

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Tuesday, October 19, 2021 ♦ 6:30 PM

Putnam County Administration Building – Room 203

### Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Pastor David Wofford, Eatonton First United Methodist Church
4. Pledge of Allegiance (staff)

### Zoning Public Hearing

5. Request by Rick McAllister, agent for Featherfield LLC, for conditional use on Old Phoenix Road [Map 104, Parcel 002, District 3] (staff-P&D)

### Regular Business Meeting

6. Public Comments
7. Consent Agenda
  - a. Approval of Minutes - October 1, 2021 Regular Meeting (staff-CC)
  - b. Approval of Minutes - October 1, 2021 Work Session (staff-CC)
  - c. Approval of Minutes - October 12, 2021 Joint Called Meeting (staff-CC)
  - d. Authorization for Chairman to sign GDOT Actual Cost Utility Agreement (staff-CM)
  - e. Authorization for Chairman to sign GDOT Title VI Plan Update for Putnam County Transit (staff-Tran)
  - f. Authorization for Chairman to sign GDOT 5311 Grant Application for Putnam County Transit (staff-Tran)
8. Authorization for Chairman to sign Letter of Support for Goodwill of Middle Georgia's American Rescue Plan Act Grant Application (staff-CM)
9. Authorization for Chairman to sign Intergovernmental Agreement with the Hospital Authority (staff-CM & Fin)
10. Approval of Changes to the Putnam County Financial Policy (BW and staff-Fin)
11. Discussion and possible action concerning Electric Vehicle Charging Station (BW)

### Reports/Announcements

12. County Manager Report
13. County Attorney Report
14. Commissioner Announcements

### Closing

15. 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:**

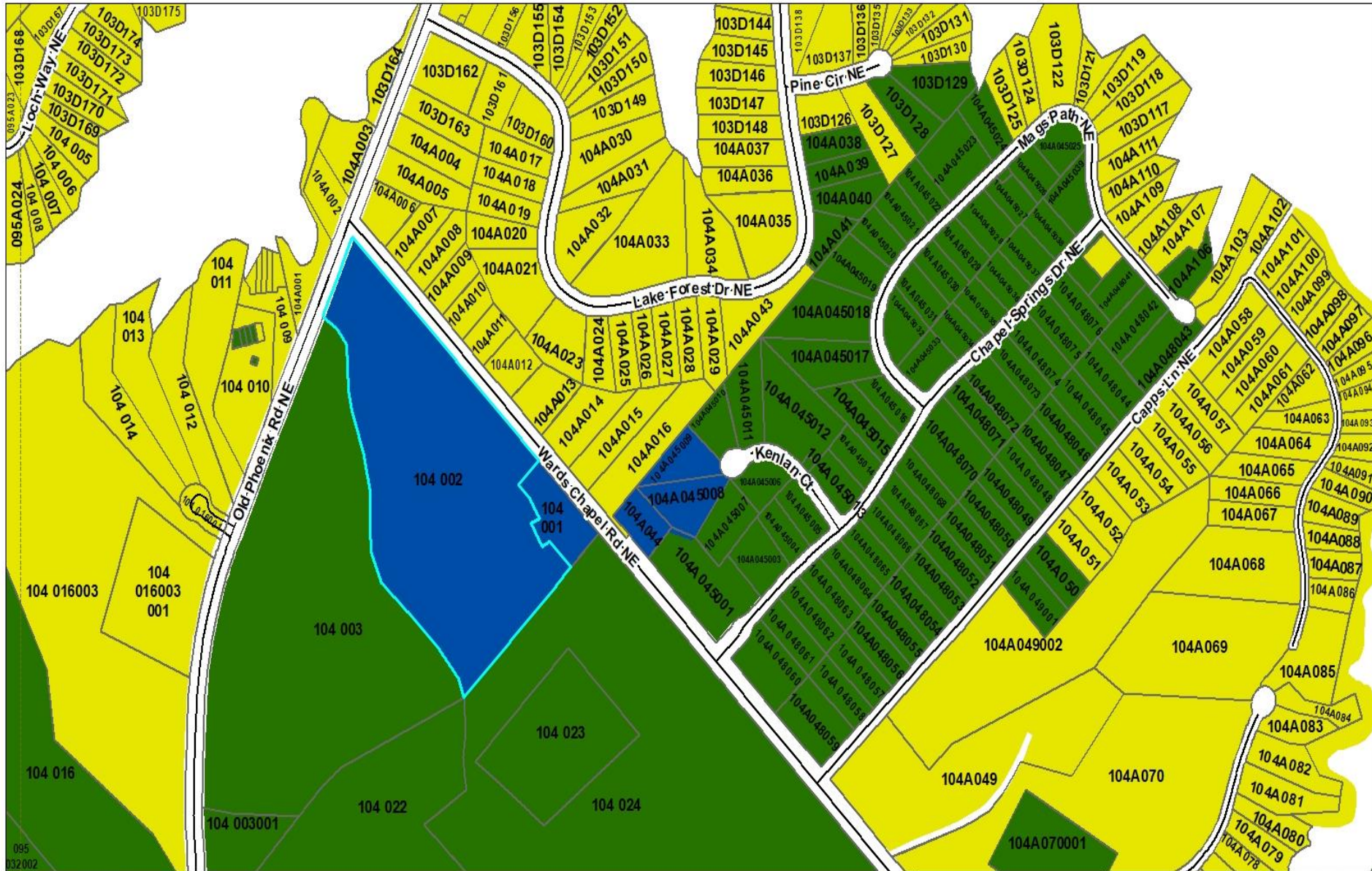
5. Request by Rick McAllister, agent for Featherfield LLC, for conditional use on Old Phoenix Road [Map 104, Parcel 002, District 3] (staff-P&D)

**Request by Rick McAllister, agent for Featherfield LLC, for conditional use on Old Phoenix Road. [Map 104, Parcel 002, District 3].**

**PLANNING & DEVELOPMENT-LISA JACKSON STAFF RECOMMENDATION:**

The applicants are requesting a conditional use to establish a rustic, farm style event venue. The parent parcel consists of 24.61 acres and is presently zoned AG-1 which allows event centers as a conditional use. The applicant is proposing to subdivide 7.12 acres of the 24.61 to establish the event venue. The proposed use will entail a barn style event center, an open-air chapel, one residential dwelling unit, and parking area. The applicants plan to grow flowers, vegetables, harvest honey and gather eggs to be sold at the local farmer's market. The project will have open green spaces, designated play areas, and hands on gardening. Having a 'give back' approach, they plan to host local events, that will help bring tourism into Putnam County and to the surrounding restaurants, marinas, and local attractions.

This property is located directly across the road from an R-1R subdivision on Wards Chapel Road. However, there is an existing natural buffer that runs parallel to Wards Chapel Road along the R-1R property. If approved, staff recommends that a 25-foot undisturbed vegetated buffer is established along Wards Chapel Road to minimize the noise associated with events. The adjoining properties are all zoned agriculture consisting of 20 acres or greater. The closest dwelling unit on an adjacent property is approximately 437 feet to the property line and the proposed use should have very little to no adverse effect on the property. However, staff recommends that a 25-foot undisturbed vegetated buffer is established along the property line adjacent to map 104, parcel 024. This property also abuts the Wards Chapel Church Cemetery located on map 104, parcel 001. Therefore, staff recommends that a 25-foot undisturbed vegetated buffer be established along that property line. As stated in Sec. 66-72 (a) Allowed Uses, zoning AG-1 allows for the following: Animal care (general), event venue (conditional use only), farmer's market, recreation (outdoor), and religious facilities. By implementing the required conditions, the proposed project should have minimal impact on the adjacent properties, roads, and nearby intersections, thus creating a welcomed addition to Putnam County.



**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Agriculture/Forestry	Park/Recreation/Conservation	Residential
County Boundary	Commercial	Public/Institutional	Transportation/Communication/Utilities
Roads	Industrial	Undeveloped/Vacant	
Parcels			
Parcel Hooks			

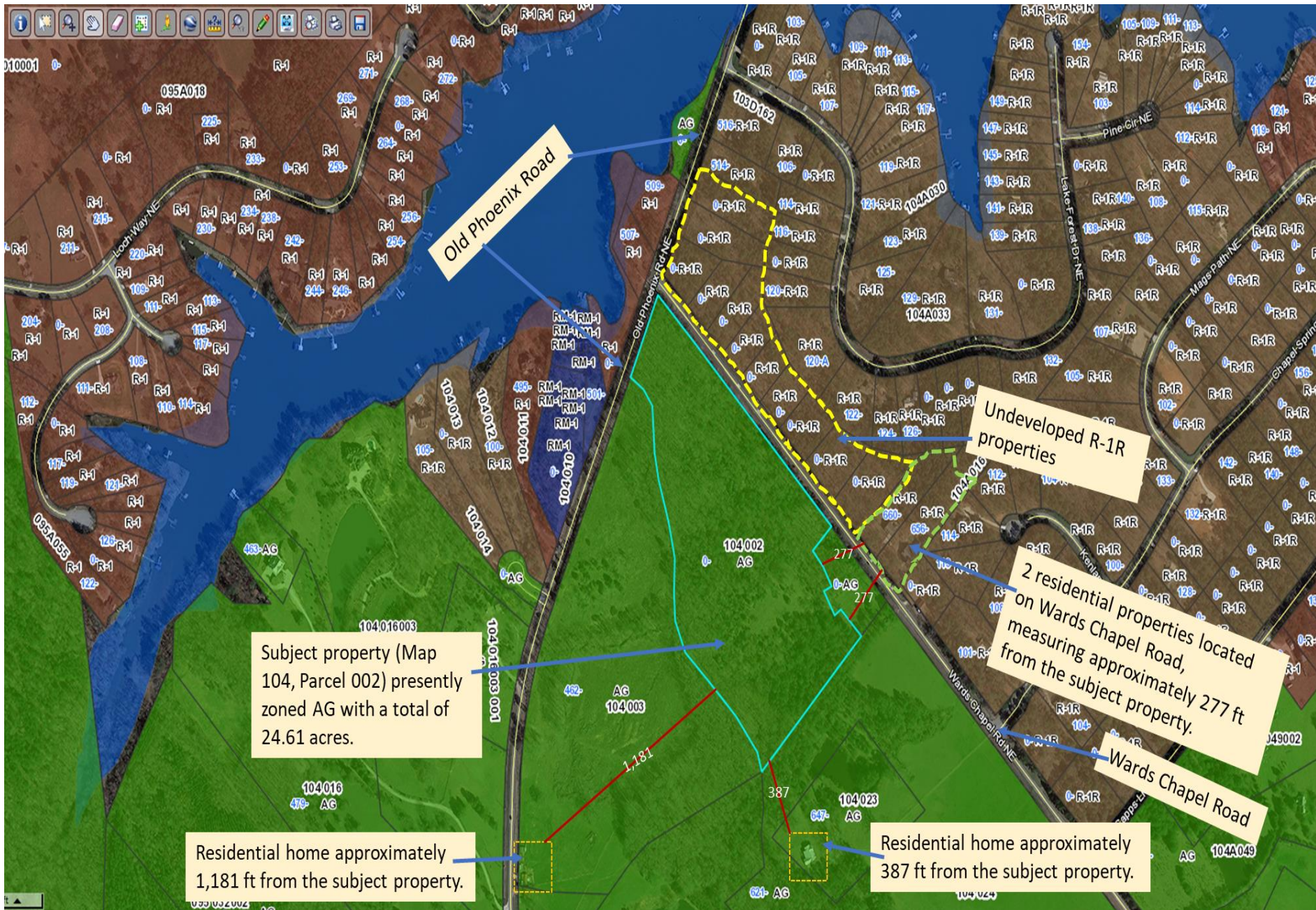
**MGRC**  
Middle Georgia Regional Commission  
175 Emery Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-8100  
Web: [www.middlegeorgia.org](http://www.middlegeorgia.org)

PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS

**MAP 104**

MAP SCALE: 1"=400'    SCALE RATIO: 14:800    DATE: SEPTEMBER 2015





Old Phoenix Road

Undeveloped R-1R properties

2 residential properties located on Wards Chapel Road, measuring approximately 277 ft from the subject property.

Wards Chapel Road

Subject property (Map 104, Parcel 002) presently zoned AG with a total of 24.61 acres.

Residential home approximately 1,181 ft from the subject property.

Residential home approximately 387 ft from the subject property.



**Staff recommendations is for approval of the proposed conditional use located on Old Phoenix Road, and identified as Map 104, Part of Parcel 002 with the following conditions:**

- 1. This conditional use approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.**
- 2. A 25-foot undisturbed vegetated buffer must be established along Wards Chapel Road and along the property lines that abut Map 104, Parcel 001 and Map 104, Parcel 024.**
- 3. The uses allowed under the conditional use shall be limited to those that conform with a barn style (event venue), open air chapel, parking, a residential dwelling and any other use or accessory use allowed within AG-1.**
- 4. Hours of operation shall not exceed 11:00pm Monday-Thursday and 1:00am on the weekends.**
- 5. Owners shall present a parking plan, prepared by a design professional which shall be approved by the Planning Director and executed prior to the issuance of a business registration.**

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

*The Planning & Zoning Commission's recommendation is for approval of the proposed conditional use located on Old Phoenix Road, and identified as Map 104, Part of Parcel 002 with the following conditions:*

- 1. This conditional use approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.*
- 2. A 25-foot undisturbed vegetated buffer must be established along Wards Chapel Road and along the property lines that abut Map 104, Parcel 001 and Map 104, Parcel 024.*

3. *The uses allowed under the conditional use shall be limited to those that conform with a barn style (event venue), open air chapel, parking, a residential dwelling and any other use or accessory use allowed within AG-1.*
4. *Hours of operation shall not exceed 11:00pm Monday-Thursday and 1:00am on the weekends.*
5. *Owners shall present a parking plan, prepared by a design professional which shall be approved by the Planning Director and executed prior to the issuance of a business registration.*

### **PLANNING & ZONING COMMISSION MINUTES:**

The Putnam County Planning & Zoning Commission conducted a public hearing on Thursday, October 7, 2021 at 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

**Present: Alan Foster, Martha Farley, Maurice Hill, Harold Jones (not eligible to vote), John Mitchell**  
**Staff Present: Lisa Jackson, Courtney Andrews and Angie Larson**

Request by **Rick McAllister, agent for Featherfield LLC** for conditional use on Old Phoenix Road. **[Map 104, Parcel 002, District 3]. \* Mr. Rick McAllister** represented this request. He explained that the proposed conditional use parcel is located on historic Scenic Loop Three, at the intersection of Old Phoenix and Wards Chapel. It includes the original site of Baldwin County Courthouse, also the Wards Chapel Church Cemetery, and the Alice Walker driving tour. If approved, the applicant feels that this project can become one of the county's "Stop, Look, and See places". He added that it could expand cultural opportunities and agricultural experiences. The proposed event venue, will include an open chapel and barn, to hold weddings and festival-related events. The area for the conditional use is approximately 7 acres of a 24-acre parcel. They would also like to add a small provision market to one of the proposed buildings, which will be utilized by the guests on the site. **Mr. McAllister** stated that Featherfield will be a natural farm-like setting designed for the guest to enjoy nature and retreat from their busy lives. He explained that each parcel divided in the AG zoning must be at least 5 acres. They are requesting more than the 5 acres due to any unforeseen design constraints. The applicants are proposing a 25-foot buffer on both the Wards Chapel roadside and the adjacent residential property. **Mr. McAllister** indicated that event venues are included in the AG zoning with a conditional use permit.

**Member Hill** asked for an outline some of the additional uses. **Mr. McAllister** responded that owners are going to subdivide the parent parcel into agricultural lots per the AG zoning code requirements. He explained that they would have a pond, an onsite farmers market, and agricultural tracts for gardening. In addition, the owners plan to incorporate stormwater utilization for irrigation purposes. This project will give guests the opportunity to escape their "city life" and enjoy nature for the weekend. **Member Jones** asked where parking and the entrance into the

project would be located. **Mr. McAllister** stated that all parking would be on the site having one main entrance onto the property.

**Chairman Foster** requested a maximum number of attendees for an event due to occasions where 200-300 people were anticipated, but 1500 attended. **Mr. McAllister** explained that each event dictates the attendees. However, it is not the owners' intention to have large-scale concerts or festivals. In the case of a big events, they would rent the necessary facilities to use on a temporary basis for accommodation.

The following people spoke in favor of the request and were given 3 minutes each.

**Robert Murphy**  
**Louise Murphy**  
**Kathy Wardlaw**

**Mr. McAllister is working with the fire chief to install adequate fire protection.** He explained that the provision store will be more of a pantry for the guests of the property. He stated that the traffic would be looked at more with the preliminary plat application. This would give them a better idea of what Wards Chapel is currently rated and how much traffic can be put in that area. He explained that the hours of operation could differ for the weekends. They will have individual wells located on the property that will help supplement the pond and dwelling units. **Member Mitchell** asked if there could be a limitation to hold the wedding events solely on the weekend to help prevent traffic. **Mr. Robert Murphy** (owner of Featherfield, LLC) stated that they would not envision a wedding event consisting of more than 150 people. **Chairman Foster** asked if there was a maximum number of guests that they wouldn't exceed. **Mrs. Louise Murphy** (owner of Featherfield, LLC) stated that they are looking to have an intimate venue. The maximum at a wedding wouldn't exceed more than 200 guests. In the event of having 1,500 guests, it would be a ticketed event and limited to the parking availability. She added that her ideal number for a wedding would be 130 guests. **Chairman Foster** stated that he wanted a maximum number to prevent having 1,000 guests. **Mrs. Murphy** stated that she had not done a lot of research but would not want more than 200 guests nor does she want wedding scheduled every weekend. **Member Farley** stated that she visited the site and was very impressed with the concept of a getaway.

**Staff recommendation is for approval of the proposed conditional use located on Old Phoenix Road, and identified as Map 104, Part of Parcel 002 with the following conditions:**

- 1. This conditional use approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of**



commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.

2. A 25-foot undisturbed vegetated buffer must be established along Wards Chapel Road and along the property lines that abut Map 104, Parcel 001 and Map 104, Parcel 024.
3. The uses allowed under the conditional use shall be limited to those that conform with a barn style (event venue), open air chapel, parking, a residential dwelling and any other use or accessory use allowed within AG-1.
4. Hours of operation shall not exceed 1:00am.
5. Owners shall present a parking plan, prepared by a design professional which shall be approved by the Planning Director and executed prior to the issuance of a business registration.

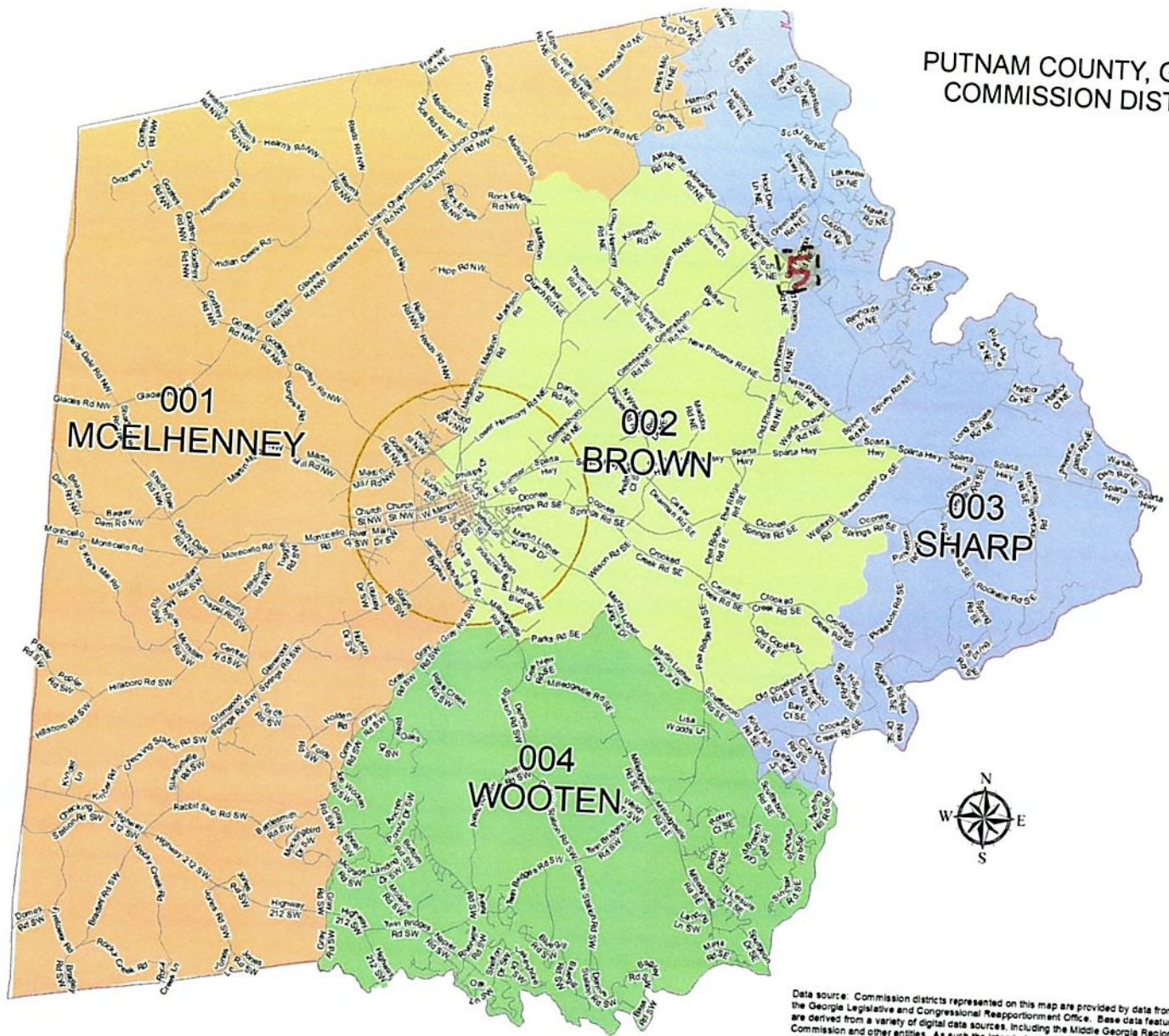
Motion to approve the request by **Rick McAllister, agent for Featherfield LLC** for conditional use on Old Phoenix Road identified as Map 104 Part of Parcel 002 with the following conditions:

1. This conditional use approval shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within 60 days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.
2. A 25-foot undisturbed vegetated buffer must be established along Wards Chapel Road and along the property lines that abut Map 104, Parcel 001 and Map 104, Parcel 024.
3. The uses allowed under the conditional use shall be limited to those that conform with a barn style (event venue), open air chapel, parking, a residential dwelling and any other use or accessory use allowed within AG-1.
4. Hours of operation shall not exceed 11:00pm Monday-Thursday and 1:00am on the weekends.
5. Owners shall present a parking plan, prepared by a design professional which shall be approved by the Planning Director and executed prior to the issuance of a business registration.

