AGENDA
OF THE GOVERNING AUTHORITY OF WALKER COUNTY, GEORGIA
OFFICE OF THE WALKER COUNTY COMMISSIONER
COURTHOUSE ANNEX 1, 101 SOUTH DUKE STREET
LAFAYETTE, GEORGIA 30728

NOVEMBER 9, 2017 6:30 P.M.

Location: Office of the Walker County Commissioner, Courthouse Annex 1
101 South Duke Street
LaFayette, Georgia 30728

The following constitutes the agenda for the public hearing of the Commissioner of Walker County, Georgia to be held November 9, 2017 starting at 6:30 P.M.

PUBLIC HEARING

Walker County Public Hearing on Budget for FY2018

1. **Commissioner Shannon K. Whitfield will Call to Order Public Hearing**
2. **Invocation given by Commissioner Shannon Whitfield**
3. **Pledge to the American Flag and to the Georgia Flag**
4. **Opening of the Walker County Public Hearing on Budget for FY2018**
5. **Adjourn Public Hearing**

AGENDA

REGULAR SCHEDULED MEETING OF THE GOVERNING AUTHORITY OF WALKER COUNTY, GEORGIA

Office of the Walker County Commissioner
Courthouse Annex 1, 101 South Duke Street
LaFayette, Georgia 30728

Date:	Thursday, November 9, 2017
Time:	6:30 PM - Immediately following the Public Hearing on FY2018 Budget
Call to Order:	Commissioner Whitfield will call the meeting to order
Invocation:	Given by Commissioner Shannon Whitfield
Pledge:	United States Flag
Pledge:	Georgia Flag
Minutes:	Approval of the minutes from the Commissioner's Meeting on October 26, 2017.

New Business:

I. District Attorney's Office Equitable Sharing Agreement and Certification (ESAC) form with the United States Department of Justice.

II. Prosecuting Attorneys' Council of Georgia, Federal Fiscal Year 2018 Federal Victims of Crime Act Assistance Grant Program Allocation October 1, 2017 through September 30, 2018, Walker County Georgia

III. Agreement Between the State Of Georgia, Georgia Emergency Management and Homeland Security Agency and Walker County Emergency Services, Grant NO: SH017-047

IV. Lincoln Plan: F9Y0 - WALKER COUNTY GOVERNMENT Defined Benefit Plan Contract: 78164; Transferring the withholding responsibility to Lincoln

Adjournment: The Regular Scheduled Meeting will be adjourned.

Open Discussion: The business on the Agenda being completed, Commissioner Whitfield will open the floor for general discussion.

Walker County Governmental Authority
Office of the Commissioner
101 South Duke Street, P.O. Box 445
LaFayette, GA 30728
706-638-1437
Minutes of the Commissioner's Regular Scheduled Meeting

October 26, 2017

I. Call to order

Commissioner Whitfield called to order the regular meeting of the Walker County Commissioners Office at 6:30 PM on October 26, 2017.

II. Attendees

The following persons were present: Commissioner Shannon K. Whitfield, Chief Financial Officer Greg McConnell, Walker County Clerk Rebecca Wooden, Planning Office Manager Kristy Parker, Director of Public Relations Joe Legge, Director of Codes David Brown, Landfill Manager Paine Gilley and Landfill Office Manager Teresa Jackson, Walker County Board of Education Attorney Ron Womack, Walker County Board of Education Facilities and Operations Director Chris Jones. Other guests signed in at the meeting as well, please see the attached sign in sheet.

III. Invocation and Pledge was given by Commissioner Whitfield.

IV. Commissioner Whitfield approved and signed the minutes from the September 14, 2017 Regular Scheduled Commissioner's Meeting.

V. Commissioner Whitfield Opened a Public Hearing

A. Commissioner Whitfield followed the recommendation of the Walker County Planning and Zoning Commission to deny the following:

Re-zoning: 0 Blue Bird Lane, Rossville, Georgia 30741, Tax parcel # 0-124-007 from R-2 (Residential) to C-1 (Commercial).

VI. The Public Hearing was adjourned.

VII. New Business

A. Commissioner Whitfield signed the Services Contract by Transit Alliance Group, Inc. with Walker Transit.

B. Commissioner Whitfield signed Resolution R-021-17, Commissioner of Walker County to assure compliance with the Constitution of the State of Georgia by assessing and providing for the collection of a direct annual tax sufficient to pay the principal of and interest on general obligation sales tax bonds to be issued by the Walker County School District in the aggregate principal amount of $14,060,000, as authorized at an election held for that purpose on November 3, 2015, pursuant to and in conformity with the constitution and statutes of the state of Georgia, and for other purposes. Walker County Board of Education Attorney Ron Womack and Walker County Board of Education Facilities and Operations Director Chris Jones both were available to answer any questions the public may have.

C. The Proclamation for American Indian Heritage Month was read and signed by Commissioner Whitfield.

D. The Proclamation for American Indian Heritage Month was read and signed by Commissioner Whitfield.

E. The Proclamation Recognizing Retired Educators Day in Georgia was read and signed by Commissioner Whitfield.

F. The Proclamation Recognizing Veterans Day in Walker County was read and signed by Commissioner Whitfield.

G. Commissioner Whitfield reviewed the Walker County Departmental Statistics – September 2017

H. Commissioner Whitfield reviewed the Calendar for the remainder of 2017 Commissioner's Meetings

VIII. Public Comment

{Audio Recording of Commissioner's Meeting comments is on file in Commissioner's Office – 17-10-26}

IX. Commissioner Comments

{Audio Recording of Commissioner's Meeting comments is on file in Commissioner's Office – 17-10-26}

X. Adjournment

Commissioner Whitfield adjourned the meeting at 7:54 PM

Minutes approved by:

Shannon K. Whitfield
Sole Commissioner
Walker County Georgia

Date 11/09/2017

Minutes prepared by: Walker County Clerk, Rebecca Wooden

Elena Floyd

From: Asset Forfeiture Programs - eNotes Messaging Service <CATS.HelpDesk@usdoj.gov>
Sent: Monday, October 02, 2017 7:46 AM
Subject: Equitable Sharing Program -- ESAC due in 2 months.

The Guide to Equitable Sharing for State and Local Law Enforcement Agencies requires agencies participating in the Equitable Sharing Program to annually submit an Equitable Sharing Agreement and Certification (ESAC) form through the eShare Portal within 60 days of the close of their fiscal year. AFMLS will review submitted ESAC forms prior to acceptance. If the ESAC is not accepted within 60 days of the fiscal year end, the agency will be made non-compliant.

To remain compliant and eligible to receive sharing, your ESAC form must be submitted through the eShare Portal, reviewed, and accepted by AFMLS within 60 days of the close of the fiscal year. ESAC forms are reviewed in the order received. Peak times for submission are the last two weeks and first two weeks prior to and following the 60-day submission deadline.

Approval from the Agency and Governing Body Head are required prior to submission and must be retained in your agency records.

For questions regarding account access please contact the eShare Portal Customer Service Center at 202-616-2287 or Forfeiture.Systems@usdoj.gov. For questions regarding the ESAC, please contact the AFMLS state representative listed in your eShare Portal account.

Transaction - All Dates

8/16/2002 through 10/25/2017

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 8/15/2002								**0.00**
8/16/2002	Federal Forfei...		Opening Bala...		[Federal Forfe...		R	537.87
12/10/2003	Federal Forfei...	DEP	Seizure Case ...	Dade County	Condemnatio...			1,192.70
7/12/2010	Federal Forfei...	DEP	Georgia Depa...	Seizure No. ...	Condemnatio...			207.99
8/16/2002 - 10/25/2017								**1,938.56**
BALANCE 10/25/2017								**1,938.56**
					TOTAL INFLOWS			**1,938.56**
					TOTAL OUTFLOWS			**0.00**
					NET TOTAL			**1,938.56**

OMB Number 1123-0011
Expires January 31, 2018

Equitable Sharing Agreement and Certification

NCIC/ORI/Tracking Number: GA146015A
Agency Name: District Attorney - Lookout Mountain Jud Circuit **Type:** Prosecutor's Office
Mailing Address: P.O. Box 1025, 114 E. Patton Street
Lafayette, GA 30728

Finance Contact
Name: Mcconnell, Greg
Phone: 7066381437 **Email:** g.mcconnell@walkerga.us

ESAC Preparer
Name: Floyd, Elena
Phone: 706-638-2121 **Email:** efloyd@pacga.org

FY End Date: 09/30/2017 **Agency FY 2018 Budget:** $2,864,028.79

Annual Certification Report

	Summary of Equitable Sharing Activity	Justice Funds [1]	Treasury Funds [2]
1	Begining Equitable Sharing Fund Balance (Must match Ending Balance from prior FY)	$1,938.56	$0.00
2	Equitable Sharing Funds Received	$0.00	$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force (Complete Table B)	$0.00	$0.00
4	Other Income	$0.00	$0.00
5	Interest Income	$0.00	$0.00
6	Total Equitable Sharing Funds Received (total of lines 1-5)	$1,938.56	$0.00
7	Equitable Sharing Funds Spent (total of lines a - n below)	$0.00	$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and line 6)	$1,938.56	$0.00

[1] Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA
[2] Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

	Summary of Shared Funds Spent	Justice Funds	Treasury Funds
a	Law enforcement operations and investigations	$0.00	$0.00
b	Training and education	$0.00	$0.00
c	Law enforcement, public safety and detention facilities	$0.00	$0.00
d	Law enforcement equipment	$0.00	$0.00
e	Joint law enforcement/public safety operations	$0.00	$0.00
f	Contracting for services	$0.00	$0.00
g	Law enforcement travel and per diem	$0.00	$0.00
h	Law enforcement awards and memorials	$0.00	$0.00
i	Drug, gang and other education or awareness programs	$0.00	$0.00
j	Matching grants (Complete Table C)	$0.00	$0.00
k	Transfers to other participating law enforcement agencies (Complete Table D)	$0.00	$0.00
l	Support of community-based programs (Complete Table E)	$0.00	
m	Non-categorized expenditures (Complete Table F)	$0.00	$0.00
n	Salaries (Complete Table G)	$0.00	$0.00
	Total	$0.00	$0.00

Table B: Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Table C: Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Table D: Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Table E: Support of Community-based Programs

Recipient	Justice Funds	

Table F: Non-categorized expenditures in (a) - (n) Above

Description	Justice Funds	Treasury Funds

Table G: Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section: 1400 New York Avenue, N.W., Washington, DC 20005.

