



TOWN COUNCIL MEETING February 20, 2025 at 7:00 PM

950 Senoia Road, Tyrone, GA 30290

Eric Dial, Mayor

Gloria Furr, Mayor Pro Tem, Post 4

Jessica Whelan, Post 1

Dia Hunter, Post 2

Billy Campbell, Post 3

Brandon Perkins, Town Manager

Dee Baker, Town Clerk

Dennis Davenport, Town Attorney

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

V. APPROVAL OF AGENDA

VI. CONSENT AGENDA: *All matters listed under this item are considered to be routine by the Town Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

1. Approval of the February 6, 2025 Council minutes.

2. Approval of the Open Prayer Spaces City Prayer Walk on March 9, 2025, at 3:00 p.m.

VII. PRESENTATIONS

VIII. PUBLIC HEARINGS

IX. OLD BUSINESS

3. Approval to accept a Hazard Mitigation Grant from GEMA to fund upgrades to the Lake Pendleton Dam. **Brandon Perkins, Town Manager**

4. Approval to move forward with an RFP for tree removal services on the earthen dam at Shamrock Park. - **Brandon Perkins, Town Manager**

5. Consideration to adopt a Town Charter Amendment of Chapter 2, Article II regarding Quorum and Voting. **Brandon Perkins, Town Manager**

X. NEW BUSINESS

- 6. Consideration to approve the 2025 Intergovernmental agreement with Fayette County for conducting our municipal election. **Dee Baker, Town Clerk**
- 7. Consideration to Award the Bucket Truck to the Hardy Chevrolet in the amount of \$159,000. - **Phillip Trocquet, Assistant Town Manager**
- 8. Approval of a new Opioid Antagonist Training and Administration policy. **Brandon Perkins, Town Manager**

XI. PUBLIC COMMENTS: *The second public comment period is for any issue. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

XII. STAFF COMMENTS

XIII. COUNCIL COMMENTS

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

**TYRONE TOWN COUNCIL
MEETING - REVISED**

MINUTES

February 06, 2025 at 7:00 PM

Eric Dial, Mayor

Gloria Furr, Mayor Pro Tem, Post 4

Jessica Whelan, Post 1
Dia Hunter, Post 2
Billy Campbell, Post 3

Brandon Perkins, Town Manager
Dee Baker, Town Clerk
Dennis Davenport, Town Attorney

Council Member Furr was absent.
Attorney Dennis Davenport was absent.

Also present:
Sandy Beach, Finance/HR Manager
Randy Mundy, Police Chief
Patrick Stough, Attorney

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

V. APPROVAL OF AGENDA

A motion was made to approve the agenda.

Motion made by Council Member Campbell, Seconded by Council Member Whelan.
Voting Yea: Council Member Campbell, Council Member Whelan, Council Member Hunter.

VI. CONSENT AGENDA: *All matters listed under this item are considered to be routine by the Town Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

1. Approval of the January 16, 2025, Council Minutes.
2. Approval of Dogwood Church, Inc.'s Stormwater Management Operations and Maintenance Agreement (for Dogwood Church's Expansion Project) with the Town of Tyrone subject to receipt of missing documents prepared to staff's satisfaction.

3. Approval of Triax Investment, Inc.'s Stormwater Management Operations and Maintenance Agreement located at 430 Senoia Road with the Town of Tyrone subject to receipt of missing documents prepared to staff satisfaction.

A motion was made to approve the consent agenda.

Motion made by Council Member Hunter, Seconded by Council Member Campbell.
Voting Yea: Council Member Campbell, Council Member Whelan, Council Member Hunter.

VII. PRESENTATIONS

4. Recognition of Bridget Smith's 5 years of Service to the Town. - Brandon Perkins, Town Manager

Mr. Perkins recognized Ms. Smith for 5 years of service to the Town. The official date was on January 31st. He added that she was a great asset to the Town. Ms. Smith shared that it was a pleasure working for the Town. She was accompanied by her son Brintin.

5. Audited financial report presentation from Rushton and Company for the fiscal year ending June 30, 2024.

Ms. Beach introduced the Audit Manager, Ms. Julie George, with Rushton and Company. She appreciated Ms. George and her staff always being available for questions. Ms. George thanked Ms. Beach, her staff, and the management and staff for their cooperation during each year's audit.

Ms. George reported that the Town's financial statements were presented fairly. Items of discussion were sewer expansion versus the current lack of new customer tap fees. Also, the impact of ARPA funding and proper staffing for separation of duties. Ms. George introduced the new GASB 100 regarding accounting changes and error corrections, and GASB 101 regarding staff compensated absences.

Mayor Dial thanked Ms. Beach, Ms. Smith, Ms. Kadakia, Ms. Willis, management, and staff for a great audit.

VIII. PUBLIC HEARINGS

6. Consideration of a Text Amendment from Applicant Brandon Bowen to Section 113-155, Exceptions to Development Standards. Phillip Trocquet, Community Development

Mr. Trocquet presented the Text Amendment from the applicant. Currently, the ordinance does not allow building over 35 feet, the applicant was requesting a 130-foot accessory silo structure at their place of business located within the Shamrock Industrial Park. Staff and legal reviewed the application. The new language would benefit the Town and bring existing structures into conformity. The changes would not affect residential

areas, or the Town Center area (downtown). He read the changes that included industrial and agricultural uses.

Council Member Hunter asked if elevations were considered. Mr. Trocquet stated that they were. Mr. Trocquet added that for every foot over 35 feet, there would be an additional 15-foot setback.

Mayor Dial opened the public hearing for anyone who wished to speak in favor of the item.

Attorney, Brandon Bowen spoke and shared that their request was for a 146-foot bucket elevator in addition to their building allowing an elevation of raw materials into their building, and creating a new product (Sakrete). The equipment would not be visible, there would be no noise or dust. He thanked Mr. Trocquet and staff.

Mr. Ryan Kirby spoke in favor of the item. He shared the company’s history which together made a very large company. If the text amendment was approved, it would mean more jobs and a higher tax base which would help the Town and County.

Mayor Dial added that Peachtree City resident properties were assessed for impact along with Tyrone given the location.

Mayor Dial opened the public hearing for anyone who wished to speak in opposition to the item. No one spoke.

A motion was made to approve the text amendment to Section 113-115 regarding exceptions to development standards.

Motion made by Council Member Campbell, Seconded by Council Member Whelan. Voting Yea: Council Member Campbell, Council Member Whelan, Council Member Hunter.

IX. OLD BUSINESS

X. NEW BUSINESS

- 7. Consideration to Award the Joel Cowan Parkway Gateway Planting project PW-2024-24 to the Aabby Group in the amount of \$68,960.61. Scott Langford, Town Engineer/Public Works Director.

Mr. Langford stated that Mr. Perkins obtained a Grant and GDOT permit for the project. The low bidder was Aabby Group. Funding would come from remaining streetscape funds, the General Fund, and the Public Works budget.

Council Member Campbell asked for the amount of the Grant. Mr. Perkins stated that it was \$39,182. He explained that the \$50,000 Grant required to obtain a professional design, and there was no match for the Grant. The Grant came back at \$39,182. The project cost was much higher. Council Member asked if the design cost came out of the total. Mr. Perkins stated that it was funded the year before through another fund source.

Mr. Langford explained that maintenance would be low due to the types of native plants used. The timeframe could be more than 60 days.

A motion was made to award the Joel Cowan Parkway Gateway Planting project PW-2024-24 to the Aabby Group for \$68,960.61.

Motion made by Council Member Campbell, Seconded by Council Member Hunter. Voting Yea: Council Member Campbell, Council Member Whelan, Council Member Hunter

- 8. Consideration to adopt a Town Charter Amendment of Chapter 2, Article II regarding Quorum and Voting.

Mr. Perkins explained that the item was unique and required two votes. Currently, the Charter requires three Council Members and the Mayor for a quorum. The amendment would only require three Council Members for a quorum. Mayor Dial shared that the type of amendment did not require a legislative review. Council Member Whelan suggested waiting until Council Member Furr was present. Council Member Campbell shared his displeasure with the item. Council Member Hunter asked for clarification regarding a meeting at social gatherings. Attorney Stough stated that as long as Town business was not discussed Council Members could gather.

A motion was made to table the item to the March 6, 2025, Council meeting.

Motion made by Council Member Whelan, Seconded by Council Member Campbell. Voting Yea: Council Member Campbell, Council Member Whelan, Council Member Hunter.

- 9. Consideration to Award the Palmetto Road at Arrowood / Spencer Lane Roundabout PW-2021-13-04 to Southeastern Site Development, Incorporated in the amount of \$2,314,796.71 - Scott Langford, Town Engineer and Public Works Director

Mr. Langford shared the history of the preparation of the item which began as part of the 2017 SPLOST and came in under budget. He added that the project would take approximately 18 months and begin in May.

A motion was made to award the Palmetto Road at Arrowood / Spencer Lane Roundabout PW-2021-13-04 to Southeastern Site Development Inc. for \$2,314,796.71.

Motion made by Council Member Hunter, Seconded by Council Member Campbell. Voting Yea: Council Member Campbell, Council Member Whelan, Council Member Hunter.

XI. PUBLIC COMMENTS: *The second public comment period is for any issue. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

XII. STAFF COMMENTS

Mr. Trocquet announced that he would bring to Council their concerns regarding the TCMU zoning district at the March workshop meeting.

Mr. Perkins announced the Talk of the Town meeting on February 25, 2025, at 6:00 p.m. The topics would be upcoming projects and House Bill 581.

Mr. Perkins announced that Tyrone 101 would begin on Tuesday, April 22nd at 6:00 p.m. during Georgia Cities Week.

Mr. Perkins shared that he was invited to speak at the International City and County Manager’s Conference in Tampa regarding our Tyrone 101 community outreach program.

Mr. Perkins updated Council on the Schnable Engineering cost estimate to remove trees from the Shamrock Park Dam. The project would include the work, any design, and contingency costs would be \$166,680. The funding source would be from the 2023 SPLOST Dams line.

A motion was made to commence the Shamrock Park Dam project.

Motion made by Council Member Hunter, Seconded by Council Member Whelan.
Voting Yea: Council Member Whelan, Council Member Hunter.
Voting Nay: Council Member Campbell.

XIII. COUNCIL COMMENTS

Council Member Whelan commended Ms. Beach, her staff and all Town staff and management for a successful audit completed with integrity.

Council Member Hunter wished everyone a Happy Valentines Day.

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Council Member Campbell.
Voting Yea: Council Member Campbell, Council Member Whelan, Council Member Hunter.

The meeting adjourned at 8:47 p.m.

By: _____
Eric Dial, Mayor

Attest: _____
Dee Baker, Town Clerk



COUNCIL AGENDA ITEM COVER SHEET
Meeting Type: Council - Regular
Meeting Date: February 20, 2025
Agenda Item Type: Consent Agenda
Staff Contact: Lynda Owens

STAFF REPORT

AGENDA ITEM:

“Open Prayer Spaces” event. March 9, 2025 at 3:00 pm.

BACKGROUND:

Gathering will also be held in Fayetteville, Brooks, Woolsey, and Peachtree City.

A family friendly one-mile walk with signs along the path. Signs will feature scripture and prayer requests.

Route: Shamrock Park loop, down Senoia Road South from Town Hall to Veterans Park, crossing at Arrowwood Rd then back up and around Shamrock Park.

Contact person: Mary Frances Bowley

FUNDING:

No cost to the Town

STAFF RECOMMENDATION:

Approval of event.

ATTACHMENTS:

Flyer

PREVIOUS DISCUSSIONS:

none

OPEN PRAYER SPACES

**MARCH 9
3:00PM**

CITY PRAYER WALKS

**MEET
AT
CITY
HALL**

FAYETTEVILLE

BROOKS

PEACHTREE CITY

CHILDREN'S PARK/BEHIND CITY HALL

TYRONE



JOIN US FOR A FAMILY-FRIENDLY ONE-MILE WALK, WHERE YOU'LL FIND SIGNS WITH PRAYER REQUESTS AND SCRIPTURES ALONG THE ROUTE. WE'LL CONCLUDE WITH A TIME OF WORSHIP!

Let's experience the power of prayer in our cities!

OPENPRAYERSPACES.COM



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: February 20, 2025

Agenda Item Type: Old Business

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Consideration to approve the acceptance of a hazard mitigation grant from the Georgia Emergency Management Agency (GEMA) to fund required upgrades to the Lake Pendleton Dam.

BACKGROUND:

In September 2018, the Town received notification from Georgia Safe Dams that the Lake Pendleton Dam had been upgraded to a Category I dam. This designation indicates that a breach/failure could result in the loss of life. Questions arose at the time concerning ownership and it was determined that the Town had significant ownership and responsibility because a public street (Pendleton Trail) traverses the structure.

The initial cost estimate to bring the dam into compliance was approximately \$2 million. In August 2019, the Town applied for a 75%/25% hazard mitigation grant through GEMA to help cover the cost of the required upgrades to the dam.

On February 12, 2025, the Town was notified by GEMA that a grant award in the amount of \$2,410,000 had been awarded to the Town with a Federal share of \$1,807,500.00 and a local share of \$602,500.00 along with subrecipient management costs of \$21,000.00. The \$21,000.00 for subrecipient management costs does not require a match and helps cover indirect costs, direct administrative costs, and other administrative expenses associated with a specific project.

Upon acceptance of this grant, the Town will be expected to:

- 1. Cover the upfront costs of the upgrade and submit reimbursement requests as the project progresses; and
- 2. Complete the project by October 1, 2026.

It should be noted that an extension may be requested, if necessary.

