

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, October 7, 2022 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Pastor Pete Mattix, Lake Country Baptist Church
4. Pledge of Allegiance (staff)

Regular Business Meeting

5. Public Comments
6. Consent Agenda
 - a. Approval of Minutes - September 20, 2022 Regular Meeting (staff-CC)
 - b. Approval of Minutes - September 20, 2022 Executive Session (staff-CC)
 - c. Authorization for Chairman to sign GDOT Section 5311 Program Formula Funds for Rural Transit FY2024 Grant Application (Transit)
7. Authorization for Chairman to sign Probation Services Agreement between Judicial Alternatives of Georgia (JAG) and Putnam County State Court (State Ct Judge)
8. Approval of Change to the Environmental Health Food Service Fee Structure (Health Dept)
9. Appointment to the Department of Family and Children Services Board (staff-CC)

Reports/Announcements

10. County Manager Report
11. County Attorney Report
12. Commissioner Announcements

Closing

13. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

File Attachments for Item:

6. Consent Agenda

a. Approval of Minutes - September 20, 2022 Regular Meeting (staff-CC)

b. Approval of Minutes - September 20, 2022 Executive Session (staff-CC)

c. Authorization for Chairman to sign GDOT Section 5311 Program Formula Funds for Rural Transit FY2024 Grant Application (Transit)

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, September 20, 2022 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, September 20, 2022 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Barry Fleming
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 6:30 p.m.
(Copy of agenda made a part of the minutes on minute book page _____.)

2. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

3. Invocation - Pastor James Smith, Wesley Chapel United Methodist Church
Pastor James Smith gave the invocation.

4. Pledge of Allegiance (BW)

Chairman Webster led the Pledge of Allegiance.

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Zoning Public Hearing

5. Request by JPC Design and Const. LLC, agent for William B. Jones, to rezone 0.94 acres at 114 Briarpatch Road from R-2 to C-1 [Map 096B, Parcel 063, District 1] (staff-P&D)

The Zoning Public Hearing was opened at approximately 6:34 p.m.

Attorney Fleming read the rules for Public Hearings from Code Section 66-159.

Mr. Jeremy Crosby of JPC Design and Const. LLC requested that this item be tabled until the November 15, 2022 Board of Commissioners meeting.

No motion to table was made.

Mr. Jeremy Crosby spoke in support of the request.

The following people spoke against this item:

Ms. Marian Zerkus (submitted documents); Mr. Alan Foster; Mr. David Field; Mr. Russell Whorton (showed a boat storage fire video); Ms. Patti Field (played a recording of noise from the current facilities); Ms. Erin Olson; Mr. Jimmy Zerkus (read and submitted a letter from Mr. Steve Hersey); Ms. Sandra Holloway; Ms. Adria Riley (submitted documents); Ms. Lynne Woods; and Mr. Charles Trumbo.

Mr. Jeremy Crosby used his remaining time for rebuttal.

Planning and Development staff recommendation was for denial to rezone 0.94 acres at 114 Briarpatch Road from R-2 to C-1.

Planning & Zoning Commission’s recommendation was for denial of the proposed rezoning at 114 Briarpatch Road from R-2 to C-1.

**Motion to deny the request by JPC Design and Const. LLC, agent for William B. Jones, to rezone 0.94 acres at 114 Briarpatch Road from R-2 to C-1 [Map 096B, Parcel 063].
Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.
Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp
Voting Nay: Commissioner Wooten**

The Zoning Public Hearing was closed at approximately 7:32 p.m.

Meeting was recessed at approximately 7:32 p.m.

Meeting reconvened at approximately 7:38 p.m.

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Regular Business Meeting

6. Public Comments

Mr. Lavoniah Sanders commented on the condition of Jimmy Davis Park.

Mr. J.D. Jones commented on the condition of Jimmy Davis Park and not getting its fair share of recreation funds.

Mr. Charles Trumbo commented on the ownership of Jimmy Davis Park.

7. Consent Agenda

a. Approval of Minutes - September 2, 2022 Regular Meeting (staff-CC)

b. Authorization for Chairman to sign ACCG Group Self-Insurance Workers' Compensation Fund (GSIWCF) Safety Discount Verification Form (staff-HR)

c. Authorization for Chairman to sign ACCG Interlocal Risk Management Agency (IRMA) Safety Discount Verification Form (staff-HR)

Motion to approve the Consent Agenda.

Motion made by Commissioner McElhenney, Seconded by Commissioner Brown.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

8. Approval of Right-of-Way Permit Application from Phillips and Jordan, Inc. (staff-PW)

Motion to approve the Right-of-Way Permit Application from Phillips and Jordan, Inc.

Motion made by Commissioner Wooten, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

9. Approval of Fourth Transit Bus (staff-Transit)

County Manager Van Haute explained that the county only pays 10% of the cost and needs to put in an order for the bus now so we can get it when available.

Motion to approve a Fourth Transit Bus.

Motion made by Commissioner Wooten, Seconded by Commissioner Sharp.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Reports/Announcements

10. County Manager Report

County Manager Van Haute reported the following:

- Splash Pad Grant – the bids for building a splash pad came in exceedingly higher than the budget. The DNR grant was for \$200K and the minimum bid was \$1.4M, making this project impracticable to tackle at this time.
- A traffic study for a left turn signal at Scott Road and Highway 44 was done and the study supports a turn signal. The project will have to go through the GDOT chain of command.
- The new backup generator has been placed on a concrete pad and is installed but not operational; waiting on a transfer switch with a 20-50 week delivery estimate.
- Rain has slowed the new Fire/EMS/Coroner building but progress is still being made.

11. County Attorney Report

County Attorney Fleming advised that an Executive Session was needed.

12. Commissioner Announcements

None

13. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate

**Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for Litigation.
Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.
Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp,
Commissioner Wooten**

Meeting closed at approximately 7:53 p.m.

14. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting

Motion to reopen meeting and execute the Affidavit concerning the subject matter of the closed portion of the meeting.

Motion made by Commissioner Sharp, Seconded by Commissioner Wooten.

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp,
Commissioner Wooten**

(Copy of affidavit made a part of the minutes on minute book page _____.)

Meeting reopened at approximately 8:11 p.m.

15. Action, if any, resulting from the Executive Session

No action taken.

Closing

16. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp,
Commissioner Wooten**

Meeting adjourned at approximately 8:12 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

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PUTNAM COUNTY BOARD OF COMMISSIONERS



Office of the County Clerk

117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

706-485-5826 (main office) ♦ 706-485-1877 (direct line) ♦ 706-923-2345 (fax)

lbutterworth@putnamcountyga.us ♦ www.putnamcountyga.us

The draft minutes of the September 20, 2022 Executive Session are available for Commissioner review in the Clerk's office.



FEDERAL TRANSIT ADMINISTRATION

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

FY 2024 GRANT APPLICATION

Please use Adobe Acrobat Reader to complete this application. You may use the tab button to navigate between fillable form fields.

Only the Transmittal Letter and Authorizing Resolution should be printed and returned as a scanned application attachment. All other application components should be completed and returned electronically.

**APPLICATION DUE DATE
OCTOBER 31, 2022**

Transit Agency Name:

Putnam County Transit

Date Submitted:

9/29/2022

Submitted By:

Dianne Pounds

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

**Date Received:
(To be completed by GDOT staff)**

FY 2024 Section 5311 Grant Application Checklist

Applicant organizations shall conduct the following completeness checklist prior to submitting their grant application. **For an application to be considered ALL items must be complete and included in the application submitted prior to October 31, 2022.**

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

Application Checklist Completed By:	Name:	Title:	Date:
	Dianne Pounds	Transit Director	

Does your organization employ 100 or more employees?

Yes

No

Do you use one or more Third Party Operators (TPO) that have 100 or more employees? If "yes," please state the name of the company (ies); the TPO manager in responsible charge of your service; and their number of employees.

Yes

TPO information _____

TPO manager _____

Number of Employees _____

No

Please see Part G for instructions on including the TPO contract.

Does Your Organization Currently Operate Public Transportation Services Using FTA Section 5311 Funding?

Yes

No

FY 2024 Section 5311 Application Request Includes (please check all that apply)

Operating

Capital (vehicles)

Capital (small equipment)

Mobility Management

Contract Authorization Request

Part A: Grant Applicant Profile

General Information	SUBRECIPIENT ORGANIZATION Information			
	Organization Official Name (as it appears in W9) Putnam County Transit	Physical Address 117 Putnam Drive, Suite A Eatonton GA 31024	Mailing Address (if different)	
		DUNS Number 010112084	eVerify 49222	
Subrecipient Contract Information	Key Personnel (EXCLUDE THIRD PARTY OPERATORS)			
	Contract Reviewer	Name	Dianne Pounds	
		Title	Transit Director	
		Phone	706-485-6355	
		Email	dpounds@putnamcountyga.us	
	Executor - Authorized Official that will execute the grant	Name	Billy Webster	
		Title	Chairman	
		Phone	706-485-5826	
		Email	bwebster@putnamcountyga.us	
	Executor 2 - Second executor only if required by the subrecipient	Name	Daniel Brown	
		Title	Vice Chairman	
		Phone	706-485-5826	
		Email	dbrown@putnamcountyga.us	
	Attestor/Witness - Designated Staff Person who will Attest the Executing Official's Signature and Affix the Government's Seal	Name	Lynn Butterworth	
		Title	County Clerk	
		Phone	706-485-5826	
Email		lbutterworth@putnamcountyga.us		
Notary - Designated Notary who will Notarize the Executing and Attesting Officials' Signatures	Name	Stephanie McMullen		
	Title	Administrative Assistant		
	Phone	706-485-5826		
	Email	smcmullen@putnamcountyga.us		

	Attorney	Name Barry A. Fleming
		Title County Attorney
		Phone 706-434-8770
		Email bfleming@flemingnelson.com

Part B: Transmittal Letter

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

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

Date

Patricia Smith, Ph.D.
Transit Program Manager
Division of Intermodal
Georgia Department of Transportation
600 W. Peachtree Street
Atlanta, Georgia 30308

Dear Patricia Smith, Ph.D.:

The Putnam County Board of Commissioners is applying for an FTA Section 5311 grant to aid in the operation of the Putnam County Transit for FY2024 in the amount of \$575,714.00 as detailed in the table below. The financial assistance requested for this project has been reviewed and approved by the local transportation planning process and is identified in the State Transportation Improvement Program.