Did your agency purchase any controlled equipment? ☐ **YES** ☐ **NO**

Controlled Equipment List Reporting

Pursuant to Executive Order 13688, "Federal Support for Local Law Enforcement Equipment Acquisition", a list of Controlled Equipment was developed. Should an agency intend to purchase controlled equipment with federal funding, including equitable sharing funds, the agency is required to take additional steps **prior** to purchasing the controlled equipment. The Table below must be used to report controlled equipment purchased by law enforcement agencies who have taken the necessary steps prior to purchasing the controlled equipment. Please note the amount of the expenditure for items reported below should also be reported in category d, "Law Enforcement Equipment" in the "Summary of Shared Funds Spent" section of the ESAC. If the agency purchased multiple pieces of the same controlled equipment (e.g., two airplanes) each piece of controlled equipment must be reported separately in this Table.

Controlled Equipment

Controlled Equipment Type	Justice Funds	Treasury Funds

Affidavit

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the Guide during the reporting period and that the recipient Agency is compliant with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the above-stated law enforcement agency ("Agency"), and (3) the governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submission of this form, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the Department of Justice and Department of the Treasury Equitable Sharing Programs. Receipt of the signed Equitable Sharing Agreement and Certification (this "Document") is a prerequisite to receiving any equitably shared cash, property, or proceeds.

1. Submission. This Document must be submitted within 60 days of the end of the Agency's fiscal year. This Document must be signed and submitted electronically. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. This agreement must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body's head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be from the law enforcement agency and must be from a separate entity.

3. Uses. Any shared asset shall be used for law enforcement purposes in accordance with the statutes and guidelines that govern the Department of Justice and the Department of the Treasury Equitable Sharing Programs as set forth in the current edition of the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies (Guide).*

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must first verify with the Department of Justice that the receiving agency is a compliant Equitable Sharing Program participant. Transfers of tangible property are not permitted.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury. Funds from state and local forfeitures, joint law enforcement operations funds, and other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that funds are maintained by the jurisdiction maintaining appropriated funds and agrees that such accounting will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the current edition of the *Guide*, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of shared resources or supplantation of existing resources with shared assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending shared funds. Failure to comply with any provision of this agreement shall subject the recipient agency to the sanctions stipulated in the current edition of the *Guide*.

6. Audit Report. Audits will be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Super Circular,

Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Department of Justice and the Department of the Treasury reserve the right to conduct periodic random audits or reviews.

7. Freedom of Information Act. Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury.

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ **Yes** ☒ **No**

Agency Head

Name: Franklin, Herbert E.
Title: District Attorney
Email: hfranklin@pacga.org

Signature: _____ Date: 10/27/2017

To the best of my knowledge and belief, the information provided on this form is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her acceptance of and agreement to abide by the policies and procedures set forth in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies*, including ensuring permissibility of expenditures and following all required procurement policies and procedures. Entry of the Agency Head name above also indicates his/her acceptance of and agreement to abide by requirements set forth in this Equitable Sharing Agreement, and any policies or procedures issued by the Department of Justice or the Department of the Treasury related to the Asset Forfeiture or Equitable Sharing programs. The Law Enforcement Head also certifies that no items on the Prohibited list, as detailed in "Recommendations Pursuant to Executive Order 13688", were purchased with equitable sharing funds on or after October 1, 2015.

Governing Body Head

Name: Whitfield, Shannon K.
Title: Sole Commissioner
Email: commissioner@walkerga.us

Signature: _____ Date: 11/04/2017

To the best of my knowledge and belief, the agency's current fiscal year budget reported on this form is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her acceptance of and agreement to abide by the policies and procedures set forth in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies*, this Equitable Sharing Agreement, and any policies or procedures issued by the Department of Justice or the Department of the Treasury related to the Asset Forfeiture or Equitable Sharing Programs.

☐ I certify that I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

DISTRICT ATTORNEY'S OFFICE CIRCUIT BUDGET WORKSHEET - 2017-2018

CODE	CATEGORY	CIRCUIT	DADE	CHATT	CATOOSA	WALKER
51.1900	PERSONNEL	$ 773,937.43	$ 72,750.12	$ 109,899.12	$ 289,452.60	$ 301,835.60
51.1900	PERSONNEL-Catoosa		$ -	$ -	$ 198,257.30	$ -
51.1900	SUPPLEMENTS (w/FICA)	$ 28,683.00	$ 2,696.20	$ 4,072.99	$ 10,727.44	$ 11,186.37
	FICA (7.65%)	$ 59,206.21	$ 5,565.38	$ 8,407.28	$ 22,143.12	$ 23,090.42
	Health Insurance	$ 113,741.40	$ 10,691.69	$ 16,151.28	$ 42,539.28	$ 44,359.15
	Dental Insurance	$ 2,942.64	$ 276.61	$ 417.85	$ 1,100.55	$ 1,147.63
	Life Insurance	$ 1,339.20	$ 125.88	$ 190.17	$ 500.86	$ 522.29
512700.00	Worker's Compensation	$ 7,894.16	$ 742.05	$ 1,120.97	$ 2,952.42	$ 3,078.72
512400.00	Retirement	$ 184,565.32	$ 17,349.14	$ 26,208.28	$ 69,027.43	$ 71,980.47
	LESS GRANT/VAP	$ (176,037.38)	$ (16,547.51)	$ (24,997.31)	$ (65,837.98)	$ (68,654.58)
521300.15	Court Reporters	$ 250.00	$ 23.50	$ 35.50	$ 93.50	$ 97.50
522320.30	Copier	$ 3,000.00	$ 282.00	$ 426.00	$ 1,122.00	$ 1,170.00
522220.20	Office Equipment Repair	$ 250.00	$ 23.50	$ 35.50	$ 93.50	$ 97.50
522220.60	Vehicle - Repairs	$ 2,000.00	$ 188.00	$ 284.00	$ 748.00	$ 780.00
52.2325	Vehicle - Tags	$ -	$ -	$ -	$ -	$ -
523100.15	Vehicle - Insurance	$ -	$ -	$ -	$ -	$ -
531100.15	Computer	$ 2,500.00	$ 235.00	$ 355.00	$ 935.00	$ 975.00
523200.20	Internet	$ 2,500.00	$ 235.00	$ 355.00	$ 935.00	$ 975.00
523200.15	Telephone	$ 16,000.00	$ 1,504.00	$ 2,272.00	$ 5,984.00	$ 6,240.00
523200.10	Cellular Communications	$ 2,000.00	$ 188.00	$ 284.00	$ 748.00	$ 780.00
523200.30	Postage	$ 2,500.00	$ 235.00	$ 355.00	$ 935.00	$ 975.00
523400.00	Printing & Binding	$ 500.00	$ 47.00	$ 71.00	$ 187.00	$ 195.00
523600.15	Travel	$ 7,000.00	$ 658.00	$ 994.00	$ 2,618.00	$ 2,730.00
523600.50	Dues & Subscriptions	$ 4,200.00	$ 394.80	$ 596.40	$ 1,570.80	$ 1,638.00
523600.80	Witness Fees (Experts)	$ 4,000.00	$ 376.00	$ 568.00	$ 1,496.00	$ 1,560.00
523700.00	Education & Training	$ 3,000.00	$ 282.00	$ 426.00	$ 1,122.00	$ 1,170.00
523900.80	Victim/Witness	$ 2,800.00	$ 263.20	$ 397.60	$ 1,047.20	$ 1,092.00
531200.70	Gas/Diesel	$ 8,000.00	$ 752.00	$ 1,136.00	$ 2,992.00	$ 3,120.00
531100.45	Office Supplies	$ 16,000.00	$ 1,504.00	$ 2,272.00	$ 5,984.00	$ 6,240.00
53.1480	Investigative Expense	$ 2,500.00	$ 235.00	$ 355.00	$ 935.00	$ 975.00
531400.40	Law Books	$ 6,000.00	$ 564.00	$ 852.00	$ 2,244.00	$ 2,340.00
523100.20	Building Insurance					$ 360.00
521300.15	Court Reporters		$ 500.00			
523600.80	Witness Fees non-experts		$ 1,300.00			
531200.10	Utilities: Water		$ 60.00			$ 300.00
531200.20	Energy: Natural Gas					$ 1,500.00
531200.30	Energy: Electricity		$ 2,200.00			$ 3,500.00
522220.10	Building Repairs/Maintenance					$ 2,000.00
	Child Fatality				$ 5,000.00	
	TOTALS	$ 1,081,271.98	$ 105,699.57	$ 153,540.62	$ 607,653.03	$ 429,356.07

$ 1,296,249.28

State Budget
FY 2018
(July, 2017 - June, 2018)
Personnel and Travel

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	**EMPLOYEE**	**Monthly salary**	**Yearly Salary**	**FICA (7.65 %)**	**ERS (24.81%)**	**Health (30.45%)**	**Worker's Comp**	**Liability**	**Unemployment**	**TOTAL**
4										
5										
6	Arnt, Christopher *	$9,340.67	$112,088.00	$8,574.73	$27,809.03	$34,130.80	$622.63	$502.63	$37.21	**$183,765.03**
7	Bass, John C.	$6,082.92	$72,995.00	$5,584.12	$18,110.06	$22,226.98	$622.63	$502.63	$37.21	**$120,078.62**
8	Cameron, Marjoria	$4,070.58	$48,847.00	$3,736.80	$12,118.94	$14,873.91	$622.63	$502.63	$37.21	**$80,739.12**
9	Smith, Tammy	$4,070.58	$48,847.00	$3,736.80	$12,118.94	$14,873.91	$622.63	$502.63	$37.21	**$80,739.12**
10	Evans, Elizabeth	$8,268.92	$99,227.00	$7,590.87	$24,618.22	$30,214.62	$622.63	$502.63	$37.21	**$162,813.18**
11	Franklin, Herbert E.	$10,006.00	$120,072.00	$9,185.51	$29,789.86	$36,561.92	$622.63	$502.63	$37.21	**$196,771.77**
12	Gregor, Leonard	$9,040.67	$108,488.00	$8,299.33	$26,915.87	$33,034.60	$622.63	$502.63	$37.21	**$177,900.27**
13	Moeller, Micheal	$9,040.67	$108,488.00	$8,299.33	$26,915.87	$33,034.60	$622.63	$502.63	$37.21	**$177,900.27**
14	Norton, Alan	$5,371.33	$64,456.00	$4,930.88	$15,991.53	$19,626.85	$622.63	$502.63	$37.21	**$106,167.74**
15	Roberts, Bruce	$8,863.42	$106,361.00	$8,136.62	$26,388.16	$32,386.92	$622.63	$502.63	$37.21	**$174,435.18**
16	Peardon, Lynsay	$4,638.17	$55,658.00	$4,257.84	$13,792.05	$16,947.86	$622.63	$502.63	$37.21	**$91,818.22**
17										
18		**$78,793.92**	**$945,527.00**	**$72,332.82**	**$234,568.55**	**$287,912.97**	**$6,848.93**	**$5,528.93**	**$409.31**	**$1,553,128.51**
19										
20										
21	*** includes $300 CADA supplement**									
22										
23										
24	Personnel	$1,553,128.51								
25	Travel Budget FY 2017	$14,651.00								
26										
27	Total PAC Budget	**$1,567,779.51**								
28										
29										
30										
31										