Once acceptance is approved by Council, Staff will forward the executed documents to GEMA and await their final letter of approval (this is a formality and simply indicates that they have received our paperwork and it is all acceptable). After this is finalized, we can begin final engineering and the RFP process.

FUNDING:

\$2,410,000 in upfront costs with a \$21,000 reimbursement for management costs and \$602,500.00 for the local match. \$1,807,500.00 to be reimbursed by the grant.

STAFF RECOMMENDATION:

Staff recommends approval to accept the grant and to have the Mayor execute the documents.

ATTACHMENTS:

GEMA grant award letter and Recipient-Subrecipient Agreement.

PREVIOUS DISCUSSIONS:

-This item has been discussed several times since 2018.

BRIAN P. KEMP
GOVERNOR



JAMES C. STALLINGS
DIRECTOR

January 23, 2025

Mr. Brandon Perkins
Town Manager
Town of Tyrone
950 Senoia Road
Tyrone, Georgia 30290

Dear Mr. Perkins:

On behalf of Governor Brian P. Kemp, it is my pleasure to inform you that a Hazard Mitigation Grant Program (HMGP) award has been approved by the Federal Emergency Management Agency. This grant, which has been designated HMGP 4400-0023, will be used to upgrade the Lake Pendleton Dam to meet Georgia DNR Safe Dams Program Category 1 Standards. The total approved cost is \$2,410,000 with a federal share of \$1,807,500.00, a local share of \$602,500.00 and Subrecipient Management Costs of \$21,000.00.

These funds are subject to the execution of the enclosed Recipient-Subrecipient Agreement. Please sign and return agreement and a fully executed copy will be returned to you later for your files.

Thank you for your commitment to protect Georgia citizens. I appreciate your efforts to ensure that Georgia continues to be a safer place for us to live and raise our families. By working together, we are continuing to reduce the impacts caused by natural hazards. Should you have any questions regarding this grant, please contact Stephen Clark, Hazard Mitigation Manager, at (404) 635-4573.

Sincerely,

Valarie Grooms for,
James C. Stallings

ak/rl

Enclosures

cc: Brian Davis, Director

Fayette County Emergency Management Agency

Sheri Russo, Area Coordinator

Georgia Emergency Management Agency/Homeland Security

HAZARD MITIGATION GRANT PROGRAM Recipient-Subrecipient Agreement

On October 14, 2018, the President declared that a major disaster exists in the State of Georgia. This declaration was based on damage resulting from Hurricane Michael. This document is the Recipient-Subrecipient Hazard Mitigation Assistance Agreement for the major disaster, designated FEMA-4400-DR, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended by Public Law 100-707, 42 USC 5121 et seq. ("The Act"), in accordance with 44 CFR 206 Subpart N, Hazard Mitigation Grant Program. Under this Agreement, the interests and responsibilities of the Recipient, herein after referred to as the State, will be executed by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). The individual designated to represent the State is the GEMA/HS Director, the Governor's Authorized Representative. The Subrecipient to this Agreement is Town of Tyrone. The interests and responsibilities of the Subrecipient will be executed by the Town of Tyrone's agent, the Subrecipient Authorized Representative.

1. The following Exhibits are attached and made a part of this agreement:
 - Exhibit "A": Assurances-Construction Programs, Standard Form 424 D
 - Exhibit "B": Project Administration Guidelines: Financial Assistance, Hazard Mitigation Grant Program
 - Exhibit "C": Certification regarding Drug-Free Workplace Requirements
 - Exhibit "D": Certification regarding Lobbying
 - Exhibit "E": Scope of Work
 - Exhibit "F": Progress Payment Request Form
 - Exhibit "G": Discrimination Complaints and Verification Form
 - Exhibit "H": Federal Funding Accountability and Transparency Act Certification

2. Pursuant to Section 404 of the Act, funds are hereby awarded to the Subrecipient on a 75 percent federal cost share basis for the hazard mitigation project(s) described in Exhibit "E". The Subrecipient shall be responsible for the remaining 25 percent share of any costs incurred under Section 404 of the Act and this Agreement. Allowable costs will be governed by 2 CFR Part 200.

3. If the Subrecipient violates any of the conditions of disaster relief assistance under the Act, this Agreement, or applicable federal and state regulations; the State shall notify the Subrecipient that additional financial assistance for the project in which the violation occurred will be withheld until such violation has been corrected to the satisfaction of the State. In addition, the State may also withhold all or any portion of financial assistance which has been or is to be made available to the Subrecipient for other disaster relief projects under the Act, this or other agreements, and applicable federal and state regulations until adequate corrective action is taken.

4. The Subrecipient agrees that federal or state officials and auditors, or their duly authorized representatives may conduct required audits and examinations. The Subrecipient further agrees that they shall have access to any books, documents, papers and records of any recipients of federal disaster assistance and of any persons or entities which perform any activity which is reimbursed to any extent with federal or state disaster assistance

funds distributed under the authority of the Act and this Agreement. Required documentation must be maintained for a minimum of three years beyond the date of the final closeout request letter to FEMA. Minimum documentation shall include, but not be limited to the following:

- Summaries of Documentation,
 - Activity Reports for labor, equipment, and materials,
 - Proof of payment such as copies of checks or vouchers for material purchased and for contract work (if any),
 - Contracts awarded (if any),
 - Invoices or other billing documents,
 - Bid advertisements (if any),
 - List of bidders and amounts for each project (if any),
 - Statement of why the low bid was not accepted (if appropriate),
 - Progress Reports,
 - Labor/Equipment Costs
5. The Subrecipient will establish and maintain an active program of nondiscrimination in disaster assistance as outlined in implementing regulations. This program will encompass all Subrecipient actions pursuant to this Agreement.
 6. The Subrecipient agrees that the mitigation project contained in this agreement will be completed by Town of Tyrone on or before October 1, 2026. Completion dates may be extended upon justification by the Subrecipient and approval by FEMA and the Governor’s Authorized Representative.
 7. The written assurances provided by Town of Tyrone pertaining to FEMA’s post award approval conditions apply to this Award Agreement and are incorporated by reference.
 8. The Subrecipient shall follow Uniform Administrative Requirements for awards found in 2 CFR Part 200 and FEMA HMA (Hazard Mitigation Assistance) program guidance to implement this award.
 9. There shall be no changes to this Agreement unless mutually agreed upon, in writing, by both parties to the Agreement.

Governor’s Authorized Representative

Subrecipient's Authorized Representative

Date

Date

EXHIBIT "A"

COVER PAGE FOR CURRENT ASSURANCES- CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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

1. 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 costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. 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 non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms 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.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. 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.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of 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 C.F.R. 900, Subpart F).
9. 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.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) 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; (b) 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; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) 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; (g) §§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; (h) 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; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. 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 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the 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.
13. 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.
14. Will comply 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.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) 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.); (f) 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.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. 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.
17. 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).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. 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.

| | |
|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE |
| | |
| APPLICANT ORGANIZATION | DATE SUBMITTED |
| | |

SF-424D (Rev. 7-97) Back

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EXHIBIT “B”
GEORGIA EMERGENCY MANAGEMENT
and HOMELAND SECURITY AGENCY
Hazard Mitigation Grant Program
Project Administration Guidelines: Financial Assistance

This fact sheet provides a synopsis of information contained in the Recipient-Subrecipient Agreement and other applicable documents. Its purpose is to provide general guidelines for efficient and timely Hazard Mitigation Grant Program project administration.

1. Project Identification – The Federal Emergency Management Agency (FEMA) has assigned project number HMGP 4400-0023 to this project. Please reference this number in all correspondence, as doing so will greatly assist us in processing any actions for this project.
2. Documentation – You must keep full documentation to get maximum payment for project related expenditures. Documentation will be required as part of the approved Hazard Mitigation Grant Program project file. Documentation consists of:
 - A. Recipient-Subrecipient Agreement
 - B. Copies of checks, vouchers or ledger statements
 - C. Contracts awarded
 - D. Invoices or other billing documents
 - E. Progress reports
 - F. Record of advance or progress payments (where applicable)
3. Funding – Cost sharing has been established at 75% federal and 25% applicant.
4. Debarred and Suspended Parties – You must not make any award or permit any award (subaward or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension”.
5. Procurement Standards – You may use your own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal laws and standards. Below is a summary of key procurement standards that a Subrecipient should incorporate as discussed in 2 CFR Sections 200.318 to 200.326.
 - A. Conflict of Interest Policy – The Subrecipient must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts as required in 2 CFR Section 200.318.

- B. Procurement – Perform procurement transactions in a manner providing full and open completion. Contracts and Procurements must be of reasonable cost, generally must be competitively bid, and must comply with Federal, State, and local procurement standards. FEMA finds five methods of procurement acceptable:
 - 1) Micro-purchase procedures: an informal method for securing services or supplies that do not cost more than \$10,000. Micro-purchases may be awarded without soliciting competitive quotes if the Subrecipient considers the price to be reasonable.
 - 2) Small purchase procedures: an informal method for securing services or supplies that do not cost more than \$250,000 by obtaining several price quotes from different sources.
 - 3) Sealed bids: a formal method where bids are publicly advertised and solicited, and the contract is awarded to the responsive bidder whose proposal is the lowest in price.
 - 4) Competitive proposals: a method similar to sealed bid procurement in which contracts are awarded on the basis of contractor qualifications instead of on price.
 - 5) Non-competitive proposals: a method whereby a proposal is received from only one source, because the item is available only from a single source; there is an emergency requirement that will not permit delay.
- C. Maintain sufficient records to detail the significant history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, and contractor selection or rejection.
- D. Take affirmative steps to assure the use of small and minority firms, women’s business enterprises, and labor surplus area firms when possible.
- E. Include specific provisions in Subrecipient’s contracts to allow changes, remedies, changed conditions, access and records retention, suspension of work and other clauses approved by the Office of Federal Procurement Policy.

6. Payments

A. Progress Payments

- 1) When progress payments are desired, you must submit a written request (on provided form at Exhibit “F”) and provide supporting documentation, such as an invoice and copies of check.
 - a. The first expenditure report is due by January 6, 2025, which is within 12 months of the FEMA award date. Subsequent expenditure reports are due annually or more

frequently as needed.

- 2) The Hazard Mitigation Risk Reduction Specialist reviews the request and supporting documentation. The Hazard Mitigation Manager reviews and approves or denies the request.
- 3) If the request is denied, the Hazard Mitigation Manager will inform you in writing that additional documentation is required to support the request.
- 4) If the request is approved, the Hazard Mitigation Manager will authorize payment of the requested amount.
- 5) Quarterly report submissions must be current in order to receive progress payments.

B. Advance Payments – Advance payments will be made on an exception basis only.

7. Subrecipient Performance – The scope of work (see Exhibit “E”) must be initiated within 90 days of this award notification.

- A. If documentation, inspections or other reviews reveal problems in performance of the scope of work, the Hazard Mitigation Manager will inform you in writing of the deficiencies.
- B. In addition, the State may also withhold all or any portion of financial assistance which has been made available under this agreement until adequate corrective action is taken.

8. Award Expiration Date

- A. The award expiration date runs through October 1, 2026 and has been established based on project milestones established by the applicant in their application. The award expiration date is the time during which the Subrecipient is expected to complete the scope of work. You may not expend FEMA or state funds beyond this date. All costs must be submitted for reimbursement within 60 days of the end of the award expiration date.
- B. Requests for time extensions to the Award Expiration Date will be considered but will not be granted automatically. A written request must be submitted to the Hazard Mitigation Manager with an explanation of the reason or reasons for the delay. Without justification, extension requests will not be processed. Extensions will not be granted if the Subrecipient has any overdue quarterly progress reports. If an extension is requested, it must be received 90 days prior to the award expiration date. When fully justified, the State Hazard Mitigation Manager may extend the award expiration date.

9. Project Termination

- A. The Recipient, Subrecipient, or FEMA may terminate award agreements upon giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail.
- B. The Subrecipient's authority to incur new costs will be terminated upon the date of receipt of the notice or the date set forth in the notice. Any costs incurred prior to the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Close out of the award will commence and be processed as prescribed under final inspection procedures described in this Recipient-Subrecipient Agreement.

10. Environmental and Historic Preservation Conditions

- A. The following Environmental Project Conditions must be followed to ensure the project remains in compliance through implementation:
 - 1) Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders. This review did not address all federal, state, and local requirements. Acceptance of federal funding requires Recipients to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.
 - 2) If ground-disturbing activities occur during construction or demolition, Subrecipient will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

11. Equipment/Supplies – The Subrecipient must comply with the regulations listed in 2 CFR 200.313 Equipment, 200.314 Supplies, and must be in compliance with state laws and procedures.

12. Award Modifications

- A. Any award modifications, including deviation from the approved scope of work or budget, must be submitted in writing for approval prior to implementation. Award Modifications include:
 - 1) Any revision which would result in the need for additional funding.
 - 2) Transfers between budget categories.

