 78**
- **Service Calls Completed: 78**
- **Windstream visits: 1**

Highlights:

- Working on server replacement project
- Gradually setting up new laptops for patrol cars



Dawson County Board of Commissioners

Marshal Monthly Report – July 2016

- **Alcohol License Establishment Inspections:** 4
- **Alcohol Pouring Permits Issued:** 24
- **Animal Control Calls Handled:** 165
- **Animal Bites to Human investigated:** 4
 - 4 Quarantined – Passed
- **Animals Taken to DC Humane Society:** 51
- **Dangerous Dog Classification:** 1 Pending Appeal
- **Citations Issued:** 0
- **Complaint Calls/In Field Visits:** 86
- **Erosion Site Visits:** 7
- **E-911 Addresses Issued:** 6
- **Non-conforming Signs Removed:** 35

HIGHLIGHTS

- Pending dangerous dog classification appeal before the environmental health board.



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – July 2016

- **Youth Sports Participants**
 - July 2016: 994 up 19% compared to same month last year
 - YTD 2016: 8060 up 28% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
 - July 2016: 1143 down 29% compared to same month last year (fewer weight room users)
 - YTD 2016: 7772 down 5% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - July 2016: 2051 down 30% compared to same month last year (fewer swimmers in July)
 - YTD 2016: 14,361 unchanged/flat compared to last year,
- **Total Customers Served:**
 - July 2016: 4103 down 23% compared to same month last year
 - YTD 2016: 29,614 up 3% compared to last year

HIGHLIGHTS

Park Special Events:

- Summer in the Sun was held Wednesday nights in June and July; approx. 150 people each Wednesday.
- Seamless Summer Feeding Program continued; approx. 50 meals were served per day (ended July 22)

Park Projects:

- Over seeding soccer fields at RCP was completed and daily hand watering continues.
- 2017 DCPR budget was completed in July. First meeting for Finance review is August 9th.
- Pool revenue for July was \$4,486, with 1,495 swimmers using the pool.
- WHP camping revenue was \$3,442 and Day Use revenue was \$1,078 (both down slightly from 2015)
- Bid documents were released for RCP Soccer Field Lights and mandatory pre-bid meeting held on July 28.

Athletic and Program Summary:

- 39 boys participated in basketball camp held at VMP; 28 girls participated in cheer camp held at RCP.
- 41 kids received swim lessons; 15 adults participated in the weekly Silver Splash program.
- Additional specialty programs: basketball lessons, Boot Camp, Tai Chi, tennis lessons, Yoga, Silver Splash and Kangoo
- UFA is currently registering for Fall Soccer, to date 162 kids are registered for the fall program
- Adult Co-Ed Softball leagues ended their 2015 summer Season in July
- Youth cheer uniforms were distributed; football uniforms were received; all practices began July 18.
- Fall adult league and co-ed registration ended.
- Fall baseball, softball and t-ball registration continued.
- Dawsonville Racers competed in District & State; 13 to State; all went to the podium; Aidan Kudlas was State Champion in 11-12 50yd Breaststroke

On the Horizon:

- August: adult men's league and co-ed softball and UFA fall soccer begin
- August 4: last week day for the pool to be open during the week. (weekends only after August 4 through Labor Day)
- August 12: Movies in the Park at VMP (includes a free evening swim)
- August 20: DCPR football games begin
- August 20: Fall baseball, softball and t-ball practices begin
- September 12: Park Board Meeting at 5:30pm (RCP)
- September 17 (tentative): Rotary Club Community Picnic at WHP
- September 24: Pups in the Park at RCP