Motion made by **Member Hill**, seconded by **Member Farley**.

Voting Yea: **Member Hill, Member Farley, Member Mitchell, Chairman Foster**

# PUTNAM COUNTY, GEORGIA COMMISSION DISTRICTS



Data source: Commission districts represented on this map are provided by data from the Georgia Legislative and Congressional Reapportionment Office. Base data features are derived from a variety of digital data sources, including the Middle Georgia Regional Commission and other entities. As such the intended use of this map is for general planning and related purposes only.

MAP SCALE: 1" = 5,697.28' SCALE RATIO: 1:68,367.34 DATE: JANUARY 2021

5. Request by Rick McAllister, agent for Featherfield LLC for conditional use on Old Phoenix Road. [Map 104, Parcel 002, District 3]. \*



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552-fax ♦ www.putnamcountyga.us

## APPLICATION CONDITIONAL USE

PLAN 2021-01795

### Application Information

(same as owner Yes B  No )

Name: Rick McAllister

Address: 1341 Beverly Drive  
Athens, GA 30606

Phone: 706-206-5030

Email: rncallister.msc@gmail.com

Fax: \_\_\_\_\_

Arterial/State Road. Yes:  No: \_\_\_\_\_

### Property Information

Address: OLD PHOENIX ROAD

Map: 104 Parcel: 002

Presently Zoned: AG Com. District: 3

Total Acreage: 24.61

In Conservation Use: Yes  No

State Waters on Property: Yes  No

Briefly describe the proposed conditional use: Event Venue and internal provision market

Existing zoning district classification of the property and adjacent properties:

Existing: AG North: R1 South: AG East: R1-R West: AG

### \*SUPPORTING INFORMATION ATTACHED TO APPLICATION\*:

RECORDED PLAT:  LETTER OF AGENCY  LETTER OF INTENT

COPY OF WARRANTY DEED:

Source of domestic water supply: well , community water \_\_\_\_\_, or private provider \_\_\_\_\_. If source is not an existing system, please provide a letter from provider. Provision for sanitary sewage disposal: septic system , or sewer \_\_\_\_\_. If sewer, please provide name of company providing same, or, if new development, provide a letter from sewer provider.

\*SIGNATURE OF APPLICANT: Rick McAllister DATE: 8-24-21

\*APPLICANT HEREBY AFFIRMS THAT APPLICANT IS THE PROPERTY OWNER OR HAS THE LEGAL AUTHORITY TO SIGN THIS FORM ON OWNER'S BEHALF, AND APPLICANT AGREES TO INDEMNIFY AND HOLD PUTNAM COUNTY/CITY OF EATONTON HARMLESS IN THE EVENT IT IS DETERMINED APPLICANT DOES NOT HAVE SUCH LEGAL AUTHORITY.

DATE FILED <u>8/24/21</u>	FEE: \$ <u>220.00</u>	CK. NO. _____	CASH _____	C. CARD <input checked="" type="checkbox"/>	INITIALS <u>RM</u>
RECEIPT # <u>102257</u>					
DATE OF NEWSPAPER AD: _____			DATE SIGN POSTED: _____		
PLANNING & ZONING HEARING: <u>10-7-21</u>			RESULT: _____		
COMMISSIONERS'/CITY COUNCIL HEARING: _____			RESULT: _____		

12-17-2021





# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## OWNER AUTHORIZATION

Submission of inaccurate information may be cause for denial of the request or, if discrepancies are realized after the approval for the petition or issuance of the relevant local permits, cause for the revocation of the approval and any related permits by the Board of Commissioners. The following documents must be submitted with this application prior to the application deadline. **Partial applications will not be accepted.**

1. Payment of appropriate fee (please make checks payable to Putnam County Planning & Development)
2. Recorded plat of property. If no plat has been recorded, a copy of the recorded deed may be submitted in lieu of the plat.
3. Concept plan or site plan drawn to scale.
4. Written description of your request in letter format, addressed to Putnam County Planning & Development. All required criteria (attached) must be addressed in the written description.

The documents listed above are the minimum requirements. Staff may require additional documentation depending on the nature of the Variance Request. All submitted documents are public records and subject to Opens Records Law.

*I have reviewed the application procedures and all applicable criteria and regulations in the Putnam County Zoning Ordinance for the above requested Variance Request. I hereby claim that this application fulfills said procedures and meets the criteria for approval.*

Applicant Signature: *Rick McAllister* Date: 8-24-21

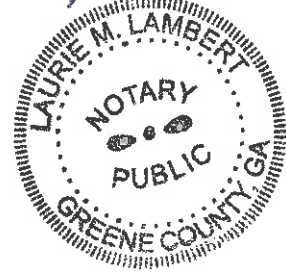
I swear that I am the owner of the property listed above. I authorize *Rick McAllister* (applicant's name) to apply for a zoning action (zoning map amendment, conditional use, variance) at the above listed address, as identified on the attached application.

*[Signature]*  
Owner signature

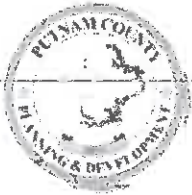
*[Signature]*  
Notary Public

Sworn and subscribed before me this 11<sup>th</sup> day of August 2021.

REC'D 800 24 21







# PUTNAM COUNTY PLANNING & DEVELOPMENT

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Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## CAMPAIGN CONTRIBUTION DISCLOSURE

Has applicant made \$250 or more campaign contributions to a local government official within two years immediately preceding the filing of this application? Yes  No  If yes, please complete contribution affidavit.

If the business of the applicant or owner, or the applicant or owner individually, have made contributions or gifts having a total value of over \$250 or more to any elected official in Putnam County within two (2) years preceding the date of this application, the following must be completed:

Name of Recipient	Date	Contribution Amount	Description of Gift	Value of Gift

Name of Business: FEATHERFIELD LLC

Business Ownership Interest: 100% Property Ownership Interest: 100%

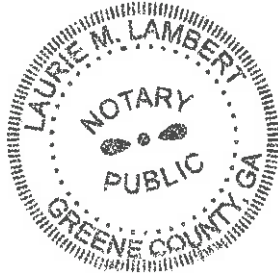
I hereby depose and say that all statements herein are true, correct and complete to the best of my knowledge and belief.

[Signature]  
Owner or Applicant Signature

[Signature]  
Notary Public

Sworn and subscribed before me this 16<sup>th</sup> day of August 2021.

ROAD 006 24 21 03



My Commission Expires October 5, 2021



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

## LETTER OF AGENCY- Conditional Use Permit and Preliminary Plat

WE, THE UNDERSIGNED OWNERS OF REAL PROPERTY LOCATED IN THE CITY OF EATONTON/PUTNAM COUNTY, GEORGIA, HEREBY APPOINT Rick McAllister TO BE MY AGENT FOR THE PURPOSE OF APPLYING FOR CUP / Pre Plat OF PROPERTY DESCRIBED AS MAP 104 PARCEL 002, CONSISTING OF 24.61 ACRES, WHICH HAS THE FOLLOWING ADDRESS: Old Phoenix / Wards Chapel Rd EATONTON, GEORGIA 31024. ATTACHED HERETO IS A COPY OF A DEED AND OR PLAT OF SURVEY DESCRIBING THE PROPERTY OWNED BY THE PROPERTY OWNER(S) TO WHICH THIS LETTER OF AGENCY APPLIES.

THE ABOVE NAMED AGENT HEREBY IS AUTHORIZED TO COMPLETE AND SIGN THE CITY OF EATONTON/PUTNAM COUNTY APPLICATION FOR CUP / Pre Plat ON OUR BEHALF. WE UNDERSTAND THAT THIS LETTER OF AGENCY WILL BE ATTACHED TO AND MADE PART OF SAID FORM AND WILL BE RELIED UPON BY THE CITY OF EATONTON/PUTNAM COUNTY. FOR AND IN CONSIDERATION OF THE CITY OF EATONTON/PUTNAM COUNTY ACCEPTING THIS LETTER OF AGENCY, WE HEREBY INDEMNIFY AND HOLD HARMLESS THE CITY OF EATONTON/PUTNAM COUNTY AND ITS AGENTS AND/OR EMPLOYEES IN THE EVENT THAT THE ABOVE NAMED AGENT SHOULD MISUSE THIS LETTER OF AGENCY AND WE SUFFER DAMAGES AS A RESULT.

THIS 11th DAY OF August, 2021.

PROPERTY OWNER(S): ROBERT M. MURPHY  
NAME (PRINTED)

Robert Murphy  
SIGNATURE

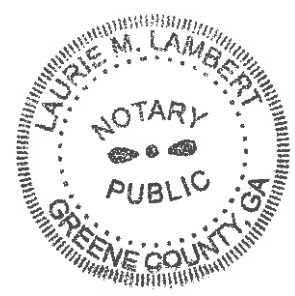
ADDRESS: 1011 EAST BEAV VIEW, GREENSBORO, GA 30682

PHONE: 770-842-8280

ALL SIGNATURES WERE HEREBY SWORN TO AND SUBSCRIBED BEFORE ME THIS 11th DAY OF August, 2021

Laurie M Lambert  
NOTARY

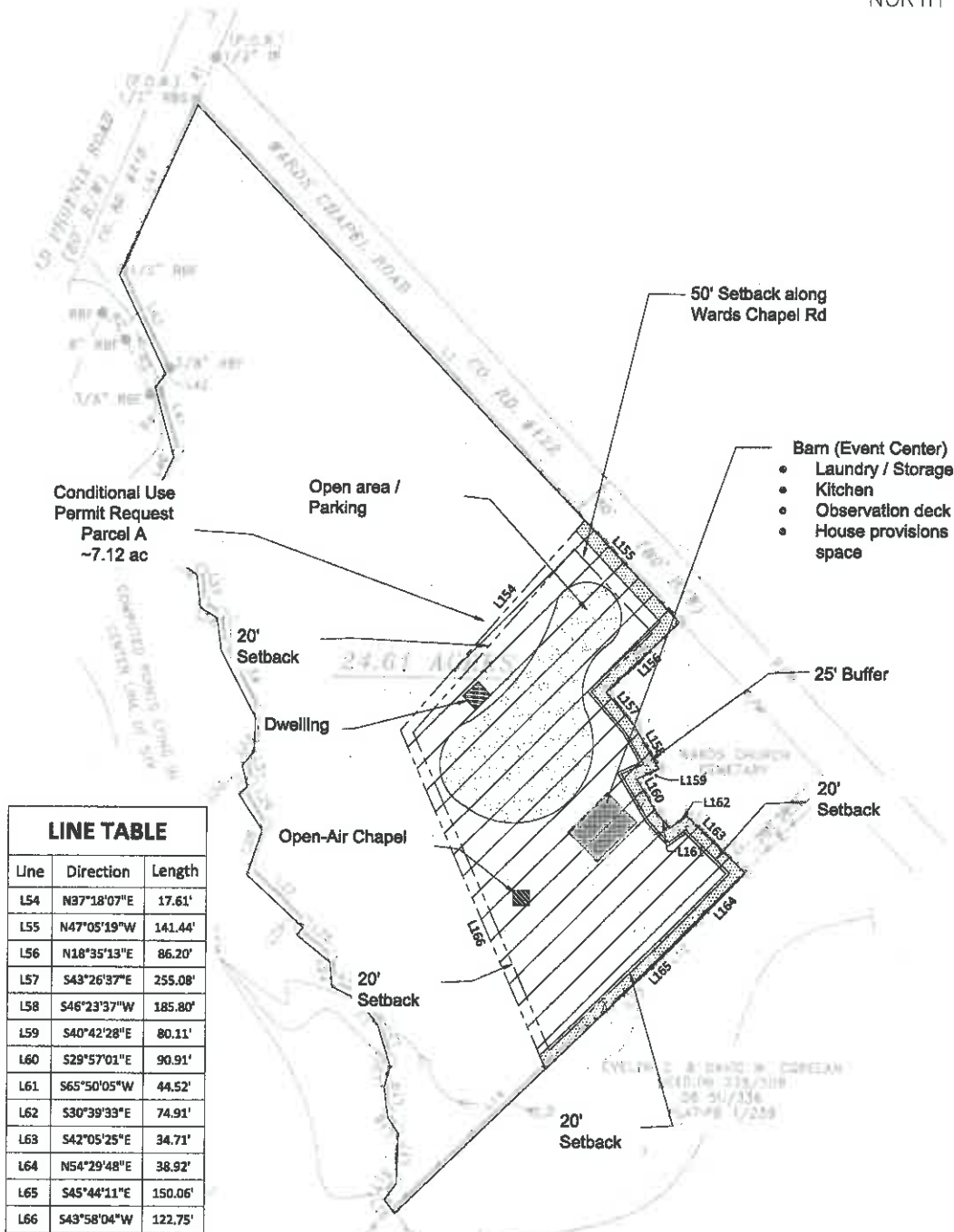
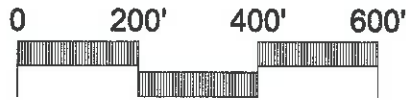
MY COMMISSION EXPIRES: October 5, 2021



12. 25 AUG 24 21

This plan is conceptual in nature and is an approximate representation of potential land uses, sizes, locations and circulation patterns. The plan is intended to be developed over a period of time and should maintain flexibility to accommodate specific soil conditions, environmental concerns, physical constraints, market conditions and design parameters.

Proposed Use: Agricultural and Nature Retreat  
 Applicant: Rick McAllister 1341 Beverly Drive  
 Athens, GA 30606 706-206-5030



- Barn (Event Center)
  - Laundry / Storage
  - Kitchen
  - Observation deck
  - House provisions space

25' buffer where indicated. Buffer to be undisturbed vegetation with exception of drive access. Buffer to be existing vegetation and may require additional evergreen plant material to provide adequate screening.

RCVD AUG 24 '21

**REFERENCE TABLE**

LINE	BEARING	DISTANCE
B1	S 24°22'00" W	88.90'
B2	S 24°17'00" E	88.00'
B3	S 28°07'00" E	108.83'
B4	N 32°29'00" E	87.24'

**NOTES:**

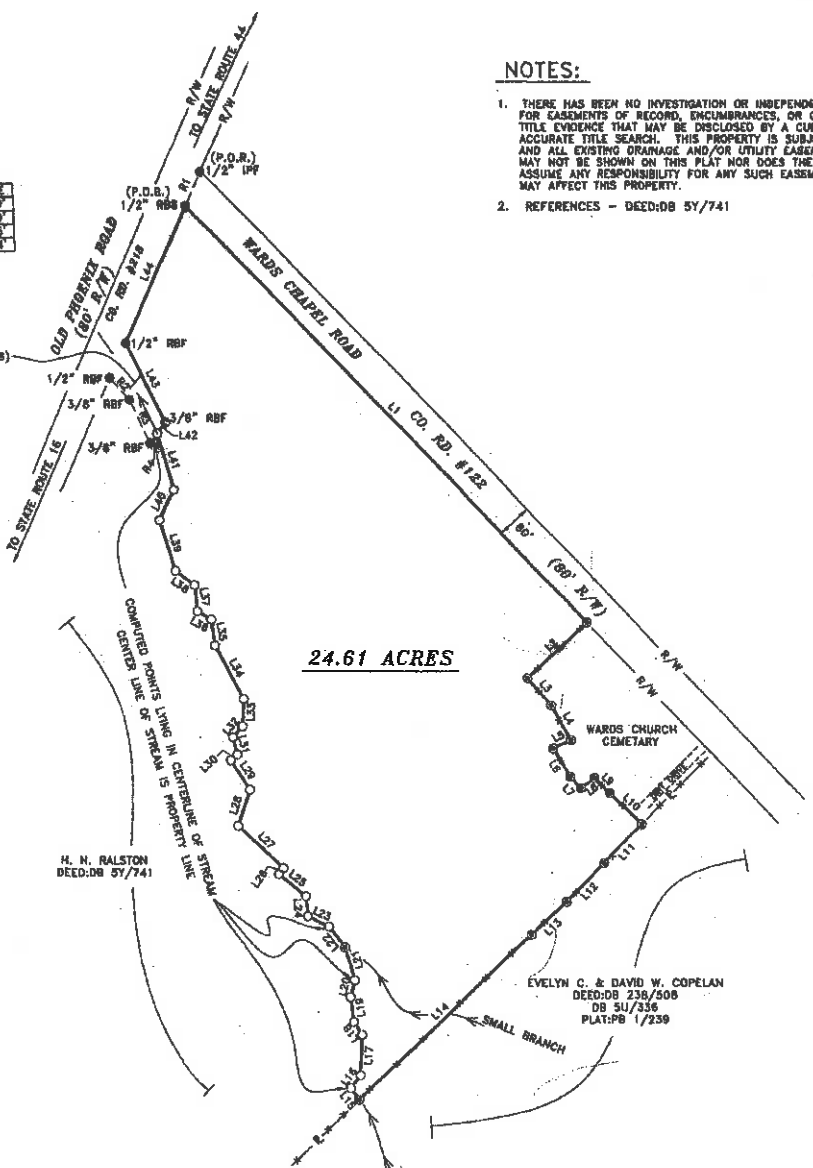
- THERE HAS BEEN NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, OR OWNERSHIP TITLE EVIDENCE THAT MAY BE DISCLOSED BY A CURRENT AND ACCURATE TITLE SEARCH. THIS PROPERTY IS SUBJECT TO ANY AND ALL EXISTING DRAINAGE AND/OR UTILITY EASEMENT THAT MAY NOT BE SHOWN ON THIS PLAT NOR DOES THE SURVEYOR ASSUME ANY RESPONSIBILITY FOR ANY SUCH EASEMENTS THAT MAY AFFECT THIS PROPERTY.
- REFERENCES - DEED:DB 57/741

**LEGEND**

R/W	RIGHT OF WAY
C	CENTER LINE
P.L.	PROPERTY LINE
P.O.B.	POINT OF BEGINNING
P.O.R.	POINT OF REFERENCE
---	REFERENCE LINE
IPF	IRON PIPE FOUND
P.P.	POWER POLE
G.M.D.	GEORGIA MILITIA DISTRICT
RBF	REBAR FOUND
RBS	REBAR SET
C.P.	COMPUTED POINT
---	LAND LOT LINE
---	1/2" RBS (UNLESS NOTED)
---	FENCE
---	STREAM

RELATIONS SHOWN ESTABLISHED FROM GEORGIA POWER COMPANY MAP M16, SHEET 10 OF 88

GEORGIA POWER COMPANY  
(GPC MAP M16, SHEET 10 OF 88)



**24.61 ACRES**

**PERIMETER TABLE**

LINE	BEARING	DISTANCE
L1	S 43°28'37" E	1295.61'
L2	S 48°23'37" W	185.80'
L3	S 40°42'28" E	80.13'
L4	S 28°37'01" E	90.81'
L5	S 69°50'05" W	44.32'
L6	S 30°39'33" E	74.21'
L7	S 42°08'35" E	34.71'
L8	N 54°28'08" E	38.81'
L9	S 48°44'11" E	50.06'
L10	S 48°44'11" E	99.88'
L11	S 49°58'04" W	122.75'
L12	S 43°18'35" W	122.54'
L13	S 48°19'05" W	107.78'
L14	S 48°11'08" W	540.54'
L15	N 55°52'50" W	31.86'
L16	N 37°15'09" E	38.25'
L17	N 02°08'27" E	31.21'
L18	N 32°08'50" W	34.87'
L19	N 07°12'58" E	36.34'
L20	N 14°49'54" E	39.42'
L21	N 16°51'18" W	77.58'
L22	N 37°48'09" W	59.14'
L23	N 64°23'38" W	53.66'
L24	N 08°00'24" W	43.33'
L25	N 51°12'52" W	78.36'
L26	N 37°18'07" E	17.51'
L27	N 47°05'18" W	141.44'
L28	N 10°35'13" E	86.20'
L29	N 32°45'27" W	79.09'
L30	N 47°53'22" E	20.14'
L31	N 13°10'14" W	40.83'
L32	N 41°38'33" E	32.77'
L33	N 02°20'43" E	62.23'
L34	N 27°33'33" W	137.75'
L35	N 06°43'18" W	59.33'
L36	N 58°38'14" W	36.52'
L37	N 08°40'46" W	80.32'
L38	N 54°37'03" W	53.23'
L39	N 16°31'23" W	120.22'
L40	N 28°06'18" E	76.06'
L41	N 15°18'00" W	151.85'
L42	N 36°58'08" E	31.00'
L43	N 29°58'08" W	198.61'
L44	N 24°41'59" E	542.02'

*[Signature]*  
11-24-03

Putnam County Planning & Engineering



GEORGIA, PUTNAM COUNTY  
CLERK OF SUPERIOR COURT  
FILED & RECORDED: 11/15/03  
TIME: 8:00 AM  
COURT: 2 DOOR  
CLERK: [Signature]  
[Signature]

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 24,730 FEET AND AN ANGULAR ERROR OF 0.00001° PER ANGLE POINT AND WAS ADJUSTED USING THE COMPASS RULE. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 128,845 FEET.