- B. The Subrecipient shall follow prior approval requirements for budget revisions found in 2 CFR 200.308. Transfer of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such cumulative transfers among those direct cost categories exceed ten percent of the total budget.
13. Appeals – You may submit an appeal on any item related to award assistance. Appeals must be submitted to the State Hazard Mitigation Manager within 90 days of the action which is being appealed.
 14. Progress Reports
 - A. Quarterly progress reports are required. The report will be supplied to you by GEMA/HS on a quarterly basis for your completion.
 - B. The initial progress report will cover the period through March 31, 2025. It must be submitted no later than April 15, 2025.
 - C. Subsequent reports must be filed by you within fifteen days after the end of each calendar quarter (March 31, June 30, September 30, and December 31).
 15. Interim Inspections – Interim inspections may be conducted by GEMA/HS staff and/or FEMA staff.
 16. Project Closeout
 - A. When all work has been completed, you must notify your Hazard Mitigation Risk Reduction Specialist in writing to request project closeout.
 - B. A desk review will be conducted by your Hazard Mitigation Risk Reduction Specialist.
 17. Audits – If you receive \$750,000 or more in federal assistance from all federal sources, not just this award, during your fiscal year, you are responsible for having an audit conducted as prescribed by the Single Audit Act and sending a copy to the Georgia Department of Audits and Accounts. Mail reports to:

Department of Audits and Accounts
Non-Profit and Local Government Audits
270 Washington Street, SW, Room 1-156
Atlanta, Georgia 30334-8400

If you need additional information or assistance, contact the GEMA/HS Hazard Mitigation Program at (404) 635-7522 or 1-800-TRY-GEMA.

EXHIBIT “C”
Certification Regarding Drug Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 2 CFR Part 3001. The regulations require certification by Subrecipients, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to grant the award. False certification or violation of the certification shall be grounds for suspension of payments,

- A. The Subrecipient certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Recipient and Subrecipient’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--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Recipient’s policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the award 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 award, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to every award officer or other designee on whose award 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 number(s) of each affected award;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

EXHIBIT "D"

CERTIFICATION REGARDING LOBBYING Certification For Contracts, Awards, Loans, and Cooperative Agreements

This certification is required by the regulations implementing the New Restrictions on Lobbying, 44 CFR Part 18. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of 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 award, 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, award, loan, or cooperative agreement.
2. 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, award, 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 subawards at all tiers (including subcontracts, sub awards, and contracts under awards, 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 31 U.S.C. § 1352. 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.

Subrecipient's Authorized Representative

_____ Date

EXHIBIT "E"

SCOPE OF WORK

Town of Tyrone proposes to upgrade the Lake Pendleton Dam to meet Georgia DNR Safe Dams Program Category 1 standards by: replacing existing Principal Spillway standpipe and outlet pipe with a new concrete intake riser and concrete outlet box culvert; replacing existing CMP storm drainage piping with RCP piping; new sand/gravel internal drainage system; upgraded rip rap plunge pool and outlet channel; raising of dam crest elevation; rip rap shoreline wave protection; new piezometer monitoring stations and encasement of existing watermain; and repaving Spillway Road.

Shown below is the funding level and scope of work for the Hazard Mitigation Grant Program project for Town of Tyrone. Any changes to this spreadsheet MUST RECEIVE PRIOR APPROVAL FROM GEMA/HS and will be maintained by GEMA/HS and shall supersede all previous versions.

SCOPE OF Work (con't)

| HMGP 4400-0023 Pendleton Lake Dam Rehabilitation | | | |
|--|-----------------------|-----------------------|---------------------|
| Item | Project Cost | FEMA Share | Local Share |
| Mobilization | \$50,000.00 | \$37,500.00 | \$12,500.00 |
| Demolition, Haul off and Disposal | \$20,000.00 | \$15,000.00 | \$5,000.00 |
| Clearing Veg/Trees for access and toe of slope | \$2,500.00 | \$1,875.00 | \$625.00 |
| Temporary Detour - Offsite | \$10,000.00 | \$7,500.00 | \$2,500.00 |
| Dewatering System and Creek Flow Mgt | \$50,000.00 | \$37,500.00 | \$12,500.00 |
| Undercut and haul off Unsuitable Subgrade | \$37,500.00 | \$28,125.00 | \$9,375.00 |
| Grout existing CMP Principal Spillway Pipe | \$25,000.00 | \$18,750.00 | \$6,250.00 |
| General Excavation | \$100,000.00 | \$75,000.00 | \$25,000.00 |
| Rock Excavation | \$10,000.00 | \$7,500.00 | \$2,500.00 |
| Earthen Fill, including hauling from offsite | \$125,000.00 | \$93,750.00 | \$31,250.00 |
| Principal Spillway Inlet Structure | \$250,000.00 | \$187,500.00 | \$62,500.00 |
| Accessories (Gate, operator, trash racks, hatches, | \$75,000.00 | \$56,250.00 | \$18,750.00 |
| Principal Spillway Triple Box Culvert (8x8) | \$312,500.00 | \$234,375.00 | \$78,125.00 |
| Concrete Stilling Basin | \$125,000.00 | \$93,750.00 | \$31,250.00 |
| Outlet Channel Rip Rap (Type I) | \$110,000.00 | \$82,500.00 | \$27,500.00 |
| Emergency Spillway - 36" RCP | \$99,000.00 | \$74,250.00 | \$24,750.00 |
| Headwall for triple 36" RCP | \$40,000.00 | \$30,000.00 | \$10,000.00 |
| Tie-in at Roadway Structures | \$5,000.00 | \$3,750.00 | \$1,250.00 |
| Plunge Pool Rip Rap (Type I) | \$30,000.00 | \$22,500.00 | \$7,500.00 |
| Road Repair - GAB, 8" thick | \$22,500.00 | \$16,875.00 | \$5,625.00 |
| Road Repair - Asphalt Leveling - Depth varies | \$105,000.00 | \$78,750.00 | \$26,250.00 |
| Road Repair - Asphalt Binder, 19mm, 2" thick | \$4,500.00 | \$3,375.00 | \$1,125.00 |
| Road Repair - Asphalt Topping, 12.5mm, 1.5" thick | \$15,000.00 | \$11,250.00 | \$3,750.00 |
| Road Repair - Concrete Curb & Gutter | \$20,000.00 | \$15,000.00 | \$5,000.00 |
| Road Repair - Striping | \$3,000.00 | \$2,250.00 | \$750.00 |
| Road Repair - Signage | \$2,000.00 | \$1,500.00 | \$500.00 |
| Road Repair - Concrete Driveway Repair | \$8,000.00 | \$6,000.00 | \$2,000.00 |
| Path Repair - Asphalt Topping, 12.5mm, 1.5" thick | \$4,000.00 | \$3,000.00 | \$1,000.00 |
| Water Line Encasement | \$75,000.00 | \$56,250.00 | \$18,750.00 |
| Storm Sewer Replacement | \$40,000.00 | \$30,000.00 | \$10,000.00 |
| Misc Utility Replacement | \$30,000.00 | \$22,500.00 | \$7,500.00 |
| Storm water monitoring during construction | \$12,000.00 | \$9,000.00 | \$3,000.00 |
| Permanent Grassing | \$30,000.00 | \$22,500.00 | \$7,500.00 |
| Misc. Landscaping | \$10,000.00 | \$7,500.00 | \$2,500.00 |
| Erosion Control | \$50,000.00 | \$37,500.00 | \$12,500.00 |
| 5% Contingency | \$95,375.00 | \$71,531.25 | \$23,843.75 |
| Engineering (6%) | \$120,172.50 | \$90,129.38 | \$30,043.13 |
| Geotechnical (3%) | \$60,086.25 | \$45,064.69 | \$15,021.56 |
| Surveying (1%) | \$20,028.75 | \$15,021.56 | \$5,007.19 |
| Legal (1%) | \$20,028.75 | \$15,021.56 | \$5,007.19 |
| Project Mgt (1%) | \$20,028.75 | \$15,021.56 | \$5,007.19 |
| Inspection (12 Months) | \$70,780.00 | \$53,085.00 | \$17,695.00 |
| Testing | \$50,000.00 | \$37,500.00 | \$12,500.00 |
| ROW/Easements | \$6,000.00 | \$4,500.00 | \$1,500.00 |
| Permitting | \$5,000.00 | \$3,750.00 | \$1,250.00 |
| Grant Funding | \$10,000.00 | \$7,500.00 | \$2,500.00 |
| Wetlands Mitigation | \$25,000.00 | \$18,750.00 | \$6,250.00 |
| Totals | \$2,410,000.00 | \$1,807,500.00 | \$602,500.00 |

The following conditions apply:

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders. This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding. If ground disturbing activities occur during construction, applicant will monitor

ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Special Conditions required on implementation of Projects:

EO 11988 Condition: All construction activities must occur within the existing footprint of the property. There will be no staging of equipment in the areas designated as a floodplain.

Source of condition: Executive Order 11988 - Floodplains

Monitoring Required: No

EO 11990 Condition: Construction activities, staging activities, and storage are not to be located in or impact any adjacent wetlands.

Source of condition: Executive Order 11990 - Wetlands

Monitoring Required: No

CWA CONDITION: The subrecipient is responsible for obtaining and complying with any required Section 404 permit(s) from the United States Army Corps of Engineers (USACE) and 401 permit(s) from the responsible state or tribal agency prior to initiating work. Failure to comply with this requirement may jeopardize receipt of federal funds. The subrecipient must verify at closeout that all permit conditions were followed.

Source of condition: Clean Water Act (CWA)

Monitoring Required: No

If human remains or intact archaeological features or deposits (e.g. arrowheads, pottery, glass, metal, etc.) are uncovered, work in the vicinity of the discovery will stop immediately and all reasonable measures to avoid or minimize harm to the finds will be taken. The subrecipient will ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries. The subrecipient's contractor will provide 4 immediate notice of such discoveries to the applicant. The subrecipient shall contact the Georgia Department of Natural Resources and FEMA within 24 hours of the discovery. Work in the vicinity of the discovery may not resume until FEMA has completed consultation with SHPO, Tribes, and other consulting parties as necessary. In the event that unmarked human remains are encountered during permitted activities; all work shall stop immediately, and the proper authorities notified in accordance with Georgia Code, Title 31, Section 31-21-6.

Source of condition: National Historic Preservation Act (NHPA)

Monitoring Required: No

Any changes to the approved scope of work will require submission to, and evaluation and approval by, the State and FEMA, prior to initiation of any work, for compliance with Section 106.

Source of condition: National Historic Preservation Act (NHPA)

Monitoring Required: No

NHPA CONDITION: Prior to work, the subrecipient must identify the source and location of fill material and provide this information to the State and FEMA. If the borrow pit is privately owned, or is located on previously undisturbed land, or if the fill is obtained by the horizontal expansion of a pre-existing borrow pit, FEMA consultation with the State Historic Preservation Officer prior to ground disturbance occurring will be required. Failure to comply with this condition may jeopardize FEMA funding; verification of compliance will be required at project closeout.

Source of condition: National Historic Preservation Act (NHPA)

Monitoring Required: No

RCRA CONDITION: Unusable equipment, debris and material shall be disposed of in an approved manner and location. In the event significant items (or evidence thereof) are discovered during implementation of the project, applicant shall handle, manage, and dispose of petroleum products, hazardous materials and toxic waste in accordance to the requirements and to the satisfaction of the governing local, state and federal agencies.

Source of condition: Resource Conservation and Recovery Act, aka Solid Waste Disposal Act (RCRA)

Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Subrecipient Management Costs

The City of Tyrone has been awarded subrecipient management costs in the amount of \$21,000.00.

The subrecipient must provide documentation for reimbursement of management costs that were acquired during the project.

The subrecipient management costs are not part of the total funding of the project and are not subjected to the local match portion.

These funds are separate and federally funded by FEMA.

Expenditure of subrecipient management costs must adhere to FEMA Policy #104-11-1 Hazard Mitigation Grant Program Management Costs (Interim) signed November 14, 2018. FEMA defines management costs as any:

- Indirect costs
- Direct administrative costs, and
- Other administrative expenses associated with a specific project

Administrative costs are expenses incurred by a recipient or a subrecipient in managing and administering the federal award to ensure that federal, state, or tribal requirements are met including:

- solicitation, development, review, and processing of sub-applications

- delivery of technical assistance
- quarterly progress and fiscal reporting
- project monitoring
- technical monitoring
- compliance activities associated with federal procurement requirements
- documentation of quality of work verification for quarterly reports and closeout
- payment of claims
- closeout review and liquidation
- records retention

Any activities that are directly related to a project are not eligible under management costs. For example, architectural, engineering, and design services are project costs and cannot be included under management costs. Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs. These activities cannot be included under management costs.

The Interim Policy requires management costs to be obligated in increments sufficient to cover recipient and subrecipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated. The table below explains how obligations will be handled by the size of the total subaward (federal share and required non-federal share).

| Total Award Amount | Obligation Timeframe |
|---|---|
| Subrecipient Management Costs for Subaward | |
| Over \$1 million (Management costs equal to or more than \$50,000) | <p>Subrecipient subawards over \$1 million (or management costs equal to or more than \$50,000) will follow FEMA’s Strategic Funds Management (SFM) process. The SFM process may or may not be on an annual obligation cycle and will follow the SFM process described in the FEMA Hazard Mitigation Assistance Guidance (2015).</p> <p>FEMA and the non-federal entities will review the budget and work schedule to ensure that the project supports incremental obligation. FEMA will execute obligations in increments, based on the project meeting an established project milestone schedule, until the project is completed.</p> |
| \$500,000 - \$1,000,000 (Management costs between \$25,000 and \$50,000) | <p>Subrecipient subawards between \$500,000 - \$1 million (or management costs between \$25,000 - \$50,000) will be obligated by FEMA in increments sufficient to cover recipient and subrecipient needs for no more than one year unless contractual agreements require additional funding.</p> <p>Amount of increments determined based on applicant’s management costs budget and schedule.</p> |

| | |
|--|--|
| Under \$500,000 (Management costs under \$25,000) | Subrecipient subawards under \$500,000 (or management costs under \$25,000) can be fully obligated by FEMA at time of award. |
|--|--|

FEMA will reimburse management costs based upon actual costs, with 100 percent federal funding up to 5 percent of the HMGP total award amount for Subrecipients. Regardless of when subawards are obligated, if the total amount of the grant award is adjusted for any reason, FEMA will de-obligate management costs that exceed the 5 percent cap for subrecipients based on updated calculations. The Recipient will reconcile subrecipient management costs against actual costs of the total award on a quarterly basis.