	Federal Share	State Share	Local Share	Total
Operating Assistance	287857		287857	575714
Large Capital				0
Small Capital				0
Mobility Management				0
Total	287857	0	287857	575714

Local operating assistance will be provided by Putnam County Board of Commissioners .

Local share of Large Capital Purchases will be provided by Putnam County Board of Commissioners .

Local share of Small Capital Purchases will be provided by Putnam County Board of Commissioners .

Local share of Mobility Management will be provided by Putnam County Board of Commissioners .

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

The applicant certifies all of the information contained in this funding application is correct and the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the project property. If you have questions about this request for funding, please contact Dianne Pounds at dpounds@putnamcounty ga.us or 706-485-6355 .

Signature

Billy Webster
Name of Authorized Official

Chairman
Title of Authorized Official

Part C: Authorizing Resolution

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

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED BY BOARD OF COMMISSIONERS OF PUTNAM COUNTY,
hereinafter referred to as the "Applicant",

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

- 5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.
- 6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2022 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
- 7. That the applicant has or will have available the required non-federal funds to meet local share requirements for this grant application.

APPROVED AND ADOPTED this _____ day of _____, 2022.

Authorized Official
 Billy Webster

Type Name and Title

Signed, sealed and delivered this _____ day of _____, 2022 in the presence of

Witness

Notary Public/Notary Seal

CERTIFICATE

The undersigned duly qualified and acting _____ of _____ (Title of Certifying/Attesting Official) (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on _____, 2022.

Lynn Butterworth
Name of Certifying/Attesting Officer
County Clerk
Title of Certifying/Attesting Officer

(Place Seal Here)

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

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

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

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

Part E-1: Purchase of Service Contracts

List all POS contracts in Table 2 below. Include contracting agency/office, the contract start/end dates, amounts, and cost per unit of service.

Table 2: List of POS Contracts

POS Contracting Agency/Office:	Contract Start Date:	Contract End Date:	Total Contract Amount:	Cost Per Unit of Transit Service:	Anticipated Annual Trips:
Total of all POS Contracts					

Part E-2: Sources of Local Matching Funds

Please list all sources of local matching funds in Table 3 below.

Table 3: Sources of Local Matching Funds

Local Funding Source:	Amount:
Local Government General Revenues	287,857.00
Estimated NEMT Revenues (DCH Brokers)	
POS Contracts (total from Table 6 above)	
Other Local Fund Source (please specify, add rows for additional sources as needed)	
TOTAL LOCAL MATCHING FUNDS	\$287,857.00

Part E-3: Three-Year Operating Budget Trend (FY2022-FY2024)

Please complete Table 8 with federal and local operating funding from FY2022 through FY2024.

Actual FY2022 funding levels should be extrapolated from your agency’s Final Reimbursement Form from July 2022. FY2023 funding levels should be extrapolated from the budget submitted by your agency for FY2023. Proposed FY2024 funding levels should be extrapolated from the budget submitted with this application.

***Only operating funds should be used to populate Table 4.**

Table 4: Three-Year Operating Budget Trend

FY 2022 (actual)		FY 2023 (current year budget)		Proposed FY 2024 (this application)	
Federal Funds	138,650.00	Federal Funds	143,600.00	Federal Funds	287,857.00
Local Funds (total including general fund and POS revenues)	138,650.00	Local Funds (total including general fund and POS revenues)	143,600.00	Local Funds (total including general fund and POS revenues)	287,857.00
Total	277,300.00	Total	287,200.00	Total	575,714.00

Part F: Third Party Operators

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

TPO contracts must include a maximum amount or "Not to exceed" amount for proposed transit operations in FY2024.

Does this applicant Agency employ a Third-Party Operator?

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

This Agency does not employ a TPO.

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

Part G: Public Notice & Private Enterprise Coordination

The Applicant Organization MUST publish the public notice, on the following page, one time in the local government’s legal newspaper, and have a 15-day comment period that concludes PRIOR to October 31, 2022.

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

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

The Applicant Organization MUST publish the following notice one time in the local government’s legal newspaper, and have a 15-day comment period that concludes PRIOR to October 31, 2022. This is required to make private transportation service providers aware of the Applicant’s grant application. The original legal ad and notarized publisher’s affidavit from the newspaper must be included in your grant application.

Public Notice

The Putnam County Board of Commissioners is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

The Putnam County Board of Commissioners will offer general public transportation to all citizens of Putnam County for any worthwhile purpose, including but not limited to shopping, medical treatment, social services, and other purposes.

The Putnam County Board of Commissioners solicits private sector input and participation to assure that private for-profit transportation operators have a fair and timely opportunity to participate in the development of this program.

The Putnam County Board of Commissioners also solicits comments and concerns from the general population on local rural public transportation services.

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

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

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

Commission Chairman/Mayor/Chief Executive of Applicant Organization:

Billy Webster

Address/City/State/Zip Code of Applicant:

117 Putnam Drive Suite A, Eatonton, GA 31024

Phone Number of Applicant: 706-485-5826

If no response is received within the fifteen (15) days, the Putnam County Board of Commissioners will proceed with the application to the Georgia Department of Transportation.

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

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

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

Advertisement run in the 9-15-22 Edition of the Eatonton Messenger.

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

- No response received
- Response(s) received

If one or more responses were received, please complete Table 5 below with a list of private transportation providers operating in the service area, including a contact person, address, and phone number.

Table 5: List of Private Transportation Providers

Private Transportation Provider	Point of Contact	Phone Number	Address

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

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

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

Signature of Authorized Official

Billy Webster

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

9-15-22

Date

The Eatonton Messenger

100 N. Jefferson Ave., P.O. Box 4027 - Eatonton, Georgia 31024-4027 - msgr@msgr.com



Lake Oconee News

AFFIDAVIT OF PUBLISHER

PART G 2024

RURAL PUBLIC TRANSPORTATION PROGRAM

PUBLIC HEARING

September 15, 2022

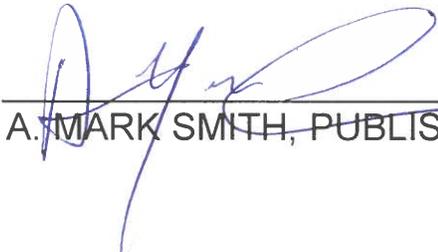
STATE OF GEORGIA
COUNTY OF PUTNAM

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED, OFFICER, DULY AUTHORIZED TO ADMINISTER OATHS IN SAID STATE AND COUNTY, Georgia/Putnam, WHO, HAVING BEEN DULY SWORN, DEPOSES AND SAYS ON OATH THAT HE/SHE IS PUBLISHER OF The Eatonton Messenger, THAT AS SUCH, HE/SHE IS AUTHORIZED TO MAKE THIS AFFIDAVIT, AND THAT THE ATTACHED NOTICE WAS PUBLISHED IN The Eatonton Messenger LEGAL ORGAN OF PUTNAM COUNTY, GEORGIA AND LOCAL NEWSPAPER OF GENERAL CIRCULATION IN PUTNAM COUNTY, GEORGIA, ON

9-15

THIS 15 DAY OF September, 2022




A. MARK SMITH, PUBLISHER

SWORN TO AND SUBSCRIBED
BEFORE ME THIS 15 DAY
OF September, 2022

Becky C Meyer
NOTARY PUBLIC

MY COMMISSION EXPIRES:
Notary Public, Putnam County, Georgia
My Commission Expires March 31, 2025

**PART G:
NOTICE OF OPPORTUNITY FOR A
PUBLIC HEARING
PRIVATE ENTERPRISE COORDINATION
RURAL PUBLIC TRANSPORTATION PROGRAM**

Putnam County is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

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

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

Putnam County also solicits comments and concerns from the general population on local rural public transportation services.

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

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

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

Chairman Billy Webster
Putnam County Board of Commissioners
117 Putnam Drive, Suite A
Eatonton, Georgia 31024
(706) 485-5826

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

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

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

Part H-1: General Reporting

- 1. List any Title VI-related lawsuits or complaints filed pertaining to the Applicant Organization’s Section 5311 program.

N/A

- 2. Has your organization applied for any other federal financial assistance for transportation?

Yes No

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

- 3. In the last three years, has any Civil Rights/Title VI Compliance Review Activity been conducted at your organization?

Yes No

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

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

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

Signature of Authorized Official

Billy Webster

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

Date

Part H-3: Performance and Quality of Service

Part H-3-1: Level of Service

Complete the Table 6 below with the requested information regarding Applicant Organization’s transit service and area. Please use <https://www.census.gov/quickfacts/fact/table> to obtain information for population and minority percentage.

Table 6: Level of Service Data

Total Population:	22585
Percent Minority:	35%
Type of Service:	Demand Response
Days/Hours of Operation:	Monday-Friday 8AM-4PM
Number of Vehicles:	3
Number of Wheelchair Equipped Vehicles:	3
Total Seating Capacity:	24

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

Complete Table 7 below with Applicant Organization trip data from FY2022. Suggested calculation methods are included in parenthesis.

Table 7: Performance Data

Annual Trip Total:	11414
Average Trips Per Month: (Trip total divided by 12)	951
Annual Trips Serving Minority Populations: (Annual trip total less trips by Caucasian riders)	8989
Percentage of Trips Serving Minority Populations: (trips serving minority populations divided by total annual trips, multiplied by 100)	79%

Complete Table 8 below with trip purpose data from Applicant Organization’s records for FY2022.