Dept ID	Dept Description	Empl ID	Name	Rehire Dt	Business Title	Sal Plan	Grade	Step	Annual Rt	Position
4182225	Lookout	00314809	Arnt,Chris A.	4/1/1994	Asst District	ADA	C4	14	108488.000	00086659
4182225	Lookout	00274504	Bass,John C.	7/1/1989	Investigator	DAI	DI1	12	72995.000	00086665
4182225	Lookout	00352384	Cameron,Marjo	6/1/1998	Secretary	DS1	DS1	10	48847.000	00086658
4182225	Lookout	00920286	Evans,Elizabeth	3/1/2007	Asst District	ADA	C4	11	99227.000	00086663
4182225	Lookout	00359443	Floyd,Marie E.	11/1/2016	Support	TPW	TPW	0	1508.000	00212923
4182225	Lookout	00223159	Franklin	1/15/1997	District	DA1	DA1	0	120072.000	00086656
4182225	Lookout	00315801	Gregor	2/19/1996	Asst District	ADA	C4	14	108488.000	00086660
4182225	Lookout	00299233	Moeller,Michael	8/17/1992	Asst District	ADA	C4	14	108488.000	00086662
4182225	Lookout	00869010	Norton,Alan	11/1/2008	Asst District	ADA	C4	2	64456.000	00086661
4182225	Lookout	01047973	Peardon,Lynsay	3/1/2016	Juvenile Court	ADA	C3	2	55658.000	00209731
4182225	Lookout	00740155	Roberts,Bruce	6/3/2013	Asst District	ADA	C4	13	106361.000	00161765
4182225	Lookout	01022034	Smith,Tamera F	6/1/2014	Secretary	DS1	DS1	10	48847.000	00086657

Elena Floyd

From: Brittany Gray
Sent: Thursday, October 26, 2017 2:11 PM
To: Elena Floyd
Subject: RE: FY18 "Preliminary" Fringe Benefit Rates

Hi Elena,

You are correct the New plan is 24.81% and for the Old plan we include the 3% contribution that we automatically enroll employees into the GSEPS so the rate is 24.78%.

Thanks!

Brittany (Foxworth) Gray
Fiscal Operations Manager
Phone: (770) 282-6277

From: PACGA Fiscal Shared Mailbox
Sent: Wednesday, October 25, 2017 3:08 PM
To: Brittany Gray <bgray@pacga.org>
Subject: FW: FY18 "Preliminary" Fringe Benefit Rates

Hi Brittany,

Please help with this..

Thanks,
Trang

From: Elena Floyd
Sent: Wednesday, October 25, 2017 3:04 PM
To: PACGA Fiscal Shared Mailbox <fiscal@pacga.org>
Subject: RE: FY18 "Preliminary" Fringe Benefit Rates

The retirement is wrong. The New Plan is 24.81% and the GSEPS plan is 21.78%. I am doing my budget for a federal report and use this for the documentation. I just wanted to make sure everything else was right. Thanks.

Elena Floyd
Office Manager
District Attorney's Office, LMJC
Phone 706-638-2214
Fax 706-638-4821
efloyd@pacga.org

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From: PACGA Fiscal Shared Mailbox
Sent: Wednesday, October 25, 2017 3:01 PM
To: Elena Floyd <efloyd@pacga.org>
Subject: RE: FY18 "Preliminary" Fringe Benefit Rates

Hi Ms. Elena,

Yes, it is.

Thanks,
Trang

From: Elena Floyd
Sent: Wednesday, October 25, 2017 2:45 PM
To: PACGA Fiscal Shared Mailbox <fiscal@pacga.org>
Subject: FW: FY18 "Preliminary" Fringe Benefit Rates

Is this the correct sheet for the Fringe Benefits for FY 2018?

Elena Floyd
Office Manager
District Attorney's Office, LMJC
Phone 706-638-2214
Fax 706-638-4821
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From: Brittany Foxworth
Sent: Wednesday, February 22, 2017 10:54 AM
To: Pat Irvin <pirvin@pacga.org>; Debbie Goodman <dgoodman@pacga.org>; Cynthia Anderson <canderson@pacga.org>; Sarah Surratt <ssurratt@pacga.org>; Christine MacDonald <cmacdonald@pacga.org>; Brian Stanford <bstanford@pacga.org>; connie.jackson@libertycountyga.com; gnegles@augustaga.gov; April Howard <ahoward@pacga.org>; Connie Bohannon <cbohannon@pacga.org>; Tameka.bentley@claytoncountyga.gov; annette.martin@cobbcounty.org; aparker@whitfieldcountyga.com; Rosemary Bridges <rbridges@pacga.org>; Vicki Yeager <vyeager@pacga.org>; rmcvey@dougherty.ga.us; bourassas@dlcga.com; Cathy Smith <csmith@pacga.org>; daadmin@fayettecountyga.gov; Elena Floyd <efloyd@pacga.org>; blasseter@co.bibb.ga.us; Tripp Fitzner <tfitzner@pacga.org>; Pat Irvin <pirvin@pacga.org>; Nancy Bryan <nbryan@pacga.org>; Debbie Goodman <dgoodman@pacga.org>; Beverly Bowen <bbowen@pacga.org>; Judy Jones <jsjones@pacga.org>; Debbie Erwin <derwin@pacga.org>; Candice Hancock <chancock@pacga.org>; Patricia Truitt <ptruitt@pacga.org>; Dody Bennett <dbennett@pacga.org>; mjohnsonmj@hotmail.com; Dianne Miner <dminer@pacga.org>; tabitha.pollard@paulding.gov; Plez Hardin <phardin@pacga.org>; Kim.stonecipher@paulding.gov; Julie Feeney <jfeeney@pacga.org>; Karen Adams <kadams@pacga.org>
Cc: Kathy Kemp <kkemp@pacga.org>; Carla Rieffel <crieffel@pacga.org>
Subject: FY18 "Preliminary" Fringe Benefit Rates

Good morning all,

Attached is a copy of the preliminary fringe benefit rates for Fiscal Year 2018. The rates will not be final until the end of legislative session. Please let me know if you have any questions.

Thank you!

Brittany Foxworth, CFE
Fiscal Operations Manager
Prosecuting Attorneys' Council of GA
1590 Adamson Parkway, 4th Floor
Morrow, GA 30260
Phone: (770) 282-6277
Fax: (770) 282-6345

Elena Floyd

From: PACGA Fiscal Shared Mailbox
Sent: Wednesday, October 25, 2017 3:07 PM
To: Elena Floyd
Subject: RE: FY18 "Preliminary" Fringe Benefit Rates

Hi Ms. Elena,

Let me forward your email to Brittany. She handles this in our office.

Thanks,
Trang

From: Elena Floyd
Sent: Wednesday, October 25, 2017 3:04 PM
To: PACGA Fiscal Shared Mailbox <fiscal@pacga.org>
Subject: RE: FY18 "Preliminary" Fringe Benefit Rates

The retirement is wrong. The New Plan is 24.81% and the GSEPS plan is 21.78%. I am doing my budget for a federal report and use this for the documentation. I just wanted to make sure everything else was right. Thanks.

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From: PACGA Fiscal Shared Mailbox
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From: Elena Floyd
Sent: Wednesday, October 25, 2017 2:45 PM
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Subject: FW: FY18 "Preliminary" Fringe Benefit Rates

Is this the correct sheet for the Fringe Benefits for FY 2018?

Elena Floyd
Office Manager
District Attorney's Office, LMJC
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Cc: Kathy Kemp <kkemp@pacga.org>; Carla Rieffel <crieffel@pacga.org>
Subject: FY18 "Preliminary" Fringe Benefit Rates

Good morning all,

Attached is a copy of the preliminary fringe benefit rates for Fiscal Year 2018. The rates will not be final until the end of legislative session. Please let me know if you have any questions.

Thank you!

Brittany Foxworth, CFE
Fiscal Operations Manager
Prosecuting Attorneys' Council of GA
1590 Adamson Parkway, 4th Floor
Morrow, GA 30260
Phone: (770) 282-6277
Fax: (770) 282-6345

FY 2018 Fringe Benefits

	Old Plan	New Plan	GSEPS*
	Hire Before July 1982	Hired July 1982 to December 2008	Hired January 2009 to Present
Employer-Paid Fringe Component			
FICA	7.65%	7.65%	7.65%
Health	30.45%	30.45%	30.45%
Retirement	19.94%	24.69%	21.66%
Projected 2017 Fringe Benefit Rate	58.04%	62.79%	59.76%

* Note: GSEP plan members are eligible to participate in an 401-K component with a mandatory 1% employer match the first year, rising to a maximum of 3% employer match in subsequent years. Therefore, the total retirement rate (and total fringe benefit rate) for GSEP plan members could be 3% higher than percentages listed in the chart above - depending on whether emplyee elects to participate in the 401-K program.

Risk Premuims (Fixed Amount, per Head)