EXHIBIT “F”
Progress Payment Request Form

Date: _____

HMGP Progress Payment Request

Instructions: All requests for progress payments must be supported by documentation supporting actual expenditures. Itemize each expenditure below to the fullest detail possible, including a reference to specific sites or elements of work. Attach documentation that supports this progress payment request, such as copies of bills of sale, invoices, receipts, and checks evidencing payment. Do not send originals. Attach a continuation sheet if necessary.

Agreement Number: HMGP-4400-0023

FEMA Project Number: HMGP-4400-0023

Subrecipient Name: Town of Tyrone Pendleton Dam Drainage Project

| Site Reference or Element of Work | Approved Amount | Previous Payment | Current Request | Description of Documentation Attached in Support of this Payment Request |
|-----------------------------------|-----------------|---------------------------------------|-----------------|--|
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| | | (from continuation sheet attached) | | |
| | | SUBTOTAL | | |
| | | TOTAL | | |
| | | Less Subrecipients Share (25%) | | |
| | | NET AMOUNT REQUESTED | | |

Under penalty of perjury, I certify that to the best of my knowledge the data above is correct and that all outlays were made in accordance with the award conditions, comply with procurement regulations contained within the 2 CFR, Part 200, and that payment is due and has not been previously requested. I am familiar with Section 317 of Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Signature of Subrecipient’s Authorized Representative (and printed name)

EXHIBIT “G”

DISCRIMINATION COMPLAINTS AND VERIFICATION FORM



**THE GEORGIA EMERGENCY
MANAGEMENT AND HOMELAND
SECURITY AGENCY**

**Language Access Plan
2022**

Purpose

The intent of this Language Access Plan (the Plan) is to ensure the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) is prepared to address its responsibilities as a recipient of Federal Financial Assistance as they relate to the needs of individuals with limited English language skills. The Plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 200d, *et seq.*, and Executive Order 13166, to follow when providing services to, or interacting with, individuals who have limited English proficiency (LEP). Following these guidelines is essential to the success of our mission to protect life and property against man-made and natural disasters by directing the State’s efforts in the areas of prevention, preparedness, mitigation, response, and recovery.

GEMA/HS is a recipient of federal funds for a portion of its programs and, thus, obligated to reduce language barriers that can preclude Meaningful Access by LEP persons to GEMA/HS programs and GEMA/HS’ Subrecipients’ programs. GEMA/HS has prepared this Language Access Plan, which defines the actions to be taken to ensure Meaningful Access to Agency services, programs, and activities on the part of persons who have LEP.

Authority

Title VI of the Civil Rights Act of 1964

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides that no person shall “on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.”

Section 602 authorizes and directs federal agencies that are empowered to extend Federal Financial Assistance to any program or activity “to effectuate the provisions of [section 601] * * * by issuing rules, regulations, or orders of general applicability.” 42 U.S.C. 2000d-1.

Executive Order 13166

Executive Order 13166, entitled “Improving Access to Services for Persons with Limited English Proficiency,” authorizes the implementation of regulations afforded by Title VI of the Civil Rights Act of 1964. Executive Order 13166 ensures LEP persons have Meaningful Access to federally conducted and funded programs and activities. This protection requires that LEP persons be provided an equal opportunity to benefit from services that are normally provided in English. Executive Order 13166 requires that federal agencies create plans for ensuring that their own activities also provide Meaningful Access for persons who are LEP.

Definitions

Beneficiary: The ultimate consumer of federally funded programs who receives benefits from a federally funded recipient.

Bilingual: A person competent in two languages in equal aptitude in either oral or written form is considered bilingual.

Customer: Any individual or organization communicating with a GEMA/HS program.

GEMA/HS LAP Coordinator: GEMA/HS employees that collectively work together as the LAP Coordinator.

Federal Financial Assistance: Grants, loans, and advances of federal funds, the grant or donation of federal property and interests in property, or any other assistance as specified in 24 CFR Part I § 1.2(e).

Focus Languages: Languages, specifically Chinese, Korean, Spanish, and Vietnamese, identified through the Four-Factor Analysis as having a sufficient level of prevalence amongst LEP individuals in Georgia to warrant statewide efforts for written translations of vital documents.

Interpretation: The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Language Access Plan (LAP): A written implementation plan that addresses identified needs of the LEP persons served.

Language Assistance Services: Oral and written language services needed to assist LEP individuals to communicate effectively with staff, and to provide LEP individuals with Meaningful Access to, and an equal opportunity to participate fully in, the services, activities, or other programs administered by GEMA/HS.

Limited English Proficient (LEP) Individuals: Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English because of their national origin. For purposes of Title VI and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit, or encounter. (HUD LEP Guidance). LEP individuals may be competent in English for certain types of communication (e.g., speaking or understanding), but still demonstrate LEP for other purposes (e.g., reading or writing).

Meaningful Access: LEP individuals' accurate, timely, and effective participation in, or benefit from, federally funded programs that is meaningfully equivalent to that of non-LEP individuals, at no cost to the LEP individual.

Multilingual staff or employee: A staff person or employee who has demonstrated fluency in English and reading, writing, speaking, or understanding at least one other language as authorized by his or her Division.

Primary Language: An individual's primary language is the language in which an individual most effectively communicates.

Recipient: Qualified applicants in compliance with 24 CFR §1.2(f) who are awarded Federal Financial Assistance. The Voluntary Compliance Agreement defines Recipient as "the meaning specified at 24 CFR §1.2(0)." 24 CFR §1.2(f) defines Recipient as "any State, political subdivision of any State, or instrumentality of any State or political subdivision, any public or private agency, institution, organization, or other entity, or any individual, in any State, to whom Federal Financial Assistance is extended, directly or through another recipient, for any program or activity, or who otherwise participates in carrying out such program or activity (such as a redeveloper in the Urban Renewal Program), including any successor, assign, or transferee thereof, but such term does not include any ultimate beneficiary under any such program or activity."

Subrecipient: Any public or private agency, institution, organization, or other entity to whom Federal Financial Assistance is extended, through GEMA/HS for any program or activity, or who otherwise participates in carrying out such program or activity, but such term does not include any Beneficiary under any such program.

Translation: The replacement of written text from one language (source language) into an equivalent written text in another language (target language).

Policy

GEMA/HS complies with all federal statutes and regulations in the administration of federally funded programs. Through the Plan, GEMA/HS will take timely and reasonable steps to provide LEP persons with Meaningful Access to programs and activities conducted by GEMA/HS and its Subrecipients. Access to GEMA/HS programs and services should not be impeded as a result of an individual's inability to speak, read, write, or understand English. GEMA/HS will review and update its LEP Four-Factor Analysis at least every five years.

The Plan requires communication of information contained in vital documents involving emergency services to all people in the state of Georgia. All interpreters, translators, and other aids needed to comply with the Plan shall be provided without cost to the person being served and will be informed of the availability of such assistance free of charge. Language assistance will be provided through the use of competent bilingual interpreters, contracts, or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All GEMA/HS employees will be provided notice of the Plan, and GEMA/HS employees that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

GEMA/HS will train staff, contractors, and Subrecipient administrators (program administrators who are expected to conduct a Four-Factor Analysis and other efforts described within this LAP), and local government officials on procedures to implement and continuously monitor and evaluate the implementation of LAPs in the state of Georgia.

Pursuant to the requirements of Title VI, Subrecipients of federal funds received through an administration grant/award made by GEMA/HS are also required to make reasonable efforts to provide timely, Meaningful Access for LEP persons to programs and activities. In order to do so, Subrecipients should first conduct an assessment to determine the need for language assistance within their service area. This is accomplished by conducting the Four-Factor Analysis, which is described in the Plan. After completion of the Four-Factor Analysis, the Subrecipients will understand the languages spoken by LEP persons in their service area and can determine how to provide needed language assistance.

Based upon the findings of the Four-Factor Analysis, and when deemed necessary, the Sub-Recipients should prepare a Language Access Plan addressing the Subrecipient's plan for ensuring Meaningful Access to programs and activities for LEP persons. A Subrecipient may conclude that different language assistance measures are sufficient for the different types of programs or activities in which it engages. For instance, a Subrecipient may determine that certain activities are more important and/or have greater impact on or contact with LEP persons, and thus such programs or activities require enhanced language assistance.

Subrecipients are also required to select an individual responsible for coordination of LEP compliance, train staff involved in programs and activities on LEP requirements, keep records of assistance provided and actions taken, and update the Four-Factor Analysis and LAP, as needed. GEMA/HS will monitor all Subrecipients to ensure LEP individuals receive Meaningful Access to GEMA/HS federally funded programs.

Four Factor Analysis

In developing the Plan, GEMA/HS used the Four Factor LEP analysis, which considers the following:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by GEMA/HS programs, activities, or services in the state of Georgia;
2. The frequency with which LEP individuals come in contact with GEMA/HS programs, activities or services;
3. The nature and importance of the program, activity or service provided to the LEP population; and
4. The resources available to GEMA/HS and the overall cost to provide assistance.

Factor 1: Number or proportion of LEP persons eligible to be served or likely to be encountered by GEMA/HS programs, activities, or services.

GEMA/HS used the U.S. Census Bureau’s American Community Survey (ACS), 2020: ACS 5-Year Estimates Data Profile of Georgia to determine the number of LEP persons throughout the State. Based on the data provided, GEMA/HS considers individuals who speak English less than “very well” as LEP persons. According to the ACS data, the state of Georgia has a total population of 9,864,494 persons five years old and older. Of the 9,864,494 persons, the ACS estimates that 536,491 persons or 5.44 percent of the State’s population are LEP.

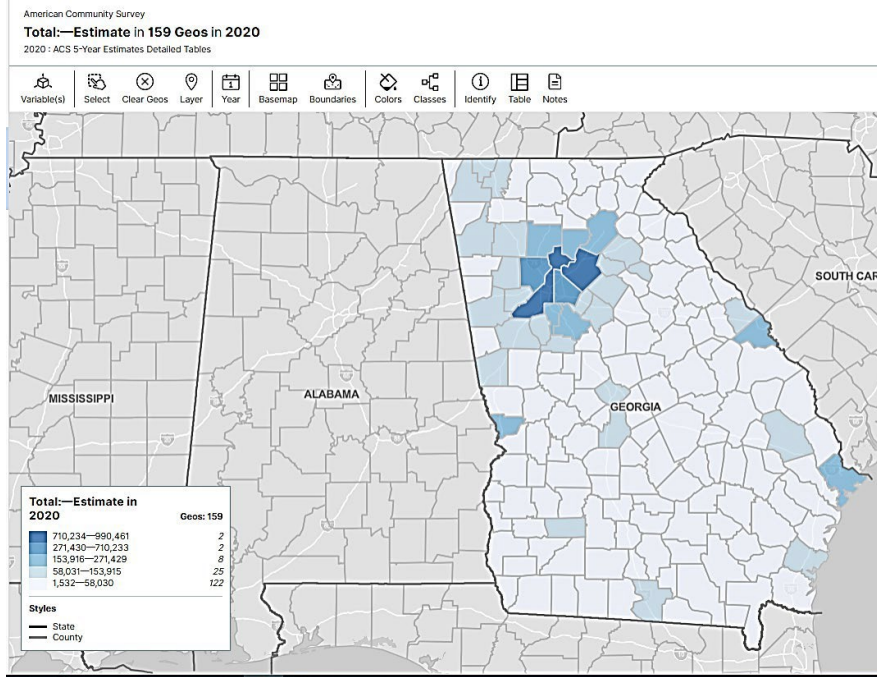
MOST COMMON LANGUAGES SPOKEN AT HOME

| | Total Number of speakers | Number who speak English less than “very well” | Percent of total population who speak English less than “very well” |
|--|---------------------------------|---|--|
| Total population 5 years and over | 9,864,494 | 536,491 | 5.44% |
| Spanish | 781,103 | 332,566 | 3.37% |
| Korean | 47,879 | 24,252 | 0.25% |
| Vietnamese | 52,832 | 32,588 | 0.33% |
| Chinese (incl. Mandarin, Cantonese) | 51,251 | 25,814 | 0.26% |
| Arabic | 20,010 | 6,025 | 0.06% |
| French, Haitian, or Cajun | 53,999 | 11,186 | 0.11% |
| German or other West Germanic languages | 27,898 | 3,488 | .04% |
| Russian, Polish, or other Slavic languages | 28,301 | 9,171 | |

Source: U.S. Census Bureau, 2020 American Community Survey (Table C16001 5 year estimate)

2020 ACS 5-Year Estimates Detailed Tables for 159 Counties in Georgia

Languages Spoken at Home for the Population 5 Years and Over



Source: [U.S. Census Bureau, 2020 American Community Survey \(Table C16001 5 year estimate\)](#)