**GRAPHIC SCALE**



( IN FEET )  
1 inch = 200 ft.

SURVEY OF PROPERTY FOR:	
<b>JAMES D. COURTER &amp; THOMAS M. FOX</b>	
17NS W. LAND LOT 513 3RD LAND DISTRICT 506TH G.M.D. PUTNAM COUNTY, GEORGIA	
SURVEYED: 10/12/2002	PLAT DRAWN: 10/01/2003
SURVEYOR:	SCALE: 1" = 200'
THOMPSON & FREEMAN LAND SURVEYORS, INC. 140 KENAN DR. NW MILLEDGEVILLE, GEORGIA 31061 PHONE: 478-414-1241	EQUIPMENT USED: TOPCON GTS-3B ELECTRONIC DISTANCE METER





August 24, 2021

Ms. Lisa Jackson  
Director  
Putnam County Planning and Development  
117 Putnam Drive, Suite B  
Eatonton, GA 31024

**RE: Featherfield – Conditional Use Permit Application**

Dear Ms. Jackson,

On behalf of Featherfield, LLC, this letter and the additional information contained herein is respectfully submitted to you for review in consideration for Conditional Use Permit.

**Conditional Use Permit Request(s) :**

1. Utilize site as an event venue. Proposed conceptual plan illustrates including outdoor chapel and open areas to hold wedding and festival related events. Conditional Use area illustrated in Conceptual Site Parcel Plan (~7.12ac)
2. Allow a small provisions market to be utilized for guests / residents only to be housed within a proposed building.

In accordance with the Development Regulations for Putnam County, the following information has been included:

1. Payment in the amount of \$220.00 (Two Hundred Twenty and 00/100 Dollars) for the CUP application fee for the above-mentioned properties via credit card.
2. Final Plat (Recorded)
3. Concept Plan
4. Written description of CUP request (above)

Thank you for your time and consideration in this matter.

Sincerely,

Rick McAllister  
McAllister Site Consulting, LLC

### **Letter of Intent - Concept Summary (See attached conceptual Plan)**

'Featherfield' is a natural, farm-like setting designed for guests to enjoy nature and retreat from the busyness of everyday life. Several agricultural activities on the property will allow guests first-hand experiences to farm life. Walking trails will allow guests to experience the entire beautiful property, leading them to the agricultural centers, and fun activities along way...with whimsical surprises throughout.

The owners have a heart for Christian ministry and envision the beautiful setting to be used for small-group retreats, meetings, and small weddings, etc. The owners would also like families and other small groups to enjoy the property as vacation rentals. Two whimsical tree-houses will also be constructed for vacation rental that are sure to attract visitors to Putnam County from a wide geography. An open-air chapel can be used for small weddings and other gatherings.

Outside of the agricultural uses described below, the use of the property will include services to accommodate guests for vacations and retreats, and to operate the facilities for the purpose of offering retreat-type events (described below). The owners would like to operate a small provisions / gift store on the property to serve the guests. The desired use would not create any public nuisance, excessive noise, or traffic.

It is the owner's desire to become engaged with the community and promote other local businesses by referring guests to them (Attractions, marinas, restaurants, caterers). It is also our desire to seek opportunities to 'give back' to the community by hosting benefit events, and inviting public servants and clergy for complimentary stays at selected times.

## I. INTENDED USE

Vacation rental: multi-generational family, multi-family, family reunions, golf groups, Masters week, etc.

Christian Retreats: Church & Bible study group retreats, clergy retreats, Christian program and workshop retreats (marriage, mother-daughter, father-son, etc.). Not to exceed 50 guests for day-use.

Small Weddings: Offered infrequently at select times of year. Not to exceed 80 guests for day-use.

Personal Family Use: Vacation/recreation for family and extended family of owners.

Chicken Coup: Egg production to include in farmers market and guests

Fruit Tree Orchards: Apples, Peaches, Nuts to include in farmers market and guests

Apiary: Honey production to include in farmers market and guests

Vegetable Gardens: Variety for farmers market and guests

Rose Gardens: Variety for farmers market and décor/ guests

Flower Cutting Garden: Variety for farmers market and décor/ guests

---

## II. DWELLINGS / BUILDINGS (SEE CONCEPTUAL PLAN)

### III. RECREATION

- Walking trails throughout property with fitness activities
- Playground area
- Bocce Ball court
- Putting green
- Horse shoes
- Fishing (if Pond approved)
- Firepit area

### IV. OTHER SITE IMPROVEMENTS

- Pond
- 3 or 4-board fencing
- Parking as needed (natural or gravel)





Overview



Legend

- City Limit
- Parcels
- Parcel Numbers
- Address Numbers
- Zoning**
- A-1 CITY
- A-1 and AG-1
- AG-1
- AG-2
- C-1
- C-1 CITY
- C-2
- C-2 CITY
- C-2 PUD
- I-1 CITY
- I-2 CITY
- I-M
- MHP
- PUBLIC
- PUBLIC CITY
- R-1 CITY
- R-2 CITY
- R-3 CITY
- R-4 CITY
- R-1
- R-1R
- R-2
- RM-1
- RM-2
- RM-3
- VILLAGE
- Roads
- Flood Map**
- A - 100 Year Flood Area - Areas of 1% annual chance flood also known as the base flood. Base Flood Elevations

RCVD AUG 24 '21

eFiled & eRecorded  
DATE: 7/2/2021  
TIME: 11:05 AM  
DEED BOOK: 01045  
PAGE: 00570 - 00573  
RECORDING FEES: \$25.00  
TRANSFER TAX: \$235.20  
PARTICIPANT ID: 3762125793  
CLERK: Trevor J. Addison  
Putnam County, GA

STATE OF GEORGIA  
COUNTY OF GREENE

THIS INSTRUMENT WAS PREPARED BY AND SHOULD BE RETURNED TO:  
RUSSELL W. WALL  
LAW OFFICE OF RUSSELL W. WALL, LLC  
122 NORTH MAIN STREET, SUITE B  
GREENSBORO, GEORGIA 30642  
(706) 453-0089  
FILE NO.: 21-04026 Murphy

**LIMITED WARRANTY DEED**

THIS INDENTURE is made and entered into as of the 30<sup>th</sup> day of June, 2021, by and between **Janes D. Courter, Starr P. Courter, and Ana Rocio Rojas, as Trustee of the Fernando Patino Living Trust, dated November 2<sup>nd</sup>, 2015, as amended, Grantors, and Featherfield, LLC, a Georgia Limited Liability Company, Grantees.**

**WITNESSETH**

That the said Grantors, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, have granted, bargained, sold, aliened, conveyed and confirmed, and by these presents do hereby grant, bargain, sell, alien, convey and confirm unto the said Grantees the following described property:

All that certain tract or parcel of land with all improvements thereon, situate, lying and being in Land Lot 313 of the 308<sup>th</sup> GMD, 3<sup>rd</sup> Land District, Putnam County, Georgia, containing Twenty-Four and 61/100<sup>th</sup> (24.61) acres, more or less, more particularly described by plat prepared by Edwin L. Thompson, RLS #1759, dated October 2, 2003, a copy of said plat is recorded in Plat Book 28, Page 163, Clerk's Office, Putnam County Superior Court. Reference to said plat is incorporated herein for a more accurate description. Being bounded on the Northeast by the Southwestern right of way of Ward's Chapel Road (80 foot right of way); bounded on the Southeast by Ward's Chapel Cemetery and land of Evelyn C. and David W. Copelan; bounded on the West by the center line of a stream; and on the Northwest by the Southern Right of way of Old Phoenix Road (80 foot right of way).

**For Information Only:**  
Prior Deed Reference: Deed Book 850, Page 262, said records.  
Tax Map / Parcel I.D. No. 104 002


Also conveyed herewith are all rights, including, but limited to, all easement rights, in and to that certain access driveway depicted on the above-referenced plat of survey and extending from the southeastern corner of said property, traversing Ward's Church Cemetery along said cemetery's southern boundary, for the distance of said boundary, until said access driveway reaches Wards Chapel Road.


**TO HAVE AND TO HOLD** the said described property, with all and singular the rights, members and appurtenances thereunto appertaining, to the only proper use, benefit and behoof of the said Grantee, its heirs, successors and assigns, in Fee Simple.

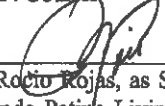
And the said Grantors warrants and will forever defend the right and title to the said property conveyed hereby unto the said Grantee, its heirs, successors and assigns, against the lawful claims of all persons claiming by, through, and under Grantors.

12 AUG 24 2021


IN WITNESS WHEREOF, the Grantors have hereunto set their hand, affixed their seal and delivered these presents on the day and year first written above.

  
James D. Courter

  
Starr P. Courter

  
Ana Rocio Rojas, as Successor Trustee, of the  
Fernando Patino Living Trust dated November  
2, 2015, and any amendments thereto

Signed, sealed and delivered  
in the presence of:

  
Witness

Notary Public

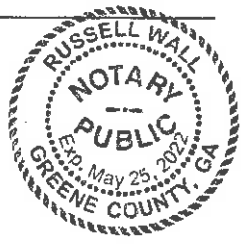


EXHIBIT "A"

AFFIDAVIT OF TRUST

Personally appeared before the undersigned officer duly authorized to administer oaths, **Ana Rocio Rojas**, who after first being sworn, deposes and states under oath the following:

1. I, Ana Rocio Rojas, am a resident of the State of Georgia, over twenty-one (21) years of age, competent to testify, and give this Affidavit based upon my personal knowledge that the facts herein are true and correct.

2. I, Ana Rocio Rojas, am successor Trustee of the Fernando Patino Living Trust dated November 2, 2015, and any amendments thereto (hereinafter the "Trust").

3. Fernando Patino, the former Trustee of the Trust, is deceased.

4. I am authorized by the Trust to make and issue this Affidavit.

5. The Trust has not been revoked, or otherwise modified or amended in any manner that would limit the Trustee's authority to convey the property.

6. I am the Trustee of the Trust and have the power to bind the Trust in the transaction referenced in Item 7 of this Affidavit.

7. The Trust is hereby authorized to sell and dispose of property owned in the name of the Trustees, for the benefit of the Trust, being further described as follows:

**All that certain tract or parcel of land with all improvements thereon, situate, lying and being in Land Lot 313 of the 308th GMD, 3rd Land District, Putnam County, Georgia, containing Twenty-Four and 61/100th (24.61) acres, more or less, more particularly described by plat prepared by Edwin L. Thompson, Registered Land Surveyor No. 1759, dated October 2, 2003, as recorded in Plat Book 28, Page 163, in the Office of the Clerk of Superior Court, Putnam County, Georgia. Reference to said plat is incorporated herein for a more accurate description. Being bounded on the Northeast by the Southwestern right of way of Ward's Chapel Road (80 foot right of way); bounded on the Southeast by Ward's Chapel Cemetery and land of Evelyn C. and David W. Copelan; bounded on the West by the center line of a stream; and on the Northwest by the Southern Right of way of Old Phoenix Road (80 foot right of way).**

17 JUL 24 2021 CW

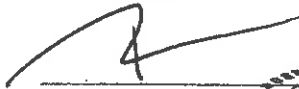


8. I give this Affidavit freely and voluntarily with the understanding that it will be relied on by the law firm of Law Office of Russell W. Wall, LLC, Chicago Title Insurance Company and Featherfield, LLC, their heirs, successors and assigns, in relation to the transaction referenced above in Item 6 of this affidavit.

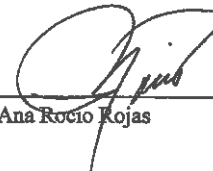
Affiant Further Sayeth Not.

This 30 day of June, 2021.

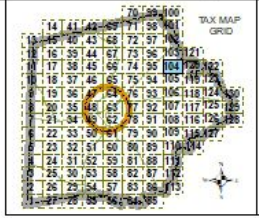
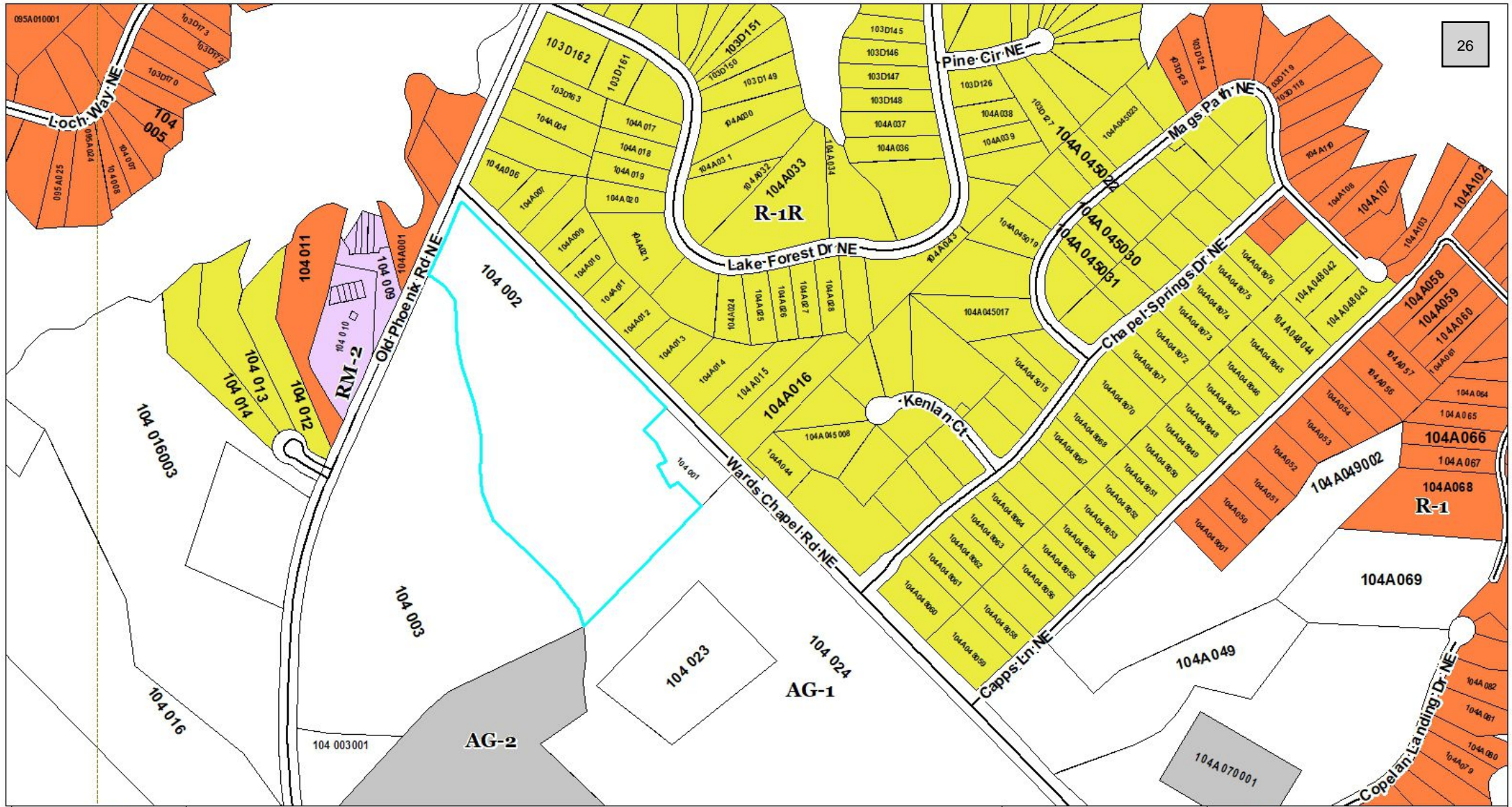
Sworn to and subscribed before  
me the day and year above written



Notary Public



\_\_\_\_\_(Seal)  
Ana Rocio Rojas



### GEOGRAPHIC FEATURE LEGEND

Eatonton Limits	Overlay District	AG-2	C-2 CITY	IND-2 CITY	R - 1 CITY	RM-2
County Boundary	No Code	C-1	I-M	MHP	R - 2 CITY	RM-3
Roads	AG-1	C-1 CITY	IND-1 CITY	R - 3 CITY	R-1R	VILLAGE
Parcels	AG-1 CITY	C-2	IND-2	PUBLIC CITY	R - 4 CITY	RM-1
Parcel Hooks				PUBLIC		

**LMGR**  
Middle Georgia Regional Commission  
175 Emery Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6160  
Web: [www.middlegeorgia.org](http://www.middlegeorgia.org)

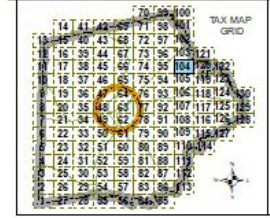
PUTNAM COUNTY, GEORGIA  
ZONING MAPS

W  
E  
S  
N

# MAP 104

MAP SCALE: 1" = 400'    SCALE RATIO: 1:4,800    DATE: SEPTEMBER 2021





**GEOGRAPHIC FEATURE LEGEND**

Eatonton Limits	Agriculture/Forestry	Park/Recreation/Conservation	Residential
County Boundary	Commercial	Public/Institutional	Transportation/Communication/Utilities
Roads	Industrial	Undeveloped/Vacant	
Parcels			
Parcel_Hooks			
	Mixed Use		

**LMGR**  
Middle Georgia Regional Commission  
175 Emery Hwy  
Suite C  
Macon, Georgia 31217  
(478) 751-6160  
Web:  
[www.middlegeorgiaarc.org](http://www.middlegeorgiaarc.org)

PUTNAM COUNTY, GEORGIA  
FUTURE LAND USE MAPS

MAP 104

MAP SCALE: 1" = 400'    SCALE RATIO: 1:4,800    DATE: SEPTEMBER 2021

**File Attachments for Item:**

- 7. Consent Agenda
  - a. Approval of Minutes - October 1, 2021 Regular Meeting (staff-CC)
  - b. Approval of Minutes - October 1, 2021 Work Session (staff-CC)
  - c. Approval of Minutes - October 12, 2021 Joint Called Meeting (staff-CC)
  - d. Authorization for Chairman to sign GDOT Actual Cost Utility Agreement (staff-CM)
  - e. Authorization for Chairman to sign GDOT Title VI Plan Update for Putnam County Transit (staff-Tran)
  - f. Authorization for Chairman to sign GDOT 5311 Grant Application for Putnam County Transit (staff-Tran)



# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Minutes

Friday, October 1, 2021 ♦ 9:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, October 1, 2021 at approximately 9:00 AM 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 9:01 a.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 McElhenney.**

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

3. Invocation

Commissioner Sharp gave the invocation.

4. Pledge of Allegiance (staff)

County Manager Van Haute led the Pledge of Allegiance.

Draft Minutes	Page 1 of 4	
October 1, 2021		

5. Special Presentation

a. Tri-County EMC and Tri-CoGo

Mr. Greg Mullis, Chief Operating Officer for Tri-CoGo, presented a PowerPoint briefing on Tri-County EMC’s Broadband Project and requested a letter of support from Putnam County for Georgia broadband grant application and local financial support to extend fiber broadband to non-EMC locations in Putnam County.

(Copy of presentation made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

b. EPWSA / ESG

Mr. John Nix, Attorney for EPWSA/ESG, explained plans to apply for state Recovery funds in the amount of \$6M. They would like to include a plan for matching funds with the application to include a \$2M match from EPWSA and \$1M from the city and county (\$400K from city and \$600K from county).

Mr. Trey Gavin, Vice President for ESG Operations, reviewed the application parameters and criteria and reviewed the proposed projects.

**Regular Business Meeting**

6. Public Comments

None

7. Consent Agenda

a. Approval of Minutes - September 21, 2021 Regular Meeting (staff-CC)

**Motion to approve the Consent Agenda.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Sharp.**

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

8. Authorization for Chairman to sign Letter of Support for Tri-County EMC’s Broadband Infrastructure Grant Application (staff-CM)

**Motion to authorize the Chairman to sign a letter of support for Tri-County EMC's Broadband Infrastructure Grant Application.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

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

(Copy of letter made a part of the minutes on minute book page \_\_\_\_\_.)

9. Discussion and possible action regarding EPWSA / ESG presentation and matching funds for the ARP grant (BS)

**Motion for Putnam County to designate \$150K for four years to go toward matching funds for the state ARPA grant for EPWSA.**

**Motion made by Commissioner Sharp, Seconded by Commissioner Brown.**

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

Draft Minutes	Page 2 of 4	
October 1, 2021		

10. Authorization for Chairman to sign Letter of Support for Golden Harvest Food Bank’s American Rescue Plan Act Grant Application (BW/DB)

**Motion to authorize the Chairman to sign a letter of support for Golden Harvest Food Bank's American Rescue Plan Act Grant Application.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

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

(Copy of letter made a part of the minutes on minute book page \_\_\_\_\_.)