Workers' Comp	$622.63
Liability	$502.63
Unemployment	$37.21
	$1,162.47

Other Costs

Merit Assessment	.205% of base salary
SPCR Admin Fee	1% of total invoice

ERS
Employer Plan Contribution Rate by Contribution Group

Cont Group Code	Contribution Group Description	*FY 2018 ERCON %	FY 2019 ERCON %	PICK UP %
NAR	**NEW PLAN**	24.81	24.66	0
NCA	New Plan Appeal Court Judges	44.80	40.66	5.0 - $7
NCA1	New Plan Appeal Court Judges-No GTLI	44.80	40.66	4.75 - $7
NCJ	New Plan Supreme Court Justices	44.80	40.66	5.0 - $7
NCJ1	New Plan Supreme Court Justices-No GTLI	44.80	40.66	4.75 - $7
NCO	New Plan Department of Corrections Probation Officers	24.87	24.72	0
NDR	New Plan Natural Resources Deputy Conservation Rangers	24.87	24.72	0
NNR	New Plan Natural Resources Conservation Rangers	30.61	30.46	0
NOA	New Plan Georgia Bureau of Investigation Officers/Agents	30.61	30.46	0
NPCT	New Plan Solicitors Office Staff	24.81	24.66	0
NPP	New Plan State Board of Pardons and Paroles Parole Officers	24.87	24.72	0
NPS	New Plan Public Safety	30.61	30.46	0
NRA	New Plan Revenue Agents	30.61	30.46	0
NRI	New Plan Revenue Department Special Investigators	30.55	30.40	0
NSCT	New Plan State Courts	24.81	24.66	0
NTO	New Plan Tax Officials	24.81	24.66	0
GAR	**Georgia State Employees Pension & Savings Plan (GSEPS)**	21.78	21.66	0
GCO	GSEPS Department of Correction Probation Officers	21.82	21.70	0
GDR	GSEPS Natural Resources Deputy Conservation Rangers	21.82	21.70	0
GNR	GSEPS Natural Resources Conservation Rangers	23.96	23.84	0
GOA	GSEPS Georgia Bureau of Investigation Officers/Agents	23.96	23.84	0
GPCT	GSEPS Solicitors Office Staff	21.78	21.66	0
GPP	GSEPS State Board of Pardons and Paroles Parole Officers	21.82	21.70	0
GPS	GSEPS Public Safety	23.96	23.84	0
GRA	GSEPS Revenue Agents	23.96	23.84	0
GRI	GSEPS Revenue Department Special Investigators	23.92	23.80	0
GSCT	GSEPS State Courts	21.78	21.66	0
GTO	GSEPS Tax Officials	21.78	21.66	0
OAR	**OLD PLAN**	20.06	19.91	5.0 - $7
OCO	Old Plan Department of Corrections Probation Officers	20.06	19.91	5.0 - $7
ODR	Old Plan Natural Resources Deputy Conservation Rangers	20.06	19.91	5.0 - $7
ONR	Old Plan Natural Resources Conservation Rangers	20.06	19.91	5.0 - $7
OOA	Old Plan Georgia Bureau of Investigation Officers/Agents	20.06	19.91	5.0 - $7
OPCT	Old Plan Solicitors Office Staff	20.06	19.91	0
OPP	Old Plan State Board of Pardons and Paroles Parole Officers	20.06	19.91	5.0 - $7
OPS	Old Plan Public Safety	20.06	19.91	5.0 - $7
ORA	Old Plan Revenue Agents	20.06	19.91	5.0 - $7
ORI	Old Plan Revenue Department Special Investigators	20.06	19.91	5.0 - $7
OSCT	Old Plan State Courts	20.06	19.91	0
OTO	Old Plan Tax Officials	20.06	19.91	0

- Employee contributions – No change
- FY 18/FY19 - GTLI Active Employer Contributions - 0%
- FY 18/FY19 - GTLI OPEB Employer Contributions – 0%

*The FY 18 ERS employer rates include the actuarially determined employer contributions (ADEC) rate, plus a 0.12% adjustment for the HB 44 one-time benefit adjustment of 3% to retired state employees (see above in table).

GDCP, JRS, LRS, PSERS
Employer Plan Contribution Rate by Contribution Group

Contribution Group Code	Contribution Group Description	FY 2018 ERCON %	FY 2019 ERCON %	PICK UP %
GTDC	**Georgia Defined Contribution Plan**	0	0	0
	Judicial Retirement System			
NDA1	District Attorney's	7.17	7.83	5.0 - $7
NDA2	District Attorney's	7.17	7.83	5.0 - $7
NLC1	Legislative Council	7.17	7.83	0
NLC2	Legislative Council	7.17	7.83	0
NPA1	Prosecuting Attorney	7.17	7.83	0
NPA2	Prosecuting Attorney	7.17	7.83	0
NSC1	Superior Court Judges	7.17	7.83	5.0 - $7
NSC2	Superior Court Judges	7.17	7.83	5.0 - $7
NCS1	State Court Judge	7.17	7.83	0
NCS2	State Court Judge	7.17	7.83	0
NJC1	Juvenile Court Judge	7.17	7.83	0
NJC2	Juvenile Court Judge	7.17	7.83	0
NPC1	Solicitor General	7.17	7.83	0
NPC2	Solicitor General	7.17	7.83	0
SDA1	District Attorney's	7.17	7.83	5.0 - $7
SDA2	District Attorney's	7.17	7.83	5.0 - $7
SLC1	Legislative Council	7.17	7.83	0
SLC2	Legislative Council	7.17	7.83	0
SPA1	Prosecuting Attorney	7.17	7.83	0
SPA2	Prosecuting Attorney	7.17	7.83	0
SSC1	Superior Court Judges	7.17	7.83	5.0 - $7
SSC2	Superior Court Judges	7.17	7.83	5.0 - $7
SCS1	State Court Judge	7.17	7.83	0
SCS2	State Court Judge	7.17	7.83	0
SJC1	Juvenile Court Judge	7.17	7.83	0
SJC2	Juvenile Court Judge	7.17	7.83	0
SPC1	Solicitor General	7.17	7.83	0
SPC2	Solicitor General	7.17	7.83	0
LXS	**Legislative Retirement System**	0	0	5.0 - $7
LXG	Legislative Retirement-No GTLI	0	0	4.75 - $7
PSRS	**Public Schools Retirement System**	0	0	0

- Employee contributions – No change
- FY 18 GTLI Active Employer Contributions - 0%
- FY 18 GTLI OPEB Employer Contributions - 0%
- FY 19 GTLI Active Employer Contributions - 0%
- FY 19 GTLI OPEB Employer Contributions - 0%

PAC Prosecuting Attorneys' Council of Georgia

Seeking Justice with Honor

CHARLES A. SPAHOS
Executive Director

BERT POSTON
Chair
District Attorney
Conasauga Judicial Circuit

TASHA MOSLEY
Vice Chair
Solicitor-General
Clayton County

GEORGE HARTWIG
Secretary
District Attorney
Houston Judicial Circuit

HAYWARD ALTMAN
District Attorney
Middle Judicial Circuit

PAUL BOWDEN
District Attorney
Tifton Judicial Circuit

GREGORY W. EDWARDS
District Attorney
Dougherty Judicial Circuit

JOHN A. PIPKIN, III
Solicitor-General
Henry County

TIMOTHY G. VAUGHN
District Attorney
Oconee Judicial Circuit

STEPHANIE WOODARD
Solicitor-General
Hall County

October 30, 2017
Re: Federal Fiscal Year 2018 VOCA Allocation - October 1, 2017 through September 30, 2018

Dear **Mr. Franklin**:

On behalf of Executive Director Chuck Spahos, it is my pleasure to inform you that the Criminal Justice Coordinating Council (CJCC) has voted to approve the 2017 VOCA Continuation and New Applications (Federal Fiscal Year 2018) as submitted by the Prosecuting Attorneys' Council of Georgia (PAC). Therefore, your office has been selected to receive a portion of those funds. Below are the specifics with regard to your allocation of the statewide grant distribution

County: **Walker**
Implementing Prosecuting Attorney: **District Attorney Herbert Franklin**
Grant Period: **October 1, 2017 through September 30, 2018**

Allocation 1:
Continuation Federal Funds: **$170,756**
Continuation Match Funds: **$42,689**
Sub-Grant Number: **C16-8-207**

Allocation 2:
New "Comp Advocate" Federal Funds: **$53,787**
New "Comp Advocate" **Match Waived** Funds: **$13,447**
Number of "Comp Advocate" positions requested: **1**
Sub-Grant Number: **C15-8-374**

The activation documents (see included checklist for guidelines on submitting documents) must be returned to PAC no later than November 30, 2017. If you have any questions, please contact Kathy Kemp (kkemp@pacga.org) or at (770) 282-6364.

Sincerely,

Carla Rieffel

Carla M. Rieffel
Victims' Services Coordinator & Grants Administrator
Prosecuting Attorneys' Council

1590 Adamson Parkway, Fourth Floor • Morrow, Georgia 30260-1755 • phone: (770) 282-6300 • fax: (770) 282-6368 • www.pacga.org

STATE OF GEORGIA
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
Agreement for Funding of Prosecution Based VOCA Program

County: Walker

Implementing Prosecuting Attorney: Lookout Mountain Judicial Circuit

Allocation 1: (CJCC Grant No: C16-8-207)

A. Federal Funds:	$ 170,756
B. Matching Funds:	$ 42,689
C. Total Funds:	$ 213,445

Allocation 2 (CJCC Grant No: C15-8-374)

D. Comp Advocate Federal Funds:	$ 53,787

Initial Grant Period: October 1, 2017 to September 30, 2018

THIS MEMORANDUM OF AGREEMENT (hereinafter referred to as the "Agreement") is made by and between the Prosecuting Attorneys' Council of the State of Georgia (hereinafter referred to as "PACGA"), an agency of the Judicial Branch of the State of Georgia, legally empowered to contract pursuant to O.C.G.A. §§ 15-18-40, et. seq., the Walker County Board of Commissioners (hereinafter referred to as the "County"), a political subdivision of this State and the (District Attorney) (Solicitor-General) for the Lookout Mountain (Judicial Circuit) (County) (hereinafter referred to as the "Prosecuting Attorney").

1. Between PACGA and the County, this Agreement shall constitute an intergovernmental agreement within the meaning of subsection (a) of Paragraph I of Section III of Article IX of the Georgia Constitution which authorizes intergovernmental agreements and contracts "for any period not exceeding 50 years with each other . . . for the provision of services" provided that such agreements and contracts "must deal with activities, [or] services which the contracting parties are authorized by law to undertake or provide."

2. Period of Agreement: This agreement shall be effective on October 1, 2017 and shall continue in effect for a period of one (1) year, unless terminated earlier under other provisions of this Agreement.

3. Purpose of this Memorandum of Agreement.

(a) The parties acknowledge and agree that PACGA has received a subgrant from the Georgia Criminal Justice Coordinating Council (CJCC) under the Federal Victims of Crime Act Assistance Grant Program (hereinafter referred to as "VOCA"). The VOCA Grant Program supports direct services to crime victims, i.e. persons who have suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The Office for Victims of Crime (OVC) of the Bureau of Justice Assistance (BJA), U.S. Department of Justice (USDOJ) awards annual formula grants, which in turn are subgranted to local organizations for states to ensure crime victims' rights are upheld and play a meaningful role in the criminal justice process. In Georgia, that organization is CJCC, an agency of the Executive Branch of state government. O.C.G.A. § 35-6A-1, et. seq.

(b) Effective October 1, 2013, PACGA has been awarded a VOCA subgrant by CJCC to serve as the centralized subgrant recipient on behalf of all prosecuting attorneys in the state. PACGA, in turn, is required to enter into an MOA with participating Counties and the Prosecuting Attorneys for those counties or judicial circuits.

(c) The CFDA number for this grant program is 16.575.

(d) Participating Counties and Prosecuting Attorneys are required to fulfill all programmatic and financial reporting requirements by submission through PACGA. PACGA has responsibility for consolidating individual reporting into a single report and submitting to CJCC. Unless specifically referenced in the Agreement or this document, all terms, conditions and policies of CJCC related to performance and reporting remain in full force and effect.

4. PACGA, County and Prosecuting Attorney Contact Information:

(a) Exhibit "A" contains the name of the point of contact, mailing address, e-mail address(es) and telephone number(s) for all correspondence, reports and other matters relative to this Agreement for PACGA, the County and the Prosecuting Attorney.