COUNTIES WITH HIGHEST CONCENTRATION OF LEP PERSONS

| | Total population (>age 5) | LEP population (number) | LEP population (percent) |
|-----------------|---------------------------|-------------------------|--------------------------|
| Georgia | 9,864,494 | 536,491 | 5.44% |
| Fulton County | 990,461 | 49,465 | 5.00% |
| Gwinnett County | 865,453 | 133,239 | 15.40% |
| DeKalb County | 702,759 | 58,543 | 8.33% |
| Cobb County | 710,233 | 49,527 | 6.97% |
| Muscogee County | 181,372 | 4,258 | 2.35% |
| Chatham County | 271,429 | 9,517 | 3.50% |
| Hall County | 188,380 | 24,750 | 13.14% |
| Cherokee County | 238,875 | 11,768 | 4.93% |
| Henry County | 216,771 | 8,038 | 3.71% |
| Clayton County | 265,889 | 24,413 | 9.18% |
| Richmond County | 188,446 | 3,767 | 2.00% |
| Bartow County | 99,540 | 3,219 | 3.23% |
| Forsyth County | 222,422 | 13,626 | 6.13% |
| Floyd County | 91,953 | 4,632 | 5.04% |
| Paulding County | 153,915 | 2,823 | 1.83% |

| | | | |
|------------------|---------|--------|--------|
| Coweta County | 137,185 | 4,339 | 3.16% |
| Douglas County | 136,211 | 6,480 | 4.76% |
| Troup County | 65,591 | 1,186 | 1.81% |
| Rockdale County | 84,942 | 4,714 | 5.55% |
| Walton County | 87,651 | 1,694 | 1.93% |
| Jackson County | 65,919 | 2,223 | 3.37% |
| Barrow County | 75,774 | 4,407 | 5.82% |
| Clarke County | 120,443 | 5,949 | 4.94% |
| Fayette County | 108,463 | 3,994 | 3.68% |
| Spalding County | 61,990 | 851 | 1.37% |
| Newton County | 102,864 | 2,202 | 2.14% |
| Carroll County | 111,220 | 3,567 | 3.21% |
| Lowndes County | 108,509 | 2,127 | 1.96% |
| Dougherty County | 82,900 | 1,076 | 1.30% |
| Glynn County | 80,176 | 2,437 | 3.04% |
| Bulloch County | 73,268 | 1,306 | 1.78% |
| Walker County | 65,478 | 403 | 0.62% |
| Whitfield County | 97,331 | 13,367 | 13.73% |
| Catoosa County | 63,441 | 939 | 1.48% |
| Columbia County | 144,458 | 4,931 | 3.41% |
| Bibb County | 142,913 | 2,909 | 2.03% |
| Houston County | 145,032 | 4,365 | 3.01% |

Factor 2: Frequency with which LEP individuals come in contact with programs, activities, or services.

GEMA/HS is the lead agency when disasters strike, meaning that GEMA/HS employees are at the front line of responding to emergencies and coordinating preparedness and recovery efforts. GEMA/HS directs the recovery efforts by the State and helps connect locals to the nonprofit organizations that want to offer assistance. Many of these organizations provide emergency housing and shelter, access to transportation, food banks, childcare services, and public health programs, as well as long-term housing and support. Therefore, as the leaders of recovery efforts, our Agency is responsible for properly understanding the needs of the community and making sure the necessary resources are being deployed. To accomplish this function, GEMA/HS employees must have resources available to communicate with the population in need by having interpreter services readily available. Therefore, any information GEMA/HS posts regarding Federal Financial Assistance must be disseminated and accessible to diverse racial, ethnic, and LEP populations.

GEMA/HS encourages all Subrecipients, organizations, and community leaders to regularly engage with the communities they serve, especially those that are LEP. GEMA/HS' goal is to foster relationships with community-based organizations and local service offices, like legal aid,

which have a more established relationship with underserved communities, like LEP persons, to disseminate resources and information.

GEMA/HS anticipates increased contact with LEP persons as natural disasters become more prevalent, emergency situations more frequently arise, and the minority populations within the state of Georgia continues to grow. Given this likely outcome, GEMA/HS must make all necessary preparations to develop products that non-English speakers can read and understand.

Factor 3: The nature and importance of the program, activity or service provided to the LEP population.

In general, after a disaster the affected constituency relies heavily on GEMA/HS to lead them to resources, programs, and benefits. GEMA/HS must ensure LEP persons have equitable contact with these resources, programs, and benefits. Therefore, during post-disaster recovery GEMA/HS will work with the hired consultant to encourage affected counties to identify language services during the planning process so that LEP persons in concentrated areas of a county are not experiencing denial or delay of access to services.

Factor 4: The resources available to GEMA/HS and the overall cost to provide assistance.

GEMA/HS will take all reasonable steps to ensure Meaningful Access to LEP persons when preparing and planning for disaster events and after such events occur. Reasonable steps include working with local LEP community organizations, key stakeholders, and other government agencies to assist with language assistance. GEMA/HS will also leverage existing relationships with community organizations, including faith-based service groups, community associations, and service nonprofits in GA Voluntary Organizations Active in Disaster.

GEMA/HS will maintain LEP maps so that the Agency is consistently updating language materials that reflect the most prevalent languages spoken in areas affected by disasters. The Agency intends to research ethnic centers and venues diverse communities visit so that recovery and benefit information reaches LEP populations. GMA/HS will utilize its public platforms to post guidance and public service announcements in non-English languages.

Before, during, and after a disaster, GEMA/HS will coordinate with non-English media—in TV, print, and radio, as well as through online platforms and social media—to assist with sharing information to LEP populations.

Complaint Procedures

An employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS Subrecipient may submit an LEP complaint concerning the implementation or administration of any GEMA/HS program, activity, or service. Any such individual has the right, and is encouraged, to file a written complaint with the Federal Emergency Management Agency’s (FEMA) Office of Equal Rights (OER), the DHS’s Office for Civil Rights and Civil Liberties (CRCL), or GEMA/HS.

1. If the complaint involves FEMA programs and activities, and programs and activities conducted by FEMA grant recipients, the complaint may be sent directly to FEMA OER by calling FEMA at 202-212-3535 and press 1 for Civil Rights, sending an email to FEMACivilRightsOffice@fema.dhs.gov, or by sending a written explanation to the FEMA OER.

The written explanation should be sent to:

FEMA's Office of Equal Rights
Civil Rights Section
500 C Street, SW
Room 4SW-0915
Washington, D.C. 20472

2. LEP complaints can also be sent to the DHS's Office for CRCL. There are three submission methods available. One method for submitting the complaint is via email: CRCLCompliance@hq.dhs.gov. A second available method is fax: 202-401-4708. The complaint may also be sent via mail to the following address:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, D.C. 20528

3. Additionally, LEP complaints can be sent directly to GEMA/HS. A complaint form can be downloaded from GEMA/HS' website and submitted by email to: language.access.coordinator@gema.ga.gov.

The completed form may also be sent to:

The Georgia Emergency Management and Homeland Security Agency
Language Access Coordinator
935 United Avenue SE
Atlanta, Georgia 30316

Language Assistance and Interpretation Services

GEMA/HS will improve its ability to identify LEP persons needing language assistance by:

1. Posting notice of the Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand at initial points of contact. GEMA/HS will display the language identification "I SPEAK" cards in all GEMA/HS offices and when traveling to any county or city when responding to an emergency or disaster.

2. All GEMA/HS field coordinators and front-facing staff will also be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
3. All city staff will be informally surveyed periodically on their experience and frequency concerning any contacts with LEP persons during the previous year.

GEMA/HS will provide an opportunity for LEP persons to request an interpreter. Qualified foreign language interpreters will be provided by GEMA/HS, as needed. Whether or not an interpreter is used, there will always be information sheets available at headquarters, incident command centers, and at any point of contact GEMA/HS has with the community. These information sheets should always include questions and answers concerning the need for an interpreter. GEMA/HS will maintain a list of qualified interpreters or companies it contracts with to provide such interpreters. A qualified interpreter, which may include GEMA/HS personnel, means an interpreter who can interpret effectively, accurately, and impartially, using any specialized vocabulary.

Training

1. GEMA/HS will provide periodic training for all employees regarding:
 - a. Implementing the Plan’s procedures;
 - b. Understanding the requirements of Title VI of the Civil Rights Act, Executive Order 13166, and updates to federal guidance on LEP;
 - c. Locating and contacting language assistance services for GEMA/HS programs and Subrecipients’ programs, as needed;
 - d. Using “I Speak” cards and training Subrecipients to use them;
 - e. Preparing and testing communication strategies to ensure evacuation announcements and critical communications reach LEP populations;
 - f. Recording and responding to LEP complaints; and
 - g. Researching and updating population information so that GEMA/HS can best serve the current Georgia population.
2. GEMA/HS will facilitate LEP training for Subrecipients. Such training may be arranged:
 - a. In conjunction with grant management training;

- b. Online through the GEMA/HS website;
- c. At the request of the Subrecipient; or
- d. As a result of a grant program review.

Notification

GEMA/HS will post the Plan on the GEMA/HS website to notify all interested parties of the appropriate procedures for addressing complaints of discrimination concerning the implementation or administration of any program, activity, or service receiving Federal Financial Assistance from FEMA or DHS.

Complaint Procedures

GEMA/HS Procedures for Processing Complaint

1. A group of GEMA/HS employees will collectively act as the Language Access Coordinator for processing complaints made by individuals who believe they have been denied the benefits associated with this Plan.
2. If an employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS Subrecipient contacts a GEMA/HS employee and wishes to file a complaint against GEMA/HS or a GEMA/HS Subrecipient concerning the implementation or administration of GEMA/HS any program, activity, or service involving the benefits of the Plan, the GEMA/HS employee shall instruct the complainant to file the complaint in writing, in accordance with the procedures above.
3. Any GEMA/HS employee receiving such a complaint submitted directly to GEMA/HS, and any GEMA/HS employee wishing to submit such a complaint directly to GEMA/HS, shall route it to the Language Access Coordinator. If the complaint is against an employee of GEMA/HS, the complaint shall be forwarded to the Language Access Coordinator.
4. For any complaint received by the Language Access Coordinator that is submitted directly to GEMA/HS, the Language Access Coordinator shall provide written acknowledgment of the complaint to the complainant.
5. The Language Access Coordinator shall refer the complaint to the appropriate entity, which may include the Georgia Office of the Attorney General, the OER, or the CRCL. If the Georgia Office of the Attorney General either is the agency about which the complaint is filed or has a conflict, the complaint shall be referred to the OER or CRCL, as appropriate.

6. Notwithstanding paragraph 5, for any LEP complaint concerning the implementation or administration of any program, activity, or service receiving Federal Financial Assistance from FEMA or DHS, GEMA/HS shall notify the OER or CRCL, as appropriate, in writing of the following:
 - a. Name of complainant;
 - b. Entity named in the complaint;
 - c. Description of the LEP complaint;
 - d. Steps being undertaken to investigate and resolve complaint; and
 - e. Interpretation resources to address the information or benefits the LEP person needed but did not receive.

In addition, GEMA/HS shall notify the complainant that they may file a complaint directly with the OER or CRCL, as appropriate, at the following address or using one of the electronic submission methods described above:

FEMA's Office of Equal Rights
Civil Rights Section
500 C Street, SW
Room 4SW-0915
Washington, D.C. 20472

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, D.C. 20528

Monitoring Language Needs and Implementation

GEMA/HS will continuously monitor and track changes in LEP populations, including what regions might require new language training services and what non-English languages are increasing throughout the population of Georgia. As part of a grant program review, GEMA/HS staff will review the Subrecipients' procedures for adequately providing language assistance to LEP persons. If the procedures do not exist, or are found to need improvement, GEMA/HS staff will send those findings to Subrecipient. At a minimum, the Subrecipient's response procedures should include:

- a. Acknowledge complaint receipt to complainant in writing;
- b. Indicate which external agency the complaint is forwarded to for investigation;
- c. Comply with the appropriate timeframe by which to forward complaint;
- d. Notify GEMA/HS of complaint; and

- e. Notify complainant that a complaint of discrimination may be filed directly with the OER, CRCL, or GEMA/HS, and where to locate those procedures.

Additional Resources:

- **Georgia Department of Human Services (DHS)**
Contact the Limited English Proficiency / Sensory Impairment (LEP/SI) Program
Fax: (404) 657-1123
lepsi@dhs.ga.gov
2 Peachtree Street N.W.
Suite 29-103
Atlanta, GA 30303

- **Georgia Department of Community Affairs**
Attn: Christy Barnes, DCA LAP Coordinator
DCA 504 Coordinator
60 Executive Park South, N.E.
Atlanta, Georgia 30329-2231
fairhousing@dca.ga.gov
404-679-5291
https://www.dca.ga.gov/sites/default/files/dca_lap.pdf

- **iSpeak ATL**
<https://www.welcomingatlanta.com/ispeakatl/>
Mayor's Office of Immigrant Affairs
Suite 2400
55 Trinity Ave SE
Atlanta GA 303016
Email: ispeakATL@atlantaga.gov

- Interpreters Unlimited (In person only – 800-726-9891)
- Language Line Services (Telephonic or recording – 800-752-6096)
- LATN, Inc. (In-person or telephonic – 800-943-5286)
- Peach State Health Plan Interpreter & Translation Services
- Contractor Listing for Translation and Interpretation Services
- Contractor Listing for Linguistic Training and Education Services
- American Association of Language Specialists
- American Translators Association
- Federal LEP Website

Appendix 1: I Speak Card

I Speak...

Language Identification Guide

A

Amharic
እኔ አማርኛ ነው ምናረው.