11. Approval of 2021-2022 Contract with the Eatonton-Putnam Chamber of Commerce (staff-CC)

**Motion to approve the 2021-2022 Contract with the Eatonton-Putnam Chamber of Commerce.**

**Motion made by Commissioner Wooten, Seconded by Commissioner Sharp.**

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

(Copy of contract made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

12. Awarding of Solicitation 21-42001-006 Signing & Pavement Marking Upgrades (staff-CM & CC)

County Manager Van Haute reviewed the bids and advised that the lowest bidder did not meet the terms of the project.

**Motion to award Solicitation 21-42001-006 Signing & Pavement Marking Upgrades to Peek Pavement Markings at \$241,661.50.**

**Motion made by Commissioner Brown, Seconded by Commissioner Wooten.**

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

13. Approval of Putnam County Policy and Procedure Manual Update (staff-HR)

**Motion to approve the Putnam County Policy and Procedure Manual Update related to COVID-19.**

**Motion made by Commissioner Wooten, Seconded by Commissioner Sharp.**

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

(Copy of update made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

**Reports/Announcements**

14. County Manager Report

County Manager Van Haute reported that Breast Cancer Awareness month is October and lots of activities are scheduled: decorated pumpkins are in each department, doors in the Admin Building have been decorated by the high school students and commissioners need to judge them by October 19th, and there will be a chili cookoff on October 7th.

15. County Attorney Report

No report.

Draft Minutes	Page 3 of 4	
October 1, 2021		

16. Commissioner Announcements  
Commissioner McElhenney: none

Commissioner Brown: none

Commissioner Sharp: thanked the board for the vote on the EPWSA grant

Commissioner Wooten: none

Chairman Webster: none

**Closing**

17. 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 10:50 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman

Draft Minutes	Page 4 of 4	
October 1, 2021		



# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Work Session

### Minutes

**Friday, October 1, 2021 ♦ 1:30 PM**

Baldwin County Government Building

1601 North Columbia Street

Conference / Training B

Milledgeville, GA 31061

The Putnam County Board of Commissioners met for a Work Session on Friday, October 1, 2021 at approximately 1:30 PM in the Baldwin County Government Building, 1601 North Columbia Street, Conference / Training B, Milledgeville, 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

#### *OTHERS PRESENT*

- Consultant Mr. Doug Eaves

### **Opening**

1. Call to Order

Chairman Webster called the Work Session to order at approximately 2:06 p.m. and turned it over to our attorney's consultant, Mr. Doug Eaves.

(Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

Draft Work Session Minutes	Page 1 of 2	
October 1, 2021		

**Regular Business Meeting**

2. Local Option Sales Tax Discussion

Mr. Eaves gave a presentation on the Local Option Sales Tax which included: a history of LOST, the purpose of LOST, the renegotiation process, the LOST expiration date, the impact of the expiration of LOST, uniformity and equity, changes since the last negotiations, historic and future trends, the digest growth, changes to the cost of services, 2030 trend, the total tax burden and metrics used for the distribution formula.

The meeting recessed at approximately 3:50 p.m.

The meeting reconvened at approximately 3:57 p.m.

Chairman Webster reminded everyone that the first joint meeting with the City Council was on October 12th at 1:00 p.m. The board discussed the presentation to be made at the joint meeting and possible figures for the distribution percentages.

No action was taken.

**Closing**

3. Adjournment

Chairman Webster adjourned the Work Session at approximately 4:54 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman

Draft Work Session Minutes	Page 2 of 2	
October 1, 2021		

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

**Joint Called Meeting  
Putnam County Board of Commissioners  
Eatonton City Council  
Minutes**

**Tuesday, October 12, 2021 ♦ 1:00 PM**  
Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met with the Eatonton City Council on Tuesday, October 12, 2021 at approximately 1:00 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

*COMMISSIONERS PRESENT*

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

*COUNTY STAFF PRESENT*

- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

*CITY COUNCIL MEMBERS PRESENT*

- Mayor John Reid
- Mayor Pro Tem Chip Walker
- Councilwoman Marie Rainey
- Councilwoman Teresa Doster
- Councilman James Gorley
- Councilwoman Janie Reid
- Councilman Bill Mangum

*CITY STAFF PRESENT*

- City Attorney Chris Huskins
- City Administrator Gary Sanders
- Consultant Phil Sutton

Draft Joint Called Meeting Minutes	Page 1 of 2	
October 12, 2021		

**Opening**

1. Welcome - Call to Order

Chairman Webster called the joint meeting to order at approximately 1:02 p.m. and welcomed everyone and led the Pledge of Allegiance.

(Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

Mayor Reid also welcomed everyone and made opening remarks regarding criteria of the Local Option Sales Tax distribution.

Joint Called Meeting

2. Local Option Sales Tax Discussion

Chairman Webster made a PowerPoint presentation.

Mr. Phil Sutton made a PowerPoint presentation.

Mayor Reid and Chairman Webster agreed that smaller groups for negotiations will work best. Chairman Webster proposed two elected officials and one staff per side and Mayor Reid concurred.

Chairman Webster advised that the county will provide their initial proposal after the adjournment of today's meeting.

No action was taken.

(Copy of presentations made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

**Closing**

3. Adjournment

Chairman Webster thanked everyone for attending and adjourned the meeting at approximately 1:29 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman

Draft Joint Called Meeting Minutes	Page 2 of 2	
October 12, 2021		



STANDARD UTILITY AGREEMENT  
ACTUAL COST UTILITY AGREEMENT – Water Facilities

GEORGIA PROJECT No.: N/A, Putnam County  
G.D.O.T. P.I. No.: 0013615

THIS AGREEMENT, made this \_\_\_\_\_,  
by and between the Department of Transportation, an agency of the State of Georgia, hereinafter  
called the DEPARTMENT, first party, and **Putnam County Board of Commissioners**,  
hereinafter called the LOCAL AGENCY, second party; and

WITNESS that:

WHEREAS, the DEPARTMENT proposes under the above numbered project **to reconstruct State Route 24/US Route 441 from Eatonton Bypass to Morgan County Line in Putnam County, Georgia** with its funds or with funds apportioned to the State by the Federal Highway Administration under Title 23, Highways, of the Code of Federal Regulations (CFR); and

WHEREAS, due to the construction of this project, it will become necessary to make certain adjustments of the existing water facilities of the LOCAL AGENCY in accordance with the detailed cost estimate for **\$157,870.00** prepared by the LOCAL AGENCY, attached hereto and made a part of this Agreement. The DEPARTMENT shall bear **\$142,083.00** or **90.00%** and the LOCAL AGENCY will bear **\$15,757.00** or **10.00%**; and

WHEREAS, said construction being the location and improvement of said road and the LOCAL AGENCY having its facilities presently located upon an easement with rights to install, operate and maintain such facilities on the rights-of-way thereof which were acquired prior to the acquisition of such rights-of-way by the DEPARTMENT; and

WHEREAS, the location of said presently existing facilities and the proposed new location of such facilities are shown on the highway construction plans for this project, a copy of said plans in pertinent part being attached hereto, it is desired that the LOCAL AGENCY adjust its facilities within the existing easement or move to the new location as shown on said plans and relinquish such existing easement rights as it may have on the present location and accept in lieu thereof the easement rights hereinafter stated.

NOW THEREFORE, in consideration of the premises and the mutual covenants of the parties hereinafter set forth, it is agreed:

1. It is specifically understood that the project number shown above is for the DEPARTMENT'S identification purposes only and may be subject to change by the DEPARTMENT. In the event it becomes necessary for the DEPARTMENT to assign a different project number, the DEPARTMENT shall notify the LOCAL AGENCY of the new project designation. Such change in project designation shall have no affect whatsoever on any of the other terms of this Agreement.

## ACTUAL COST UTILITY AGREEMENT – Water Facilities

2. The LOCAL AGENCY hereby relinquishes its existing easement rights on the present location as shown on said plans where its facilities are to be moved and accepts from the DEPARTMENT in lieu thereof the easement right to install, operate and maintain its facilities along and across such rights-of-way at the new location shown on said plans as a full and complete consideration for the relinquishment and extinguishment of its presently existing rights. It is understood by the LOCAL AGENCY that the installation, operation and maintenance of its facilities shall be in accord with the current edition of the Utility Accommodation Policy and Standards Manual issued by the DEPARTMENT and Title 23 of the CFR, Chapter I, Subchapter G, Part 645, Subparts A and B. If necessary to adjust such facilities on future construction and maintenance work, then the cost of the subsequent adjustment shall be eligible for reimbursement in the same manner as the initial adjustment expense covered by this Agreement.

3. The LOCAL AGENCY, with its regular construction or maintenance crews and personnel, and at its standard schedule of wages and working hours, and working in accord with the terms of its agreements with such employees, shall make such changes in its facilities as may be necessary to permit the construction of the project and as may be required by the DEPARTMENT. The LOCAL AGENCY may let to contract any portion of the work contemplated subject to prior approval according to the terms and conditions contained in Title 23 of the CFR, Chapter I, Subchapter G, Part 645, Subparts A and B. The LOCAL AGENCY agrees to obtain prior approval from the DEPARTMENT before authorizing any contract engineering or construction work by third parties, except as may be shown in the detailed cost estimate attached hereto.

4. In accordance with the BUY AMERICA requirements of the Federal regulations (23 U.S.C. 313 and 23 CFR 635.410) all manufacturing processes for steel and iron products furnished for permanent incorporation into the work on this project shall occur in the United States. The only exception to this requirement is the production of pig iron and the processing, pelletizing and reduction of iron ore, which may occur in another country. Other than these exceptions, all melting, rolling, extruding, machining, bending, grinding, drilling, coating, etc. must occur in the United States.

a. Products of steel include, but are not limited to, such products as structural steel piles, reinforcing steel, structural plate, steel culverts, guardrail, steel supports for signs, signals and luminaires. Products of iron include, but are not limited to, such products as cast iron frames and grates and ductile iron pipe. Coatings include, but are not limited to, the applications of epoxy, galvanizing and paint. The coating material is not limited to this clause, only the application process.

b. A Certificate of Compliance shall be furnished for steel and iron products as part of the backup information with the billing. The form for this certification entitled “Buy America Certificate of Compliance” is attached to this agreement and shall be provided to the DEPARTMENT upon completion of 80% of the agreement amount. Records to be maintained by the RAILROAD/UTILITIES and the DEPARTMENT for this certification shall include a signed mill test report and/or a signed certification by a supplier, distributor, fabricator, or manufacturer that has handled the steel or iron product affirming that every process, including the application of a coating, performed on the steel or iron product has been carried out in the United States of America, except as allowed by this Section. The lack of these certifications will

## ACTUAL COST UTILITY AGREEMENT – Water Facilities

be justification for rejection of the steel and/or iron product or nonpayment of the work.

c. The requirements of said law and regulations do not prevent the use of miscellaneous steel or iron components, subcomponents and hardware necessary to encase, assemble and construct the above products, manufactured products that are not predominantly steel or iron or a minimal use of foreign steel and iron materials if the cost of such materials used does not exceed one-tenth of one percent (0.1%) of the total contract price or \$2,500.00, whichever is greater.

5. The DEPARTMENT shall pay monthly bills promptly upon receipt and verification thereof by the DEPARTMENT. Upon completion of the work the LOCAL AGENCY shall submit one final bill to the DEPARTMENT and the DEPARTMENT shall make a conditional final payment promptly upon verification of the final bill by the DEPARTMENT. The total liability of the DEPARTMENT shall not exceed the reimbursable cost of the work as ascertained by computing the items of cost as set forth in the aforesaid Title 23 of the CFR, Chapter I, Subchapter G, Part 645, Subparts A and B. At any time within three years after the date of the conditional final payment the DEPARTMENT may audit the cost records and accounts of the LOCAL AGENCY pertaining to this project and will bill the LOCAL AGENCY any amount of any unallowable expenditure made in the conditional final payment of this Agreement or, if no unallowable expenditure is found, notify the LOCAL AGENCY of that fact in writing. If the LOCAL AGENCY does not pay any such bill within thirty days of receipt of the bill from the DEPARTMENT, the DEPARTMENT may set-off the amount of such bill against the amounts owed the LOCAL AGENCY on any then-current agreement between the LOCAL AGENCY and the DEPARTMENT. For audit purposes, the cost records and accounts of the LOCAL AGENCY pertaining to this project shall be made available to the representatives of the DEPARTMENT or the Federal Highway Administration at the General Office of the LOCAL AGENCY during the progress of the work and for a period of not less than three years from the date conditional final payment has been received by the LOCAL AGENCY.

6. The LOCAL AGENCY expressly agrees that the DEPARTMENT may set-off against the net payments provided for herein an amount equal to that amount which has been identified by either a State or Federal audit as unallowable expenditure in any agreement between the LOCAL AGENCY and the DEPARTMENT on which a conditional final payment has been made.

7. The DEPARTMENT shall not be bound to pay any amount in excess of the reimbursable portion of the detailed cost estimate attached hereto, nor for any items of work not provided for in the detailed cost estimate. In the event it is determined that a change in the work to be performed by the LOCAL AGENCY shall be required or that an increase in cost anticipated will be incurred by the LOCAL AGENCY, a written change or extra work order approved by the DEPARTMENT will be required as provided in Title 23 of the CFR, Chapter I, Subchapter G, Part 645, Subparts A and B. The amount of the detailed cost estimate attached hereto will be allotted from available funds and written notice given to the LOCAL AGENCY by the DEPARTMENT before the LOCAL AGENCY is authorized to proceed with the work to be performed by the LOCAL AGENCY under this Agreement.

8. The DEPARTMENT shall not be liable for payment of any bill received

ACTUAL COST UTILITY AGREEMENT – Water Facilities

more than twelve (12) months after all work under this Agreement is completed unless the LOCAL AGENCY and DEPARTMENT have agreed in advance to an extension of the billing period in writing. Unless an extension of the billing period has been agreed, the DEPARTMENT may consider payment made up to one year following completion of the work to be final.

9. It is mutually agreed that the final cost of the changes in the facilities of the LOCAL AGENCY covered by the detailed cost estimate shall be borne by the LOCAL AGENCY and the DEPARTMENT on the percentage basis indicated in said estimate.

10. The LOCAL AGENCY shall be responsible for providing signing and other traffic control measures during construction in accordance with the Manual on Uniform Traffic Control Devices, current edition, and as required by the DEPARTMENT'S engineer.

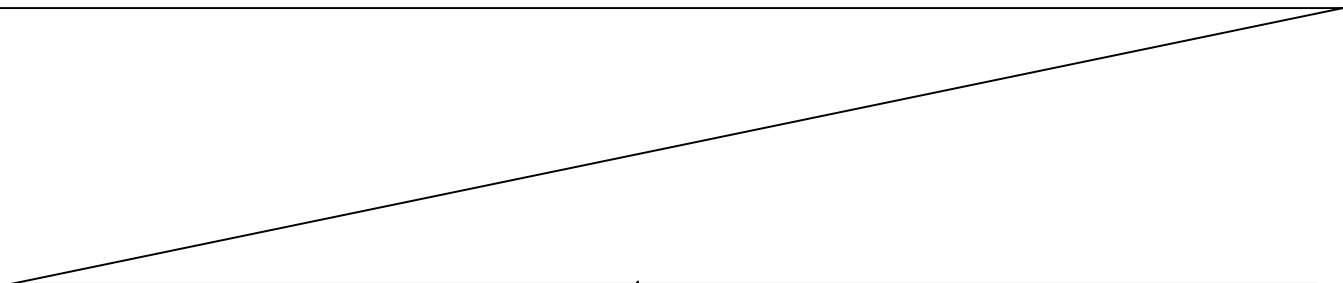
11. The DEPARTMENT agrees to notify the LOCAL AGENCY when the highway construction contract is awarded and furnish the name of the contractor who will perform the highway work. The LOCAL AGENCY agrees to plan with the DEPARTMENT'S contractor a schedule of operations which shall clearly set forth at which stage of the Contractor's operations the LOCAL AGENCY will need to perform its removal, relocation and adjustment work. Further, the work covered under this Agreement shall be completed in conjunction with the approved Work Plan submitted by the LOCAL AGENCY and no later than the overall completion date as indicated in the construction agreement entered into between the DEPARTMENT and the lowest responsive bidder. The DEPARTMENT will notify the LOCAL AGENCY in writing of this final completion date.

12. Pursuant to O.C.G.A. Sec. 50-5-85, LOCAL AGENCY hereby certifies that it is not currently engaged in, and agrees that for the duration of this contract, it will not engage in a boycott of Israel.

13. It is mutually agreed between the parties hereto that this document shall be deemed to have been executed in the Fulton County, Georgia and that all questions of interpretation and construction shall be governed by the laws of the State of Georgia.

14. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

15. This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.



STANDARD UTILITY AGREEMENT

ACTUAL COST UTILITY AGREEMENT – Water Facilities

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals, caused this Agreement to be executed in three counterparts, each to be considered as an original by their authorized representative the day and date hereinabove written.

PUTNAM COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_  
NOTARY PUBLIC (SEAL)

BY: \_\_\_\_\_  
CHAIRMAN

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_\_,  
My commission expires:

Signed on behalf PUTNAM COUNTY BOARD OF COMMISSIONERS pursuant to resolution dated \_\_\_\_\_.

\*\*\*\*\*  
FEIN 58-6000878  
\*\*\*\*\*

BY: \_\_\_\_\_  
SECRETARY/ASST. SECRETARY  
(OFFICIAL SEAL)

RECOMMENDED:

ACCEPTED:  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
STATE UTILITIES ADMINISTRATOR

BY: \_\_\_\_\_  
COMMISSIONER

PROJECT No.: N/A  
COUNTY: PUTNAM  
P.I. No.: 0013615  
DATE: October 21, 2020 DW

Signed, sealed and delivered this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_,

(OFFICIAL SEAL OF THE DEPARTMENT)

I attest that the seal imprinted herein is the Official Seal of the DEPARTMENT.

BY: \_\_\_\_\_  
TREASURER  
(OFFICIAL CUSTODIAN OF THE SEAL)



STANDARD UTILITY AGREEMENT

ACTUAL COST UTILITY AGREEMENT – Water Facilities

**RESOLUTION**

STATE OF GEORGIA

PUTNAM COUNTY BOARD OF COMMISSIONERS

BE IT RESOLVED by the CHAIRMAN and Board of the PUTNAM COUNTY BOARD OF COMMISSIONERS , and it is hereby resolved, that the foregoing attached Agreement, relative to project P.I. No. 0013615 **to reconstruct State Route 24/US Route 441 from Eatonton Bypass to Morgan County Line in Putnam County, Georgia** in and that Mr. Billy Webster as Chairman of the Putnam County Board of Commissioners and Lynn Butterworth , as Clerk/Secretary, be and they are, thereby authorized and directed to execute the same for and in behalf of said by the CHAIRMAN of PUTNAM COUNTY BOARD OF COMMISSIONERS.

Passed and adopted, this the 19th day of October, 2021.

ATTEST:

\_\_\_\_\_  
CITY CLERK/SECRETARY

BY: \_\_\_\_\_  
CHAIRMAN

STATE OF GEORGIA,

PUTNAM COUNTY BOARD OF COMMISSIONERS

I Lynn Butterworth , as Clerk/Secretary, do hereby certify that I am custodian of the books and records of the same, and that the above and foregoing copy of the original is now on file in my office, and was passed by the CHAIRMAN of PUTNAM COUNTY BOARD OF COMMISSIONERS. WITNESS my hand and official signature, this the 19th day of October,

2021.

BY: \_\_\_\_\_  
CITY CLERK/SECRETARY

**GEORGIA DEPARTMENT OF  
TRANSPORTATION BUY AMERICA  
CERTIFICATE OF COMPLIANCE**

Date October 19, 2021

WE, Putnam County Board of Commissioners

(UTILITY/RAILROAD OWNER)

Address: 117 Putnam Drive, Suite A, Eatonton, GA 31024

Hereby certify that we are in compliance with the "Buy America" requirements of the Federal regulations 23 U.S.C. 313 and 23 CFR 635.410 of this project.

P.I. No. 0013615- SR 24 SR 24/US 441 FROM EATONTON BYPASS TO MORGAN COUNTY LINE IN PUTNAM COUNTY

As required, we will maintain all records and documents pertinent to the Buy America requirement, at the address given above, for not less than 3 years from the date of project completion and acceptance, if we do not provide the records and documents during invoicing. If all records and documents pertinent to the Buy America requirement are delivered during invoicing, then we will maintain all records and documents pertinent to the Buy America requirement for not less than three (3) years from the date conditional final payment has been received by the COMPANY. These files will be available for inspection and verification by the Department and/or FHWA.

We further certify that the total value of foreign steel as described in the Buy America requirements for this project does not exceed one-tenth of one percent (0.1%) of the total contract price or \$2,500.00, whichever is greater.