(b) Change of contact information:

The parties agree if there is a change in the point of contact, the mailing address(es), telephone number(s), and e-mail address(es), PACGA will be notified in writing. The County and Prosecuting Attorney will notify PACGA by submitting a Subgrant Adjustment Request (SAR).

5. Scope of Project:

(a) The purpose of this Agreement shall be to facilitate efficient allocation of VOCA funding for victims' services by the Prosecuting Attorney within the County.

(b) The Prosecuting Attorney will make mandated victims' services available throughout the Prosecuting Attorney's territorial jurisdiction. At a minimum, the Prosecuting Attorney and the County agree that the Prosecuting Attorney will provide those services specified in PACGA Policy 11.2 (see Exhibit "B")

(c) The Prosecuting Attorney will expand provision of services into areas where victims are un-served and/or underserved by utilizing PACGA resources to:

(1) Facilitate statewide data collection regarding the type and number of services provided by VOCA advocates;

(2) Identify areas where victims are un-served and/or underserved and redirect VOCA funds accordingly.

(d) Early Notification Services: For offices that accepted funding in addition to continuation funding for the Federal Fiscal Year 2015-2016, the Prosecuting Attorney agrees to work to develop protocols with law enforcement or courts conducting first appearance hearings within the jurisdiction that will help to identify victims and provide services to victims at or before the defendant's first appearance hearing.

(e) Post-Adjudication Services: For offices that accept funding in addition to continuation funding for the Federal Fiscal Year 2016-2017 to provide post-adjudication services, the Prosecuting Attorney agrees to provide services to victims during the post-adjudication phase of the criminal justice process and capture VSSR data related to this service provision.

(f) Victims Comp Services: For offices that accept funding in addition to continuation funding for the Federal Fiscal Year 2017-2018 to provide a victims compensation advocate, the Prosecuting Attorney agrees to hire an additional advocate and designate an advocate as the Victims Compensation point-of-contact for the Circuit.

(g) PACGA shall, upon the terms and conditions contained herein, allocate to County, and the County hereby accepts, an amount not to exceed the amount designated in the allocation letter to be used solely for the purposes of providing victims services as defined by the approved budget (see 9a).

6. Budget Limitation: The approved budget total (see 9a) may not be exceeded without the written approval of PACGA. The County is responsible for any expenditure that exceeds the approved budget. Any such expenditure may be credited toward meeting the matching fund requirements of the Grant (see 7a) provided those expenditures are included in the approved budget.

7. Matching Funds Requirement:

(a) The VOCA Federal Grant Program that is the source of the funds used to support this Agreement requires grant recipients to provide matching funds as set forth below. The County agrees to provide such matching funds and to account for the expenditure of

such matching funds to PACGA.

(b) The matching funds requirement for this MOA is 20% of the total approved continuation funding budget.

(c) There is no match requirement on new funds provided to hire one or more victims' compensation advocates.

(d) The Prosecuting Attorney's office may choose to meet a portion or all of the required match in the form of volunteer hours valued at $12 per hour.

8. Use of Volunteers:

(a) The Prosecuting Attorney's office must utilize volunteers unless a written waiver request is approved by both CJCC and the Federal Government.

9. Programmatic Reporting Requirements:

During the course of a grant period, the County and the Prosecuting Attorney are required to submit periodic programmatic and financial reports to PACGA. These reports include, but are not limited to:

(a) Quarterly and Bi-annual Activity Reports - Victim Services Statistical Reports (VSSR); and

The Victim Services Statistical Report (VSSR) programmatic reporting deadlines are as follows:

Quarter 1	October 1 – December 31	Due: **January 15, 2018**
Quarter 2	January 1 – March 31	Due: **April 15, 2018**
Quarter 3	April 1 – June 30	Due: **July 15, 2018**
Quarter 4	July 1 – September 30	Due: **October 15, 2018**

(b) Outcome Performance Measurement Surveys (Bi-annual).

(1) The Outcome Performance Measurement Survey (OPM) programmatic reporting deadlines are as follows:

Period 1	November 1 – April 30	Due: **May 30, 2018**
Period 2	May 1 – October 31	Due: **November 30, 2018**

(2) NOTE: OPM Survey reports are to be submitted directly to CJCC following the instructions as provided at the following website: http://cjcc.georgia.gov/outcome-performance-tools-1.

10. Financial Reporting Requirements:

(a) The County will submit budget worksheet(s) to PACGA no later than November 1, 2017. Separate budget worksheets are required for Continuation funding and New (victims compensation advocate) funding. A personnel action form and job description for each position funded by the subgrant must be submitted with the budget.

(b) The County will submit to PACGA a Subgrant Expenditure Report (SER) form within 15 days of the end of each quarter requesting reimbursement for expenses incurred during the grant period. Separate SER forms are required for Continuation funding and New (victims compensation advocate) funding. Deadlines are as follows:

Quarter 1	October 1 – December 31, 2017	Due: **January 15, 2018**
Quarter 2	January 1 – March 31, 2018	Due: **April 15, 2018**
Quarter 3	April 1 – June 30, 2018	Due: **July 15, 2018**
Quarter 4	July 1 – September 30, 2018	Due: **October 15, 2018**

(c) Counties and Prosecuting Attorneys must document volunteer in-kind match hours and submit the documentation with their request for reimbursement as well as the time record reporting form. A volunteer contract for each volunteer must be submitted.

(d) Counties must submit a Subgrant Adjustment Request (SAR) to notify PACGA of the need to change any of the following:

(1) The point of contact information;
(2) Request to modify budget within currently approved categories;
(3) Request for a no-cost extension;
(4) Personnel changes (changes in salary/benefits, new hires/terminations, changes in percentage of time spent by such personnel on the grant, etc.).

(e) All program staff, both paid and volunteers, must keep time sheets documenting total time worked, time worked on grant activities, and the percentage of total time spent on grant activities. Time worked on grant activities must be further broken down into CJCC approved categories.

11. Payment Schedule: PACGA shall pay the County on a reimbursement basis. These funds will be reimbursed by PACGA upon receipt of proper documentation from the County, subject to approval by CJCC. Proper documentation includes copies of all invoices, sales receipts and/or cancelled checks for the items approved. Payment shall be issued to the county in the form of check or Automatic Clearing House (ACH) payment.

12. Accountability: The County agrees to expend said funds granted herein solely in conformance

to this Agreement and the Special Conditions set forth by CJCC and in PACGA Policy 11.2 and to account for said funds in accordance with generally accepted accounting principles. An initialed copy of the Special Conditions must be returned to PACGA.

13. Audit: County will allow, obtain and cooperate with any audit or investigation of grant administration requested or undertaken by PACGA, CJCC or the State Auditor. Upon request, the County agrees to provide PACGA with any information, documents and/or photographs PACGA deems necessary to monitor performance of this Agreement. The County further agrees these funds shall be included in the audit or financial statement of the County until all expenditures have been accounted for. A copy of the audit or financial statement will be returned with the contract. Federal grant dollars will be reported separate from other funds.

14. Records Retention: The County agrees to maintain proper and accurate books, records and accounts reflecting its administration of Agreement funds and compliance with all applicable laws and the Retention Schedules adopted by the State of Georgia pursuant to O.C.G.A. § 50-18-90 et seq. Such documentation shall be retained for at least five years from the completion of said project and shall be made available to PACGA upon request. Personnel records for grant funded positions must be retained as provided by the state retention schedule for Personnel records.

15. Liability to Others: The County shall hold PACGA, their officials and employees harmless from any and all claims including, without limitations, damage claims for injury to persons and/or property arising from the Grant.

16. Conflicts of Interest: The undersigned certify they will in all respects comply with state laws pertaining to conflicts of interest and to all laws related to PACGA officials and employees conducting business with PACGA.

17. Termination:

    (a) Suspension or termination of this Agreement may occur if the County materially fails to comply with the terms of this Agreement. The Agreement may also be terminated:

        (1) Due to non-availability of funds. Notwithstanding any other provision of this Agreement, in the event that either of the sources of payment for services under this contract (appropriations from the governing authority of contracting County, appropriations from the General Assembly of the State of Georgia, a Federal agency or the Congress of the United States of America) no longer exist or in the event the sum of all obligations of PACGA incurred under this and all other contracts entered into for this VOCA Grant Program exceeds the balance of such contract sources, then this Agreement shall immediately terminate without further obligation of PACGA as of that moment. Certification by the Executive Director of PACGA of the occurrence of either of the events stated above shall be conclusive.

        (2) Due to default or for cause. This agreement may be terminated for cause, in whole or in part, at any time by PACGA for failure of the County to perform

any of the provisions hereof. Should PACGA exercise its right to terminate this agreement under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The County will be required to submit the final agreement not later than 45 days after the effective date of written notice of termination. Upon termination of this agreement, the County shall not incur any new obligations after the effective date of the termination and shall cancel as many outstanding obligations as possible. The above remedies are in addition to any other remedies provided by law or the terms of this agreement.

(3) For Convenience. This Agreement may be canceled or terminated by either of the parties without cause. This Agreement may be terminated by the County for any reason upon 60 days prior written notice to PACGA. This Agreement may be terminated by PACGA for any reason upon 30 days prior written notice to the County and the Prosecuting Attorney.

(b) Notwithstanding any other provision of this section, this Agreement may be immediately terminated without any opportunity to cure if any of the following events occurs:

(1) County violates or fails to comply with any applicable provision of federal or state law or regulation.

(2) County knowingly provides fraudulent, misleading or misrepresentative information to PACGA.

(3) County has exhibited an inability to meet its financial or services obligations under this agreement.

(4) An assignment is made by the County for the benefit of creditors.

(5) A proceeding for the appointment of a receiver, custodian, trustee, or similar agent is initiated with respect to the County.

(c) Any funds allocated to the County under this Agreement, which remain unobligated or unspent upon such termination, shall automatically revert to PACGA.

18. Victims of Crime Act - Funding Conditions:

(a) County and the Prosecuting Attorney agree to comply with PACGA Policy 11.2 - Victims of Crimes Act - Funding Conditions.

(b) County and the Prosecuting Attorney shall be subject to all applicable rules, regulations and conditions of the Victims of Crime Act.

(c) The County and Prosecuting Attorney agree to comply with all Special Conditions set

forth by CJCC and PACGA.