Table 8: Trip Counts by Purpose

	Trip Count
Medical	165
Employment	161
Nutrition	149
Social/Recreation	127
Education	8
Shopping/Personal	671
TOTAL	1281

Part H-3-3: Transit Cost Analysis

Table 9 below is used to complete the transit cost analysis for this application. The table includes embedded formulas to calculate the cost per hour, cost per one -way passenger trips, and cost per mile. Applicants should enter data into each of the highlighted cells below ONLY – click on the table to open an excel spreadsheet to enter the numbers. Once the requested data is entered, the remaining fields should update automatically using the embedded formulas.

The Applicant Organization should use the FEDERAL SHARE, LOCAL SHARE, and TOTAL line items from its FY2022 Final Reimbursement Form.

Table 9: Transit Cost Analysis

Total Annual Trip Count	Federally Allocated Funds Spent in FY 2022	Locally Allocated Funds Spent in FY 2022	Total Funds Spent in FY 2022	Annual Revenue Service Hours in FY 2022	Annual Miles in Revenue Service in FY 2022
11,414.00	\$ 138,650.00	\$ 138,650.00	\$ 277,300.00	5,142.00	101,347.00
Cost Per Hour	\$ 26.96	\$ 26.96	\$ 53.93		
Cost Per One- Way Passenger Trips (OWPT)	\$ 12.15	\$ 12.15	\$ 24.29		
Cost Per Mile	\$ 1.37	1.3680720692	2.7361441384		
Number of Revenue Vehicles in FY 2022		3.00	Farebox Revenue in FY 2022	26680	
Cost Per Vehicle			Farebox Revenue Per Trip		\$ 2.34

Part H-4: Economic Impacts

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

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

1. Service area (e.g. Countywide, city only, multi-county. Specify and all counties and municipalities served):
Putnam, Greene and Baldwin

2. Methods used to communicate transit system information to the public (Check all that apply):

- Word of Mouth
- Newspaper
- TV/Radio
- Community Events
- Public Meetings
- County Website
- Government Buildings
- Other: Advertising via wall calendars, card magnets and brochure
- Newsletters
- Social Media

3. Trends in the number of public transit riders over the past three years. Please use data from the National Transit Database reports for FY2019 and FY2020 (<https://www.transit.dot.gov/ntd/ntd-data>):

# of OWPTs in FY2020	# of OWPTs in FY2021	# of OWPTs in FY2022
10,294	9,892	11,414

4. Please explain any significant drops or increases in ridership over the past three years (e.g. new POS contract, reduced service area):
Ridership Increased

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

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

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

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

Part H-4-2: Service Area Details

Table 10: Service Area Details

Funding Sources	Total OWPT Provided in Past 12 Months, by Source:	Rates Charged per OWPT, by Source:
5311		General Public \$2.00
DHS		General Public \$5.00
DFAC		General Public \$8.00
Aging		
DBHDD		
NEMT-Medicaid		
GVRA		
DCH		
Other (specify)		

*****Please insert a copy of the current fare sheet for the 5311 transit agency that shows fares charged for one-way passenger trips for all types of fares charged.*****

Part H-4-3: Statement of Public Benefits

List Applicant Organization’s three most important focus areas in the communities it serves for FY2022. Describe the role transit plays in those focus areas (jobs, medical, etc.).

Focus Area #1
Medical

Focus Area #2
Shopping/Personal

Focus Area #3
Employment

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

Spreading the word about our transit system in the community

Part H-4-4: Project Coordination

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

N/A

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

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

N/A

Location and Cost of Trips Outside of Putnam County

All local fares \$2.00 one-way trip

St. Mary Good Samaritan Hospital 5401 Lake Oconee Parkway Greensboro, Ga	\$5.00
Tender Care Clinic 803 S. Main St. Greensboro, Ga.	\$8.00
Cowles Clinic Center 1000 Cowles Clinic Way Greensboro, Ga.	\$5.00
***Trips 10 miles or more over the County line	\$8.00
River Edge 60 w 22 Hwy. Milledgeville, Ga.	\$8.00
Oconee Regional Medical Center 821 N Cobb St. Milledgeville, Ga.	\$8.00
Oconee Dialysis Center 13010 N. Columbia Milledgeville, Ga.	\$8.00
Da Vita Milledgeville Dialysis 404 S. Wayne St. Milledgeville, Ga.	\$8.00

Please feel free calling Putnam Transit if their a medical need that is not shown on the list.

We will not schedule any same day appointments outside of Putnam County

Part I: Certification of No Intent to Charter Service

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

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

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

Signature of Authorized Official
Billy Webster

Printed Name of Authorized Official
Chairman

Printed Title of Authorized Official

Date

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

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

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

Signature of Authorized Official

Billy Webster

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

Date

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

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

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

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

Federal, State, or local health, law enforcement, or other appropriate agency; and

- G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).
- H) The Applicant's headquarters are located at the following address:

Name of Applicant Organization: Putnam County Transit
Name of Authorized Official: Billy Webster
Address: 117 Putnam Drive, Suite A Eatonton, GA. 31024

Signature of Authorized Official

Billy Webster

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

Date

Part L: Certification of Equivalent Access for Persons with Disabilities

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

Putnam County Transit certifies that all our vehicles are purchased with disability access features.

Fill out the form below if the agency is requesting the purchase of vehicles without disability features.

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

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

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

Certified this _____ day of _____, 2022.

 Signature of Authorized Official
Billy Webster

 Printed Name of Authorized Official

Chairman

 Printed Title of Authorized Official

 Date

Part M: FTA Civil Rights Assurance

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

The Putnam County Transit hereby certifies that, as a condition of receiving Federal financial assistance under the Federal Transit Act, the organization will ensure that:

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

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

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

As required by 49 CFR 21.7:

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

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

1. It will comply with the following prohibitions against discrimination on the basis of disability, which are a condition of approval or extension of any FTA funding awarded to: (1) Construct any facility, (2) Obtain any rolling stock or other equipment, (3) Undertake studies, (4) Conduct research, or (5) Participate in or obtain any benefit from any FTA administered program, and

2. In any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no otherwise qualified people with a disability will, because of their disability, be:
 - (1) Excluded from participation, (2) Denied benefits, or (3) Otherwise subjected to discrimination.

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

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

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

Signature of Authorized Official

Billy Webster

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

Date

Part N: Debarment and Suspension

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

Part N-1: Non-procurement Suspension and Debarment

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

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

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

- Debarred from participation in the federally funded project,
- Suspended from participation in the federally funded project,
- Proposed for debarment from participation in the federally funded project,
- Declared ineligible to participate in the federally funded project,
- Voluntarily excluded from participation in the federally funded project, or
- Disqualified from participation in the federally funded Project.

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

Signature of Authorized Official
Billy Webster

Printed Name of Authorized Official
Chairman

Printed Title of Authorized Official

Date

Part N-2: SAM Certification

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

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

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

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

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

Authorized Official

Billy Webster

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

Date

Part P: Lobbying Restrictions

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

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

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

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

Signature of Subrecipient's Authorized Official

Billy Webster

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

Date

Part Q: FTA Certifications and Assurances

As part of this grant application package, all applicants must attach a signed copy of the most recent available FTA Certifications and Assurances (FY 2022) included as the following two pages.

- The full FTA FY 2022 Certifications and Assurances document is available at: <https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-02/FY22-certifications.pdf>
- The FTA FY 2022 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (✓) showing that ALL categories numbered 01 through 21 are being certified by your organization, or indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2022 Certifications and Assurances page which includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney”.

FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

Name of Applicant: Putnam County Transit
The Applicant agrees to comply with applicable provisions of Categories 01 – 21.

OR

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

Category Description

- | | | |
|-----|---|--------------------------|
| 1. | Certifications and Assurances Required of Every Applicant | <input type="checkbox"/> |
| 2. | Public Transportation Agency Safety Plans | <input type="checkbox"/> |
| 3. | Tax Liability and Felony Convictions | <input type="checkbox"/> |
| 4. | Lobbying | <input type="checkbox"/> |
| 5. | Private Sector Protections | <input type="checkbox"/> |
| 6. | Transit Asset Management Plan | <input type="checkbox"/> |
| 7. | Rolling Stock Buy America Reviews and Bus Testing | <input type="checkbox"/> |
| 8. | Urbanized Area Formula Grants Program | <input type="checkbox"/> |
| 9. | Formula Grants for Rural Areas | <input type="checkbox"/> |
| 10. | Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program | <input type="checkbox"/> |
| 11. | Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs | <input type="checkbox"/> |
| 12. | Enhanced Mobility of Seniors and Individuals with Disabilities Programs | <input type="checkbox"/> |
| 13. | State of Good Repair Grants | <input type="checkbox"/> |
| 14. | Infrastructure Finance Programs | <input type="checkbox"/> |
| 15. | Alcohol and Controlled Substances Testing | <input type="checkbox"/> |
| 16. | Rail Safety Training and Oversight | <input type="checkbox"/> |
| 17. | Demand Responsive Service | <input type="checkbox"/> |
| 18. | Interest and Financing Costs | <input type="checkbox"/> |
| 19. | Cybersecurity Certification for Rail Rolling Stock and Operations | <input type="checkbox"/> |
| 20. | Tribal Transit Programs | <input type="checkbox"/> |
| 21. | Emergency Relief Program | <input type="checkbox"/> |

FEDERAL FISCAL YEAR 2022 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA in FY 2024)

AFFIRMATION OF APPLICANT

Name of the Applicant: Putnam County Transit

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2022, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2023.

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

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

Signature Dianne Pounds Date: 9/29/2022

Name Dianne Pounds
Authorized Representative of Applicant

For: Putnam County Transit

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

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

Signature _____ Date: _____

Name Barry Fleming
Attorney for Applicant

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

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.

Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) 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.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.326 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (a) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 CFR § 673.11(d). This certification is required by 49 U.S.C. § 5329(d)(1) and 49 CFR § 673.13.

This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673.

If the applicant is a State, the applicant certifies that:

- (a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own public transportation agency safety plan; and
- (b) Each small public transportation provider within the State has a public transportation agency safety plan that has been approved by the provider’s Accountable Executive (as that term is defined at 49 CFR § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. E, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant’s lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," 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 subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

4.2. Statement for Loan Guarantees and Loan Insurance.

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA’s charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA’s school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:

- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
- (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
- (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will

receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);

- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and

- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act’s Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula

Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient’s plan to address the impact of the transition to zero emission vehicles on the applicant’s current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA’s State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant’s most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
- (b) Compliant with the requirements of 49 CFR Part 674, "State Safety Oversight".

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS
FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT
PROGRAMS).**

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
 - (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),

- (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
- (4) Category 09 (Formula Grants for Rural Areas),
- (5) Category 15 (Alcohol and Controlled Substances Testing), and
- (6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of all categories: *(check here)* _____.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

Certifications and Assurances

Fiscal Year 2022

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Cybersecurity Certification for Rail Rolling Stock and Operations

20 Tribal Transit Programs

21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

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

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

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

Certifications and Assurances

Fiscal Year 2022

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

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): _____

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

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

Signature _____ Date: _____

Name _____ Attorney for Applicant

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

Part R: Americans with Disabilities Act Checklist

Is our Section 5311 Rural Transit System Compliant with the Americans with Disabilities Act (ADA)?

- We offer curb to curb service for ADA passengers, as needed
- We do not charge passengers for no-shows. Our No-Show Policy suspension never exceeds 30 days.
- Cancellations made with less than 1-2 hours prior to pick-up can be considered no-shows.
- Our written No-Show policy for suspensions (if have one) is based on the percentage that a passenger rides overall, not on monthly occurrences.
- Have we documented any ADA complaints from public transit system users?
- Do we have enough wheelchair lift-equipped vehicles to meet our demand?
- During peak times when/if our capacity cannot meet demand, are disabled passengers not denied service more often than non-disabled passengers?
- Our drivers test the wheelchair lifts before starting service each day.
- Our system accepts all types of wheelchairs for transport if wheelchair and passenger combined do not exceed the weight capacity of the lift and fits on the lift platform.
- When we have a wheelchair lift failure, the repairs are completed quickly (within five days) so that our service to disabled passengers is not disrupted.
- We offer the same service to disabled and non-disabled passengers as described below:
- We have the same hours of operation for services for disabled and non-disabled persons.
- We have the same reservation time requirements, such as 24 hour notice, etc. for all passengers.
- We do not charge a higher fare for ADA passengers as for other passengers.
- Our disabled passengers are permitted to travel to all places that our non-disabled passengers can go.
- We allow service animals on the buses if they are assisting the passenger.
- We allow passengers to travel with their portable oxygen supply.
- We do not require disabled passengers to sit in designated seats if they do not wish to do so.
- We allow passengers bring their mobility aids on the buses (such as crutches, canes, walkers, etc.).
- Our drivers are trained to assist disabled passengers.
- Our drivers are familiar with the 800 lb. or 1,000 lb. weight limit of the wheelchair lifts and that all types of wheelchairs must be accommodated (scooters, etc), unless weight capacity is exceeded.
- Passengers who have difficulty using stairs are allowed to stand and ride up the lift as standees.
- Our drivers properly use the wheelchair securement systems on our vehicles.
- Smoking is prohibited on our vehicles.
- We have ADA-standard operating procedures and all of our employees are trained and familiar with them.



Dianne Pounds

Print Name

Dianne Pounds 9/19/2022

Signature and Date

(Must be signed by the authorized Transit ADA Representative for your system)

¹ ADA rule provides that transit operators must carry a wheelchair and occupant if the lift and vehicle can physically accommodate them, unless doing so is inconsistent with **legitimate safety requirements**. “**Legitimate safety requirements**” include such circumstances as a mobility device of such size that it would block an aisle or would interfere with the safe evacuation of passengers in an emergency, or weight exceeds lift capacity.

Part S: Financial Certifications

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

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

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

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

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

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

NA

Financial System Certification - Certification of Indirect Cost Rate Proposal

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

Certification of Financial Management System:

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

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

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

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

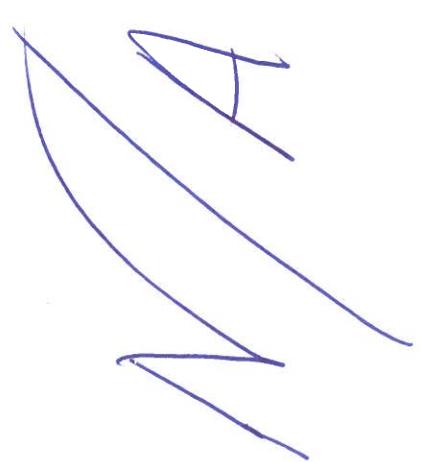
- General ledger and job costing ledgers.
- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g., invoices, canceled checks).
- Accounting policy and procedure manuals specific to the agency.

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

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

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

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



Governmental Unit / Subrecipient
Name

Signature

Official Name

Title

Date of Execution of ICRP

Financial System Certification and Certification of Indirect Cost Proposal

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

Certification of Financial Management System:

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

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

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

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

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

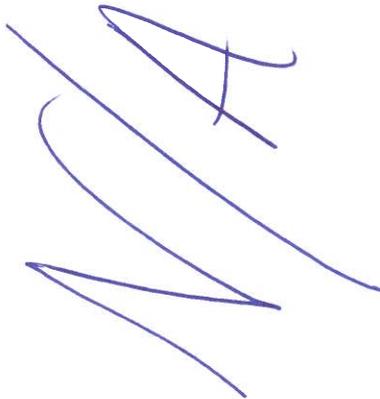
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the to the best of my knowledge and belief:

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

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

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

I declare that the foregoing is true and correct.



Nonprofit Organization

Signature

Name of Official

Title

Date of Execution

Deminimus Cost Allocation Plan

For Recovery of Indirect Costs for a Federal Grant Award

Certification of Financial Management System:

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

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

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

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

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

Certification of Eligibility:

I, the undersigned, certify that _____ is eligible to use the 10% *de minimis* indirect cost rate as the organization has:

- 1. Received less than \$35 million in direct federal funding for the fiscal year requested and each fiscal year thereafter.

Finally, I understand:

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

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

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

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

Certification

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

Name of Non-Federal Entity

Signature of Authorized Official*

Name (Printed)

Title

Date

Telephone

E-mail

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

Part T: Equal Employment Opportunity Questionnaire

The FTA Master Agreement requires all applicants, recipients, subrecipients and contractors receiving funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. FTA applicants, recipients, subrecipients and contractors who meet both of the following threshold requirements must implement the EEO Program elements (FTA C 4704.1A Chapter 2.2)

This requirement applies to state-administered programs covered by Federal Transit Laws and FTA Master Agreement funding categories under 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities; 5311 – Rural formula grants for Rural Areas; 5339 – Bus and Bus facilities; 5307 – Urbanized Area formula grants; and 5303, 5304 and 5305 – Metropolitan and Statewide Planning funds.

All FTA applicants, recipients, subrecipients and contractors who do not meet the EEO Program threshold are not required to submit an EEO. However, they are still required to comply with all Equal Employment Opportunity statutes and regulations.

A recipient is required to submit a full or abbreviated EEO Program based on the number of its transit-related employees and whether it reaches a monetary threshold. Transit related employees include temporary, full-time, or part-time employees.

- Employs 100 or more transit related employees (requires a full EEO Program)
 - Employs 50 or more transit-related employees; (requires an abbreviated EEO program)
- And:
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Example: If ‘ABC Transit’ is a direct subrecipient and has 22 employees, it does not meet the threshold. If ‘ABC Transit’ subcontracts with a *Third-Party Operator* each entity is considered separately. If ‘ABC Transit’ with 22 employees, contracts with two agencies, one with 25 employees, and one with 52 employees (i.e. 22+25=52), then ABC Transit would not be required to have an EEO Program, but the contracted agency with 52 employees would be required to develop and submit to ‘ABC Transit’ an abbreviated EEO Program.

EEO Program Components (Full EEO Program)

- Statement of Policy
- Dissemination
- Designation of Personnel Responsibility
- Utilization Analysis
- Goals and Timetables
- Assessment of Employment Practices
- Monitoring and Reporting

Abbreviated EEO Program Components

- Statement of Policy
- Dissemination Plan
- Designation of Personnel Responsibility
- Assessment of Employees Practices
- Monitoring and Reporting Plan

Please complete all fields annually and submit to GDOT Transit Department:

Name of Transit Organization Putnam County Transit

Type: MPO Transit Agency Third-Party Contractor

1. How many transit related employees do you have in your organization? 9

(A transit related employee is an employee of an FTA applicant, recipient, or subrecipient who is involved in an aspect of an agency's mass transit operation funded by FTA. For example, a city planner involved in a planning bus routes would be counted, but a city planner involved in land use would not be counted)

2. How much did your organization receive in capital or operating assistance the previous federal fiscal year? \$ 287,200.00

3. How much did your organization receive in planning assistance the previous federal fiscal year? \$ _____

4. Has your agency submitted a full EEO Program/or abbreviated program to GDOT based on the thresholds noted? Yes No

5. If yes, what is the date of your last submission? _____

6. Do you contract out any of your transit services? Yes No.

If yes,

a. What is the name of the agency(ies)? Putnam County Transit

b. How much did the agency receive in capital or operating assistance? \$ 287,200.00

c. How many transit employees does the agency have? 5

d. Did the contracting agency submit an EEO Program to you? Yes No

If yes, what is the date of their last EEO Program submission? _____

I certify that the foregoing is true and correct.