Arabic
أنا أتحدث اللغة العربية

Armenian
Ես խոսում եմ հայերեն

B

Bengali
আমি বাংলা কথা বলতে পারি

Bosnian
Ja govorim bosanski

Bulgarian
Az говоря български

Burmese
ကျွန်ုပ်တို့/ကျွန်းုပ်တို့ မြန်မာ ဝို ဗိုလ်တတ် ဝိတတ်

C

Cambodian
ខ្ញុំនិយាយភាសាខ្មែរ

Cantonese
我講廣東話 (Traditional)
我讲广东话 (Simplified)

Catalan
Parlo català

Croatian
Govorim hrvatski

Czech
Mluvím česky

D

Danish
Jeg taler dansk

Dari
من دری حرف می زنم

Dutch
Ik spreek het Nederlands

E

Estonian
Ma räägin eesti keelt

F

Finnish
Puhun suomea

French
Je parle français

G

German
Ich spreche Deutsch

Greek
Μιλώ τα ελληνικά

Gujarati
હું ગુજરાતી બોલુ છું

H

Haitian Creole
M pale kreyòl ayisyen

Hebrew
אני מדבר עברית

Hindi
मैं हिंदी बोलता हूँ।

Hmong
Kuv has lug Moob

Hungarian
Beszélök magyarul

Q

Qanjobal
Ayin ti chí wá! q' anjob' al

Queche
In tinch'aw k'un ch'e quiche

R

Romanian
Vorbesc românește

Russian
Я говорю по-русски

S

Serbian
Ja govorim srpski

Sign Language

Slovak
Hovorím po slovensky

Slovenian
Govorim slovensko

Somali
Waxaan ku hadlaa af-Soomaali

Spanish
Yo hablo español

Swahili
Ninaongea Kiswahili

Swedish
Jag talar svenska

T

Tagalog
Mamunong akong mag-Tagalog

Tamil
நான் தமிழ் பேசுவேன்

Thai
พูดภาษาไทย

Turkish
Türkçe konuşurum

U

Ukrainian
Я розмовляю українською мовою

Urdu
میں اردو بولوں

V

Vietnamese
Tôi nói tiếng Việt

W

Welsh
Dwi'n siarad

X

Xhosa
Ndithetha isiXhosa

Y

Yiddish
איך רעד יידיש

Yoruba
Mo nso Yoruba

Z

Zulu
Ngiyasikhuluma isiZulu

Executive Order 13166 requires DHS to take reasonable steps to provide meaningful access to its programs and activities for persons with limited English proficiency and - as also required by Title VI of the Civil Rights Act of 1964 - to ensure that recipients of federal financial assistance do the same.

I Speak is provided by the Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). Other resources at www.lep.gov

Contact the DHS Office for Civil Rights and Civil Liberties' CRCL Institute at CRCLTraining@dhs.gov for digital copies of this poster or a "I Speak" booklet.

Download copies of the DHS LEP plan and guidance to recipients of financial assistance at www.dhs.gov/crcl

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Georgia Emergency Management and Homeland Security Agency

LIMITED ENGLISH PROFICIENCY COMPLAINT FORM

The purpose of this document is to help you file a Limited English Proficiency (LEP) complaint concerning the implementation or administration of any program, activity, or service receiving federal financial assistance, whether within the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) or a sub- recipient. This document is not intended to be used for complaints about employment with GEMA/HS. You are not required to use this document to file a complaint; a letter with the same information is sufficient. However, if you file a complaint by letter, you should include the same information that is requested herein.

1. Information about the person who is filing the LEP complaint:

Name: _____
First and Middle (Given Name) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

Email (Optional): _____

2. Information about the person(s) who failed to properly provide information to the LEP person:

Name: _____
First and Middle (Given Name) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

3. Information about the agency or organization involved:

Name: _____

Phone #: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

- 4. Are there other individuals or organizations involved in this LEP complaint?**
 Yes
 No

If yes, please provide their name, telephone number, and address below:

Name: _____

Phone #: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

- 5. Describe the nature of the interaction and any suspected violations:**

- 6. Explain in detail what happened, when, and how the person(s) or entity denied meaningful access to a GEMA/HS or sub-recipient service, activity, program, or other benefit.**

- 7. What other information do you think might be helpful to an investigation?**

- 8. Please list below any persons (witnesses, people involved, or others) who have direct knowledge of the situation that might be able to provide information to support or clarify the complaint:**

Name: _____

Phone #: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

9. Have you or others filed a case or complaint regarding this allegation with any of the following?

- Office of Equal Rights, Federal Emergency Management Agency
- Office for Civil Rights and Civil Liberties, U.S. Department of Homeland Security
- U.S. Equal Employment Opportunity Commission
- Other Federal Agency
- Federal or State Court
- Other State of Georgia Agency, Authority, or Office
- Other: _____

10. Issues with:

- | | |
|--|---|
| <input type="checkbox"/> Spanish (Español) | <input type="checkbox"/> Lack of signs informing the public of interpretation and translation |
| <input type="checkbox"/> Chinese 中国人 | <input type="checkbox"/> Lack of forms/materials/notices in a language I can understand |
| <input type="checkbox"/> Korean 한국어 | <input type="checkbox"/> I was not offered an interpreter |
| <input type="checkbox"/> Vietnamese Tiếng Việt | <input type="checkbox"/> I asked for an interpreter and was denied |
| <input type="checkbox"/> French (Français) | <input type="checkbox"/> Lack of bilingual personnel, so delay in services |
| <input type="checkbox"/> Arabic العربية <input type="checkbox"/> | <input type="checkbox"/> The interpreter's skills were not good |
| | <input type="checkbox"/> I was unable to use the services, programs, or activities |

11. Information about the person filing this complaint, if the complaint is being submitted on behalf of another:

Name: _____
First and Middle (Given Name) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

Email (Optional): _____

Signature: _____ **Date:** _____

You may submit the form by email to language.access.coordinator@gema.ga.gov.

Or send via U.S. Mail to the following address:

Georgia Emergency Management and Homeland Security Agency
Attention: Language Access Coordinator
P.O. Box 18055
Atlanta, Georgia 30316



THE GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

Responding to Discrimination Complaints Relating to Federal Grant Programs

2022

Purpose

The intent of this policy is to ensure that subrecipients which receive grant funds from the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) do not discriminate against any client, customer, program participant, employee, or consumer based on race, color, religion, sex, national origin, age, English proficiency, or physical or mental disability. This policy establishes the procedures for GEMA/HS employees to follow when they receive or wish to make a complaint alleging discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the U.S. Department of Justice (DOJ) or the U.S. Department of Homeland Security (DHS), whether within GEMA/HS or a subrecipient.

Complying with Laws and Policies that Prohibit Discrimination

GEMA/HS shall comply with all applicable federal and state laws, rules, and regulations prohibiting discrimination. GEMA/HS shall appropriately address all complaints from any person who believes that a GEMA/HS subrecipient has discriminated against them in violation of federal and/or state law or regulation in the delivery of services or benefits.

Policy

All employees, job applicants, clients, customers, program participants, and consumers of GEMA/HS and its subrecipients shall be treated equally regardless of race, color, religion, national origin, age, English proficiency, or physical or mental disability, sexual orientation, or gender identity.

Individuals have the right to participate in programs, activities, and services operated by GEMA/HS and its subrecipients without discrimination. Statutes and regulations that apply include, but are not limited to, the following:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 200d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C and D, and DHS implementing regulations at 6 C.F.R. Part 21 and 44 C.F.R. Part 7;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Titles I, II, and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. §12101-12213 and §12131-34), and the DOJ implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D and 28 C.F.R. Part 54, and the DHS implementing regulations at 6 C.F.R. Part 17 and 44 C.F.R. Part 19;
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I;
- Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services

in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. §3601);

- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. §10228(c), see also 34 U.S.C. §11182(b)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on inherently religious activities (28 C.F.R. Part 38);
- The Victims of Crime Act (VOCA) of 1984, which prohibits discrimination based on race, color, religion, national origin, handicap, or sex (34 U.S.C. §20110(e));
- The Violence Against Women Act (VAWA) of 2013, which prohibits discrimination on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability (34 U.S.C. §12291(b)(13));
- The DHS regulation, which prohibits discrimination based on religion in social service programs (6 C.F.R. Part 19);
- Executive Order 13166, “Improving Access To Services For Persons With Limited English Proficiency”, which requires Federal agencies to develop and implement a plan to provide services to those persons with limited English proficiency (LEP) to ensure meaningful access to programs and activities conducted by those agencies;
- Georgia’s Fair Employment Practices Act of 1978, found at O.C.G.A. § 45-19-29, et seq., which prohibits public employers with 15 or more employees from engaging in discrimination on account of an individual's race, color, religion, sex, age, national origin, or disability;
- Georgia’s Sex Discrimination in Employment Act of 1966, found at O.C.G.A. § 34-5-1, et seq., which mimics the Equal Pay Act of 1963, in that it prohibits discrimination between employees in the same establishment, on the basis of sex, in their compensation for comparable work;
- Georgia’s General Age Discrimination Law of 1971, found at O.C.G.A. § 34-1-2, which makes it a criminal misdemeanor to discriminate against any person between the ages of 40 and 70 years, solely upon the ground of age, when the reasonable demands of the position do not require such an age distinction. The individual must be qualified physically, mentally, and by training and experience to perform satisfactorily the labor assigned to him or her for which he or she applies;

- Georgia’s Equal Employment for Persons with Disabilities Code of 1981, found O.C.G.A. § 34-6A-1, et seq., which mimics the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, in that it prohibits discrimination because of an individual's disability with respect to wages, rates of pay, hours, or other terms and conditions of employment because of such person's disability unless such disability restricts that individual's ability to engage in the particular job or occupation for which he or she is eligible. The Code has no administrative prerequisites to filing suit; and
- Atlanta Ordinance No. 2000-79, § 1, which applies to employers located within the City of Atlanta with ten or more employees. The Ordinance prohibits employment discrimination based on race, color, creed, religion, sex, domestic relationship status, parental status, familial status, sexual orientation, national origin, gender identity, age, or disability.

Definitions

Complaint Coordinator: A person or persons designated by GEMA/HS to ensure that received complaints are acted upon in a timely manner.

Discrimination: The treatment or consideration of, or making a distinction in favor of or against, a person based on the person’s legally recognized protected category (including race, color, national origin, gender, age, sexual orientation, gender identity, religion, English proficiency, or disability) to which that person belongs rather on individual merit. There are various federal and state laws and rules that further describe the specific types of discrimination.

Retaliation: The act of harassing, threatening, demoting, firing, or otherwise negatively targeting a complainant as a direct result of the complainant opposing unlawful discrimination.

Subrecipient: A non-Federal entity that receives a grant sub-award from GEMA/HS to carry out part of a Federal program. A subrecipient does not include an individual that is a beneficiary of such a program.

Complaint Procedures

An employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS subrecipient may submit a complaint of discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS on behalf of him/herself or on behalf of another. Any such individual has the right, and is encouraged, to file a written complaint with the Office for Civil Rights in the DOJ (OCR), the DHS’s Office for Civil Rights and Civil Liberties (CRCL), or GEMA/HS.

1. If the relevant federal grant is funded by the DOJ, the complaint may be sent directly to the OCR using the *Complaint Verification Form* and *Identity Release Statement*, which are available at: <https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>.

The completed forms should be sent to:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street NW
Washington, D.C. 20531

2. If the relevant federal grant is funded by the DHS, the complaint may be sent directly to the DHS's Office for CRCL. There are three submission methods available. One method for submitting the complaint is via email: CRCLCompliance@hq.dhs.gov. A second available method is fax: 202-401-4708. The complaint may also be sent via mail:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, D.C. 20528

3. For federal grants funded by either DOJ or DHS, the complaint may also be submitted directly to GEMA/HS. A complaint form can be downloaded from GEMA/HS' website and submitted by email to: grants.complaint.coordinator@gema.ga.gov. The completed form may also be sent to:

The Georgia Emergency Management and Homeland Security Agency
Grants Complaint Coordinator
935 United Avenue SE
Atlanta, Georgia 30316

Additional Agencies for Filing Discrimination Complaints

In addition to the option for filing a discrimination complaint with GEMA/HS, the OCR, or the CRCL, discrimination complaints may be filed directly with a court, as well as the following state and federal administrative agencies, whose function is to enforce state and federal laws that prohibit discrimination:

- Equal Employment Opportunity Commission (EEOC)
<http://www.eeoc.gov/employees/charge.cfm>
- Georgia Commission on Equal Opportunity (GCEO)
<https://gceo.georgia.gov/>

GEMA/HS Procedures for Processing Complaint

1. A group of GEMA/HS employees will collectively act as the Complaint Coordinator for processing complaints of discrimination associated with this policy.
2. If an employee, client, customer, program participant, or consumer of GEMA/HS or of a GEMA/HS subrecipient contacts a GEMA/HS employee and wishes to file a complaint against GEMA/HS or a GEMA/HS subrecipient concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS, the GEMA/HS employee shall instruct the complainant to file the complaint in writing, in accordance with the procedures above.
3. Any GEMA/HS employee receiving such a complaint submitted directly to GEMA/HS, and any GEMA/HS employee wishing to submit such a complaint directly to GEMA/HS, shall route it to the Complaint Coordinator. If the complaint is against an employee of GEMA/HS, the complaint shall be forwarded to the Complaint Coordinator and that GEMA/HS employee should follow the procedures set out in HR-14, GEMA/HS's Grievance Procedures Policy.
4. For any complaint received by the Complaint Coordinator that is submitted directly to GEMA/HS, the Complaint Coordinator shall provide written acknowledgment of the complaint to the complainant.
5. The Complaint Coordinator shall refer the complaint to the appropriate entity, which may include the Georgia Office of the Attorney General; the GCEO; the EEOC; the OCR; or the CRCL. If the Georgia Office of the Attorney General either is the agency about which the complaint is filed or has a conflict, the complaint shall be referred to the EEOC, OCR, or CRCL, as appropriate.
6. Notwithstanding paragraph 5, for any complaint of discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS, GEMA/HS shall notify the OCR or CRCL, as appropriate, in writing of the following:
 - a. Name of complainant
 - b. Entity named in the complaint
 - c. Description of the complaint of discrimination
 - d. Steps being undertaken to investigate and resolve complaint

In addition, GEMA/HS shall notify the complainant that they may file a complaint directly with the OCR or CRCL, as appropriate, at the following address or using one of the electronic submission methods described above:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street NW
Washington, D.C. 20531

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW
Building 410, Mail Stop #0190
Washington, D.C. 20528

Notification

GEMA/HS will post this policy on the GEMA/HS website to notify all interested parties of the appropriate procedures for addressing complaints of discrimination concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the DOJ or DHS.