(d) The County and Prosecuting Attorney agree to comply with the most recent edition of the DOJ Financial Guide available at: http://ojp.gov/financialguide/DOJ/index.htm

(e) The County and Prosecuting Attorney hereby assure and certify that it:

(1) Complies with and will continue to comply with all Federal statutes, regulations, policies, guidelines and requirements, including 2 C.F.R., Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; 2 C.F.R. Part 180 – Government-wide Debarment and Suspension (Non-procurement); 28 C.F.R. Part 83 – Government-wide Requirements for a Drug-Free Workplace (Grants); 28 C.F.R. Part 69 – Restrictions on lobbying that govern the application, acceptance and use of Federal funds for this federally assisted project;

(2) Will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable;

(3) Will comply with all applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and the Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

19. Entire Agreement: This Agreement constitutes the entire agreement among and between parties. There are no representations, oral or otherwise, other than those expressly set forth herein. No amendment or modification of this Agreement shall be binding unless all parties have agreed to said modification in writing.

20. Penalties for Violations: Violation of any of the terms and conditions of this grant can result in penalties including but not limited to: withholding of disbursements or future awards, suspension/termination of awards, suspension/debarment, repayment of reimbursed federal funds, civil lawsuit, or criminal prosecution.

21. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above,

PROSECUTING ATTORNEY EXECUTION:

Signature | Date signed by Prosecuting Attorney 11/2/2017

Herbert E. Franklin
Printed Name

The Honorable
District Attorney, Lookout Mtn. Judicial Circuit
Solicitor-General, _____County

COUNTY EXECUTION:

Signature | Date signed by County 11-09-2017

Shannon K. Whitfield
Printed Name

Sole Commissioner
Title
Designee for Walker County

PACGA EXECUTION:

Signature | Date signed by Council

Charles A. Spahos
Executive Director
Prosecuting Attorneys' Council of Georgia
1590 Adamson Parkway, Fourth Floor
Morrow, Georgia 30260-1755

EXHIBIT A

PACGA, County and Prosecuting Attorney Contact Information

1. The PACGA mailing address, e-mail address and telephone number for correspondence, reports and other matters relative to this contract, except as otherwise indicated, are:

   Prosecuting Attorneys' Council of Georgia
   Attn: Kathy Kemp
   1590 Adamson Parkway, Fourth Floor
   Morrow, Georgia 30260-1755
   (770) 282-6300
   Email: kkemp@pacga.org

2. The County's mailing address, email address and telephone number for correspondence, reports, and other matters relative to this contract are:

   Walker County Commissioner's Office

   Attention: Greg McConnell, Chief Financial Officer

   Post Office Box 445

   LaFayette, Georgia 30728

   Telephone No.: (706) 638-1437

   Email: gmcconnell@walkerga.us

3. The PROSECUTING ATTORNEY'S mailing address, email address and telephone number for correspondence, reports, and other matters relative to this contract are:

   Lookout Mountain Judicial Circuit DA's Office

   Attention: Herbert E. Franklin, Elena Floyd, Amy Reed

   Post Office Box 1025

   LaFayette, GA 30728

   Telephone No.: (706) 638-2121

   Email: hfranklin@pacga.org, efloyd@pacga.org, areed@pacga.org

EXHIBIT B
PACGA Policy 11.2

Prosecuting Attorneys' Council of Georgia		
Policies & Procedures		Approved October 2, 2013; amended April 15, 2015, amended August 24, 2016, amended July 15, 2017.
11.2	**Victim Services**	**Victims of Crimes Act - Funding Conditions**

1. Purpose.

This policy establishes policies, procedures and conditions that apply to all prosecution-based victim services programs that receive funding through the Council as specified in Section 3.

2. Authority.

(a) Victim of Crimes Act (VOCA), 42 U.S.C. Chapter 112.

(b) O.C.G.A. §§ 15-18-14.2; 15-18-40(c); 15-18-73(b).

3. Scope.

(a) This policy applies to all district attorneys and solicitors-general that receive federal funding under the Victim of Crimes Act (VOCA), 42 U.S.C. Chapter 112, as amended, (hereinafter referred to as "funded offices") that are administered by the Council pursuant to one or more grants from the Criminal Justice Coordinating Council.

(b) The provisions of this policy constitute binding special conditions that must be adhered to as a condition of the receipt of grant funds and are in addition to any other special conditions that may apply to the federal grant program.

4. Definitions.

(a) "CJCC" means the Criminal Justice Coordinating Council.
(b) "Funded office" means a district attorney's office or a solicitor-general's office that is receiving VOCA funds through the Council.
(c) "OJP" means the Office of Justice Programs of the United States Department of Justice.
(d) "VOCA" means the Victims of Crime Act, 42 U.S.C. Chapter 112.

(e) "VWAP" means a prosecution-based victim-witness assistance program operated by a funded office.

5. **Role of the Council.**

(a) The Council is the fiscal officer for the prosecuting attorneys and the recipient of federal funds under VOCA. The Council is responsible to the CJCC, and through them to the federal grantor agency, for providing administrative oversight and insuring that all prosecuting attorneys' offices receiving VOCA funds comply with all state and federal statutes, rules, and regulations applicable to such grant, as well as any special conditions that apply to the grant.

(b) The Executive Director is responsible to the Council for the proper administration of the grant and timely making any reports required by the grant. The Executive Director may designate one or more employees to perform any function necessary to administer the grant or which necessarily appertain thereto.

6. **Responsibilities of District Attorneys or Solicitors-General.**

(a) The district attorney or solicitor-general of a funded office is responsible for the proper administration of the funds received by their office and compliance with this policy.

(b) The district attorney or solicitor-general of a funded office may designate, in writing, an employee to be responsible for the administration of the grant funds and making any reports required by this policy or the grant. A copy of such designation shall be submitted to the Executive Director or his or her designee.

(c) Each funded office agrees to adhere to the Program Guidelines for the Victims of Crime Act Victim Assistance Grant Program set forth in 28 CFR 94.101 et seq.

(d) Each funded office agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities initiated and/or conducted by the Council or CJCC during and subsequent to the grant award period.

(e) Each funded office agrees to obtain and maintain a Data Universal Numbering System (DUNS) number and to provide that number to the Council.

(f) Each funded office agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM).

(g) Each funded office agrees to adhere to the provisions set forth in all executed Memoranda of Agreement and in the Special Conditions issued by CJCC or the Council.

7. Delivery of Services to Victims.

(a) No cost for Services. Funded offices must provide services to crime victims at no charge.

(b) Core Services. Funded offices must, at a minimum, abide by the provisions of the "Crime Victims' Bill of Rights," O.C.G.A. § 17-17-1, et seq., including, but not limited to, providing the following core services:

(1) Educating victims about their role in the criminal justice process.

(2) Stabilizing Lives:

(A) Funded offices shall:

(i) Coordinate crime scene clean-up services;

(ii) Provide information and assistance with the return of stolen/damaged property;

(iii) Provide referrals to and coordinate services with agencies that provide food, shelter, support groups, medical care, and crisis/emergency intervention and long-term therapy/counseling;

(iv) Provide assistance with information, application, and document collection for Crime Victim Compensation, ensuring that all victims understand their rights to receive compensation, all applicable eligibility requirements, and all application procedures;

(v) Provide assistance with information, application, and document collection for restitution in order to ensure that restitution is made a part of every applicable criminal sentence; and

(vi) Provide assistance with other applications (TANF, Immigration, leases, etc.) and/or other paperwork relating to acquiring services as a direct result of the crime.

(B) Funded offices may:

(i) Assist victims requesting assistance in working with bill collectors/ creditors, where expenses directly resulted from the crime or loss of wages due to the crime; and

(ii) Assist victims with employers and/or school administrators when victims lose wages, employment, or time as a direct result of the crime or cooperation with the prosecution.

(3) Meeting Emotional & Physical Needs.

(A) Funded offices shall:

(i) Ensure advocates' availability to victims and law enforcement around the clock, ensuring provision of both information about victim options immediately following the crime and first-response emotional support & crisis intervention (homicide, aggravated assault and domestic/family violence cases, and crisis response);

(ii) Assist with death and serious injury notifications for families of victims;

(iii) Provide assistance with preparation of Victim Impact Statements and presentation of the Statements in court;

(iv) Provide assistance with letters, Victim Impact Statements, registration for Georgia Victim Impact Panel, facilitation of/accompaniment to Victim Visitor's Day, clemency hearings and executions, etc.;

(v) Provide follow-up services to victims at hospital facilities, coroner's offices, and/or funeral homes;

(vi) Provide personnel availability during interviews to help victims feel more comfortable;

(vii) Provide emotional support to victims and their families throughout the judicial process;

(viii) Provide practical assistance to ensure necessary court appearances of victims (e.g., services for disabled victims and translators); and

(ix) Provide appropriate post-sentence referrals and intervention if needed.

(4) Meeting Safety & Security Needs.

(A) Funded offices shall:

(i) Assist victims with safety planning;

(ii) Coordinate communication with necessary professionals concerning on-going activities of the defendant that place the victim in fear and/or physical jeopardy;

(iii) Prompt necessary actions to expedite a stage of the case for victim protection (i.e., alert prosecutors if a case is dismissed in Magistrate Court to initiate the indictment/bond process for victim protection;

(iv) Prompt necessary actions to initiate the process for probation revocation if defendant violates the sentence terms and jeopardizes victim safety, etc.;

(v) Provide information and advocacy regarding Temporary Protective Orders;

(vi) Assist victims with notification requests to the county jail, Department of Corrections, Department of Community Supervision, and State Board of Pardons and Paroles regarding the defendant's release from incarceration and/or supervision; and

(vii) Provide a comfortable waiting area apart from defendant's family and acquaintances;

(5) Assisting with the Criminal Justice System.

(A) Funded offices shall:

(i) Assist the victim and family members with understanding the criminal justice system and what to expect at each stage of the process;

(ii) Assist the victim and family members with understanding all legal terminology and strategy during processing of the case;

(iii) Advocate for restitution at time of sentencing);

(iv) Coordinate victim needs for transportation and travel that may include; air, train, bus, auto, accommodations, and meals;

(v) Assist victims with warrant application processes and attend pre-warrant court hearings;

(vi) Serve as liaison between victims, investigators, prosecutors and court personnel;

(vii) Provide assistance to investigators and prosecutors for initial and ongoing contact with victims (e.g., interviews and scheduling of interviews);

(viii) Ensuring that contact information and the physical location of the victim is maintained and accurate for continuation of services;

(ix) Provide courtroom orientation and pre-trial preparation to testifying victims;

(x) Escort victims to court and related hearings;

(xi) Provide ongoing communication and information regarding status of the case, bond hearings, grand jury decisions, disposition options, appellate decisions, etc.;

(xii) Attend hearings with victims or on behalf of victims when their presence is not required;

(xiii) Assist victims with making contact with the Board of Pardons and Paroles and the Department of Corrections to request notification regarding a defendant's entry into the prison system and offering avenues for opinions on early parole release;

(6) Education & Collaboration:

(A) Funded offices shall have personnel:

(i) Serve on community victim advocacy committees, boards of directors, and task forces, acting as liaison for prosecutors' offices and the judicial system (i.e., shelters, rape-crisis centers, etc.);

(ii) Represent the office on various victims' service bodies including; child fatality review, domestic violence fatality review, sexual assault response team, elder abuse task force, domestic violence task force, various multi-disciplinary teams, etc.;

(iii) Provide training to community, law enforcement, educational facilities and other professionals on victim assistance and victim related issues including, but not limited to, family violence, identity theft, sexual assault, child abuse, teen dating violence, elder abuse, the criminal and civil justice process, stalking, and crime prevention; and

(iv) Provide ongoing information and literature to educate victims about the Victim Assistance Program, criminal justice process, and other relevant issues through pamphlets, handouts, presentations, referrals, internet, etc.