Rock Creek Park	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	totals
Tv Room	13	16	12	8	6	18	17						90
Classroom	21	14	16	11	10	10	8						90
Community Room	30	42	51	49	47	56	52						327
Gyms	185	152	130	125	140	200	215						1147
Small Pav.	3	5	8	12	28	50	56						162
Large Pav.	3	3	5	9	16	14	16						66
Fields 7-16	20	22	155	160	145	150	158						810
Soccer Fields	30	25	250	245	230	90	10						880
Tennis Courts	10	15	15	20	30	35	40						165
Weight Room	188	248	265	258	245	230	248						1682
2 story/upstairs	15	25	25	25	15	15	10						130
Totals	518	567	932	922	912	868	830						5549
Veteran's Memorial Park													
Gym	105	75	51	45	55	60	90						481
Small Pav.	0	0	4	5	7	10	10						36
Large Pav.	0	0	6	7	9	10	8						40
Pool	0	0	0	0	31	129	96						256
Fields 1-6	0	16	90	75	65	60	80						386
Football Field	0	0	0	0	0	5	5						10
Other	15	15	15	15	15	15	15						105
Totals	120	106	166	147	182	289	304						1314
Fire Station 2							9						9
Pool opened for summer													
T-Ball Participants	28	101	101	105	104	6	27						472
BB Participants	65	238	238	239	243	75	50						1148
Adult League	0	0	120	255	340	345	358						1418
Basketball	278	60	0	0	0	0	0						338
Football	0	0	0	24	173	179	179						555
Cheer	0	0	0	0	70	69	79						218
Wrestling	23	0	0	0	0	0	0						23
Track	3	21	21	22	22	0	0						89
Travel	65	80	90	90	90	90	90						595
Instructional League	25	69	69	72	72	0	0						307
Softball	18	116	116	117	121	54	20						562
Soccer	247	265	252	252	252	252	162						1682
Swim Team	0	0	0	15	24	29	29						97
Tournament Participation	0	0	0	100	100	185	0						385
Volleyball		57	57	57	0	0	0						171
Totals	752	1007	1064	1348	1611	1284	994						8060

Monthly Report Totals - 2016

Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
All Sports Day Camps (1 & 2)	-	-	-	-	-	97	-						97
Basketball Lessons	8	19	16	10	12	10	13						88
Basketball Pre-Try Out Prep Camp	-	-	-	-	-	-	-						0
Battle of the Best Relay for Life Fundraiser	-	1,000	-	-	-	-	-						1,000
Boot Camp (all classes)	22	22	31	31	34	34	35						209
Breakfast with Santa	-	-	-	-	-	-	-						0
Camp of Ballers	-	-	-	-	-	-	-						0
Cheerleading Camp	-	-	-	-	-	-	28						28
Circuits & Supersets	-	-	8	8	-	-	-						16
Community Egg Hunt	-	-	2,000	-	-	-	-						2,000
Dance	40	40	40	40	40	-	-						200
Dance Camp	-	-	-	-	-	7	-						7
Fitness Sampler	6	-	-	-	-	-	-						6
Guard Prep Camp	-	-	-	-	-	-	-						0
Kangoo (all classes)	10	25	12	12	5	11	4						79
Kids Fit	-	-	-	-	-	-	-						0
Lady Tigers Fundamental Basketball Camp (girls)	-	-	-	-	-	23	-						23
Movies in the Park	-	-	-	-	-	650	-						650
Pool Swimmers	-	-	-	-	272	2,934	1,495						4,701
Pups in the Park	-	-	-	-	-	-	-						0
Rotary Day	-	-	-	-	-	600	-						600
Sandy's Basketball Camps	-	-	-	-	-	24	39						63
SilverSplash	-	-	-	-	-	15	15						30
Speed & Agility Camp	-	-	-	-	21	9	-						30
Spring Sports Opening Day	-	-	2,500	-	-	-	-						2,500
Swim Lessons	-	-	-	-	-	41	-						41
Tai Chi	5	4	5	5	5	3	2						29
Tennis Lessons	-	21	30	25	15	-	-						91
Tigers Fundamental Basketball Camp (boys)	-	-	-	-	-	48	-						48
Trunk or Treat	-	-	-	-	-	-	-						0
UFA Soccer Camp	-	-	-	-	-	11	85						96
Volleyball	-	57	57	-	-	-	-						114
War Hill Park Guests	-	-	33	209	471	492	323						1,528
Water Aerobics	-	-	-	-	-	-	-	-	-	-	-	-	0
Yoga	14	16	13	16	7	9	12						87
Zumba	-	-	-	-	-	-	-						0