Signature _____

Title: Chairman

Date _____

Part T: Equal Employment Opportunity Questionnaire

The FTA Master Agreement requires all applicants, recipients, subrecipients and contractors receiving funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. FTA applicants, recipients, subrecipients and contractors who meet both of the following threshold requirements must implement the EEO Program elements (FTA C 4704.1A Chapter 2.2)

This requirement applies to state-administered programs covered by Federal Transit Laws and FTA Master Agreement funding categories under 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities; 5311 – Rural formula grants for Rural Areas; 5339 – Bus and Bus facilities; 5307 – Urbanized Area formula grants; and 5303, 5304 and 5305 – Metropolitan and Statewide Planning funds.

All FTA applicants, recipients, subrecipients and contractors who do not meet the EEO Program threshold are not required to submit an EEO. However, they are still required to comply with all Equal Employment Opportunity statutes and regulations.

A recipient is required to submit a full or abbreviated EEO Program based on the number of its transit-related employees and whether it reaches a monetary threshold. Transit related employees include temporary, full-time, or part-time employees.

- Employs 100 or more transit related employees (requires a full EEO Program)
- Employs 50 or more transit-related employees; (requires an abbreviated EEO program)
- And:
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Example: If ‘ABC Transit’ is a direct subrecipient and has 22 employees, it does not meet the threshold. If ‘ABC Transit’ subcontracts with a *Third-Party Operator* each entity is considered separately. If ‘ABC Transit’ with 22 employees, contracts with two agencies, one with 25 employees, and one with 52 employees (i.e. 22+25=52), then *ABC Transit* would not be required to have an EEO Program, but the contracted agency with 52 employees would be required to develop and submit to ‘ABC Transit’ an abbreviated EEO Program.

EEO Program Components (Full EEO Program)

- Statement of Policy
- Dissemination
- Designation of Personnel Responsibility
- Utilization Analysis
- Goals and Timetables
- Assessment of Employment Practices
- Monitoring and Reporting

Abbreviated EEO Program Components

- Statement of Policy
- Dissemination Plan
- Designation of Personnel Responsibility
- Assessment of Employees Practices
- Monitoring and Reporting Plan

Please complete all fields annually and submit to GDOT Transit Department:

Name of Transit Organization Putnam County Transit

Type: MPO Transit Agency Third-Party Contractor

1. How many transit related employees do you have in your organization? 9

(A transit related employee is an employee of an FTA applicant, recipient, or subrecipient who is involved in an aspect of an agency's mass transit operation funded by FTA. For example, a city planner involved in a planning bus routes would be counted, but a city planner involved in land use would not be counted)

2. How much did your organization receive in capital or operating assistance the previous federal fiscal year? \$ 287,200.00

3. How much did your organization receive in planning assistance the previous federal fiscal year? \$ _____

4. Has your agency submitted a full EEO Program/or abbreviated program to GDOT based on the thresholds noted? Yes No

5. If yes, what is the date of your last submission? _____

6. Do you contract out any of your transit services? Yes No.

If yes,

a. What is the name of the agency(ies)? Putnam County Transit

b. How much did the agency receive in capital or operating assistance? \$ 287,200.00

c. How many transit employees does the agency have? 5

d. Did the contracting agency submit an EEO Program to you? Yes No

If yes, what is the date of their last EEO Program submission? _____

I certify that the foregoing is true and correct.

Signature Dianne Perunds

Title: Transit Director

Date 9/19/2022

Part U: TAMP Accountable Executive Form

GDOT GROUP TRANSIT ASSET MANAGEMENT (TAM) PLAN

PARTICIPANT ACCOUNTABLE EXECUTIVE APPROVAL FORM

FY 2022 TAM PERFORMANCE TARGETS

As the Accountable Executive for the below-named Participant in the Group Transit Asset Management (TAM) Plan sponsored by the Georgia Department of Transportation (GDOT), I hereby approve the FY 2022 TAM Performance Targets on behalf of the Participant transit provider organization.

Participant Organization Name: Putnam County Transit

Transit Provider Name (if/ different): Putnam County Board of Commissioners

FTA Program Subgroup (check all that apply):

5311 Rural

5307 Urban

Did the Accountable Executive change from the FY2021 named AE?

Yes

No

Name of Accountable Executive: Billy Webster

Signature of Accountable Executive: _____

Title: Chairman

Date: _____

Enclosure

PUTNAM COUNTY TRANSIT
MONTHLY REPORT

2022	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	TOTALS	Average
WHITE	213	176	232	217	213	206	185	181	247	207	173	175	2,425	202
A. AMER.	679	704	578	559	553	585	694	682	713	703	768	718	7,936	661
HISP.	63	58	70	74	70	69	97	10	124	107	112	104	958	80
A. INDIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASIAN	0	0	0	0	0	0	0	0	0	2	0	3	5	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MED.	126	143	127	124	153	151	165	160	0	165	164	152	1,630	136
EMP.	104	128	117	107	106	106	105	131	161	121	120	132	1,438	120
NUT.	128	73	87	72	72	88	65	82	149	64	56	47	983	82
S& REC.	10	17	12	7	10	5	15	18	77	58	124	127	480	40
EDU.	0	1	0	0	1	2	0	5	8	1	0	3	21	2
S & PER.	586	576	537	540	494	508	626	567	671	610	589	539	6,843	570
ELD.	368	323	336	352	327	336	353	337	372	470	562	518	4,654	388
NON ELD.	587	615	544	498	509	524	623	626	712	549	491	482	6,760	563
DISABLED	517	486	397	447	426	860	531	522	549	607	1,053	574	6,969	581
TRIPS	955	938	880	850	836	860	976	963	1,084	1,019	1,053	1,000	11,414	951
MILES	8,720	8,788	8,160	7,681	8,175	7,826	8,020	8,308	9,886	8,991	8,380	8,412	101,347	8,446
HOURS	469	451	406	354	420	443	442	429	518	453	424	333	5,142	429
FUEL	1,120	1,133	935	945	1,002	994	1,045	1,025	1,254	1,124	1,056	1,059	12,692	1,058
DAYS	63	62	57	48	55	58	58	56	69	60	57	50	693	58
W/Chairs	17	40	43	25	33	37	23	29	33	41	28	15	364	30
AVG/TRIPS	15.16	15.13	14.18	17.71	15.2	14.83	16.83	17.2	14.55	16.98	18.47	20	196.24	16.35

2022 PUTNAM COUNTY VEHICLE OPERATING PERFORMANCE

Van#	Type	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	TOTALS	Average
3664	Trips	312	358	249	325	256	308	327	341	360	344	334	480	3,994	333
3664	Miles	2,989	3085	2411	2984	2796	2642	2781	2906	3151	3029	2592	3874	35,240	2,937
3664	Hours	157	159	122	136	138	153	144	145	173	153	132	153	1,765	147
3664	Fuel	406	427	322	372	365	326	357	372	390	394	342	511	4,584	382
3664	Days	21	21	16	18	18	20	19	19	23	20	17	22	234	20
3664	W/Chairs	6	17	19	13	13	19	7	10	10	21	18	5	158	13
4040	Trips	325	318	339	186	315	260	328	320	385	350	370	92	3,588	299
4040	Miles	2,702	2,812	2,921	1,324	2,606	2,335	2,430	2,676	3,150	2,904	3,009	750	29,619	2,468
4040	Hours	159	154	156	73	145	138	147	146	176	154	158	29	1,635	136
4040	Fuel	311	347	325	164	306	317	327	274	403	354	402	79	3,609	301
4040	Days	21	20	21	10	19	18	19	19	23	20	21	6	217	18
4040	W/Chairs	2	11	11	4	11	9	4	11	10	10	9	1	93	8
4083	Trips	318	262	292	339	265	292	321	302	339	325	349	428	3,832	319
4083	Miles	3,029	2,891	2828	3,373	2,773	2,849	2,809	2,726	3,585	3,058	2,779	3788	36,488	3,041
4083	Hours	153	138	128	145	137	152	151	138	169	146	134	151	1,742	145
4083	Fuel	403	359	288	409	331	351	361	379	461	376	312	469	4,499	375
4083	Days	21	21	20	20	18	20	20	18	23	20	19	22	242	20
4083	W/Chairs	9	12	13	8	9	9	12	8	13	10	1	9	113	9

File Attachments for Item:

7. Authorization for Chairman to sign Probation Services Agreement between Judicial Alternatives of Georgia (JAG) and Putnam County State Court (State Ct Judge)



JUDICIAL ALTERNATIVES OF GEORGIA

Probation Services Agreement

This Agreement is made by and between **Judicial Alternatives of Georgia, Inc.**, a corporation, organized under the laws of the State of Georgia, with its principal place of business at 114 East Johnson Street, Dublin, Georgia hereinafter called "Contractor and the **Putnam County State Court**, Georgia hereinafter called "Court". This Agreement is governed by Article 6 of Chapter 8 of Title 42 of the Official Code of Georgia, Annotated. The parties enter into the Agreement under the specific authority of 42-8-101.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SCOPE OF SERVICES AND RESPONSIBILITIES OF CONTRACTOR

In consideration of the obligations of the Court or governing authority, Contractor shall provide the following services.

A. Responsibilities of Probation Services Contractor

1.) Compliance with Statutes and Rules. Contractor shall comply with Article 6 of Title 42 Chapter 8 of the Official Code of Georgia and all standards, rules and regulations promulgated by the Department of Community Supervision.

2.) Records and Confidentiality. Contractor shall create and maintain individual files for each offender receiving services from Contractor in accordance with this Agreement. Contractor shall maintain the confidentiality of all files, records and papers relative to supervision of probationers under this Agreement. These records, files and papers shall be available only to the judge of the court handling the case, the Department of Audits and Accounts, the Department of Supervision and upon transfer of probation supervision to the State, to the Georgia Department of Corrections.