(B) Funded offices may have personnel:

(i) Serve on a Victim Impact Panel as member or coordinator, and hold monthly meetings, and assist in recruiting, training and maintaining victim panel members and speakers.

(7) Prosecutorial Assistance:

(A) Funded offices shall:

(i) As needed, assist investigators and prosecutors with obtaining reports from DFACS, child advocacy and assessment centers, and other agencies;

(ii) As needed, assist investigators and prosecutors with completing referral forms and setting up forensic interviews at child advocacy and assessment centers;

(iii) Upon request from investigators, prosecutors, or child advocacy and assessment center personnel, will attend forensic interviews and multidisciplinary team meetings (MDT);

(iv) As needed, assist investigators and prosecutors with documentation in domestic and family violence cases (e.g. photographs of victim's injuries, statements, etc.).

(8) Post-conviction. If the accused is found guilty and sentenced to incarceration in the custody of the Georgia Department of Corrections (GDOC) or supervision by the Georgia Department of Community Supervision (GDCS) funded offices will connect the victim with the Georgia Office of Victim Services and assist the victim with registering for offender status notifications.

(c) Limited English Proficient Victims.

(1) Funded offices shall provide access to services and literature in Spanish and other languages as needed

(2) Each funded office must have a written plan that ensures that victims who are not proficient in the English language are afforded access to services as required by Executive Order 13166. At a minimum, the plan must meet the requirements set forth in U.S. Dept. Of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. 67 Fed. Reg. 41455-41472 (June 18, 2002).

(3) In addition, funded offices that provide hotline services will provide PAC documentation of a contract for 24-hour language interpretation services for callers who do not speak English. Funded offices that provide hotline services will ensure that TTY machines are operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

For information and resources for providing services to LEP or disabled individuals, visit LEP.gov or Georgia's Americans with Disabilities Act Coordinator's Office, http://ada.georgia.gov. You may also contact CJCC for technical assistance with questions or concerns.

(d) Equal Opportunity.

(1) Funded offices shall provide services to all victims without regard to the victim's race, color, national origin, religion, sex or disability. Any person who believes that they have been discriminated against based on his or her race, color, national origin, religion, sex or disability has the right to file a civil rights complaint with the Office of Justice Programs.

(2) Each funded office shall display the following statement in a prominent location where it will be visible to staff and visitors to the office and include it in any publications provided to members of the public:

> The Victim Witness Assistance Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex or disability. If you believe you have been the target of discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complaint can be found on the Office of Justice Programs website. http://www.ojp.gov/about/ocr/complaint.htm

(e) Immigration status.

Funded offices that rely on in-kind (non-cash) services necessary to protect life or safety without charge based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. See Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 2353-2001) 66 FR 3613.

(f) Victims of Federal Crimes.

Funded offices must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes. A victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.

(g) Victims of Crimes Committed by Juveniles.

Beginning January 1, 2014, funded offices must provide services to a victim of a delinquent act committed by a child which would constitute a crime if committed by an adult as required by O.C.G.A. § 15-11-481. If the funded office opts out of prosecuting delinquency cases in one or more counties in accordance with O.C.G.A. § 15-18-6.1, the funded office must provide the Council with documentation showing how victims of delinquent acts in those counties will receive services required by O.C.G.A. § 15-11-481 and this policy.

8. Use of Volunteers.

(a) Funded offices must use volunteers unless a waiver is submitted to and approved by the Federal government that indicates that there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

(b) Funded offices are required to complete an annual certification indicating the use of volunteers.

(c) Each funded office agrees to meet any minimum volunteer requirements set forth by CJCC in the Special Conditions unless the requirement is waived in writing by CJCC.

(d) Funded offices shall furnish a listing of all project volunteers that provide direct services, a copy of the contract or agreement between each volunteer and the funded office identifying responsibilities for both parties, and a written job description indicating what types of direct services the volunteer will provide.

(e) Funded offices wishing to claim volunteer hours as in-kind match may do so at the standard rate for the provision of direct services by a volunteer of $12.00 per hour. Higher rates must be pre-approved by CJCC.

(f) Funded offices must document direct service volunteer hours provided as in-kind match both with individual timesheets completed by each volunteer and through the use of CJCC's monthly volunteer time log or any other form or certification CJCC implements for the use of documenting volunteer time.

9. Non-Discrimination in Service Provision.

(a) As recipients of federal funds from the Department of Justice, all funded offices are subject to the following federal non-discrimination laws:

(1) Title VI of the Civil Rights Act of 1964 - 42 U.S.C. § 2000d;

(2) Section 504 of the Rehabilitation Act of 1973 - 29 U.S.C. § 794;

(3) The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);

(4) Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;

(5) Title IX of the Education Amendments of 1972 - 20 U.S.C. § 1681 (applicable to all funded offices that conduct training);

(6) The Age Discrimination Act of 1975 - 42 U.S.C. § 6101; and,

(7) Equal Treatment for Faith-Based Organizations - 28 C.F.R. § 38.1 et seq. (prohibits discrimination based on religious affiliation during service delivery).

(b) In the event that a federal or state court, or federal or state administrative agency, makes an adverse finding of discrimination against a funded office, after a due process hearing, on the ground of race, color, national origin or sex, the funded office must submit a copy of the finding to the Council, the CJCC and the OJP Office of Civil Rights.

10. Local Victim Assistance Program Funding, a/k/a Five Percent (5%) Funding, Certification & Reporting.

(a) Funded offices must be certified and eligible to receive 5% funds by CJCC. Funded offices that are not certified as of the date that the funded office enters into the memorandum of agreement with Council, the county and the prosecuting attorney, must complete certification requirements prior to drawing down funds.

(b) Funded offices are required by O.C.G.A. § 15-21-132 to submit an annual report to CJCC detailing the receipt and expenditure of 5% funds by January 15 or other deadline established by CJCC of each year. This report must include the total amount of funds received pursuant to this Code section, the purposes for which the funds were expended, and the total number of victims served in each county for which the funds were received. A copy of the annual report shall also be submitted to each county governing authority from which funds were received pursuant to this Code section.

11. Other Required Certifications.

(a) As recipients of federal funds, funded offices are required to verify certain conditions and behaviors by completing certification requirements provided in the common rules for lobbying, drug-free workplaces, and suspension and debarment of the Office of Justice Programs (OJP).

(b) Funded offices must complete and submit OJP Form 4061/6 entitled "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" to the Council with the memorandum of agreement.

12. Political Activity.

(a) The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. § 7323, (as amended), concerning the political activity of government employees are applicable to funded office staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by federal grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.

(b) If any changes occur in the funded office's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted. Federal funds cannot be used, directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of OJP.

13. Equal Employment Opportunity Plan.

Funded offices must meet the requirements of 28 C.F.R. § 42.301 et seq., Equal Employment Opportunity Plans (EEOP). The plan must cover the grant period specified in the grant

application submitted by the Council, and an EEOP certification form be submitted directly to the Federal Government. If an office needs technical assistance in preparing an Equal Employment Opportunity Plan, they should contact the Office of Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

14. Training of Personnel.

(a) All victim advocate staff must have completed 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA), CJCC, the Council or any other organization approved by CJCC that provides training specific to serving crime victims. New staff must complete this training within 12 months of the start of employment as a victim advocate.

(b) Each employee providing victim services in a funded office must attend and successfully complete at least eight (8) hours of training in victim assistance annually. As part of this requirement, victim services supervisors and all fully or partially grant-funded staff in a funded office must attend a victims' compensation training approved by CJCC during the grant year. New staff (whether funded by this grant program or not) must complete this training within six (6) months of the start of employment as a victim advocate.

(c) Funded offices understand and agree that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at
http://www.ojp.gov/funding/ojptrainingguidingprinciples.htm

(d) The Executive Director may for good cause waive or defer the training requirements provided for in this section unless otherwise prohibited by CJCC or OJP.

15. Use of Timesheets for Personnel

(a) All VOCA funded staff (whether funded with Federal or matching funds) and direct victim service volunteers must maintain timesheets as specified by CJCC. Timesheets should be maintained on file where the staff member is employed and submitted to PAC or CJCC upon request.

16. Use of Federal Funds for Personnel Only

(a) The Council requires that all Federal funds pay for costs of personnel only, unless, through a competitive process, CJCC has awarded Federal funds specifically for non-personnel items.

(1) Funded offices seeking an exception to use Federal funds to pay for non-personnel costs must submit their request in writing to the Council for approval prior to expending funds.

(b) Matching funds may be used to pay for any allowable cost item, subject to limitations set forth by CJCC or the Council. Under this project, the Council specifically reserves the right to prohibit expenditures related to purchases of equipment costing $5,000 or more.

17. Allowable Direct Service Costs.

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services. Direct services for which VOCA funds may be used include, but are not limited to the following:

(a) *Immediate Health and Safety.* Those services which respond to the immediate emotional, psychological, and physical needs (excluding medical care) of crime victims such as:

(1) Crisis intervention;

(2) Accompaniment to hospitals for medical examinations;

(3) Hotline counseling;

(4) Safety planning;

(5) Emergency food, clothing, transportation, and shelter

(6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;

(7) Short-term (up to 45 days) nursing home, adult foster care, or group home placement for adults for whom no other safe, short-term residence is available;

(8) Window, door, or lock replacement or repair, and other repairs necessary to ensure victim's safety;

(9) Emergency legal assistance, such as filing for restraining orders or protective orders, and obtaining emergency custody orders and visitation rights;

(10) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Nonprescription and prescription medicine, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed, and

;

(b) *Personal advocacy and emotional support.* Personal advocacy and emotional support including, but not limited to:

(1) Working with a victim to assess the impact of the crime;

(2) Identification of victim's needs;

(3) Case management;

(4) Management of the practical problems created by the victimization

(5) Identification of resources available to the victim;

(6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed, or;

(7) Traditional, cultural, and/or alternative therapy/healing (e.g. art therapy, yoga).