Signed by \_\_\_\_\_ Title Chairman  
(Officer of Organization)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public/Justice of the Peace

My Commission Expires: \_\_\_\_\_

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

<b>Contractor's Name:</b>	PUTNAM COUNTY BOARD OF COMMISSIONERS
<b>Solicitation/Contract No./ Call No. or Project Description:</b>	N/A, PI # 0013615, PUTNAM COUNTY SR 24/US 441 FROM EATONTON BYPASS TO MORGAN COUNTY LINE IN PUTNAM COUNTY

**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

49222  
 Federal Work Authorization User Identification Number  
 (EEV/E-Verify Company Identification Number)

October 17, 2010  
 Date of Authorization

Putnam County Board of Commissioners  
 Name of Contractor

**I hereby declare under penalty of perjury that the foregoing is true and correct**

Billy Webster  
 Printed Name (of Authorized Officer or Agent of Contractor)

Chairman  
 Title (of Authorized Officer or Agent of Contractor)

\_\_\_\_\_  
 Signature (of Authorized Officer or Agent)

October 19, 2021  
 Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Notary Public

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_

# Putnam County Transit



## Title VI Plan



*Date Adopted: Month/Day/Year*



### Title VI Plan Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
12/16/2014	Adoption		Title VI Plan GDOT approval
6/20/2019	Review		Title VI Plan GDOT approval
7/5/2019	Adoption		Title VI Plan GDOT approval



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- APPENDIX I DEMOGRAPHIC MAPS
- APPENDIX J TITLE VI EQUITY ANALYSIS

### 1.0 Title VI/Nondiscrimination Policy Statement and Management Commitment to Title VI Plan

*49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].*

Putnam County Transit assures the Georgia Department of Transportation that no person shall on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation and as per written guidance under FTA Circular 4702.1B, dated October 2012, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Putnam County Transit further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient’s Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient’s organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against Putnam County Transit.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency’s programs.
8. Submit the information required by FTA Circular 4702.1B to the GDOT. (refer to Appendix A of this plan)

**THIS ASSURANCE** is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature: \_\_\_\_\_

Printed Name: Billy Webster

Chairman, Putnam County Board of Commissioners, Date: \_\_\_\_\_



## 2.0 Introduction & Description of Services

Putnam County Transit submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

Putnam County Transit is a sub-recipient of FTA funds and provides service in Putnam County. A description of the current Putnam County Transit system is included in Appendix B.

### Title VI Liaison

Dianne Pounds, Transit Director  
Putnam County Board of commissioners  
706-485-6355  
117 Putnam Drive, Suite A, Eatonton, Georgia 31024

### Alternate Title VI Contact

Paul Van Haute, County Manger  
Putnam County Board of Commissioners  
709-485-5826  
117 Putnam Drive, Suite A, Eatonton, Georgia 31024

Putnam County Transit must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by GDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

## 2.1 First Time Applicant Requirements

*FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.*

Putnam county Transit is not a first time applicant for FTA/GDOT funding. The following is a summary of Putnam County current and pending federal and state funding.

### Current and Pending GDOT Funding

1.T006374, 7/01/20 to 6/30/21 \$382,562.00; Pending T007174, 7/01/21 to 6/3/22 \$138,650.00 and State \$5,645.55

*FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.*

During the previous three years, Georgia Department of Transportation did complete a Title VI compliance review of Putnam County Transit. Putnam County Transit has not been found to be in noncompliance with any civil rights requirements.

The following is a summary of the compliance review.

- a. Date of the compliance review  
06/20/2019
- b. The purpose or reason for the review  
FTA 5311 Program – Compliance Review
- c. Agency or organization that performed the review  
Georgia Department of Transportation’s Division of Intermodal
- d. Summary of the finding and recommendations of the review  
None
- e. Report on the status of the findings and recommendations  
N/A
- f. Current status of the compliance review  
In compliance

## 2.2 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

Putnam County Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT.

## 2.3 Title VI Plan Concurrence and Adoption

Concurrence letter to be inserted upon receipt.

The last Title VI Plan received GDOT concurrence on July 20, 2019. The Plan was approved and adopted by Putnam County Board of Commissioners during a meeting held on July 5, 2019. A copy of the meeting minutes and GDOT concurrence letter is included in Appendix C.

### 3.0 Title VI Notice to the Public

#### Notice to Public

Recipients must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Plan. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee

A sample of the notice is included in Appendix D of this Plan. The sample notice should be translated into other languages, as necessary.

#### 3.1 Notice Posting Locations

Notice to Public will be posted at many locations to apprise the public of Putnam County Transit obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of Putnam County Transit office(s) including the reception desk and meeting rooms, and on the Putnam County Transit website at <https://www.putnamcountyga.us/transit/page/rights-under-title-vi>.

Additionally, Putnam County Transit will post the notice at stations, stops and on transit vehicles.

Notice is included in Appendix D of this Plan along with any translated versions of the notice, as necessary.

## 4.0 Title VI Procedures and Compliance

*FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.*

### 4.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Putnam County Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Putnam County Transit investigates complaints received no more than 180 days after the alleged incident. Putnam County Transit will process complaints that are complete.

Once the complaint is received, Putnam County Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Putnam County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Putnam County Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Putnam County Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public (<https://www.putnamcountyga.us>).

### 4.2 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on (<http://www.putnamcountyga.us>).



### 4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Putnam County Transit will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

### 4.4 Sub-recipient Assistance and Monitoring

Putnam County Transit System does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, Putnam County Transit utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if Your Transit System has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.]

### 4.5 Sub recipients and Subcontractors

Putnam County Transit is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. Putnam County Transit, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

#### Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") must agree to the following clauses:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a

- subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin..
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation and/or the Federal Transit Administration*, to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Georgia Department of Transportation*, and/or the *Federal Transit Administration*, as appropriate, and shall set forth what efforts it has made to obtain the information.
  5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Putnam County Transit shall impose contract sanctions as appropriate, including, but not limited to:
    - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
    - b. cancellation, termination or suspension of the contract, in whole or in part.
  6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Putnam County Transit, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

### E-Verify

As a condition of your agreement with GDOT, vendors and contractors of Putnam County Transit shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with Putnam County Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for Putnam County Transit shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for Putnam County Transit.

## 5.0 Title VI Investigations, Complaints, and Lawsuits

*FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations....; lawsuits, and complaints naming the recipient.*

In accordance with 49 CFR 21.9(b), Putnam County Transit must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by Putnam County Transit in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to [GDOT].

Putnam County Transit has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

**Table 1: Summary of Investigations, Lawsuits, and Complaints**

	<b>Date (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color, or national origin)</b>	<b>Status</b>	<b>Action(s) Taken</b>
Investigations	n/a	n/a	n/a	n/a
1.				
2.				
Lawsuits	n/a	n/a	n/a	n/a
1.				
2.				
Complaints	n/a	n/a	n/a	n/a
1.				
2.				

## 6.0 Public Participation Plan

*FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.*

The Public Participation Plan (PPP) for Putnam County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Putnam County Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Putnam County Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included as Appendix F to this Title VI Plan.

### Current Outreach Efforts

Putnam County Transit is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of Putnam County Transit's recent, current, and planned outreached activities.

- Distribute pamphlets at various businesses
- Spiritual wall calendar given out to the public annual
- Setup informative booths at fair (Dairy Festival)
- Bring a Friend Day for free

## 7.0 Language Assistance Plan

*FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).*

Putnam County Transit operates a transit system within Putnam County. The Language Assistance Plan (LAP) has been prepared to address Putnam County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Putnam County service area there are 380 residents or 1.8% who describe themselves as not able to communicate in English very well. Putnam County is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Putnam County Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.



## 8.0 Transit Planning and Advisory Bodies

*FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.*

Putnam County Transit does not have a transit-related committee or board, therefore this requirement does not apply.

## 9.0 Title VI Equity Analysis

*FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.*

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, Putnam County Transit will ensure the following:

1. Putnam County Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Putnam County Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Putnam County Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If Putnam County Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin. Putnam County Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no

alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Putnam County Transit must demonstrate and document how both tests are met. Putnam County Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

Putnam County Transit has not recently constructed any facilities, nor does it currently have any facilities in the planning stage. Therefore, Putnam County Transit does not have any Title VI Equity Analysis reports to submit with this Plan. Putnam County Transit will utilize the demographic maps included in Appendix I for future Title VI analysis.

## 10.0 System-Wide Service Standards and Service Policies

*FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.*

Putnam County Transit System is not a fixed route service provider.

## 11.0 Appendices

APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B	CURRENT SYSTEM DESCRIPTION
APPENDIX C	TITLE VI PLAN ADOPTION MEETING MINUTES AND GDOT CONCURRENCE LETTER
APPENDIX D	TITLE VI NOTICE TO PUBLIC
APPENDIX E	TITLE VI COMPLAINT FORM
APPENDIX F	PUBLIC PARTICIPATION PLAN
APPENDIX G	LANGUAGE ASSISTANCE PLAN
APPENDIX H	OPERATING AREA LANGUAGE DATA: PUTNAM COUNTY TRNSIT SERVICE AREA
APPENDIX I	DEMOGRAPHIC MAPS
APPENDIX J	TITLE VI EQUITY ANALYSIS

# **Appendix A**

## **FTA Circular 4702.1B Reporting Requirements for Transit Providers**



Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

### General Requirements

*All recipients must submit:*

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- Primary recipients shall include a description of how the agency monitors its sub-recipients for compliance with Title VI, and a schedule of sub-recipient Title VI Program submissions
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.**
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOTs, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- Additional information as specified in Chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

### Requirements of Transit Providers

*All Fixed Route Transit Providers must submit:*

- All requirements set out in Chapter III (General Requirements)
- Service standards
  - Vehicle load for each mode
  - Vehicle headway for each mode
  - On time performance for each mode
  - Service availability for each mode
- Service policies
  - Transit Amenities for each mode
  - Vehicle Assignment for each mode

*Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:*

- Demographic and service profile maps and charts
- Demographic ridership and travel patterns, collected by surveys
- Results of their monitoring program and report, including evidence that the board or other governing entity or official(s) considered, was aware of the results, and approved the analysis
- A description of the public engagement process for setting the “major service change policy,” disparate impact policy, and disproportionate burden policy
- Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

# **Appendix B**

## **Current System Description**

### Current System Description

1. An overview of the organization including its mission, program goals and objectives.  
Putnam County Transit's current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to county residents.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.  
Putnam County Transit is a government agency. Our organization is made up of 4 full-time employees, 1 part-time employee, and 0 volunteers. Our Transit Director is responsible for all of the day-to-day operations of our organization and reports directly to our County Manager. Our BOC is committed to this program and has, therefore, incorporated our service within the County's Public Transportation Program. Transportation services are provided in accordance with the BCC's approved Operations Manual/System Safety/Security Program and its Transportation Disadvantaged Service Plan (TDSP). Our agency staffing plan is outlined in our 2011 Transit Development Plan (page 201) and 2012 Operations Handbook (page 34). We will continue to operate at previous year (2011) service hours averaging 84 total fleet service hours per day or approximately 25,200 annual service hours (assuming 300 operating days).
3. Indicate if your agency is a government authority.  
Putnam County Transit operates as a government agency.
4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?  
Putnam County Transit's manager is responsible for training and management of our transportation program. All safety sensitive employees are required to complete GDOT approved safety and security training course as part of their new hire orientation. All new employees are also required to complete 80 hours of on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheelchair lifts and securement devices. The Transportation Services Manager is responsible for annual renewal of all liability insurance for both GDOT and agency owned vehicles, as well as vehicle registration renewal. It is the Transportation Manager's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.
5. Who provides vehicle maintenance and record keeping?  
Maintenance on all agency vehicles is provided by Putnam County Public Work/ Shop. Putnam County Public Work/ Shop employ only ASE certified technicians with experience in working on commercial passenger vehicles like the type our agency uses. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the GDOT Preventative Maintenance Guidelines document. All vehicle files and driver files are kept on-site at

our operations base located at 117 Putnam Dr. and are maintained by the Transit Director Dianne Pounds. All records are maintained and retained for a minimum of four (4) years.

6. Number of current transportation related employees

Our transportation department has a total of 5 employees that include: 3 full-time drivers, 1 part-time driver, 1 administrator and 0 support staff.

7. Who will drive the vehicle, number of drivers, CDL certifications, etc.?

Only transportation employees that have completed all of the required safety and drivers training requirements will be allowed to drive the agency vehicles.

8. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to general public. Our service incorporates medical, nutrition, employment, shopping, training, employment, social and recreation. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social service, training, employment, social and recreation. Approximately 3% of the medical trips we provide are to medical facilities out of the county; therefore, our out of county services are directed to the nearby highway corridors that surround this community for optimum efficiency of trip duration and the most convenient route. Currently, we use a variety of vehicles to provide passenger services. Our fleet includes vans, modified vans, and buses. Three of our vehicles are equipped for wheelchair service. We also have a contract provider that can supplement any services that we are unable to accommodate. We prioritize grouping trips and multi-loading to the maximum extent possible. We make 75 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

## **Appendix C**

**Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter are placed at the beginning of Plan after section 2**



## PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

### Minutes

Friday, July 5, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, July 5, 2019 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

#### *PRESENT*

Chairman Billy Webster  
 Commissioner Kelvin Irvin  
 Commissioner Daniel Brown  
 Commissioner Bill Sharp  
 Commissioner Trevor Addison

#### *STAFF PRESENT*

County Attorney Barry Fleming  
 County Manager Paul Van Haute  
 Deputy County Manager Lisa Jackson  
 County Clerk Lynn Butterworth

#### **Opening**

1. Welcome - Call to Order  
 Chairman Webster called the meeting to order at approximately 9:00 a.m.  
 (Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)
2. Invocation  
 County Attorney Fleming gave the invocation.
3. Pledge of Allegiance (KI)  
 Commissioner Irvin led the Pledge of Allegiance.

4. Special Presentations

a. Opioid Crisis - Henry Craig

Baldwin County Commissioner Henry Craig made a presentation on the Mental Health Crisis. (Copy of presentation made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

b. Departmental Presentation - Uncle Remus Golf Course

Golf Course Director Ricky Duvall gave a very informative update about the Uncle Remus Golf Course, describing it as a valuable asset to the county. He thanked the County Manager and other departments for their help and support.

**Regular Business Meeting**

5. Public Comments

None

6. Approval of Agenda

**Motion to approve the Agenda.**

**Motion made by Commissioner Addison, Seconded by Commissioner Sharp.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

7. Consent Agenda

a. Approval of Minutes - June 18, 2019 Regular Meeting (staff-CC)

b. Approval of Lakeview Senior Gardens Final Plat Subdivision (staff-P&D)

c. Approval of Revised Title VI Plan for Putnam County Transit (staff-Transit)

**Motion to approve the Consent Agenda**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

(Copies of documents made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

8. Authorization for Chairman to sign Revised Resolution Authorizing among other things the Issuance of the Sinclair Water Authority Revenue Refunding Bonds, Series 2019 Bonds (TA)

**Motion to authorize the Chairman to sign the Revised Resolution Authorizing among other things the Issuance of the Sinclair Water Authority Revenue Refunding Bonds, Series 2019 Bonds as presented in the meeting packet.**

**Motion made by Commissioner Addison, Seconded by Commissioner Sharp.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

(Copy of resolution made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

9. Approval of Addendum to the Putnam County Personnel Manual (staff-HR)

CM explained two changes: overtime and retirement

**Motion to approve the addendum to the Putnam County Personnel Manual.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

(Copy of addendum made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

10. Recommendation for Appointment to the Hospital Authority - Post 5 (staff-CC)

**Motion to recommend Tony Franklin, Nancy Chaklos, and David Owens for appointment to the Hospital Authority, Post 5.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

#### **Reports/Announcements**

11. County Manager Report

County Manager Van Haute reported the following:

- Oconee Springs Park had a busy 4<sup>th</sup> of July
- No agenda setting meeting necessary for the July 16<sup>th</sup> meeting

12. County Attorney Report

County Attorney Fleming advised that an Executive Session is needed.

13. Commissioner Announcements

Commissioner Irvin: none

Commissioner Brown: invited everyone to a Mothers Against Crime Gospel singing fundraiser on July 13<sup>th</sup> at the Putnam County Middle School

Commissioner Sharp: inquired about the pavilion at Oconee Springs Park

Commissioner Addison: none

Chairman Webster: none

14. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate

**Motion to enter Executive Session for Litigation.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

Meeting closed at approximately 9:57 a.m.

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

**Motion to reopen meeting the meeting.**

**Motion made by Commissioner Addison, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

Meeting reopened at approximately 10:34 a.m.

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

No action taken

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

**Motion made by Commissioner Addison, Seconded by Commissioner Sharp.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

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

**Closing**

14. Adjournment

Motion to adjourn the meeting.

**Motion made by Commissioner Sharp, Seconded by Commissioner Irvin.**

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison**

Meeting adjourned at approximately 10:35 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman

# Appendix D

## Title VI Notice to Public

### Notifying the Public of Rights Under Title VI

## Putnam County Transit

- Putnam County Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Putnam County Transit Director.
- For more information on Putnam County Transit's civil rights program, and the procedures to file a complaint, contact 706-485-6355, email [dpounds@putnamcountyga.us](mailto:dpounds@putnamcountyga.us) or visit our administrative office at 117 Putnam Drive, Suite A Eatonton Georgia 31024 For more information visit [www.putnamcountyga.us](http://www.putnamcountyga.us).
- If information is needed in another language, contact 706-485-6355
- Si se necesita información en otro idioma, comuníquese al 706-485-6355

You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE, Washington, DC 20590



# Appendix E

## Title VI Complaint Form

# Putnam County Transit

## Title VI Complaint Form

<b>Section I:</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
<b>Section II:</b>			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party: _____			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.			
_____			
_____			
<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?		Yes	No



# Appendix F

## Public Participation Plan (PPP)

## Introduction

The Public Participation Plan (PPP) for Putnam County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Putnam County Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Putnam County Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. Putnam County Transit also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, metropolitan area agencies, community based organizations, major employers, passengers and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

## Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Putnam County Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Putnam County Transit will proactively reach out and engage low-income, minority, and LEP populations for the Putnam County Transit service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.
- **Responsive:** Putnam County Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

## Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of Public County Transit. Putnam County Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Putnam County Transit will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback on the Putnam County Transit website (<https://www.putnamcountyga.us>) and all feedback on the site will be recorded and passed on to Putnam County Transit management. The public will also be able to call the Putnam County Transit office at 706-485-6355 during its hours of operation. Feedback collected over the phone will be recorded and passed on to Putnam County Transit management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used, since no one location is usually convenient to all participants.

For community meetings and other important information, Putnam County Transit will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or flyers in transit center
- Posting information on website
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various libraries and other civic locations that currently help distribute timetables and other information
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

#### Public Hearing

The agency is not required to perform public hearings.



LCB Meetings

# **Appendix G**

## **Language Assistance Plan (LAP)**

## I. Introduction

Putnam County Transit operates a transit system within Putnam County. The Language Assistance Plan (LAP) has been prepared to address Putnam County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Putnam County service area there are 3801148 residents or 1.656% who describe themselves as not able to communicate in English "very well" (Source: US Census 2019 American Community Survey) (Source: US Census 2019 American Community Survey). Putnam County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Putnam County Transit has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally, recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for Putnam County Transit be able to communicate effectively with all of its riders. When Putnam County Transit is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. Putnam County is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that Putnam County Transit undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents

- Staffing: Identifying Putnam County Transit staff to assist LEP customers
- Training: Providing training on LAP to responsible employees.

## II. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use Putnam County Transit services and identify needs for language assistance. This analysis is based on the “Four Factor Analysis” presented in the Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a Putnam County Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Putnam County Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Putnam County Transit to the LEP population.
4. The resources available to Putnam County Transit and overall costs to provide LEP assistance
  - a. **Factor 1: The Number and Proportion of LEP Persons Serviced or Encountered in the Eligible Service Population**

Of the 20,705 residents in the Putnam County service area 380 residents describe themselves as speaking English less than “very well”. People of Hispanic descent are the primary LEP persons likely to utilize Putnam County services. For the Putnam County Transit service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population 94% speak English “very well”. For groups who speak English, 1.65% speak, less than 1% speak “less than very well” and speak Spanish.

Appendix H contains a table which lists the languages spoken at home by the ability to speak English for the population within the Putnam County Transit service area.

- b. **Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services**

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

Putnam County has assessed the frequency with which LEP individuals come in contact with the transit system. The methods utilized for this assessment include analysis of Census data, examining phone inquiries, requests for translated documents, and staff survey. Phone inquiries and staff survey feedback indicated that dispatchers and drivers interact frequently with LEP persons. The majority of these interactions have occurred with LEP persons who

mainly spoke Spanish. Over the past 3 years, Putnam County Transit has had 2 requests for translated documents.

**c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People’s Lives**

Public transportation and regional transportation planning is vital to many people’s lives. According to the Department of Transportation’s *Policy Guidance Concerning Recipient’s Responsibilities to LEP Persons*, providing public transportation access to LEP persons is crucial. A LEP person’s inability to utilize public transportation effectively, may adversely affect his or her ability to access health care, education, or employment.

We will reach out to the LEP riders, using a Language Line Interpreter Service for other than English and Spanish individual.

**d. Factor 4: The Resources Available to the Recipient and Costs**

Putnam County Transit assessed its available resources that are currently being used, and those that could be used, to provide assistance to LEP populations. These resources include the following: Language Line Personal Interpreter Service for the cost of \$3.95 a minute, Brochures and Flyers: \$55.00. Putnam County Transit provides a reasonable degree of services for LEP populations in its service area.

**III. Language Assistance Plan**

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The five elements are addressed below.

**a. Element 1: Identifying LEP Individuals Who Need Language Assistance**

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Putnam County Transit has identified the number and proportion of LEP individuals within its service area using United States Census data (see Appendix H). As presented earlier, 948.2% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish (4.1%4.1%). Of those whose primary spoken language is Spanish, approximately 0.70.7% identify themselves as speaking less than “very well”. Those residents

whose primary language is not English or Spanish and who identify themselves as speaking English less than “very well” account for less than 1% of the service area population.

Putnam County may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Having Census Bureau Language Identification Flashcards available at Putnam County Transit Meetings. This will assist Putnam County Transit in identifying language assistance needs for future events and meetings.
3. Having Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to obtain contact information to give to Putnam County Transit management to follow-up.
4. Vehicle operators and front-line staff (i.e. Dispatchers, Transit Operation Supervisors, etc.) will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

**b. Element 2: Language Assistance Measures**

Federal Guidance suggests that an effective LAP should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task Federal Guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency.