3.) Financial Records. Contractor shall maintain financial records according to generally accepted accounting practices.

4.) Employee Qualifications and Training. Contractor shall employ competent and able personnel to provide the services to be rendered hereunder and to appropriately administer the assigned caseload.

(a) Any person employed as JAG probation officer shall be at least 21 years of age at the time of appointment to the position of private probation officer and shall have completed a standard two-year college course or have four years of law enforcement experience; provided, however, that any person employed as a private probation officer as of July 1, 1996, and who had at least six months of experience as a private probation officer or any person employed as a probation officer by a county, municipality, or consolidated government as of March 1, 2006, shall be exempt from such college requirements.

b) Every JAG probation officer shall be required to obtain 40 hours of initial orientation training as set forth below provided that the 40 hour initial orientation shall not be required of any person who has successfully completed and who provides documentation of satisfactorily completing a basic course of training for supervision of probationers or parolees certified by the Peace Officer Standards and Training Council. Initial training of new probation officers shall be completed within the first 6 months of employment. JAG Probation Officers will complete a 5-hour block of instruction covering a General Probation Overview and consisting of: The History of Probation, Ethics and Professionalism, Probation Officer Liabilities and Responsibilities, Constitutional Law, and Probation Law; a 20-hour block of instruction covering Probationer Management and consisting of: Confidentiality, Intake, Preparation and Maintenance of Files, Case Documentation, Interviewing and Communication Skills, Available Sentencing Options, Financial Collections, Community Service, Alcohol and Substance Abuse, and Personal Welfare and Safety; and a 15-hour block of instruction covering Legal Procedures and Reports and consisting of: General Report Writing Techniques, Violations, Delinquency Reports and Warrants, Courtroom Protocol, Testimony and Revocation Proceedings, First Offender Act, Case Termination Reports, Domestic Violence, and Statutory Changes and Updates.

(c) All JAG probation officers are required to obtain 20 hours of annual in-service training. In-service training shall be completed on a calendar year basis. The initial orientation training hours completed during the first calendar year of employment shall also count towards satisfying the annual in-service training requirements for that same period. Annual In-Service Training shall be on topics that relate to the criminal justice system and/or the operation of the probation entity as approved by MPOU.

(d) All JAG Administrative Employees, Agents, Interns, or Volunteers shall be required in accordance with DCS Board Rule 105-2-.09 to be at least 18 years of age; sign a statement co-signed by the probation entity director or his/her

designee that the administrative employee, agent, intern, or volunteer has received an orientation on these rules as well as operations guidelines relevant to the administrative employee, agent, intern, or volunteer's job duties which shall be maintained in administrative employees, agents, interns, or volunteer's personnel files; have obtained a high school diploma or equivalent and; complete a 16 hour initial orientation program within 6 months of appointment and 8 hour annual in-service continuing education training program, consisting of a curriculum approved by MPOU. Additionally, such person shall maintain a clear criminal record; complete continuing education and; adhere to all other requirements established in these rules.

(e) All Administrative Employee, Agent, Intern, or Volunteer will obtain 16 hours of initial orientation training consisting of a 4-hour block of instruction covering: The History of Probation, Ethics and Professionalism, Probation Officer Liabilities and Responsibilities, Constitutional Law, and Probation Law; an 8-hour block of instruction covering Probationer Management and consisting of: Confidentiality, Intake, Preparation and Maintenance of Files, Case Documentation, Interviewing and Communication Skills, Available Sentencing Options, Financial Collections, Community Service, Alcohol and Substance Abuse, and Personal Welfare and Safety; and a 4-hour block of instruction covering Legal Procedures and Reports and consisting of: General Report Writing Techniques, Violations, Delinquency Reports and Warrants, Courtroom Protocol, Testimony and Revocation Proceedings, First Offender Act, Case Termination Reports, Domestic Violence, and Statutory Changes and Updates; obtain 8 hours of annual in-service training. In-service training shall be completed on a calendar year basis. The initial orientation training hours completed during the first calendar year of employment shall also count towards satisfying the annual in-service training requirements for that same period.

(f) Annual In-Service Training shall be on topics that relate to the criminal justice system and/or the operation of the probation entity as approved by MPOU. The progress and completion of initial orientation and in-service training is required to be documented and maintained in the individual's files utilizing the forms approved by MPOU. Probation entities and individuals providing probation services may obtain training resource information from MPOU, local law enforcement agencies, local colleges and schools, and national professional associations such as the American Probation and Parole Association, Georgia Professional Association of Community Supervision, American Correctional Association, and/or credible sources approved by MPOU. All training must be approved by MPOU.

(g) JAG trainers will have expertise in the area of training and will possess a college degree or POST certification. JAG shall maintain a description of the course and the contact information of the trainer on file. Training provided by professional training services shall be accepted so long as a description of the course and the trainer's contact information is maintained on file and has been approved by MPOU.

(h) In no event shall any person convicted of a felony be employed as a private probation officer or administrative support staff.

5.) Criminal History Check. Contractor shall have a criminal history records check made of all employees and give written consent to the Department of Community Supervision to conduct periodic criminal history checks.

6.) Officer per Probationer Ratio and Standards of Supervision. Contractor shall manage caseload limits so as not to exceed 250 probationers per probation officer for basic supervision and 100 probationers per probation officer for intensive supervision. Probation Officers shall make 1 office contact per month. The Probation Officer may at his or her discretion require the probationer to report on a weekly basis if the probationer is not in full compliance with his or her terms of conditions of supervision.

B. Reports

Contractor shall provide to the judge and governing authority with whom the contract or agreement was made and the board a quarterly report summarizing the number of offenders under supervision; the amount of fines, and restitution collected; the amount of fees collected and the nature of such fees, including probation supervision fees, rehabilitation programming fees, electronic monitoring fees, drug or alcohol detection device fees, substance abuse or mental health evaluation or treatment fees, and drug testing fees; the number of community service hours performed by probationers under supervision; a listing of any other service for which a probationer was required to pay to attend; the number of offenders for whom supervision or rehabilitation has been terminated and the reason for the termination; and the number of warrants issued during the quarter, in such detail as requested.

C. Tender of Collections

Contractor shall tender to the Clerk of the Court a report of collections and all fines, fees, and costs collected during the month from probationers by the 10th day of the following month. Restitution shall be paid to the victim by the 10th day of the month following collection unless the Court orders payment to the clerk of court, and then it shall be paid as such other collections are paid to the Clerk. In the event Contractor cannot locate the victim, payment shall be made to the Clerk of Court. Contractor shall credit payments of funds to in the following order of priority: 1) restitution 2) probation fees to include GCVEF, 3) fines, 4) court costs and surcharges. Contractor shall not retain or profit from any fines, restitution, fees or cost collected from probationers except the probation fees authorized by this Agreement and listed in Exhibit "A".

D. Access to Contractor Records

1.) All records shall be open to inspection upon the request of the affected county, municipality, consolidated government, court, the Department of Audits and Accounts, an auditor appointed by the affected county, municipality, or consolidated government, Department of Corrections, Department of Community Supervision, State Board of Pardons and Paroles, or the board.

2.) Fiscal Audit: Contractor shall employ an independent auditor to annually audit its records and books pertaining to the services rendered at the courts request. Upon a written request by the court, a copy of this audit shall be provided to the Court and County Governing Authority within 2 months or sixty (60) days of the close of the year audited.

E. Conflict of Interest per O.C.G.A 42-8-109

1.) No private corporation, private enterprise, or private agency contracting to provide probation services under neither the provisions of this article nor any employees of such entities shall engage in any other employment, business, or activity which interferes or conflicts with the duties and responsibilities under contracts authorized in this article.

2.) No private corporation, private enterprise, or private agency contracting to provide probation services under the provisions of neither this article nor its employees shall have personal or business dealings, including the lending of money, with probationers under their supervision.

3.) No private corporation, private enterprise, or private agency contracting to provide probation services under the provisions of this article nor any employees of such entities, shall own, operate, have any financial interest in, be an instructor at, or be employed by any private entity which provides drug or alcohol education services or offers a DUI Alcohol or Drug Use Risk Reduction Program certified by the Department of Driver Services.

4.) No private corporation, private enterprise, or private agency contracting to provide probation services under the provisions of this article nor any employees of such entities shall specify, directly or indirectly, a particular **DUI Alcohol or a Drug Use Risk Reduction Program** which a probationer may or shall attend. This paragraph shall not prohibit furnishing any probationer, upon request, with the names of certified DUI Alcohol or Drug Use Risk Reduction Programs. Any person violating this paragraph shall be guilty of a misdemeanor.

F. Scope of Services to Probationers by Contractor. Contractor shall provide the following services:

1.) Court Attendance and Probationer Case History. During all court sessions, Contractor shall have a probation officer attend and interview each offender to complete a case and personal history and to provide orientation and instruction regarding compliance with the Court's ordered conditions of probation. At orientation, the probation officer shall provide a list of all service fees to the probationer.

2.) Supervision. Contractor shall monitor and supervise probationers to ensure compliance with the Court's order of probation. Contractor shall make a supervision assessment of the offender and determine the probationer's reporting schedule.

3.) Restitution, Fine and Fee Collection. Contractor shall collect restitution, fines, court costs and fees, program fees, and probation fees as ordered by the Court. Contractor shall provide an itemized ledger prepared in accordance with accepted accounting practices for each month for each case under supervision.

(a) **Indigent Offenders:** Offenders determined by the court to be indigent in accordance with O. C. G.A 42-8-102 shall be supervised at no cost to the probationer or the Court or governing body.