Monitoring Subrecipients' Response Procedures

As part of a grant program review, GEMA/HS staff will review the subrecipient's procedures for responding to discrimination complaints that employees, clients, customers, program participants, or consumers of the subrecipients have filed directly with the subrecipient. If the procedures do not exist, or are found to need improvement, the report to the subrecipient will note the findings. At a minimum, the subrecipient's response should:

- a. Acknowledge complaint receipt to complainant in writing;
- b. Indicate which external agency the complaint is forwarded to for investigation;
- c. Comply with the appropriate timeframe by which to forward complaint;
- d. Notify GEMA/HS of complaint; and
- e. Notify complainant that a complaint of discrimination may be filed directly with the OCR, CRCL, EEOC, GCEO, or GEMA/HS, and where to locate those procedures.

Training

1. GEMA/HS will provide periodic training for all employees regarding the discrimination complaint procedures.
2. GEMA/HS will facilitate civil rights requirements training for subrecipients. Such training may be arranged:

- a. In conjunction with grant management training;
- b. Online through the GEMA/HS website;
- c. At the request of the subrecipient; or
- d. As a result of a grant program review.



Georgia Emergency Management and Homeland Security Agency

DISCRIMINATION COMPLAINT FORM

The purpose of this document is to help you file a discrimination complaint concerning the implementation or administration of any program, activity, or service receiving federal financial assistance from the U.S. Department of Justice or the U.S. Department of Homeland Security, whether within the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) or a sub-recipient. This document is not intended to be used for complaints about employment with GEMA/HS. You are not required to use this document to file a complaint; a letter with the same information is sufficient. However, if you file a complaint by letter, you should include the same information that is requested herein.

1. Information about the person who experienced the alleged discrimination:

Name: _____
First and Middle (Given Name) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

Email (Optional): _____

2. Information about the person(s) who is alleged to have discriminated:

Name: _____
First and Middle (Given Name) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

3. Information about the agency or organization involved:

Name: _____

Phone #: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

4. Are there other individuals or organizations involved in this discrimination complaint?

- Yes
- No

If yes, please provide their name, telephone number, and address below:

Name: _____

Phone #: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

5. Describe the nature of the alleged discrimination involved:

6. Explain in detail what happened, when, and how the alleged discrimination occurred. State who was involved and how other persons were treated differently.

7. What other information do you think might be helpful to an investigation?

8. Please list below any persons (witnesses, fellow employees, supervisors, or others) who have direct knowledge of the situation that might be able to provide information to support or clarify the complaint:

Name: _____

Phone #: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

9. Have you or others filed a case or complaint regarding this allegation with any of the following?

- Office for Civil Rights, U.S. Department of Justice
- Office for Civil Rights and Civil Liberties, U.S. Department of Homeland Security
- U.S. Equal Employment Opportunity Commission
- Other Federal Agency
- Federal or State Court
- Georgia Department of Labor
- Other: _____

10. If any of the above were selected, please provide the following information:

Name of Agency: _____

Date Filed: _____

Case or Docket #: _____

Date of Trial/Hearing: _____

Location of Agency/Court: _____

Investigator: _____

Status of Case: _____

11. Information about the person filing this complaint, if the complaint is being submitted on behalf of another:

Name: _____
First and Middle (Given Name) Last (Family Name/Surname)

Phone #: Cell/Mobile: _____ Home: _____ Work: _____

Mailing Address: _____
P.O. Box or Street Address City State Zip Code

Email (Optional): _____

Signature: _____ **Date:** _____

You may submit the form by email to grants.complaint.coordinator@gema.ga.gov.

Or send via U.S. Mail to the following address:

Georgia Emergency Management and Homeland Security Agency
 Attention: Grants Complaint Coordinator
 P.O. Box 18055
 Atlanta, Georgia 30316

EXHIBIT "H"
Federal Funding Accountability and Transparency Act Certification

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

Sub-award Number: HMGP 4400-0023

Federal Agency Name: **Federal Emergency Management Agency**

CFDA Program Number and Program Title: **97.039 Hazard Mitigation Grant Program (HMGP)**

Sub-award Project Description: **4400-0023 Town of Tyrone Pendleton Dam Drainage Project**

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

10. Please list the names and compensation of the sub-awardee’s five most highly compensated officers.

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

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

Authorized Signature: _____ Date: _____

This section is for use by the Georgia Emergency Management and Homeland Security Agency Only.

Sub-award Obligation/Agency Name: _____

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

Signature _____ Date: _____

Sub-award Obligation/Action Date: _____



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: February 20, 2025

Agenda Item Type: Old Business

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Consideration to approve staff to move forward with preparing an RFP for tree removal services on the earthen dam at Shamrock Park.

BACKGROUND:

The Town was recently notified by engineers David Jaeger of Mallet Consulting and Tyler Coats from Schnabel Engineering that the trees along the southeast side of the earthen dam at Shamrock Park should be removed as they undermine the integrity of the structure. While this is not a State regulated dam, a failure could result in property damage downstream, including to the CSX railroad, which is a major liability for the Town. The liability concern was noted by Mr. Davenport, who also suggested that the trees should be removed to mitigate the Town’s future exposure.

Staff presented this item to Council on January 16, 2025 and was directed to obtain cost estimates for the tree removal. Mr. Langford obtained said estimate (attached) and staff presented it to Council on February 6, 2025 and asked for approval to move forward with an RFP for this project. One council member was absent and another voted against the measure, so the item failed. At Mr. Hunter’s request, this item is being revisited on February 20, 2025.

If approved, staff will draft and issue an RFP for this project. Bids will be presented to Council for final approval before moving forward with the final project.

FUNDING:

The purpose of this measure is to obtain quotes from qualified tree removal firms. Mr. Langford estimates that this job will cost approximately \$166,680.00, which would be funded from the 2023 SPLOST Dams Line Item, if a vendor is selected and approved.

STAFF RECOMMENDATION:

Staff recommends approval to move forward with an RFP for this project.

ATTACHMENTS:

-September 12, 2024 email from Tyler Coats; Tree removal cost estimate from Mr. Langford.

PREVIOUS DISCUSSIONS:

January 16, 2025 and February 6, 2025.



Fw: Tree Removal from Earthen Embankment Dams

From Scott Langford <scott.langford@tyronega.gov>
Date Fri 9/13/2024 1:21 PM
To Phillip Trocquet <phillip.trocquet@tyronega.gov>
Cc Brandon Perkins <brandon.perkins@tyronega.gov>

See below about Shamrock Park dam.

From: Tyler Coats <tcoats@schnabel-eng.com>
Sent: Thursday, September 12, 2024 10:04 AM
To: Scott Langford <scott.langford@tyronega.gov>
Cc: Michael Gee <mgee@schnabel-eng.com>
Subject: Tree Removal from Earthen Embankment Dams

Caution: This email originated from an external sender. Verify the source before opening links or attachments.

Scott,

Based on our phone conversation last week, I am providing an opinion to you regarding the removal of trees from earthen embankment dams. In general, Schnabel recommends the removal of trees and their root systems from earthen embankment dams. This recommendation is based, in part, on guidance from the Georgia Safe Dams Program, the Association of State Dam Safety Officials and FEMA. References from these groups are linked below:

- Georgia Safe Dams: <https://epd.georgia.gov/safe-dams-program-frequently-asked-questions-faq>
- ASDSO: <https://damsafety.org/dam-owners/trees-and-brush>
- FEMA: <https://www.fema.gov/sites/default/files/2020-08/fema-534.pdf>

In summary, the main reasons that trees and brush should not be permitted on earthen embankment dams are:

- Root systems can provide preferential seepage paths for water through the dam that can contribute to the migration of soils (internal erosion) of the dam
 - Rotting/decaying root systems leave behind voids which can encourage seepage or result in the potential for collapse of soils
- Trees that fall over can leave large holes in the embankment surface that weaken the embankment and lead to further erosion
- Trees and inappropriate vegetation obscure/obstruct the ability of observers to visually inspect the condition of earthen dams, and can mask the activities of burrowing animals, uncontrolled seepage, or concerning changes in embankment geometry (depressions, sloughs, or slides)
- Trees adjacent to concrete structures or pipes, such as spillways, can eventually cause damage or obstruct flow

The Georgia Safe Dams Program website includes this response to the frequently asked question, "What types of trees and vegetation are not allowed to grow on my dam?":

Section IX, Item 4.

- A healthy cover of grass is desirable as erosion protection. The growth of deep-rooted vegetation, large shrubs and trees, is undesirable as it may decrease the integrity of the dam. If the trees and shrubs are less than 8” in diameter, the trees and shrubs must be removed from the dam, any holes must be filled in and compacted, and the area must be seeded. If the trees and shrubs are greater than 8” in diameter, then an engineer must be hired to determine the best way to safely remove the inappropriate vegetation and repair the dam. Appropriate vegetation such as grass should be regularly mowed to allow for easy identification of problems with the dam.

With regard to the extent of tree removal, Schnabel typically recommends that trees be removed a minimum of twenty (20) feet from all portion of the earthen embankment dam footprint, to include the abutment contacts and toes of the dam. Depending on the orientation of dams, trees in the immediate vicinity of dams can inhibit sunlight, which can have a detrimental effect on establishing and maintaining a healthy cover of grass on the surface of the dam.

I hope this information is useful to you. If you would like to discuss any details of this opinion, please let me know.

Tyler

J. Tyler Coats, PE

Senior Associate

Schnabel Engineering
 O 770.781.8008 / C 770.324.2460
 6445 Shiloh Road, Suite A
 Alpharetta, GA 30005
schnabel-eng.com



Build Better. Together.

Shamrock Dam Tree Removal Design & Construction Esitmed Coat

1/28/2025

| <u>Item</u> | <u>Unit</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Cost</u> |
|---------------------------------------|-------------|-----------------|-------------------|---------------------|
| Clearing and Grubbing | Acre | 1.2 | \$17,500.00 | \$ 21,000.00 |
| Backfill Tree Roots Voids | Acre | 1.2 | \$15,000.00 | \$ 18,000.00 |
| Top soil 4"-6" depth | Acre | 1.2 | \$ 7,500.00 | \$ 9,000.00 |
| Permanent Turf Establishment | Acre | 1.2 | \$12,500.00 | \$ 15,000.00 |
| Erosion & Sediment Control | LS | 1 | \$15,000.00 | \$ 15,000.00 |
| Mobilization-Backfill-Debris Disposal | LS | 1 | \$23,400.00 | \$ 23,400.00 |
| Subtotal | | | | \$101,400.00 |
| Contingency (20%) | | | | \$ 20,280.00 |
| A&E Design & Permitting | | | | \$ 20,000.00 |
| Construction Admin/Inspections | | | | \$ 25,000.00 |
| Total Estimated Cost | | | | \$166,680.00 |

SPLOST 23 Dams



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: February 20, 2025

Agenda Item Type: Old Business

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Consideration to adopt a Town Charter Amendment of Article II, Chapter 2 regarding Quorum and Voting.

BACKGROUND:

The Town’s current charter (Sec. 2.204) establishes that “The mayor and three councilmembers shall constitute a quorum and shall be authorized to transact business of the council. Voting on the adoption of ordinances shall be taken by voice vote and the ayes and nays shall be recorded in the journal, but any member of the council shall have the right to request a roll-call vote. A minimum of three votes shall be required for the adoption of any ordinance, resolution, or motion. The mayor shall vote only in the event of a tie vote.”

These provisions have prevented us from holding meetings and/or moving items forward in the past when members of council have been unable to attend meetings. Other problems arise under the current provisions when council members feel the need to recuse themselves from a vote as the three vote requirement may not be met – especially if more than one member of council felt the need to recuse themselves. While rare, this scenario is not out of the question given the size of the Town. Conversely, if one council members is absent a single contrary vote carries the item as the mayor may only vote to break ties.

All of this could result in a multitude of legal issues and it is detrimental to the Town’s operations.

Given these noted issues, Mayor Dial asked Mr. Davenport to review the charter and provide us with a proposed solution. His recommendation was that “the Mayor and Council reduce its quorum requirement to be the presence of three (3) elected officials, with a majority vote of those present being sufficient to pass a motion.”

FUNDING:

None.

STAFF RECOMMENDATION:

Staff recommends updating the Town’s charter to reduce its quorum requirement to be the presence of three (3) elected officials, with a majority vote of those present being sufficient to pass a motion.

ATTACHMENTS:

-Charter Sec. 2.204 – redline version showing proposed new language.

PREVIOUS DISCUSSIONS:

This was presented to Council on February 6, 2025, but was tabled to the February 20, 2025 meeting.

Sec. 2.204. Quorum; voting.

~~The mayor and three councilmembers~~ Three elected officials (i.e., three councilmembers or, alternatively, the mayor and two councilmembers) shall constitute a quorum and shall be authorized to transact business of the council. Voting on the adoption of ordinances shall be taken by voice vote and the ayes and nays shall be recorded in the journal, but any member of the council shall have the right to request a roll-call vote. ~~A minimum of three votes shall be required for the adoption of any ordinance, resolution, or motion. A majority vote of the members present shall be required for the adoption of any ordinance, resolution, or motion.~~ The mayor shall vote only in the event of a tie vote, and such vote shall contribute to a majority in such an event.