Putnam County Transit has undertaken the following actions to improve access to information and services for LEP individuals:

1. Provide bilingual staff at community events, public hearings, and transit committee meetings.
2. Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
3. Provide Language Identification Flashcards onboard transit vehicles and in the Putnam County Transit offices.
4. Include statements clarifying that being bilingual is preferred on bus driver recruitment flyers and onboard recruitment posters.
5. When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

Your Transit System will utilize the demographic maps provided in Appendix I in order to better provide the above efforts to the LEP persons within the service area.

**c. Element 3: Training Staff**

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular re-training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

In the case of Putnam County Transit the most important staff training is for Customer Service Representatives and transit drivers.

The following training will be provided to Customer Service Representative:

1. Information on Title VI Procedures and LEP responsibilities
2. Use of Language Identification Flashcards
3. Documentation of language assistance requests
4. How to handle a potential Title VI/LEP complaint

**d. Element 4: Providing Note to LEP Persons**

Putnam County Transit will make Title VI information available in English and Spanish on the Agency's website. Key documents are written in English and Spanish. Notices are also posted in Putnam County Transit office lobby, on buses, and public places. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

**e. Element 5: Monitoring and Updating the Plan**

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether Putnam County Transit financial resources are sufficient to fund language assistance resources needed

Putnam County Transit understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of system easier. Putnam County Transit is open to suggestions from all sources, including customers, Putnam County Transit staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.



#### **IV. Safe Harbor Provision**

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Putnam County Transit service area does not have LEP populations which qualify for the Safe Harbor Provision. [As shown in Appendix H, Your Transit System does not have LEP groups which speak English less than "very well" which exceed either 5.0% or 1,000 person.]

The Safe Harbor Provision applies to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. Putnam County Transit may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

# **Appendix H**

## **Operating Area Language Data: Putnam County Transit Service Area**

<u>Language</u>	<u>County</u>	<u>Percent of Total County Population</u>
Total	Putnam County	20,705
Speak only English	9,380	94%
Spanish	859	4%
Speak English "very well"	709	3.4%
Speak English less than "very well"	150	0.6%
Other Indo-European languages	331	1.5%
Speak English "very well"	130	0.5%
Speak English less than "very well"	201	1%
Asian and Pacific Island languages	102	0.5%
Speak English "very well"	73	0.4%
Speak English less than "very well"	29	0.05%
Other languages	33	0
Speak English "very well"	33	0
Speak English less than "very well"	0	0

# Appendix I

## Demographic Maps

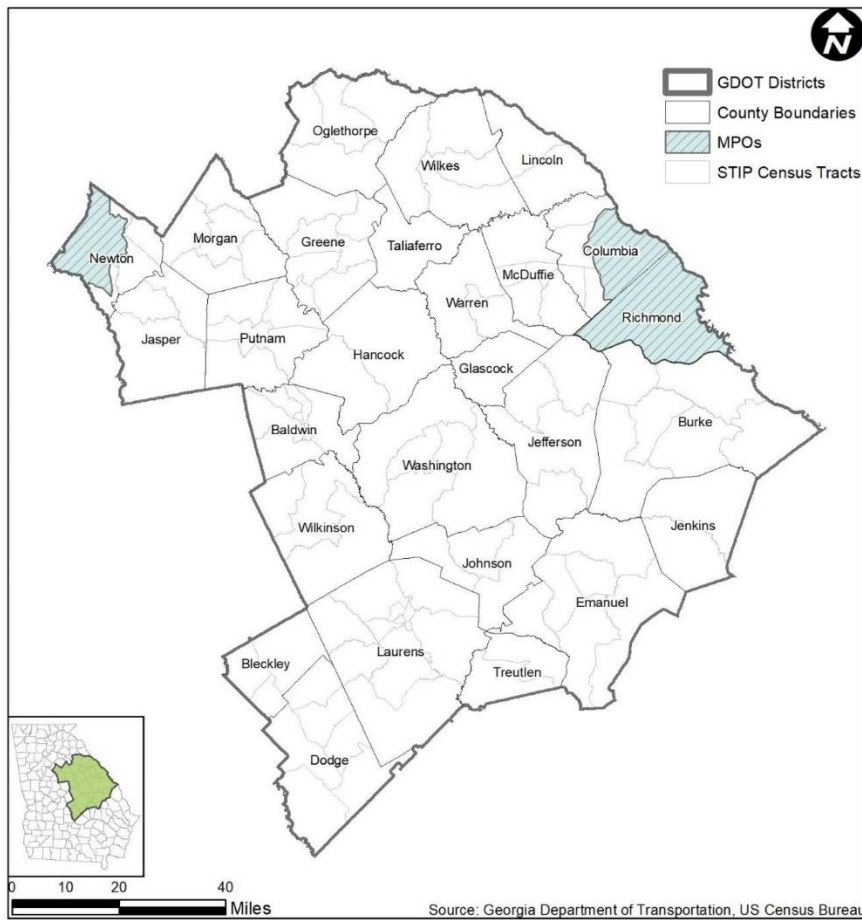


Environmental Justice Identification & Proposed Outreach Report

5.2 District 2

District 2 consists of 27 counties to the southeast of the Atlanta metro area, stretching to the South Carolina border. The study area consists of census tracts in 26 counties, and does not include any tracts from the single county in District 2 that is completely under the authority of the MPO. District 2 contains 112 census tracts of which 70 are over the minority EJ threshold, 63 are over the Elderly EJ threshold, 62 tracts are above the low-income EJ threshold and 26 tracts are above the LEP EJ threshold. Figure 14, below, is a map of the counties located in District 2.

Figure 14: District 2



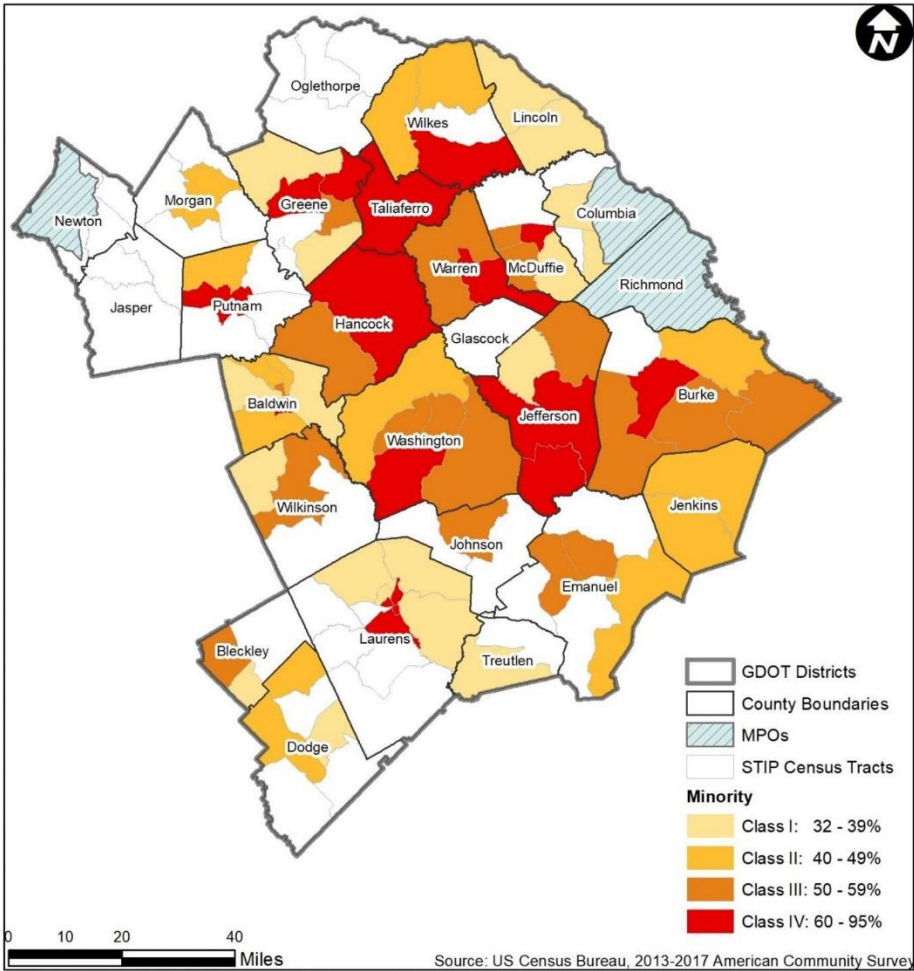


Environmental Justice Identification & Proposed Outreach Report

5.2.1 Minority EJ Population

Figure 15 is a map of the minority EJ population located in District 2. Within District 2, 63 percent of the tracts have a minority population above the minority EJ threshold. The analysis shows 19 Class IV tracts located in the following counties: Baldwin, Burke, Greene, Hancock, Jefferson, Laurens, McDuffie, Putnam, Taliaferro, Warren, Washington and Wilkes. The analysis also shows 19 Class III tracts, 14 Class II tracts, and 18 Class I tracts. Tract locations can be found in Figure 15.

Figure 15: District 2 Minority EJ Population



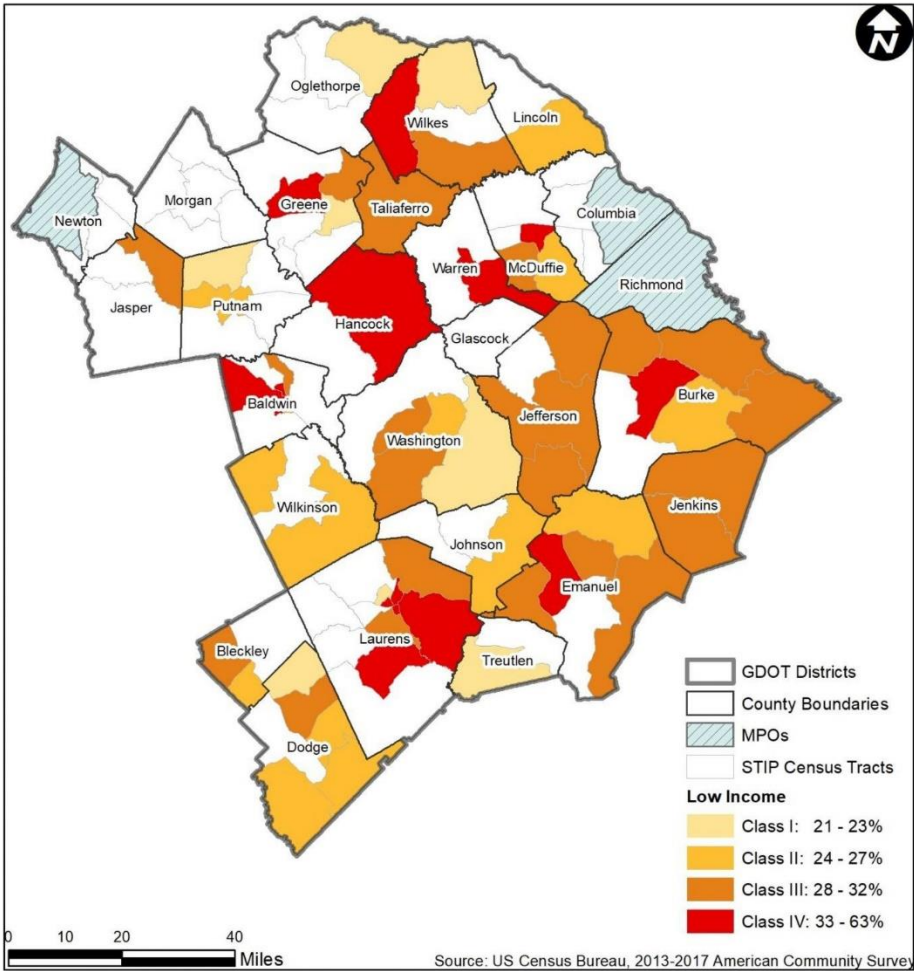


Environmental Justice Identification & Proposed Outreach Report

5.2.2 Low-income EJ Population

Figure 16 is a map of the low-income EJ population located in District 2. Within District 2, 55 percent of the tracts have a low-income population above the minority EJ threshold. The analysis shows 16 Class IV tracts located in the following counties: Baldwin, Burke, Emmanuel, Greene, Hancock, Laurens, McDuffie, Warren, and Wilkes. The analysis also shows 23 Class III tracts, 15 Class II tracts, and 8 Class I tracts. Tract locations can be found in Figure 16.

Figure 16: District 2 Low-income EJ Population





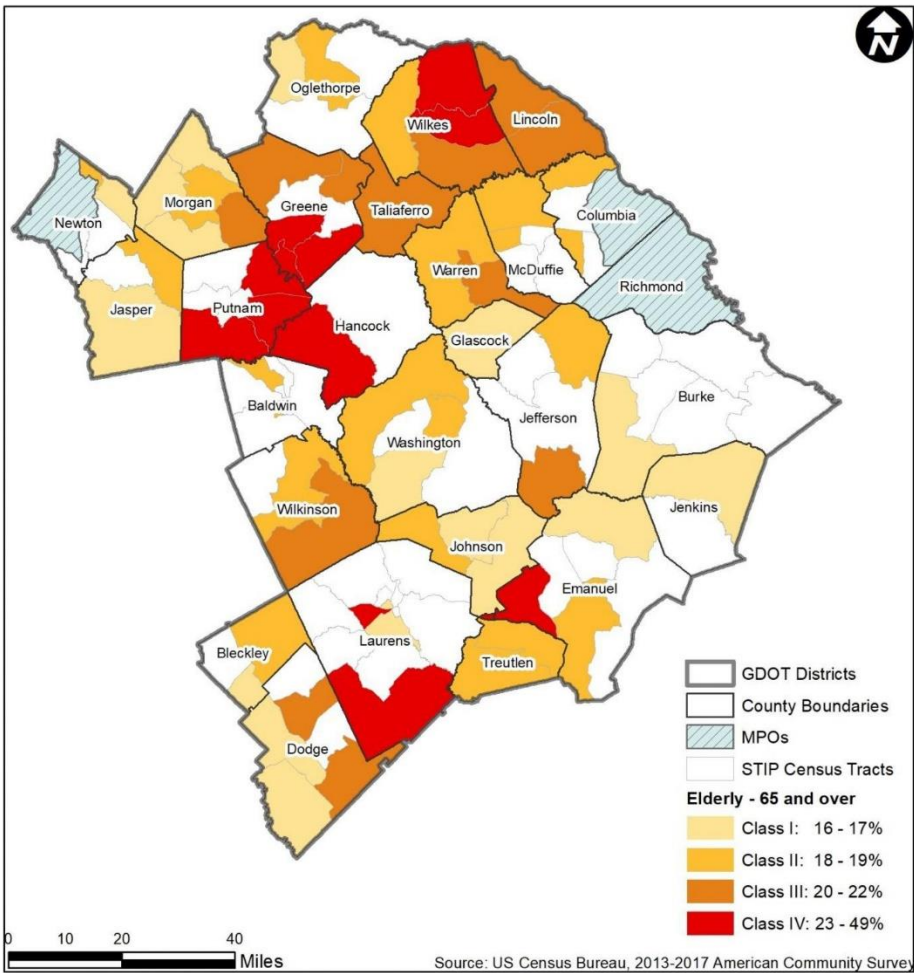


Environmental Justice Identification & Proposed Outreach Report

5.2.3 Elderly EJ Population

Figure 17 is a map of the minority EJ population located in District 2. Within District 2, 56 percent of the tracts have an elderly population above the elderly EJ threshold. The analysis shows 12 Class IV tracts located in the following counties: Emanuel, Greene, Hancock, Laurens, Putnam and Wilkes. The analysis also shows 12 Class III tracts, 21 Class II tracts, and 18 Class I tracts. Tract locations can be found in Figure 17.

Figure 17: District 2 Elderly EJ Population



# **Appendix J**

## **Title VI Equity Analysis**

Putnam County Transit does not have any recently constructed or planned facilities and have not performed Title VI Equity Analysis.



Russell R. McMurry, P.E.,  
Commissioner  
One Georgia Center  
600 West Peachtree Street, NW  
Atlanta, GA 30308  
(404) 631-1000 Main Office

September 10, 2021

Dear GDOT Transit Partners:

The Georgia Department of Transportation (GDOT) is pleased to announce the FY 2023 Call for Projects for transit funding under the following Federal Transit Administration's (FTA's) programs:

- Section 5303 Metropolitan Planning Program
- Section 5304 Statewide Planning Program
- Section 5307 Formula Grants for Small Urban Transit Program
- Section 5311 Formula Grants for Rural Areas Program
- Section 5339 Formula Grants for Program Bus and Bus Facilities Infrastructure Investments Program

Eligible recipients include states and federally recognized Indian Tribes, state or local government authorities, nonprofit organizations, and operators of public transportation services. Eligible activities include planning, operating, and capital assistance, job access and reverse commute projects, mobility management activities, and the acquisition of public transportation services.

The deadline for completed applications is **November 1, 2021**. Applications received after the deadline will not be considered. Please notify your assigned Project Manager if you anticipate any delays.

Applications will be submitted in the Blackcat Transit Management System (<http://gadot.blackcattransit.com>). Blackcat login invitation emails were sent to key contacts for the transit agencies that contract directly with GDOT as subrecipients. For new applications, please contact your GDOT Transit Project Manager to request access to the system.

Tips for Accessing Blackcat:

1. Look out for an email from BlackCat with your login instructions. The email will come from [system@blackcattransit.com](mailto:system@blackcattransit.com). Please also check your spam/junk folder.
2. *Usernames and passwords should not be shared with anyone other than contact that it was assigned to.* Transit agencies may add additional users once logged into the system.
3. Open the Resources tab in Blackcat, then Global Resources to find the following helpful documents:
  - a. Project and Application "Cheat Sheet"
  - b. GDOT BlackCat Training PowerPoint – September 2020
  - c. Recording of the GDOT BlackCat Training – September 2020
4. Download the User Guide by clicking "Help" in the top right corner of your screen

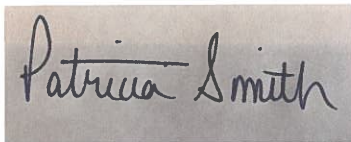
**5. Go to the Applications tab in Blackcat to apply for open funding opportunities**

Please review the application checklist located in each finding application to ensure that all required pages and documents are submitted.

With the exception of the transmittal letter and authorizing resolution, the application has been formatted to allow completion using the templates provided. The transmittal letter must be submitted on your agency's letterhead and signed by an authorized representative. The authorizing resolution must be adopted at an official meeting of the governing body after which it must be notarized and attested.

Should you have any questions as you begin completing the application, do not hesitate to contact your Transit Project Manager for assistance. The Transit Project Manager's contact information can be found on our website here: <http://www.dot.ga.gov/IS/Transit#tab-15>.

Thank you,

A rectangular box containing a handwritten signature in black ink that reads "Patricia Smith".

Patricia Smith  
Acting Transit Program Manager



**FEDERAL TRANSIT ADMINISTRATION**

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

**FY 2023 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  
NOVEMBER 1, 2021**

**Transit Agency Name:**

Putnam County Transit

**Submitted By:**

**Date Submitted:**

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

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

## FY 2021 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 November 1, 2021.**

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: Financial Certifications	Yes
Part S: Expenditures Form	No

<b>Application Checklist Completed By:</b>	Name:	Title:	Date:
	Dianne Pounds	Transit Director	

Does your organization employ 100 or more employees?

Yes

No

## Contract Authorization Request

### Part A: Grant Applicant Profile

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



	<b>Attorney</b>	<b>Name</b> Barry A. Fleming
		<b>Title</b> County Attorney
		<b>Phone</b> 706-434-8770
		<b>Email</b> <a href="http://www.flemingnelson">http://www.flemingnelson</a>

## 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.

# PUTNAM COUNTY BOARD OF COMMISSIONERS



**DISTRICT ONE:**  
Gary P. McElhenney

**DISTRICT TWO:**  
DANIEL W. BROWN

**CHAIRMAN:**  
BILLY WEBSTER

**DISTRICT THREE:**  
B. W. "BILL" SHARP

**DISTRICT FOUR:**  
Jeffrey G. Wooten, Sr.

October 19, 2021

Ms. Kaycee Mertz  
Transit Program Manager  
Division of Intermodal  
Georgia Department of Transportation  
600 W. Peachtree Street  
Atlanta, GA 30308

Dear Ms. Mertz:

The Putnam County Transit is applying for an FTA Section 5311 grant to aid in the operation of the Putnam County Transit for FY2023 in the amount of \$260,200.00 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	\$130,100.00	██████████	\$130,100.00	\$260,200.00
Large Capital	\$0.00	\$0.00	\$0.00	\$0.00
Small Capital	\$0.00	\$0.00	\$0.00	\$0.00
Mobility Management	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$130,100.00	\$0.00	\$130,100.00	\$260,200.00

Local operating assistance will be provided by Putnam County Transit.  
Local share of Large Capital Purchases will be provided by N/A.  
Local share of Small Capital Purchases will be provided by N/A.  
Local share of Mobility Management will be provided by N/A.

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 application 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@putnamcountyga.us](mailto:dpounds@putnamcountyga.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 2021 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
- 7. That the applicant has or will have available the required non-federal funds to meet local share requirements for this grant application.

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**Authorized Official**  
 Billy Webster  
 \_\_\_\_\_  
**Type Name and Title**

**Signed, sealed and delivered** this \_\_\_\_\_ day of \_\_\_\_\_, 2021 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 \_\_\_\_\_, 2021.