105 1,204 4,745 356 882 5,018 2,051 0 0 0 0 0 0 14,361



Dawson County Board of Commissioners

Planning and Development Monthly Report – July 2016

- **Total Building permits Issued**
 - July 2016: 51 down 6%
 - YTD 2016: 310 up 27%
 - Single Family New Homes: 20 up 18%
 - Commercial Buildings: 14 down 18%
- **Business Licenses Issued:**
 - July 2016: 141 down 13%
 - YTD 2016: 1091 up 7%
- **Total Building Inspections Completed:**
 - July 2016: 439 up 7%
 - YTD 2016: 2614 up 33%
- **Variances/Zonings Processed:**
 - July 2016: 7 up 133%
 - YTD 2016: 28 up 12%
- **Plats Reviewed:**
 - July 2016: 19 up 217%
 - YTD 2016: 82 up 58%
- **Total Stormwater/Erosion Inspections: 17**
- **Total Stormwater Warnings/Stop Work Orders Issued: 0**
- **Total Civil Plan Review Meetings: 5**
- **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. Received approved GDOT approved plans for Whitmire Road/GA 400 intersection improvements to verify if landscape plan requires revisions. Will bid project summer 2017 to install fall 2017.
- RFP for GA 53 Corridor Overlay District Kick-off meeting scheduled
- Staff is preparing a county comparison of fee schedules and revising Planning's current fee schedule as needed.
- Staff is preparing a pamphlet for distribution to assist home builders who are building homes themselves in order to reduce the amount of questions they have and better serve their needs.

Newly Licensed Businesses:

- 7 Commercial based businesses
- 8 Home based businesses

Dawson County

July 2016

New Business Licensing

Dawson County has seven (7) new Commercial Businesses that have opened this month.

1. 706 Wrestling – Wrestling Instruction
221 Grogan Drive
2. Big Dog Drilling & Auger Services – Construction Contractor
3401 Dawson Forest Road East
3. Burger & Shake – Ownership Change - Restaurant
66 South 400 Center Lane
4. Wings & Burgers - Restaurant
78 Dawson Village Way North
5. Mainstreet Pawn – Title Pawn
1976 Highway 400 South
6. Publix – Grocery Store
145 Forest Boulevard
7. Second City Leasing – Equipment Rental
1100 Old Dawson Village Road

Home Based Business has eight (8) new locations and Home Office Business Licenses.

1. Shelby Contracting – Interior Renovations/Demolitions
840 Carlisle Road
2. Carol Corners Custom Creations - Embroidery
59 Highland Pointe Circle East
3. Fama – Software Support
153 Stonehaven Drive
4. Fun n Sun Pools – Swimming Pools
432 Brynbrooke Drive
5. Lanier Quality Consulting – Consulting Services
82 Overlook Circle
6. Nall & Associates – Consulting Services
31 Toto Creek Drive
7. Sutton Commercial Group – Furniture Installations
611 Elliott Road
8. Agape Scrubs & Boutique – Internet Sales
128 Blacks Mill Trace West



Dawson County Board of Commissioners

Public Affairs Monthly Report – July 2016

Website Activity

- Page Views: 106,934
 - 38% increase from previous year; 0% change from previous month
- Unique Visitors: 17,936
 - 44% increase from previous year; 2% decrease from previous month

Social Media

- Contacts/Fans: (Facebook) 1,311
 - 29% increase from previous year; 2% increase from previous month
- Contacts/Followers: (Twitter) 185
 - 103% increase from previous year; 7% increase from previous month

Citizen Care

- 311 Calls: 28 (28 static/no connection/wrong number/telemarketer; 0 legitimate calls)

HIGHLIGHTS

Social Media and Website Promotions:

- July newsletter
- Independence Day / offices closed
- Senior Center Farmer's Market
- Free Notary Public Training
- Movies in the Park sponsors
- Stuff the Bus event
- Sales Tax Holiday 2016
- New flooring in Senior Center
- Celebrity Waiter Breakfast
- Miscellaneous events and department activities
- Job postings: 2
- Request for Proposal: 0
- Invitation to Bid: 0

Plans for Upcoming Month:

- August newsletter
- Preparing for Citizens' Government Academy



Dawson County Board of Commissioners

Public Works Monthly Report – July 2016

ROADS:

- Work Orders: 95
- Mowing: 294.04 miles
- Gravel: 671.11 tons

ENGINEERING:

- Dawson Forest Road construction has commenced. The road and pipe projects are each at 50% completion.