(b) **Pay-Only Cases:** Pay-Only cases or the term 'pay-only probation' means a defendant has been placed under probation supervision **solely** because such defendant is unable to pay the court imposed fines and statutory surcharges when such defendant's sentence is imposed. Such term shall not include circumstances when restitution has been imposed or other probation services are deemed appropriate by the court. When pay-only probation is imposed, the probation supervision fees shall be capped so as not to exceed three months of ordinary probation supervision regardless of the number of concurrent or consecutive cases; provided, however, that collection of any probation supervision fee shall terminate as soon as all court imposed fines and statutory surcharges are paid in full; and provided, further, that when all such fines and statutory surcharges are paid in full, the private probation officer, as the case may be, shall submit an order to the court terminating the probate sentence within 30 days of fulfillment of such conditions. If pay-only probation is subsequently converted to a sentence that requires community service, on petition by a probation officer or private probation officer and with the probationer having an opportunity for a hearing, the court may reinstate probation supervision fees as necessary to monitor the probationer's compliance with community service obligations.

(c) **Consecutive sentences**: When a defendant is serving consecutive misdemeanor sentences, whether as a result of one case from one jurisdiction or multiple cases from multiple jurisdictions, upon motion by the defendant, the court may discharge such defendant from further supervision or otherwise terminate probation when it is satisfied that its action would be in the best interest of justice and the welfare of society. Such motion shall not be ripe until 12 months after the sentence was entered and every four months thereafter. The defendant shall serve the applicable entity or governing authority that is providing his or her probation services with a copy of such motion. Additionally, when a defendant is serving consecutive misdemeanor sentences the probation officer shall review such case after 12 consecutive months of probation supervision wherein the defendant has paid in full all court imposed fines, statutory surcharges, and restitution and has otherwise completed all testing, evaluations, and rehabilitative treatment programs ordered by the court to determine if such officer recommends early termination of probation. Each such case shall be reviewed every four months thereafter for the same determination until the termination, expiration, or other disposition of the case. If such officer recommends early termination, he or she shall immediately submit an order to the court to effectuate such purpose.

4.) Community Service. The contractor shall coordinate, monitor, and ensure compliance with community service by each probationer as ordered by the Court. The Court may convert fines, statutory surcharges, and probation supervision fees to community service on the same basis as it allows a defendant to pay a fine through community service as set forth in subsection (d) of Code Section 17-10-1. Contractor will maintain records of service participation.

5.) Employment Assistance. The contractor shall prepare referrals and lend reasonable assistance to probationers either to the extent ordered by the Court or to the extent available for probationers desiring employment assistance or counseling.

6.) Drug/Alcohol Screening. The contractor shall coordinate with local authorities and facilities, evaluation and assessment of probationers for drug/alcohol rehabilitation, mental health or psychological counseling, or educational programs mandated by the Court and shall require probationer's compliance. Contractor shall conduct drug and alcohol screens as determined necessary by the Court. The probationer shall be responsible for the costs of all drug or alcohol testing.

7.) Electronic Monitoring. Contractor when so ordered shall provide and operate a system of electronic home detention monitoring:

8.) Reports of Violations Probation and Revocation Procedures. The contractor shall recommend revocation of probation whenever the probationer has failed to substantially comply with the terms and conditions of probation. The Court shall provide Contractor with direction of what constitutes a substantial failure to comply with probation terms and conditions. Contractor shall prepare probation violation warrants and orders for submission to the Court. Contractor shall have probation officers available to testify at probation revocation hearings, sentencing hearings and such other hearings as deemed reasonable and necessary by the Court. The Court shall provide Contractor direction as to what curative measures should be taken in the case of minor violations.

OBLIGATIONS OF THE COURT OR GOVERNING AUTHORITY

In consideration for the services of Judicial Alternatives of Georgia, Inc the Court shall provide the following:

G. Payment for Contractors Services

For regular probation supervision which includes a minimum of one (1) office contact per month and may require as many as four (4), the probationer shall pay a fee of \$40.00 per month. For intensive probation supervision which includes a minimum of one (1) office contact per week and four (4) office contacts each month, probationer shall pay a fee of \$50.00 per month. Contractor shall collect such probation fee for each month a probationer is under probation supervision. A one (1) month supervision fee is defined as the date the probationer is placed on probation and runs through the monthly anniversary date each month. If a probationer is supervised past the monthly anniversary date, the probationer will be charged one (1) months supervision fee. During the term of this Agreement and Contractor’s satisfactory performance, the Court shall refer all offenders ordered to serve time on probation, to Contractor for purposes of probation supervision services.

H. Probation Fee

The Court shall make payment of the probation fee a term and condition of the order of probation for each probationer assigned for supervision to Contractor unless the Court determines the probationer to be indigent. The Court shall not be liable for payment of any supervision fee or any program fee of a probationer.

I. Pre-sentence Investigations

When ordered by the Court, Contractor shall provide a pre-sentence investigation report and Court shall pay to Judicial Alternatives of Georgia, two-hundred and fifty dollars (\$250.00).

J. Access to Criminal Histories

The Court shall assist Contractor in obtaining access to criminal histories in the Georgia Crime Information Center and National Crime Information Center through local law enforcement in order for Contractor to conduct pre-sentence or probationer investigations as may be requested

K. Notice of Court Sessions

The Court shall provide Contractor **two (2)** days advance notice of all court sessions that Contractor is required to attend. Notice for purposes of this provision may be given by mail, telephone and fax machine.

L. Court Facilities

The Court shall provide to Contractor an area, as available, for conduct of initial interviews and orientation with the probationer on the day of sentencing.

M. Period of Service

This agreement shall commence performance on December 1, 2022 and shall continue until November 30, 2027 and shall not exceed a period of five (5) years. Either party may terminate this Agreement upon thirty (30) days written notice. The Court and/or Governing Authority may terminate this Agreement immediately for cause, including without limitation material breach of this Agreement, insolvency of Contractor, filing of a voluntary or involuntary case in bankruptcy. Within thirty (30) working days of termination, the contractor shall peacefully surrender to the Court all records and documents generated by Judicial Alternatives of Georgia, Inc, in connection with this Agreement and the services hereunder and any equipment or supplies assigned to Contractor by the Court. Contractor shall turn over to the Clerk of Court any moneys collected or received less supervision fees validly incurred and duly owing to Contractor through the termination date. Any fines, costs, fees or restitution received by Contractor from probationers of this Court after termination of this Agreement shall be forwarded to the Clerk of Court, other than fees earned by Contractor. The Court shall provide Contractor a receipt for all property surrendered under this provision.

INDEMNITY, INSURANCE, AND BONDING OBLIGATIONS OF CONTRACTOR

N. Insurance and Bond

Upon registration application to operate a private probation entity must include written evidence of general liability insurance coverage of at least \$1 million. This insurance must be maintained at all times while providing services.

O. Indemnification

Neither the Court nor the County Governing Authority shall be liable to Contractor nor to anyone who may claim a right resulting from any relationship with **Judicial Alternatives of Georgia, Inc**, for any acts of Contractor, its employees, agents or participants in the performance of services conducted on the property of the **Putnam County State Court**. Contractor shall indemnify and hold harmless the Court and **Putnam County**, from any claims, demands, actions, proceedings, expenses, damages, liabilities or losses (including but not limited to attorney’s fees and courts costs) and any causes of action arising from any acts or omissions arising out of or in connection with the services performed by **Judicial Alternatives of Georgia, Inc**, or its employees and agents under the terms of this Agreement.

REPRESENTATIONS AND WARRANTIES OF CONTRACTOR

P. Deficiency in Service by Contractor

In the event that the court and/or governing authority determines that there are deficiencies in the services provided by Contractor hereunder, the Court and/or Governing Authority may terminate this Agreement in accordance with Item M or notify the Contractor in writing as to the exact nature of such deficiency. Within **sixty (60) days** of receipt of such notice, the Contractor shall cure or take reasonable steps to cure the deficiencies. In the event the company fails to cure or take reasonable steps to cure the deficiencies to the Court and/or Governing Authority’s satisfaction, then either may declare the Contractor in default and may terminate this Agreement.

Q. Time is of the Essence of this Agreement

R. Compliance with the Law

The Contractor shall comply with all federal, state and local laws statutes, regulations and ordinances arising out of or in connection with the performance of its services pursuant to this.

S. Independent Contractor

Contractor is an independent contractor and is not an agent, joint venturer or other affiliate of **Putnam County State Court** in any way. Contractor shall use its own employees and agents to perform this Contract. It is agreed that Contractor is solely responsible for payment of all federal, state, and local income taxes, self-employed Social Security taxes, and any other similar obligations arising from the performance of this Agreement or receipt of compensation therefore. The Contractor agrees to indemnify and hold harmless the Court and **Putnam County, Georgia** from and against any and all federal, state, or local tax liability or penalties that may arise from the payments made to the Contractor pursuant to this Agreement. The Contractor acknowledges that neither it nor its employees are eligible for any benefits provided by the Court or **Putnam County, Georgia** to their respective party.

T. Entire Agreement

This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the entire agreement between the parties hereto and supersedes any and all agreements, whether written or oral, that may exist between the parties regarding the same. No representations, inducements, promises, or agreements between the parties not embodied herein shall be of any force and effect. No amendment or modification to this Agreement or any waiver of any provision hereto shall be effective unless in writing and signed by all parties to include the court, governing authority, and contractor.

U. Binding Agreement

This Agreement shall not be binding upon any successor to the undersigned Judge of the **Putnam County State Court**, Georgia and unless ratified by the successor in office. If a successor attains the position of undersigned judge, and this Agreement is not ratified by such successor, then Contractor shall be permitted a reasonable time period, no less than ninety (90) days, in which to wind up its activities. The Court will be deemed not to have ratified the Agreement unless Court gives written notice of ratification within 30 days of taking the oath of The Court has entered into this Agreement in part on the basis of personal reliance in the integrity and qualifications of the staff of Contractor. The same is applicable to change in leadership of the Governing Authority.