(2008 Ga. Laws (Act No. 1448), page 3885, § 10)



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: February 20, 2025

Agenda Item Type: New Business

Staff Contact: Dee Baker, Town Clerk

STAFF REPORT

AGENDA ITEM:

Intergovernmental Agreement with Fayette County to conduct our 2025 Municipal Election

BACKGROUND:

Tyrone’s elections are held every odd year. The Fayette County Elections Office assists with performing all duties for all County city elections.

FUNDING:

Budget line number 100-10-52.1100 (Official/Administrative Services) Approx. cost \$23,405. Please note: The cost will come from the FY25/26 Budget.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

PREVIOUS DISCUSSIONS:

STATE OF GEORGIA
COUNTY OF FAYETTE

INTERGOVERNMENTAL AGREEMENT FOR CONDUCTING MUNICIPAL ELECTION

This Agreement entered this _____ day of _____ between the TOWN OF TYRONE, a municipal corporation lying wholly or partially within Fayette County, Georgia, hereinafter referred to as "The Town" and Fayette County, Georgia, a political subdivision of the State of Georgia hereinafter referred to as "The County".

WITNESSETH:

WHEREAS the Town in the performance of its governmental functions will hold the Election hereinafter described; and,

WHEREAS, under the provisions of the Georgia Election Code, particularly O.C.G.A. §21-2-45 of the Official Code of Georgia Annotated, the town may, by ordinance, authorize the County to conduct such election and the Town has heretofore adopted such an ordinance; and

WHEREAS, the County has staff and equipment to conduct such election; and

WHEREAS, the County desires to assist said Town in the conduct of its municipal Election.

NOW THEREFORE, for and in consideration of the premises contained herein, it is hereby agreed as follows:

1.

This Agreement shall govern the conduct of the Town of TYRONE municipal election to be held and any and all run-offs which may be necessary and any special elections occurring through December 31, 2025.

2.

Fayette County through the Fayette County Board of Elections shall operate as superintendent of the aforementioned election and shall perform any and all functions of the Town or any of the Town's officials in connection with the conduct of such election with the exception of duties pertaining to the qualification of candidates and pertaining to the Responsibility of acting as the Qualifying Officer and providing notification to the State Elections Commission concerning candidacy compliance.

3.

A Town official shall operate as the Superintendent with respect to qualifications of candidates. Such official shall perform any and all functions of the Town or any of its officials.

In connection with the qualifications of candidates in accordance with O.C.G.A. § 21-2-45(C) (2), official shall be responsible for acting as the Qualifying Officer and for notification to the State Elections Commission concerning candidacy compliance.

4.

The County shall supply all of the necessary manpower and transportation to pick up, deliver, set up, store and return to the County all of the voting equipment used in the election along with all ancillary equipment and necessary supplies.

5.

All the voting equipment shall be programmed by the County in conjunction with the office of the Secretary of State.

6.

All absentee ballots shall be ordered, issued, mailed, and accounted for by the County.

7.

Staffing of the polling locations and training of the staff shall be provided by the County.

8.

All expenses and charges incurred in the performance of said election (except for the actual cost of the State-owned voting system and State-owned ancillary equipment) shall be the responsibility of the Town. Said expenses and charges shall include but not be limited to the following: all costs of training and providing personnel for the election, costs of printing, mailing, and processing absentee ballots, and equipment delivery. An invoice for the costs and expenses of the election shall be submitted to the Town and the Town shall remit payment of the invoice to Fayette County within 30 days of receipt of the invoice.

9.

However, in the event that the State or County conducts a countywide election that coincides with the town election, portioned charges will be incurred for the additional usage of services or equipment. If the town election is held separately, or if additional services are requested or required beyond the standard provisions for the countywide election, the Town will be responsible for covering those associated costs.

10.

To the extent permitted by law, the Town shall indemnify, defend, and hold harmless the County from any liability and/or litigation expenses to which the County may be subjected as a consequence of or as a result of the election for the Town. The Town will furthermore, to the extent permitted by law, reimburse the County for any and all necessary legal representation, by counsel chosen by the County, in any action arising from the

conduct of the Town election. Said reimbursement shall be paid by the Town within thirty days of
County.

11.

This intergovernmental contract is a full and complete statement of the agreement of the parties as to the subject matter hereof and has been authorized by proper action of the respective parties.

12.

Should any provision of this Agreement or application thereof to any person or circumstance be held invalid or unenforceable, the remainder of this Agreement or the application of such provision to any person or circumstance, other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the full extent permitted by law.

13.

Should it be necessary to comply with any legal requirements, the necessary members of the County's personnel may be temporarily sworn in as officers and employees of the Town.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

FAYETTE COUNTY, GEORGIA

BY: _____

LEE HEARN, CHAIRMAN
BOARD OF COMMISSIONERS

ATTEST: _____

TAMECA P. SMITH, COUNTY CLERK
FAYETTE COUNTY BOARD OF COMMISSIONERS

TOWN OF TYRONE

BY: _____

ERIC DIAL, MAYOR
TOWN OF TYRONE

ATTEST: _____

DEE BAKER, TOWN CLERK
TOWN OF TYRONE

FAYETTE COUNTY ELECTIONS & VOTER REGISTRATION

BY: _____

GARY ROWER, CHAIRMAN
BOARD OF ELECTIONS & VOTER REGISTRATION

ATTEST: _____

BRIEANNA GARRETT, DIRECTOR
ELECTIONS & VOTER REGISTRATION



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: February 20, 2025

Agenda Item Type: Consent Agenda

Staff Contact: Mitch Bowman

STAFF REPORT

AGENDA ITEM:

Consideration to Award the Bucket Truck to the Hardy Chevrolet in the amount of \$159,000.

BACKGROUND:

The existing bucket truck was manufactured in 2004. The maintenance supervisor noted this item as one needing to be replaced. It was placed as a 2023 SPLOST equipment item. We have obtained quotes and the lowest quote was from the State Contract with Hardy Chevrolet at \$159,000 under state contract number 99999-SPD-40199373. The bucket truck was \$19,000 over our 2023 SPLOST estimate. This leaves us \$9,000 over budget in this SPLOST category for fiscal year 24/25. However, 2023 SPLOST collection revenues have exceeded projections in an amount to cover the overage for this fiscal year SPLOST category.

FUNDING:

2023 SPLOST Fund - 322-49-54.2200.

STAFF RECOMMENDATION:

Staff requests awarding the Bucket Truck purchase to Hardy Chevrolet in the total amount of \$159,000.

ATTACHMENTS:

Bids and bid tabulation form.

PREVIOUS DISCUSSIONS:

Budget meetings.



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: February 20, 2025

Agenda Item Type: New Business

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Approval of a new Opioid Antagonist Training and Administration policy.

BACKGROUND:

OCGA 31-2A-20, passed by the legislature in 2024, states that “all qualified government buildings and courthouses shall maintain a supply of at least three (3) unit doses of opioid antagonists and ensure that such supply is available and accessible during regular business hours and outside of regular business hours for all government entity events.” The law also requires governmental entities to provide training to their employees regarding the policy and opioid antagonist administration.

Pursuant to this new mandate, Staff drafted the attached policy and is seeking Council approval for implementation. Once approved, we will work toward having appropriate staff trained and get the required doses deployed.

Mr. Davenport has reviewed this draft policy and his suggested revisions have been implemented.

FUNDING:

None at this time.

STAFF RECOMMENDATION:

Staff recommends approval of this new policy.

ATTACHMENTS:

-Draft policy.

PREVIOUS DISCUSSIONS:



TOWN OF TYRONE EMPLOYEE HANDBOOK

| | | | |
|------------------------|--|----------------------|---------------|
| CHAPTER: | Opioid Antagonist Training and Administration | | |
| EFFECTIVE DATE: | | PAGES: | 6 |
| REVISION DATE: | | DISTRIBUTION: | All Personnel |

I. Purpose and Intent

Pursuant to the Official Code of Georgia Annotated (“O.C.G.A.”) § 31-2A-20, all Qualified Government Buildings and Courthouses (as those terms are defined herein) shall maintain a supply of at least three (3) unit doses of opioid antagonists and ensure that such supply is available and accessible during regular business hours and outside of regular business hours for all government entity events. The Town may optionally make opioid antagonists available at additional government buildings other than those required by the code and may make them available during government entity events that occur on non-public property. The Town is authorized to receive and administer grants, gifts, contracts, money, and donations for the purpose of implementation.

This Training and Administration Policy is established pursuant to O.C.G.A. § 31-2A-20(f) and shall be implemented and acknowledged by those employees who are designated by the Town to administer an opioid antagonist. These designated officials and/or employees are required to read this policy, complete opioid antagonist administration training, and return a signed copy of the Acknowledgment below to the designated record-keeper for the Town.

II. Definitions

- A. “Opioids” are a class of drugs that derive from, or mimic, natural substances found in the opium poppy plant and include both prescription medications for pain relief and illegal drugs. Examples of opioids include morphine, codeine, oxycodone, hydrocodone, fentanyl, and heroin.
- B. An “opioid related overdose” means an acute condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, mania, or death, resulting from the consumption or use of an opioid or another substance with which an

opioid was combined or that a layperson would reasonably believe to be resulting from the consumption or use of an opioid or another substance with which an opioid was combined for which medical assistance is required.

- C. An “opioid antagonist” means any drug that binds to opioid receptors and blocks or inhibits the effects of opioids acting on those receptors and that is approved by the federal Food and Drug Administration for the treatment of an opioid related overdose. An opioid antagonist can quickly restore normal breathing to a person if their breathing has slowed or stopped because of an opioid overdose. The most common opioid antagonist is Naloxone, known by the brand name Narcan, which is available as an injectable or a nasal spray.
- D. “Government entity” means any state board, commission, agency, or department, or the governing authority of any county, municipality, or consolidated government, but such term shall not include local school systems, public schools, charter schools, or university buildings.
- E. “Qualified Government Building” means a building in which the governing authority of the Town is housed or regularly meets, provided that such building also contains an automated external defibrillator. In the case of a building that contains an automated external defibrillator, but is not publicly owned, the portion of such building in which such governing authority is housed or regularly meets constitutes the qualified government building.
- F. “Courthouse” means a building occupied by judicial courts and containing rooms in which judicial proceedings are held, provided that such building contains an automated external defibrillator.

III. Training Requirement

Training for officials and employees must provide details about the Town location(s) containing a supply of opioid antagonists, as well as information on when and how to administer opioid antagonists. The Georgia Department of Public Health maintains a list of approved videos to assist with such training on its website at <https://dph.georgia.gov/EMS/public-notices-regional-and-statewide-meetings/approved-training-opioids>.

The following three (3) training videos together as a whole meet the statutory requirement with a total runtime of approximately 45 minutes.

- 1. How to Use Naloxone Nasal Spray (0:30):
<https://www.youtube.com/watch?v=odIFtGNjmMQ>

2. Opioid Overview Training (8:25):
<https://www.youtube.com/watch?v=5L57lvDCkiY>
3. Opioid Overdose and First Responder Naloxone Administration Training (35:47):
<https://www.youtube.com/watch?v=vb6ttH2M3wo>

IV. Authority to Administer Opioid Antagonist

Any official or employee who has completed the training requirement as indicated in Section III above may administer an opioid antagonist to any person who the trained individual believes in good faith to be experiencing an opioid related overdose.

If the trained official or employee has a good faith belief that a person is experiencing an opioid related overdose, that individual should:

- A. Administer an opioid antagonist;
- B. Call 911;
- C. Try to keep the person with a suspected overdose awake and breathing;
- D. Lay that person on their side to prevent choking; and
- E. Stay with that person until emergency assistance arrives.

V. Immunities

The following is a required policy statement pursuant to O.C.G.A. § 31-2A-20(f)(2)(D):

Georgia law provides that any trained individual shall be immune from civil liability or professional discipline for any good faith act or omission to act in the emergency administration of an opioid antagonist to a person believed to be having an opioid related overdose.

Provided that an employee, official, officer, agent, contractor, or other individual of the Town receives the required training, the above immunity shall apply. However, good faith does not include willful misconduct, gross negligence, or recklessness.

Pursuant to O.C.G.A. § 31-2A-20(i), the Town shall not be subject to civil liability for damages for any failure to provide an automated external defibrillator or opioid antagonist.

VI. Medical Amnesty Law

Georgia's Medical Amnesty law, O.C.G.A. § 16-13-5, protects a person seeking medical assistance for an opioid overdose for either themselves or for another person. Those persons shall not be arrested, charged, or prosecuted for a drug violation if the evidence for the arrest, charge, or prosecution of such drug violation resulted solely from seeking such medical assistance.

TOWN OPIOID ANTAGONIST LOCATIONS

The following Town Qualified Government Buildings and Courthouses contain at least three (3) doses of an opioid antagonist:

Municipal Complex at 950 Senoia Road

Additional doses of an opioid antagonist are located at the following Town locations:

Police Department Supply Closet at 950 Senoia Road

TOWN OPIOID TRAINING AND POLICY ACKNOWLEDGMENT

I, _____ (printed name of employee/official), hereby acknowledge that I have read the Opioid Antagonist Training and Administration Policy and have completed opioid antagonist administration training.

I also acknowledge that I have been informed that Georgia law provides that any trained individual shall be immune from civil liability or professional discipline for any good faith act or omission to act in the emergency administration of an opioid antagonist to a person believed to be having an opioid related overdose.

Signed: _____

Date: _____