TRANSFER STATION:

- Solid Waste: 604.03 tons
- Recycling: 17.98 tons
- Recycling scrap metal: 10.07 tons

FLEET:

- Repair requests: 80



Dawson County Board of Commissioners

Senior Services Monthly Report – July 2016

SENIOR CENTER

- **Home Delivered Meals Served**
 - July 2016: 1,521 down 14% compared to same month last year
 - YTD 2016: 11,635 no change compared to last year
- **Congregate Meals Served**
 - July 2016: 590 up 17% compared to same month last year
 - YTD 2016: 3,580 up 12% compared to last year
- **Physical Activity Participation**(Tai Chi, Silver Sneakers, individual fitness)
 - July 2016: 412 down 14% compared to same month last year
 - YTD 2016: 2,589 up 12% compared to last year
- **Lifestyle Management Participation**(art, bridge, bingo, awareness, prevention)
 - July 2016: 277 up 18% compared to same month last year
 - YTD 2016: 1,838 up 11% compared to last year

HIGHLIGHTS

July Events:

- Center hosted Farmer’s Market w/Legacy Link on July 7th. 40+ clients rec’d \$20 vouchers for fruits & vegetables.
- Senior Clients enjoyed a Field Trip to Jaemore Farms on July 27th.
- The Georgia Mountain Food Bank held a bowl painting party on July 29th for their annual fundraiser.
- Silver Sneakers: Tues/Thurs; Bible study 1st Tues/every Thurs; Art/Jewelry classes: Thurs/Fri; Tai Chi: Mon/Wed.
- Water Aerobics continues on Mondays and Fridays with an instructor; free swim on Wednesdays.

Special Dates Coming Soon:

- August 1, 8, 16, 22, 30: BINGO
- August 2: Health Education
- August 3, 17, 31: Wal-Mart
- August 9: Georgia Cares
- August 10: Dollar General
- August 12: Karaoke
- August 16: Dairy Queen
- August 19: Summer Dollar Holler
- August 24: Bucket List Trip
- August 29: Nutrition Education

TRANSIT

- **DOT Trips Provided**
 - July 2016: 168 down 40% compared to same month last year (Next Generation students not attending as much as previous year)
 - YTD 2016: 1,997 up 1% compared to last year
- **Senior Trips Provided**
 - July 2016: 558 down 23% compared to same month last year
 - YTD 2016: 4,369 no change compared to last year
- **# of Miles**
 - July 2016: 6,780 down 20% compared to same month last year
 - YTD 2016: 54,966 no change compared to last year
- **Gallons of Fuel**
 - July 2016: 856 down 18% compared to same month last year
 - YTD 2016: 6,738 no change compared to last year

Backup material for agenda item:


9. County Attorney Report

Fox, Chandler, Homans, Hicks & McKinnon, L.L.P.

Memorandum

To: Dawson County Board of Commissioners

Date: August 11, 2016

From: Joey Homans 

Re: County Attorney Report

1. Re-zoning Application-Kapaka Properties, LLC. On August 18, the re-zoning application submitted by Kapaka Properties will be heard. The property that is subject to the re-zoning consists of approximately five acres. This five acres adjoins approximately 20 acres where the Riley Place Townhomes are located. The combination of the two parcels (25 acres) was zoned commercial-planned comprehensive development in 2002. The 2002 re-zoning to C-PCD occurred after Trivista Development Group, LLC submitted a petition to re-zone the 25 acres from RA to C-PCD in 1999. The commission denied the re-zoning as requested. At that time, Trivista sought a density of 14 units per acre. After the litigation, the commission approved the C-PCD, which permitted a density of eight units per acre and required the multi-family portion of the development to be owner occupied townhomes, and Riley Place development began. All of the townhomes allowed pursuant to the 2002 re-zoning have not been constructed. The five acres at issue in the Kapaka re-zoning application were designated as the commercial portion of the commercial planned comprehensive development pursuant to the site plan. You should consider the guidelines set forth in Section 1004 of the County's Land Use Resolution to determine whether to grant or deny the re-zoning application. See attached. You need not identify any specific reason for your decision to grant or deny the application other than to reference that you considered the guidelines set forth within the County's Land Use Resolution, which are the same guidelines imposed by case law. Counsel for the opponents correctly notes that if you grant the re-zoning application, then the 20 acres where Riley Place is located will no longer qualify as a commercial planned comprehensive development because no commercial use will be included within the C-PCD and the site plan required for a C-PCD zoning district. If you grant the re-zoning application, then we can thereafter discuss whether the County should initiate a re-zoning application to re-zone the Riley Place parcel and to seek any necessary variance to accommodate the current use of such property approved in 2002.
2. MW&W Tax Appeal. I will appear on behalf of the Board of Tax Assessors on August 29 at 9:00 to argue motions in the MW&W tax appeals. The motions being argued address the 2015 amendments to the tax appeal process. MW&W contends that the procedures set forth in the 2015 amendments to the appeal process apply to MW&W's 2015 appeals and that certain timelines were not met, which MW&W contends should result in judgment in favor of MW&W. The argument on behalf of the Board of Tax Assessors is that the 2015 amendments do not apply to 2015 tax appeals and began with 2016 tax appeals.
3. Honey Wine-Meadery. An issue is being addressed regarding whether manufacturing honey wine (meadery) may qualify as a farm winery if the wine is manufactured at a location other than an agricultural or farm location. A business owner proposes leasing an interest in property