Contractor may not delegate, assign or subcontract any obligation of Contractors performance under the Contract and may not assign any right under this Contract, in either case without Court's written approval. The Court's discretion in this regard shall be absolute. Any notices made in accordance with this Agreement except as otherwise set out in Item K, shall be in writing and shall be made by **Putnam County, Georgia** or certified mail, return receipt requested, to:

Judicial Alternatives of Georgia, Inc
Attn: Kenneth Kight
114 East Johnson Street
Dublin, Georgia 31021
Office: (478) 274-0060
Fax: (478) 274-8168

IN WITNESS WHEREOF, THE PARTIES HERE TO HAVE EXECUTED THIS AGREEMENT ON THE _____ DAY OF _____, 20__.

PROBATION SERVICES CONTRACTOR:
By: 
Name: Kenneth Kight
Title: Co-Owner, Judicial Alternatives of Georgia, Inc

By: _____
Name: _____
Title: _____
Putnam County, Georgia

By: 
Chief Judge: R. Michael Gaitley, Sr.
Court: Putnam County State Court, Georgia

Exhibit A

SCHEDULE OF FEES

The following are fees paid by the offender to Judicial Alternatives of Georgia, Inc.

<u>SERVICE</u>	<u>COST OF SERVICE</u>
Regular Probation Supervision	\$40.00 per month, per offender
Intensive Supervision (Requires minimum of 3 weekly contacts)	\$50.00 per month, per offender
Pre-Trial Supervision	\$40.00 per month, per offender

The above fees include all services outlined in the Scope of Services directory with the exception of the following:

<u>PROGRAM SERVICES</u>	<u>COST OF SERVICE</u>
Drug Screens (Screens for 8 controlled substances)	\$20.00 \$25.00 per screen (URINALYSIS) (ORAL TEST)
Electronic Monitoring	\$10.00 per day, per offender
Electronic Monitoring w/Intox	\$12.00 per day, per offender
Anger Management Program	\$175.00 (8 hour course)
“Responsible Behavior”	\$150.00 (8 hour course)

File Attachments for Item:

8. Approval of Change to the Environmental Health Food Service Fee Structure (Health Dept)



Georgia Department of Public Health
North Central Health District

Food Service Fee Proposal

Putnam County
Commissioners Presentation



Current Food Service Fees

County	Group	Fee Type	Fee
Putnam	Food	Food Service – Initial Plan Review	\$ 300.00
Putnam	Food	New Application/Annual Inspection Fee-Up to 50 Seats	\$ 200.00
Putnam	Food	New Application/ Annual Inspection Fee-51 to 100 Seats	\$ 300.00
Putnam	Food	New application/Annual Inspection Fee-101+ Seats	\$ 400.00
Putnam	Food	Plan Reviews	\$ 300.00
Putnam	Food	Temporary	\$ 50.00
Putnam	Food	Temporary - Additional Cost per Day	\$ 10.00
Putnam	Food	Mobile/Extended Units - Annual Fee	\$ 200.00
Putnam	Food	Change of Ownership/Turnkey	\$ 200.00
Putnam	Food	Late Fee	\$ 100.00

Proposed Fee Structure

Structure would be the same for all counties

Fee Type Rural Counties	Fee
Annual Fee Base of Operation R	\$ 255.00
Annual Fee Extended Food Service R	\$ 255.00
Annual Fee Mobile Food Service Unit R	\$ 255.00
Annual Fee Type 1 (A) R	\$ 115.00
Annual Fee Type 1 (B) R	\$ 130.00
Annual Fee Type 1 (C) R	\$ 150.00
Annual Fee Type 2 (A) R	\$ 255.00
Annual Fee Type 2 (B) R	\$ 295.00
Annual Fee Type 2 (C) R	\$ 340.00
Annual Fee Type 3 (A) R	\$ 265.00
Annual Fee Type 3 (B) R	\$ 305.00
Annual Fee Type 3 (C) R	\$ 355.00
Change of Ownership Site Visit	\$ 100.00
Food Service name change only	\$ 75.00
Late Fee	\$ 100.00
Non-Public water supply annual fee (does not include extension fee)	\$ 200.00
Plan Review For Mobile Base of Operation	\$ 200.00
Plan Review for Mobile Unit / Extended Food Service	\$ 100.00
Plan Review Type 1 R	\$ 125.00
Plan Review Type 2 R	\$ 160.00
Plan Review Type 3 R	\$ 200.00
Reinspection request (30 Day)	\$ 100.00
Site Visit Fee	\$ 75.00
Temporary	\$ 75.00
Temporary - Additional Cost Per Day	\$ 20.00

Proposed Fee Structure and Fees 111

NCHD Determination of fees for Food Service Establishments

Facility Name: _____ Permit Number: _____
 Address: _____ Date: _____
 City: _____

1.	Number of Seats	Points	2.	Number of Meals Served	Points
	0-25	1		One Meal Daily	1
	26-50	2		Two Meals Daily	2
	51-100	3		Three Meals Daily	3
	101-200	4		24 Hours Service	4
	Over 200	5			

3.	Number of Served Daily	Points	4.	Number of Employees	Points
	1-50	1		1-5	1
	51-100	2		6-25	2
	101-200	3		26-50	3
	201-500	4		51-75	4
	501-800	5		76-100	5
	Over 800	6		Over 100	6

Total Points: _____

Annual Fee	Point Range			Plan Review Fee	
	4-8 (A)	9-14 (B)	15+ (C)	New Facility/Remodel	
Risk Type 1	\$115	\$130	\$150	Risk Type 1	\$125
Risk Type 2	\$255	\$295	\$340	Risk Type 2	\$160
Risk Type 3	\$265	\$305	\$355	Risk Type 3	\$200

Total Fee Due: \$ _____

Date Paid: _____

Amount Paid: _____

Check #: _____

Cash MC Visa Discover

Invoice Number: _____



Proposed Fees

NCHD Determination of fees for Food Service Establishments (Rural)

Facility Name: New Restaurant Permit Number: FSP-0000-0000
 Address: 1000 New St Date: 1-1-2022
 City: New Town

Points are awarded based on answers to application questions

1.	Number of Seats	Points	2.	Number of Meals Served	Points
	0-25	1		One Meal Daily	1
	26-50	2		Two Meals Daily	2
	51-100	3		Three Meals Daily	3
	101-200	4		24 Hours Service	4
	Over 200	5			

3.	Number of Served Daily	Points	4.	Number of Employees	Points
	1-50	1		1-5	1
	51-100	2		6-25	2
	101-200	3		26-50	3
	201-500	4		51-75	4
	501-800	5		76-100	5
	Over 800	6		Over 100	6

Total Points: 12

Risk Type is determined by the Food Code

Annual Fee	Point Range			Plan Review Fee	
	4-8 (A)	9-14 (B)	15+ (C)	New Facility/Remodel	
Risk Type 1	\$115	\$130	\$150	Risk Type 1	\$125
Risk Type 2	\$255	\$295	\$340	Risk Type 2	\$160
Risk Type 3	\$265	\$305	\$355	Risk Type 3	\$200

Fee is determined by total points and Risk Type

Total Fee Due: \$ 295⁰⁰

Date Paid: _____
 Amount Paid: _____
 Check #: _____
 ___ Cash ___ MC ___ Visa ___ Discover
 Invoice Number: _____



Impact of New Fees Based on 50 Random Sample

Fees Collected

Old Fees \$14,300.00

New Fees \$15,590.00

Difference \$1,290.00

File Attachments for Item:

9. Appointment to the Department of Family and Children Services Board (staff-CC)

9/29/2022

NAME	ADDRESS	DISTRICT	BACKGROUND	APPLICATION DATE
Roxanne Waller	140 Marshall Road	1	Retired School Counselor; Master School Counseling; BS Community & Human Services; current member of Board of Equalization	9/29/2022

PUTNAM COUNTY BOARD OF COMMISSIONERS

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SEP 29 2022 AM 7:49

117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Roxanne Waller Home Phone: _____
Address: 140 Marshall Rd Work Phone: _____
Buckhead, GA 30625 Cell Phone: [REDACTED]
Occupation: Retired School Counselor E-mail: [REDACTED]

I would like to apply for appointment to the following Board, Committee, or Authority:
Family & Children's Services

Which district do you live in? 1 2 3 4

Briefly explain your educational background Master school counseling; BS-Community & human services

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: current board of equalization member

Briefly explain why you seek this appointment: I have a deep concern for the children and families of Putnam County. After working in the school system and seeing first hand the devastation and hardships some children face, I would greatly appreciate an opportunity to assist in any way possible.
If appointed, I agree to serve.

Roxanne L Waller
Signature

9/28/22
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking Putnam County residents who would be interested in serving on the **Putnam County Department of Family and Children Services Board**. This appointment is to fill an unexpired term, ending December 5, 2024. Appointed board members receive a \$35.00 per meeting per diem; board meetings are held every other month. Appointees must be from one of the following categories: pediatric health care providers, appropriate school personnel, emergency responders, law enforcement personnel, private child welfare service providers, alumni of the child welfare system, mental health care providers, former foster parents, or leaders within the faith-based community.

The role of the county board shall be to protect the well-being of this state's children while preserving family integrity. County boards may review the administration of all welfare and public assistance functions for the county, including such programs as temporary assistance for needy families (TANF), supplemental nutrition assistance program (SNAP), employment services, child protective services, foster care, and adoptions, and shall report no less than annually the effectiveness of the county department's provision of services, the needs of the community, and its recommendations for improved operations of the county department. County boards shall serve as an active liaison and a link between the county department and the local community. County boards shall support the overall mission of the Division of Family and Children Services of the department.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 3102. Applications will be accepted until the positions are filled. **The application needs to include a statement that you are not an elected officer of the state, county or any subdivision thereof, nor is a member of your immediate family an employee of the Putnam County Department of Family and Children Services.** The board application form can be found on the county website at www.putnamcountyga.us (in the "How Do I" section) or by calling 706-485-5826.

09/15/2022 & 09/22/2022