**Lynn Butterworth**  
 \_\_\_\_\_  
**Name of Certifying/Attesting Officer**  
**County Clerk**  
 \_\_\_\_\_  
**Title of Certifying/Attesting Officer**

(Place Seal Here)















**Part E-2: Sources of Local Matching Funds**

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

**Table 7: Sources of Local Matching Funds**

<b>Local Funding Source:</b>	<b>Amount:</b>
Local Government General Revenues	130,100.00
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)	
<b>TOTAL LOCAL MATCHING FUNDS</b>	<b>\$130,000.00</b>

**Part E-3: Three-Year Operating Budget Trend (FY2021-FY2023)**

Please complete Table 8 with federal and local operating funding from FY2021 through FY2023.

Actual FY2021 funding levels should be extrapolated from your agency’s Final Reimbursement Form from July 2021. FY2022 funding levels should be extrapolated from the budget submitted by your agency for FY2022. Proposed FY2023 funding levels should be extrapolated from the budget submitted with this application.

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

**Table 8: Three-Year Operating Budget Trend**

<b>FY 2021 (actual)</b>		<b>FY 2022 (current year budget)</b>		<b>Proposed FY 2023 (this application)</b>	
Federal Funds	134,637.00	Federal Funds	138,650.00	Federal Funds	130,100.00
Local Funds (total including general fund and POS revenues)	134,637.00	Local Funds (total including general fund and POS revenues)	138,650.00	Local Funds (total including general fund and POS revenues)	130,100.00
<b>Total</b>	<b>269,274.00</b>	<b>Total</b>	<b>277,300.00</b>	<b>Total</b>	<b>260,200.00</b>

### 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 FY2023.***

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 November 1, 2021.

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 November 1, 2021. 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 Transit 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 Transit 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 Transit 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 Transit also solicits comments and concerns from the general population on local rural public transportation services.

The Putnam County Transit 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 Transit 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 09/30/2021 Edition of the 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 9 below with a list of private transportation providers operating in the service area, including a contact person, address, and phone number.

**Table 9: List of Private Transportation Providers**

Private Transportation Provider	Point of Contact	Phone Number	Address

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

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

The Applicant’s organization, Putnam County Transit, 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

\_\_\_\_\_  
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

PUBLIC NOTICE PART G 2023

NOTICE OF OPPORTUNITY FOR A PUBLIC HEARING PRIVATE ENTERPRISE  
COORDINATION RURAL PUBLIC TRANSPORTATION PROGRAM

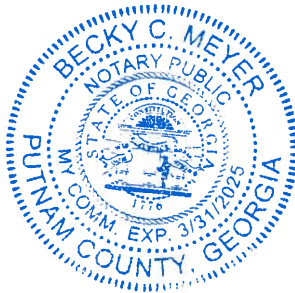
September 30, 2021

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

09-30

THIS 30 DAY OF September, 2021



A. Mark Smith  
A. MARK SMITH, PUBLISHER

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS 30 DAY  
OF September, 2021

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

**Table 10: Level of Service Data**

<b>Total Population:</b>	22,119
<b>Percent Minority:</b>	34%
<b>Type of Service:</b>	Demand Response
<b>Days/Hours of Operation:</b>	Monday-Friday/8:00a.m. - 4:00p.m.
<b>Number of Vehicles:</b>	3
<b>Number of Wheelchair Equipped Vehicles:</b>	<b>3</b>
<b>Total Seating Capacity:</b>	24

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

Complete Table 11 below with Applicant Organization trip data from FY2021. Suggested calculation methods are included in parenthesis.

**Table 11: Performance Data**

<b>Annual Trip Total:</b>	9,892
<b>Average Trips Per Month: (Trip total divided by 12)</b>	<b>824.33</b>
<b>Annual Trips Serving Minority Populations: (Annual trip total less trips by Caucasian riders)</b>	<b>8134</b>
<b>Percentage of Trips Serving Minority Populations: (trips serving minority populations divided by total annual trips, multiplied by 100)</b>	82%

Complete Table 12 below with trip purpose data from Applicant Organization’s records for FY2021.

**Table 12: Trip Counts by Purpose**

	<b>Trip Count</b>
Medical	164
Employment	143
Nutrition	124
Social/Recreation	22
Education	10
Shopping/Personal	657
<b>TOTAL</b>	1120



Part H-3-3: Transit Cost Analysis

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

The Applicant Organization should use the FEDERAL SHARE, LOCAL SHARE, and TOTAL line items from its FY2021 Final Reimbursement Form.

**Table 13: Transit Cost Analysis**

Total Annual Trip Count	Federally Allocated Funds Spent in FY 2021	Locally Allocated Funds Spent in FY 2021	Total Funds Spent in FY 2021	Annual Revenue Service Hours in FY 2021	Annual Miles in Revenue Service in FY 2021
9,892.00	\$ 134,637.00	\$ 134,637.00	\$ 269,274.00	5,290.00	84,741.00
Cost Per Hour	\$ 25.45	\$ 25.45	\$ 50.90		
Cost Per One- Way Passenger Trips (OWPT)	\$ 13.61	\$ 13.61	\$ 27.22		
Cost Per Mile	\$ 1.59	\$ 1.59	\$ 3.18		
Number of Revenue Vehicles in FY 2021	3.00		Farebox Revenue in FY 2021	25,039.00	
Cost Per Vehicle	\$ 3,297.33		Farebox Revenue Per Trip	\$ 2.53	

### 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: advertisement on wall calendar, broch
- 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 FY2018 and FY2019 (<https://www.transit.dot.gov/ntd/ntd-data>):

# of OWPTs in FY2019	# of OWPTs in FY2020	# of OWPTs in FY2021
26,942	9,900	25,039

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

Ridership slightly increased

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

36 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 14: 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 FY2021. Describe the role transit plays in those focus areas (jobs, medical, etc.).

Focus Area #1

Medical

Focus Area #2

Employment

Focus Area #3

Shopping Personal

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 service.

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

2021 PUTNAM COUNTY VEHICLE OPERATING PERFORMANCE

Van#	Type	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	TOTALS	Average
3664	Trips	237	262	142	262	211	258	272	297	370	322	294	330	3,257	271
3664	Miles	1,930	2083	1803	2486	1897	1935	2194	2722	3234	2615	2603	3150	28,652	2,388
3664	Hours	152	143	98	160	121	159	141	154	175	150	149	161	1,763	147
3664	Fuel	352	304	135	338	263	293	292	360	368	354	339	418	3,816	318
3664	Days	20	19	13	21	16	21	19	20	23	21	20	22	235	20
3664	W/Chairs	10	10	3	8	4	9	14	11	5	10	12	10	106	9
4040	Trips	256	273	226	254	234	264	290	290	387	336	305	329	3,444	287
4040	Miles	1,810	1,933	1,779	2,470	1,903	1,906	2,237	2,788	2,479	2,522	2,436	3,242	27,505	2,292
4040	Hours	162	154	110	153	136	160	146	154	177	161	151	168	1,832	153
4040	Fuel	277	253	224	284	220	272	281	335	303	306	291	392	3,438	287
4040	Days	21	20	14	20	18	21	19	20	23	21	20	22	239	20
4040	W/Chairs	9	2	13	9	6	12	13	1	13	8	9	5	100	8
4083	Trips	225	234	120	242	211	255	286	308	351	360	291	308	3,191	266
4083	Miles	2,058	2,399	1177	2,305	1,854	1,908	2,392	2,730	3,118	2,816	2,666	3161	28,584	2,382
4083	Hours	146	144	62	131	123	155	146	154	171	155	146	162	1,695	141
4083	Fuel	300	320	205	294	233	297	327	351	368	374	341	398	3,808	317
4083	Days	21	20	8	19	17	21	19	20	23	21	20	22	231	19
4083	W/Chairs	0	8	8	10	10	18	9	5	16	5	6	2	97	8

PUTNAM COUNTY TRANSIT  
MONTHLY REPORT

2021	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	TOTALS	Average
WHITE	131	122	66	103	102	110	143	163	176	226	170	246	1,758	147
A. AMER.	531	558	374	567	488	594	645	666	858	751	639	669	7,340	612
HISP.	55	89	48	88	66	73	60	66	74	41	81	52	793	66
A. INDIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASIAN	1	0	0	0	0	0	0	0	0	0	0	0	1	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MED.	90	96	82	98	74	85	87	116	163	151	113	164	1,319	110
EMP.	88	84	66	136	105	95	91	107	143	106	100	96	1,217	101
NUT.	64	63	33	67	58	90	103	94	114	124	117	103	1,030	86
S& REC.	20	16	9	12	15	10	16	21	22	23	20	19	203	17
EDU.	0	3	4	7	3	3	6	10	9	5	10	1	61	5
S & PER.	454	507	294	438	401	494	545	547	657	609	530	584	6,060	505
ELD.	286	235	184	312	246	302	311	343	378	389	261	400	3,647	304
NON ELD.	432	534	304	446	410	475	537	552	730	629	629	567	6,245	520
DISABLED	419	340	250	758	335	422	482	445	560	551	326	515	5,403	450
TRIPS	718	769	488	758	656	777	848	895	1,108	1,018	890	967	9,892	824
MILES	5,798	6,415	4,759	7,261	5,654	5,749	6,823	8,240	8,831	7,953	7,705	9,553	84,741	7,062
HOURS	460	441	270	444	380	474	433	462	523	466	446	491	5,290	441
FUEL	929	877	564	916	716	862	900	1,046	1,039	1,034	971	1,208	11,062	922
DAYS	62	59	35	60	51	63	57	60	69	63	60	66	705	59
W/Chairs	19	20	24	27	20	39	36	17	34	23	27	17	303	25
AVG/TRIPS DAY	11.58	13.03	12.8	12.63	12.86	12.33	14.88	14.92	16.06	16.16	14.83	14.65	166.73	13.89



## Location and Cost of Trips Outside of Putnam County

### All local fares \$2.00 one-way trip

St. Mary Good Samaritan Hospital \$5.00  
5401 Lake Oconee Parkway  
Greensboro, Ga

Tender Care Clinic \$8.00  
803 S. Main St.  
Greensboro, Ga.

Cowles Clinic Center \$5.00  
1000 Cowles Clinic Way  
Greensboro, Ga.

**\*\*\*Trips 10 miles or more over the County line \$8.00**

River Edge \$8.00  
60 w 22 Hwy.  
Milledgeville, Ga.

Oconee Regional Medical Center \$8.00  
821 N Cobb St.  
Milledgeville, Ga.

Oconee Dialysis Center \$8.00  
13010 N. Columbia  
Milledgeville, Ga.

Da Vita Milledgeville Dialysis \$8.00  
404 S. Wayne St.  
Milledgeville, Ga.

**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, Katonton, GA 31024*

\_\_\_\_\_  
Signature of Authorized Official

**Billy Webster**

\_\_\_\_\_  
Printed Name of Authorized Official

**Chairman**

\_\_\_\_\_  
Printed Title of Authorized Official

\_\_\_\_\_  
Date

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:

Name of Authorized Official:

Address:

\_\_\_\_\_  
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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
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: it's entire facilities and its facilities operated in connection with its Project. This assurance applies to your Applicant/Recipient's entire Project and to all parts of its facilities, including the facilities it operates to implement its Project,
- 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.

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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.

## Linda Cook

---

**From:** donotreply@sam.gov  
**Sent:** Monday, October 4, 2021 8:46 AM  
**To:** Linda Cook  
**Cc:** bburgamy@putnamcountysheriff.org  
**Subject:** Registration Activated for Putnam, County Of / 010112084 / 3PKT1 in the U.S. Government's System for Award Management (SAM).

This email was sent by an automated administrator. Please do not reply to this message.

Dear Linda Cook,

The registration for Putnam, County Of / 010112084 / 3PKT1 is now active in the U.S. federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2022-10-01 10:19:36.232.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to <https://www.sam.gov> and log in.
2. On the Workspace page, scroll down to the User Directory.
3. Enter the email address of the user you want to invite and select Enter or select the email address from the list.
4. On the next page, select the Assign Role button in the top right corner of the page.
5. On the Assign Role page, follow the instructions provided and then select Send Invitation at the bottom of the page.
6. The user will be notified.

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,  
The System for Award Management (SAM) Administrator <https://www.sam.gov>

### Workspace

**Entity Management**  
What do I need for registration? [Register Entity](#)

**Entity Registration**

1	0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED	PHRR

Next Update Due: **Oct 1, 2022** | Due in Next 30 days: **0 Entity Registrations**

**Entity Reporting**

BioPreferred Reports		Service Contract Reports	
0	0	0	0
REQUIRED	SUBMITTED	REQUIRED	SUBMITTED

Reporting Ends: **Feb 1, 2022 12:00 AM EST**

### Profile

**Linda Cook**  
lcook@putnamcountyga.us

[Downloads](#) [Saved Searches](#) [Following](#)

### Pending Requests

No pending requests

[See All](#)

### Notifications

No available notifications

[See All](#)

### Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

**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 2021) included as the following two pages.

The full FTA FY 2021 Certifications and Assurances document is available at :  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/2021-01/FY21-certifications.pdf>

- The FTA FY 2021 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (✓) showing that ALL categories numbered 01 through 18 are being certified by your organization, or indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2021 Certifications and Assurances page which includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney”.

**FEDERAL FISCAL YEAR 2021 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. | Construction Hiring Preferences                                                                                         | <input type="checkbox"/> |
| 20. | Cybersecurity certification for Rail Rolling Stock and Operations                                                       | <input type="checkbox"/> |
| 21. | Tribal Transit Programs                                                                                                 | <input type="checkbox"/> |

**FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**  
(Required of all Applicants for federal assistance to be awarded by FTA in FY 2023)

**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 2021, 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: 10/14/2021

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 sub-recipient 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 that, to the maximum extent possible, and consistent with the Consolidated Appropriations Act, 2021 (Public Law 116–260):

- (a) 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
- (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 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 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) or subsection (b) (competitive 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) and (b)(6), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive 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) and (b)(6), respectively.*

*If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle 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(c)(3).*

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

**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, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).*

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.

**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 §§ 659.43, 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 659, “Rail Fixed Guideway Systems; State Safety Oversight”;
- (b) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (c) 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. CONSTRUCTION HIRING PREFERENCES.**

*If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. L, title I, § 199(b).*

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

**CATEGORY 20. 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 21. 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).

## Part R: Financial Certifications

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

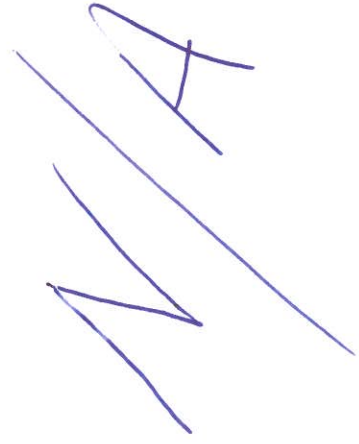
Please complete the following Financial Certification if you will be charging any indirect costs to your transit project.

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

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

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

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





## Financial System Certification - Certification of Indirect Cost Rate Proposal

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

Certification of Financial Management System:

I, the undersigned, certify that \_\_\_\_\_ 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:**

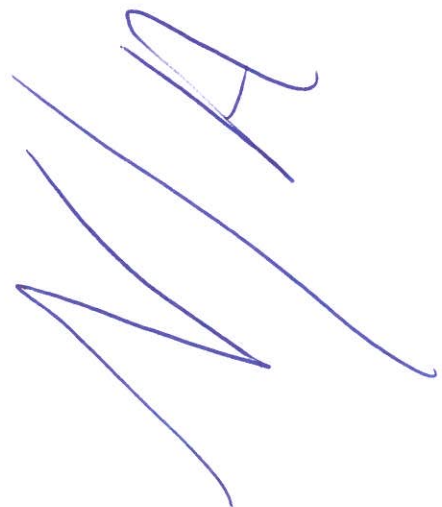
- General ledger and job costing ledgers.
- Subsidiary general ledgers.
- Chart of accounts.
- Audited financial statements.
- Time keeping records.
- Documents supporting actual costs (e.g., invoices, canceled checks).
- Accounting policy and procedure manuals specific to the agency.

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.

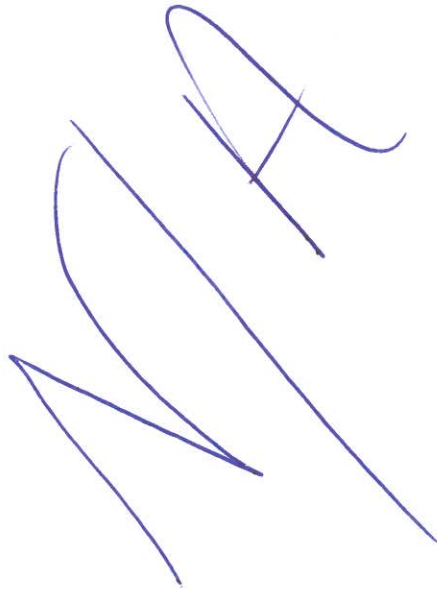
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the to the best of my knowledge and belief:

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)

**FEDERAL FISCAL YEAR 2021 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 categories 01–21. \_\_\_\_\_

*Or,*

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

<b>Category</b>	<b>Certification</b>
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 2021

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 Construction Hiring Preferences

\_\_\_\_\_

20 Cybersecurity Certification for Rail Rolling Stock and Operations

\_\_\_\_\_

21 Tribal Transit Programs

\_\_\_\_\_

\_\_\_\_\_

**FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

**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 federal fiscal year 2021, 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 2021.

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



**FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2023)

**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 2021, 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 \_\_\_\_\_ Date: \_\_\_\_\_

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.*

**File Attachments for Item:**

8. Authorization for Chairman to sign Letter of Support for Goodwill of Middle Georgia’s American Rescue Plan Act Grant Application (staff-CM)

**From:** [James Stiff](#)  
**Sent:** Tuesday, October 12, 2021 2:52 PM  
**To:** [Billy Webster](#); [Paul Van Haute](#)  
**Cc:** [Wendy Thompson](#)  
**Subject:** Goodwill Letter of Support Requested

Dear Billy and Paul:

WE are beginning to apply for grants to help us complete the infrastructure phase of the Putnam County Goodwill – Helms College campus and ask you to please write a letter of support (template attached) for a 10/20 grant assembly targeted date.

Goodwill of Middle Georgia and the CSRA is applying to the state of Georgia for American Rescue Plan Act funding to fast track capital expansion of its Helms College campus in Augusta/Lake Oconee. This project will help create jobs and prepare workers to meet current and future labor force needs, particularly in the hard-hit hospitality and tourism industries.

We would greatly appreciate your letter of support for our application. The grant deadline is October 31, and I have attached a template letter for your convenience. If you can help with this, we would ask to have your letter in-hand by Wednesday, October 20.

Thank you for your consideration. Please let me know if you have any questions or need additional information on the synergy between the Augusta and Eatonton campuses.

In gratitude.

Jim

October 19, 2021

On behalf of the Putnam County Board of Commissioners, I am pleased to offer Goodwill of Middle Georgia and the Central Savannah River Area this letter of support for the State Fiscal Recovery Act grant as it works in partnership to increase employment opportunities for Georgians facing economic hardship due to the COVID-19 pandemic.

We currently are collaborating with Goodwill to provide employment and economic development opportunities that will fuel post-pandemic recovery, particularly for our region's crucial hospitality and tourism industries. Putnam County has long suffered from a dearth of adequate motel/hotel accommodations and associated hospitality venues. As a result, the County has lost some very important business prospects and opportunities. We feel, working in concert with Goodwill, we can finally start to overcome these hospitality and economic deficiencies in our county.

If funding is awarded, we look forward to working in partnership with Goodwill to transform lives and provide support in the following areas:

- Supporting industry networking opportunities
- Participating in strategic planning efforts to identify current and future workforce needs
- Creating new economic energy in the region

It is our distinct pleasure to participate in this project to expand career education and workforce development services in communities and industries in Georgia that have experienced negative economic impacts as a result of COVID-19.

Sincerely,

Billy Webster  
Chairman

# Summary of Campaign Initiatives

## Phase I Investment: \$2,823,600

### Land Acquisition

This component will secure the acreage needed for Phase I and Phase II building projects.

### Retail Training Store

**Program Components:** Applied Learning Business Enterprise

**Capital Components:** 15,000 Square-Foot Retail Building with Donation Drive-Through

### Regional Career Center

Enhancing our system of community-based Career Centers will give low-income individuals ready access to the College's educational programs, career counseling and job placement services.

**Program Components:** Career Assessment; Counseling; Job Placement

**Capital Components:** Signage, Technology and Distance Learning Equipment

### Edgar's Bakehouse

This profit-generating enterprise will provide students with relevant skills training opportunities and on-the-job experience to complement their academic pursuits.

**Program Components:** Applied Learning Business Enterprise

**Capital Components:** Restaurant and Landscape Development

## Phase II Investment: \$4,926,000

### School of Health Services

The School of Health Services will help address the Lake Region's real and growing demand for workers in middle- skills healthcare career fields, and professionals trained in personal care services and partner with area healthcare providers to incorporate a clinical applied learning business enterprise.