where honey is made and then manufacturing the wine with the honey from those leased premises at another location. The Georgia Department of Revenue issued a letter opinion in 2009 authorizing farm wineries if the manufacturer of the wine leased premises where the fruits were cultivated for later use in the wine production. My firm and I continue to research whether the honey mead qualifies for a farm winery license and will continue to work with the applicant and applicant's counsel regarding the application. However, if the application for a farm winery is denied, then suit may be filed.

4. Lipkowitz Litigation. The discovery deadline expired August 5. The case is currently on a trial calendar for the week of September 12.
5. Ingram Litigation. ACCG assigned insurance counsel, Donald Cronin, who serves as co-counsel with me in connection with the Ingram litigation (a lawsuit contending that the County and the Tax Commissioner owe a landowner's family compensation because of a tax sale). We filed a motion for summary judgment and await a ruling from the Court. Meanwhile, the Plaintiff filed to have counsel appointed and seeks to join other parties to the litigation. We filed responses requesting that the Court deny these requests.
6. Carlisle Road-Whitmire Estate. A hearing to close this case is scheduled for September 6 at 10:00 a.m. Florene Whitmire Hughes filed a motion to continue the hearing so that she can seek counsel. I filed a response opposing this motion because the litigation regarding this parcel and compensation to be paid for this parcel has been on-going for three years.

Joey

Section 1004. Guidelines to be Considered in Granting Amendment.

Whenever consideration is being given to an amendment to this Resolution, the Planning Commission shall make its recommendations based on the following criteria:

- A. The existing uses and classification of nearby property;
- B. The extent to which property values are diminished by the particular land use classification;
- C. The extent to which the destruction of property values of the applicant promotes the health, safety, morals, or general welfare of the public;
- D. The relative gain to the public, as compared to the hardship imposed upon the individual property owner;
- E. The suitability of the subject property for the proposed land use classification;
- F. The length of time the property has been vacant under the present classification, considered in the context of land development in the area in the vicinity of the property; and
- G. The specific, unusual, or unique facts of each case, which give rise to special hardships, incurred by the applicant and/or surrounding property owners.

Section 1005. Records of Amendments.

The Planning Director shall maintain records of amendments to the text and District Map of this Resolution.

Section 1006. Limitations of Re-applications.

No application of a property owner for an amendment to the text of this Resolution or to the District Map shall be considered by the Board of Commissioners within a twelve (12) month period immediately following a previous denial of such request, except the Board of Commissioners may permit a new application, if in the opinion of the Board of Commissioners new evidence of a change of circumstances warrants

Section 1007. Withdrawal of Application.

Withdrawals of any application may be accommodated within the Planning Department if requested before the Planning Commission or Board of Commissioners agenda is set. Therefore, withdrawals may not be made after ten (10) days prior to the scheduled Planning Commission meeting hearing, or ten (10) days prior to the scheduled Board of Commissioners meeting hearing, unless accompanied by written request stating specific reasons for withdrawal. This withdrawal request is to be published in the legal organ prior to the scheduled meeting(s). Following that written request and publication the Commissioners will vote to remove the item from the agenda at the scheduled hearing. Please note that should the withdrawal be denied, the item will receive deliberation and public hearing with a recommendation by the Planning Commission and/or decision by the Board of Commissioners. Further, the applicant is encouraged to be present at the hearing to substantiate reasons for withdrawal. Please note that no refund of application fee may be made unless directed by the Board of Commissioners.