**Program Components:** Home Health Care; Medical Massage Therapy; Other Programs TBD

**Capital Components:** Classrooms; Training Labs; Equipment

### School of Hospitality

**Program Components:** Certificate of Culinary Arts; other Diploma and Degree Programs in Culinary Arts, Agriculture, and Resort and Event Management

**Capital Components:** Classrooms; Training Labs; Equipment; Eco-Tourism Teaching Farm; Conference and Retreat Center with Edgar's restaurant applied learning business venue

**File Attachments for Item:**

9. Authorization for Chairman to sign Intergovernmental Agreement with the Hospital Authority (staff-CM & Fin)

**INTERGOVERNMENTAL AGREEMENT**

THIS INTERGOVERNMENTAL AGREEMENT, (this “Agreement”) is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2021, by and between the PUTNAM COUNTY HOSPITAL AUTHORITY, a political subdivision of the State of Georgia (the “Authority”), and PUTNAM COUNTY, GEORGIA, a political subdivision of the State of Georgia (the “County”).

WITNESSETH:

WHEREAS, Article IX, Section III, Paragraph I (a) of the Georgia Constitution (the “Intergovernmental Contracts Clause”) authorizes, among other things, any county, municipality or other political subdivision of the State to contract, for a period not exceeding fifty years, with another county, municipality or political subdivision or with any other public agency, public corporation or public authority; and

WHEREAS, the County has received funding through the American Rescue Plan Act<sup>1</sup>, adopted March 11, 2021, pursuant to Section 603, the Coronavirus Local Fiscal Recovery Fund (“Fiscal Recovery Funds”); and

WHEREAS, the Secretary of the Treasury has issued the interim final rule to implement the Fund<sup>2</sup>, which directs recipients of Fiscal Recovery Funds may use such funds to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency or to provide grants to third-party employers with eligible workers performing essential work<sup>3</sup>; and

WHEREAS, the Authority owns and operates all hospital facilities within the County and employees several eligible workers who served and continue to perform essential work directly for the benefit of the citizens of the County during to COVID-19 pandemic, and has identified [redacted] employees currently employed by the Authority who have provided such services; and

WHEREAS, the Authority provides a broad range of services and programming designed and implemented to contain COVID-19, including vaccination programs, medical care, testing, contact tracing, support for isolation or quarantine, support for vulnerable populations to access medical or public health services, public health surveillance, enforcement of public health orders, public communication efforts, enhancement to health care capacity, purchases of personal protective equipment, support for prevention, mitigation, or other services in congregate living facilities, enhancement of public health data systems, and other public health responses; and

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<sup>1</sup> 42 U.S.C. 801 *et seq.*

<sup>2</sup> 31 CFR Part 35

<sup>3</sup> Section 603(g)(2) defines eligible worker to mean ‘those workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as each Governor of a State or territory, or each Tribal government, may designate as critical to protect the health and well-being of the residents of their State, territory, or Tribal Government.’”

WHEREAS, the County desires to provide certain funds from the County’s allotment of Fiscal Recovery Funds to the Authority to provide premium payment, as contemplated within the interim final rule adopted by the Secretary of the Treasury, to employees of the Authority who are eligible workers; and

WHEREAS, the County desires to provide certain funds from the County’s allotment of Fiscal Recovery Funds to the Authority to provide funding for those Eligible Public Health Uses established by the interim final rule of the Secretary of the Treasury.

NOW, THEREFORE, for and in consideration of the premises and undertakings as hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Authority and the County do hereby agree as follows:

**ARTICLE 1.**

**EFFECTIVE DATE**

This Agreement shall become effective upon its execution and shall continue in effect until the end of the second full fiscal year in which the Authority has fully distributed all Fiscal Recovery Funds allocated by the County to Authority or upon the event of closure or transfer of ownership of Putnam General Hospital, whichever occurs first, but shall not remain effective for a period of time greater than 50 years from execution of this Agreement.

**ARTICLE 2.**

**FISCAL RECOVERY FUNDS**

(a) The County shall allocate [redacted] to the Authority to provide premium pay to Authority employees who are otherwise eligible as established by then applicable laws, regulations, and/or rules adopted by the federal government. The County shall allocate [redacted] to the Authority as payment for other eligible expenditures under the American Rescue Plan Act as established by then applicable laws, regulations, and/or rules adopted by the federal government.

(b) Any funds allocated pursuant to this Agreement by the County to the Authority shall be expended by the Authority on or prior to September 30, 2022. Any funds allocated pursuant to this Agreement that are not expended by Authority prior to September 30, 2022 shall be returned to County.

(c) The Authority shall have the exclusive responsibility and obligation to expend Fiscal Recovery Funds on eligible expenditures established by the American Rescue Plan Act. By execution of this Agreement, the Authority expressly agrees as part of this Agreement and as a condition of allocation of such funding that it shall defend, save harmless and indemnify the County from any claims, demands, suits, attorneys’ fees, judgments and/or liability of any kind or nature whether groundless or otherwise, arising directly or indirectly from use or payment of Fiscal Recovery Funds. This indemnification and hold harmless shall continue after Authority’s use of such funds, but only insofar as it relates back to claims, demands, suits, attorneys’ fees,



judgments and/or liability arising either directly or indirectly from use of the same. The Authority further expressly agrees to save harmless and indemnify the County from any penalty or sanction levied by any competent entity or otherwise incurred upon the County from the misappropriation of Fiscal Recovery Funds, to include, but not be limited to civil penalties, interest, and the costs of defending such sanction, including attorneys' fees.

**ARTICLE 3.**

**RECORD KEEPING AND AUDIT PROCEDURES; RECONCILING**

(a) The Authority shall keep detailed records of the Fiscal Recovery Funds proceeds received from the County, and the Authority shall keep detailed records of all allocations and otherwise abide by generally accepted accounting procedures. The County shall have the right to review and be provided copies of all such records upon request to the Authority.

(b) The Authority shall provide the County with an annual non-audited reconciliation of allocation of Fiscal Recovery Funds and with all costs associated therewith no later than October 15, 2022.

**ARTICLE 4.**

**ASSIGNABILITY**

This Agreement is not assignable to any other party without the express adoption of a resolution assigning the same by both parties to this Agreement.

**ARTICLE 5.**

**MISCELLANEOUS**

(a) Any controversy arising under this Agreement shall be heard within the Superior Court of Putnam County.

(b) Should any phrase, clause, sentence or paragraph herein contained be held invalid or unconstitutional, it shall in nowise affect the remaining provisions of this Agreement, which said provisions shall remain in full force and effect.

(c) This Agreement may be executed in several counterparts, each of which shall be an original but all of which shall constitute but one and the same instrument.

(d) This Agreement shall be construed and enforced in accordance with the laws of the State of Georgia.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized officers, have caused this Agreement to be executed in multiple counterparts under seals as of the day and year first above written.

PUTNAM COUNTY, GEORGIA

By: \_\_\_\_\_  
Billy Webster, Chairman

(SEAL)

Attest:

\_\_\_\_\_  
Clerk

PUTNAM COUNTY HOSPITAL AUTHORITY

By: \_\_\_\_\_  
\_\_\_\_\_, Chairman

(SEAL)

Attest:

\_\_\_\_\_  
Clerk

**File Attachments for Item:**

10. Approval of Changes to the Putnam County Financial Policy (BW and staff-Fin)

**PUTNAM COUNTY  
RESOLUTION 10192021**

**CHANGES TO THE PUTNAM COUNTY FINANCIAL POLICY-PURCHASING  
AND TRAVEL**

**WHEREAS**, the Putnam County Financial Policy was adopted on November 16, 2010; and

**WHEREAS**, the Putnam County Financial Policy was revised on December 17, 2013; March 7, 2014; May 20, 2014; August 28, 2020.

**NOW THEREFORE**, be it resolved by the Board of Commissioners of the Putnam County, in the State of Georgia, as follows: the Putnam County Financial Policy shall be revised as follows:

**SECTION 1:** **AMENDMENT** “5.70 Purchasing” of the Putnam County Policies & Procedures is hereby *amended* as follows:

**AMENDMENT**

5.70 Purchasing

Purchasing policies help to ensure that tax dollars are spent in the most economical way. The County uses competitive means for the purchase of all products and services whenever possible and believes in open, fair competition. The purchasing levels in this policy are subject to periodic review and may be changed by the Board of Commissioners based on inflation and other factors. The County Manager is designated as the Chief Purchasing Officer. The Purchasing Officer shall ensure that purchases are made within the thresholds listed below.

**Ethics:** Putnam County officers, employees and public body members may not have an interest in a contract with the County, unless the interest is disclosed, and that person is recused from participating in the decision process. Further, Putnam County officers, employees or public body members with an interest in a contract may not attempt to influence any County employee or decision maker who has influence or decision-making power over the contract. The purchase of equipment, material, or supplies for personal use is strictly prohibited. The use of County Credit Cards, purchase orders, or reimbursable cash for personal use is unlawful, and is considered tax evasion, fraud or misrepresenting the County in a business transaction. All such instances will be reported to the proper authorities. **Timely Submittal of Documents:** Invoices and supporting documentation such as purchase orders and quotes (as applicable) should be submitted to the Finance Department weekly so they can be paid in a timely manner.

Usually the Finance Department will issue checks every Thursday for all authorized invoices received by 11:00 a.m. the preceding Wednesday. If an invoice is submitted more than 30 days after the invoice date, the department head should provide a written explanation on the invoice. In cases in which there isn't an invoice, an [Expense Report](#) should be completed explaining the expense, along with an itemized receipt, and it should be signed by the department head. For example, an employee may request reimbursement for using their personal cell phone for County business. **Purchase Orders:** Purchases must be approved prior to placing the order or making the purchase as evidenced by a purchase order except for the following:

- Purchases totaling \$3,000 or less
- Utilities such as electricity, water, sewer, phone, cable
- Payments made pursuant to written contracts
- Postage
- Insurance payments
- Employee payroll, benefits and employee tax payments
- Roding paving materials for normal maintenance of county property.

Under no circumstances should a purchase order request be split to avoid limits.

**Purchasing Approval:** Department Heads may approve purchases up to and including \$3,000. The County Manager must sign all purchase orders for purchases over \$3,000. Purchases ~~under~~ \$10,000 **and under** do not require quotes or a bid process, however, all due diligence should be taken to assure that the County gets the best value for each item it purchases regardless of the amount of the purchase. Purchases over \$10,000 to \$75,000 shall require a minimum of three quotations from prospective vendors. Quotes need not be sealed and may be submitted in hard copy, email, or via facsimile to the Department Head or County Manager. Purchases greater than \$75,000 shall require a formal (advertised) competitive sealed bid. Advertisements for sealed bids will appear in the legal organ of the County for at least two weeks with seven (7) calendar days between advertisements and the bid date being at least seven (7) calendar days following the second advertisement. All formal competitive sealed bids will have a public bid opening at the date, time and place to appear in the advertisements and the bid will be recorded for the public record. Sealed bid shall not be opened without the specified witness. The witness and person opening the bid shall be documented as well as the date opened. All bids will be opened at the same time. The recorded bid sheet and bids shall be provided to the County Manager to provide to the Board of Commissioners at the next regular board meeting. The Board of Commissioners reserves the right to reject any and all bids and waive technicalities and informalities. Under no circumstances should purchases be split to avoid bid limits. If there is any doubt as to which level of purchase authorization should be used, the next higher category should be used to avoid negating the bids. Purchasing under State Contract is authorized in lieu of competitive bidding of local purchase when it is to the economic advantage of the County. The same purchasing thresholds as outlined in this policy apply to State contracts. **Public Works Construction Projects:** Public works constructions projects estimated to exceed \$100,000 require a sealed bid process. The project must be advertised in the legal organ of the county a minimum of two times in accordance with O.C.G.A. § 36-91-20. The first advertisement occurring at least four weeks prior to the opening of the sealed bids. The second advertisement shall follow no earlier than two weeks from the first advertisement. The request shall also be posted on the County’s website and the Georgia Procurement Registry. Road construction projects estimated to exceed \$100,000 must be awarded via sealed bid. The project must be advertised at least once a week for two weeks in the legal organ of the County per O.C.G.A. § 32-4-65. The first advertisement shall be two weeks prior to the bid opening and the second to follow one week after the first. Projects will also be posted on the County’s web page and the Georgia Procurement Registry.

Summary of Authorization levels

Dollar Amount	Procedure	Documentation	Approval
\$0 - \$3,000	Practice due diligence to ensure the County receives the best price for the product or service	Invoice	Department Head
\$3,000.01 - \$10,000	Due diligence and written quotes are encouraged	Invoice & Purchase Order	County Manager & Department Head
\$10,000.01 to \$75,000	Due diligence and at least three written quotes must be obtained	Invoice, Purchase Order & 3 Written Quotes	County Manager & Department Head
Over \$75,000	Formal Bid Process Required	Invoice & Bid Documentation	Board of Commissioners

**Centralized Purchases and Price Agreements:** Whenever it is in the best interest of Putnam County, centralized purchasing will be utilized for common items used by multiple departments. When purchasing items approved for centralized purchasing, Department Heads and Elected Officials will submit their requests to the Purchasing Officer or designee. The Purchasing Officer or designee will place the order and notify Department Heads when items have been received. Goods or services used by one or more departments on a regular and continuing basis may be purchased under a contract covering a specified extended period of time, at an established price for such goods or services which shall be valid for the duration of the contract period. **Purchasing Cards:** The Putnam County Purchasing Card Policy was adopted on September 15, 2009 and amended December 15, 2015. The purchasing card policy is hereby incorporated in PCPP 5.80.

**SECTION 2: AMENDMENT** “5.90 Travel” of the Putnam County Policies & Procedures is hereby *amended* as follows:

AMENDMENT

5.90 Travel

**Official Travel Defined:** Official travel is when an employee is on official County business which requires attendance at events and functions requiring travel outside the county. Travel shall be approved annually as part of the budget process. Travel not included in the budget must be authorized by a majority vote of the Board of Commissioners, prior to the incurring of any costs associated with such travel.

The County will not honor reimbursement request for meals, expenses, mileage or other costs deemed unofficial or for travel within the county, except as provided in Act 702 (HB No. 1818) of the Georgia General Assembly as approved April 1, 1996. Costs associated with the use of personal vehicles for travel within Putnam County are not reimbursable unless authorized by contract.

When an employee uses their personal vehicle for official travel, the rate of reimbursement is the rate set by the United States General Services Administration per resolution of the Board of Commissioners 1/15/02. All requests for reimbursement of cost associated with the use of personal vehicles while on Official County business outside of the county must be documented on an itemized Expense Report in PCPP 5.70.010.

**Board of Commissioners:** Reimbursement for official travel by the Chairman or any other member of the Board of Commissioners is strictly limited to the following:

- Educational and training opportunities offered by ACCG and other training opportunities necessary for the orderly conduct of the business of Putnam County ~~through its Lifelong Learning Academy Training Program which is comprised of three components: Core Certification, Specialty Certificates, and, for those commissioners taking office on or after Jan 1, 2013, Continuing Education Annual Requirements. Travel to any ACCG event where no ACCG Lifelong Learning Academy certification training is being provided is not eligible for reimbursement~~ and
- Appointments to boards, authorities, committees as made by the Chairman of the Board of Commissioners, by the Board of commissioners, by legislative statue, or directly associated with the conduct of the business of Putnam County and
- Approved budgetary amounts for Per Diem, Travel, and Education, unless a Commissioner has not yet received enough credits to become a certified county commissioner. In those instances, a case-by-case approval for additional amounts beyond the budgeted amounts may be approved by the full Commission if presented prior to the expense of such overage.

Board of Commissioners will be paid as provided in Act 702 of the Georgia General Assembly as approved April 1, 1996.

The County shall approve and/or reimburse travel expenses incurred during the performance of official duties **outside** the county subject to the following limitations and provisions.

Expenses incurred by family members or other persons accompanying the official traveler are not reimbursable. Official travelers must make their own arrangements for individuals accompanying them and pay for all expenses incurred personally.

**Lodging:** Lodging is tax-exempt in most cases if sales tax and motel/hotel tax-exempt form is presented at the time of check-in. The County will not reimburse for taxes paid due to the failure to present exemption forms. Receipts for lodging shall accompany a properly executed Expense Report in PCPP 5.70.010 and be submitted to the Finance Department within seven (7) business days of completion of trip.



**Meals:** The Daily Meal Rate is set at a maximum of \$50 per day for days with an overnight stay. If one or two meals are purchased for day travel, the rates on the chart below shall apply. These meal rates include tips to wait staff for meal service or room service charges. Tips are limited to 15% of the bill. Tipping over the amount even if you stay below the maximum amounts will not be allowed. Tips will be limited to 15% of the bill. For overnight stay, the daily meal rate may be averaged within the same trip. Here are two examples:

Two Day Trip (overnight stay)- Spent \$35 day one & \$60 day two - Approved (did not exceed \$100) / Four Day Trip (three nights) - the maximum may not exceed \$200 (\$50x4)

The standard meal allowance rates are as follows:

<b>Eligible Meals</b>	<b>Daily Allowance</b>
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Alcoholic beverages are not reimbursable.

Itemized receipts are required for all expenses and shall accompany a properly executed Expense Report.

Constitutional Officers and their employees are not required to present receipts; they may claim the maximum daily meal rate. In all instances, an Expense Report must be completed within seven (7) business days from completion of the trip.

**Travel Advances:** County employees that are not issued a County credit card may receive an advance for anticipated expenses while on official travel. In all cases where a Travel Advance is issued, the traveler will settle their account with the Finance Department within seven (7) business days of the completion of travel by providing receipts and/or proper documentation for incurred expenses. The traveler shall return the balance of advanced funds minus expenses detailed on an approved Expense Report and supported by receipts. Any exceptions to this must be reviewed and approved by the County Manager.

**Review and Approval of Travel Expenses:** Travel expenses require review and proper approval of the Expense Report before submission to the Finance Department.

Travel expenses and P Card charges by employees (below Department Head level) will be audited and approved by the Department Head. Charges by Department Heads will be audited and approved by the County Manager. Charges by the County Manager, ~~Chairman~~, and all District Commissioners will be audited by the Chairman after ~~and approved, other than their own, by the first two commissioners available prior to~~ submission to the Finance Department. Charges by the Chairman will be provided to the Vice-Chairman for audit after submission to the Finance Department. Any dispute will be settled by a review and vote by the Board of Commissioners.

**SECTION 3:            EFFECTIVE DATE** This Resolution shall be in full force and effect from October 19, 2021 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE PUTNAM COUNTY BOARD OF COMMISSIONERS \_\_\_\_\_.

\_\_\_\_\_  
Billy Webster, Chairman, Putnam County

\_\_\_\_\_  
Lynn Butterworth, County Clerk Putnam County

**File Attachments for Item:**

11. Discussion and possible action concerning Electric Vehicle Charging Station (BW)

## State Fiscal Recovery Funds Application

### 1. Proposal Name

Putnam County Electric Vehicle Charging Station

### 2. Proposal Summary

These funds will be used to install both a Level 2 and a Level 3 Electric Vehicle Charging Station at Putnam County's Administration Building. Most of the County's non-judicial business is conducted at this facility including the business (services) associated with the County Health Department and the Board of Elections.

Estimated cost for this project is \$70,000 which includes the cost of the charging stations and necessary installation. The county is prepared to match XX% of the cost of the project; therefore, the amount of federal funds requested is \$XX,000.

This electric vehicle charging station will help serve the ever-growing number of electric vehicles, both publicly and county owned, that reside in or pass through the county. The convenience offered by this location, because of its center of county business plus nearness (less than ¼ mile) to U.S. Highway 441 and 129 and State Route 24, makes it a perfect place for such a charging station.

### 3. Description of the Issue

Covid-19 has impacted all facet of our county government, but the county heath department and the functions of our Board of Elections have been especially impacted. All county advanced voting now takes place only at the Administration Building. All County supported Covid-19 testing and vaccinations are onsite at our County Administration facility. It is not a stretch to say the County Administration Building is now the most visited facility in the county.

Presently, there are only two electric vehicle charging stations in the county with only one within the ten-mile radius of our Administration Building. Over 5000 vehicles pass by the Administration Building on U.S. Highway 441 each day with another estimated 200 vehicles per day, either employees, government, or visitors, who would be potential customers for this service, use the Administration Building parking lot.

Putnam County has a resident population of just over 22,000 with a peak summertime population estimated at over 26,000.

**4. Project Design and Implementation**

The objective of this effort is to provide the public and government electric vehicles access to an electric vehicle charging facility. To provide this needed service, we propose to install one dual port Level 2 and one Level 3 charging station at the rear of our paved parking lot. This would accommodate three vehicles being charged simultaneously.

**5. Capabilities and Competencies**

Overall responsibility for the successful completion of this project will be the County Manager. He will be assisted by the Director of our Public Works Department with engineering assistance from our consulting engineer. These county employees have overseen numerous successful county projects totaling millions of dollars.

Financial oversight of the project and appropriate financial reporting will be the responsibility of our County Finance Department. At present, this Department oversees a General Fund Budget of over \$21M.

**6. Plan for Collecting the Data Required**

The County Manager will be responsible for the collection of data to be reported in accordance with the Treasury Department’s rules for Compliance and Reporting.

**7. Budget**

Our budget contemplates all expenses necessary to acquire and install on County property one dual port Level 2 and one Level 3 Electric Vehicle Charging Station. A detailed breakdown of our budget follows:

-Engineering	\$4,000
-Level 2 Chargers	\$7,000
-Level 3 Charger	\$50,000
-Site Prep	\$2,000
-Electrical Installation	<u>\$7,000</u>
Total	\$70,000

**8. Match Funds**

Total cost of the project is estimated to be \$70,000. Putnam County is prepared to match XX% of the total estimated cost. As a result of this county match, the amount of State Fiscal Recovery funds being requested is: **\$XX,000.**

**9. Supporting Documentation**

Attached hereto are the following documents:

1. Future Energy Article, “How much do EV Charging Stations Cost?”