(c) *Mental Health Counseling and Care.* Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;

(d) *Peer-support.* Including but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;

(e) *Facilitation of participation in criminal justice and other public proceedings arising from the crime.* The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g. juvenile justice hearings, civil commitment proceedings), including, but not limited to:

(1) Advocacy on behalf of the victim;

(2) Accompanying a victim to offices and court;

(3) Transportation, meals and lodging to allow a victim who is not a witness to participate in a proceeding;

(4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;

(5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceedings;

(6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings);

(7) Assistance with Victim Impact Statements;

(8) Assistance in recovering property that was retained as evidence, or;

(9) Assistance with restitution advocacy on behalf of crime victims.

(f) *Legal assistance*. Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

(1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding, or;

(2) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

(g) *Transportation.* Transportation of victims to receive services and to participate in criminal justice proceedings;

(h) *Public awareness.* Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;

(i) *Transitional housing.* Subject to any restriction on amount, length of time, and eligible crimes set forth by CJCC, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of the victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;

(j) *Relocation.* Subject to any restriction on amount, length of time, and eligible crimes set forth by CJCC, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

18. Allowable Costs for Activities Supporting Direct Services

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services.

The following other allowable costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office:

(1) *Coordination of activities*. Coordination activities that facilitate the provision of direct services, include, but are not limited to, statewide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators (Please note: due to the eligibility requirements of the VOCA Assistance Grant Program, this item is not intended to allow the funding of statewide coalitions that do not provide direct services);

(2) *Supervision of direct service providers*. Payment of salaries and expenses of supervisory staff in a project, when CJCC determines that such staff are necessary and effectively facilitate the provision of direct services;

(3) *Multisystem, interagency, multidisciplinary response to crime victim needs.* Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;

(4) *Contracts for professional services.* Contracting for specialized professional services (e.g. psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;

(5) *Automated systems and technology*. Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and

technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems),including, but not limited to, procurement of personnel, hardware, and other items, as determined by CJCC after considering:

(A) Whether such procurement will enhance direct services;

(B) How any acquisition will be integrated into and/or enhance the program's current system;

(C) The cost of installation;

(D) The cost of training staff to use the automated systems and technology;

(E) The ongoing operational cost, such as maintenance agreements or supplies, and;

(F) How additional costs relating to any acquisition will be supported (Please note: In an effort to avoid duplication and coordinate large scale technology projects, CJCC must pre-approve all expenditures related to automated systems and technology.

(G) Funding will not be approved for any computer system or software that is not capable of interfacing with the TRACKER case management system operated by the Council.

(6) *Volunteer trainings*. Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.

19. Allowable Administrative Costs.

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services.

Administrative costs for which VOCA funds may be used by funded offices include, but are not limited to, the following::

(1) *Personnel costs.* Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a pro-rated share of liability insurance;

(2) *Skills training for staff.* Training exclusively for developing the skills of direct service providers including paid staff (both VOCA-funded and not) and volunteers, so that they are better able to offer quality services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources related to training. Conferences must be pre-approved by CJCC.

(3) *Training-related travel.* Costs such as travel (in-State, regional, and national) including meals, lodging registration fees and other travel costs for paid direct service staff (both VOCA-funded and not);

(A) Reimbursement of expenses for training must meet the Statewide Travel Policy promulgated by the State Accounting Office (SAO) and the Office of Planning and Budget (OPB) pursuant to O.C.G.A. § 50-5B-5 and Chapter 6 of the Council's Rules. Reimbursement rates must follow local, State or Federal rates, whichever is lowest.

(4) *Organizational Expenses.* Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or minor modifications that would improve the program's ability to provide services to victims (Please note: construction costs are generally not allowed; please contact CJCC if you are considering applying for funds for any type of building adaptations or modifications);

(5) *Equipment and furniture.* Subject to limitations set forth by the Council and CJCC, expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;

(A) Title to all equipment and/or supplies purchased with Federal funds shall vest in the Council and will be assigned for use by the funded office. An inventory of such property must be maintained in accordance with Council Policy 4.8. Such equipment and supplies will be maintained in accordance with Council Policy 4.8 long as the equipment and/or supplies are used for program related purposes. If the funded office ceases to provide victim services, the Council has the right to determine the future use of such property and to reallocate it to another funded office.

(B) Funded offices cannot use VOCA funds to purchase supplies for another organization or individual to perform a victim related service.

(6) *Operating costs.* Operating costs include but are not limited to the pro-rated share of:

(A) Supplies

(B) Equipment use fees

(C) Property insurance,

(D) Printing, photocopying, and postage;

(E) Courier service;

(F) Brochures that describe available services;

(G) Books and other victim-related materials;

(H) Computer backup files/tapes and storage;

(I) Security systems;

(J) Design and maintenance of Web sites and social media, or;

(K) Essential communication services such as web hosts and mobile device services.

(7) *VOCA administrative time.* Costs of administrative time spent performing the following:

(A) Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;

(B) Collecting and maintaining crime victims' records;

(C) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and;

(D) Funding the pro-rated share of audit costs.

(8) *Leasing or purchasing vehicles.* Costs of leasing or purchasing vehicles, as determined by CJCC after considering, at a minimum, if the vehicle is essential to the provision of direct services;

(9) *Maintenance, repair, or replacement of essential items.* Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by CJCC after considering, at a minimum, if other sources of funding are available;

(10) *Project evaluation.* Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by CJCC. Please note: expenses of this type require pre-approval by CJCC.

20. Expressly Unallowable Costs.

No VOCA funds may be used to fund or support the following:

(1) *Lobbying.* Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. 1913), whether conducted directly or indirectly;

(2) *Research and studies.* Research and studies, except for project evaluation under 28 CFR § 94.121(j);

(3) *Active investigation and prosecution of criminal activities.* The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims under 28 CFR § 94.119, during such investigation and prosecution;

(4) *Fundraising.* Any activities related to fundraising, except for fee-based, or similar, program income authorized by CJCC;

(5) *Capital expenses.* Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (expect as specifically allowed by CJCC);

(6) *Compensation for victims of crime.* Reimbursement of crime victims for expenses incurred as a result of a crime;

(7) *Medical care.*

(8) *Salaries and expenses of management.* Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators.

21. Motor Vehicle Operations.

(a) Seat Belt Use. Pursuant to 23 U.S.C. §§ 402 and 403, and 29 U.S.C. § 668, funded offices, as a recipient of Federal contracts, subcontracts, and grants, shall encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and sub-recipients when operating government-owned, rented, or personally owned vehicles.

(b) Text Messaging While Driving. Text messaging while driving is prohibited for all personnel funded by grants administered by the Council pursuant to grants from CJCC. See Council Policy 12.2(6)(f).

22. Reporting Fraud or Criminal Activity Involving Grant Funds.

(a) Funded offices agree to promptly refer to the U.S. Department of Justice (DOJ) Office of Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

(b) Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General U.S. Department of Justice Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530
e-mail: oig.hotline@usdoj.gov
hotline: (contact information in English and Spanish) (800) 869-4499
hotline fax: (202) 616-9881

(c) Additional information is available from the DOJ OIG website at:
http://www.justice.gov/oig/hotline/

23. Use of psychologists, professional counselors, social workers, and marriage and family therapists.

(a) Funded offices agree to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq.).

(b) Funded offices agree to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq.).

24. Compliance with Federal Uniform Guidance and Audit Requirements.

(a) Funded offices must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. §200.0 et seq., as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. §2800.101 et seq. Funded offices further understand and agree that funds may be withheld, or other requirements may be imposed, if outstanding audit issues (if any) from C.F.R. §200.0 et seq. (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide.

(b) The Catalog of Federal Domestic Assistance (CFDA) number for this grant program is 16.575

25. Access to Records.

Funded offices will provide the Council, the Office for Victims of Crime, the Office of the Chief Financial Officer (OCFO), CJCC and their representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

26. Records & Reports; Use of TRACKER.

(a) As used in this section:

(1) "TRACKER" means the Tracker Prosecutor Case Management System, a secure, on-line computer case management system operated by the Council;

(2) "VSSR Data" means data that documents the number of new and existing victims served, the demographics of victims, the type of crimes involved and the number and types of services provided to victims by funded offices.

(b) Funded offices shall utilize TRACKER to document the number of new and existing victims served, the demographics of new victims, and the number and types of services provided victims of crime. Data shall be entered into TRACKER at or near the time services are provided.

(1) Any funded office not on TRACKER on October 1, 2013 shall, as a condition of receiving funds, take all necessary steps to begin using TRACKER by the end of the first quarter.

(2) Funded offices not on TRACKER as of October 1, 2013, must maintain and submit VSSR data to the Council in such form as the Director of the Information Technology Division shall prescribe until such time as TRACKER becomes available for use by that office.

(3) When the Executive Director determines that TRACKER is available for use within a circuit or county, failure to utilize TRACKER may result in withholding of reimbursement of expenditures or void the memorandum of agreement.

(c) Each funded office is responsible for the accuracy of data entered into TRACKER and reported to CJCC.

(1) The victim assistance coordinator in each funded office shall review VSSR data for completeness and accuracy at least monthly.

(2) For offices utilizing TRACKER to manage the preparation and disposition of criminal and civil cases, the victim assistance coordinator is only responsible for the completeness and accuracy of VSSR data related to those cases.

(d) Any unauthorized use of TRACKER may result in the loss of access to the system, termination of employment, or criminal or civil prosecution.

27. Prior Approval Required for Certain Contracts or Subcontracts.

Funded offices cannot use any federal funds, either directly or indirectly, in support of any contract or subcontract to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries without the express prior written approval of CJCC and OJP.

28. National Environmental Policy Act.

Funded offices must comply with the National Environmental Policy Act, 83 Stat. 852, 42 U.S.C. § 4321, et seq., and other related federal environmental impact analysis requirements if the funded office engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds:

(a) New construction

(b) Minor renovation or remodeling of a property that is either:

(1) Listed on or eligible for listing on the National Register of Historic Places; or

(2) Located within a 100-year flood plain.

(c) A renovation, lease, or other proposed use of a building or facility that will either:

(1) Result in a change in its basic prior use; or

(2) Significantly change its size.

(d) Implementation of a new program involving the use of chemicals other than those:

(1) Purchased as an incidental component of a funded office; or

(2) Traditionally used, for example, in office, household, recreational or educational environments.

CJCC Budget Detail Worksheet

Agency Name:	Prosecuting Attorneys' Council of Georgia
Subgrant Number:	C16-8-207
Project Name:	Walker Co DA VWAP
Select grant type:	VOCA

Purpose: This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A (1). Personnel-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
Victim Witness Coordinator	Elizabeth Henkel	$31,850.67	75%	Biweekly	$23,888.09	
Victim Witness Coordinator	Tara Chambers	$30,638.00	75%	Biweekly	$22,978.41	
Victim Witness Coordinator	Cara Parris	$30,638.00	70%	Biweekly	$21,371.65	
Victim Witness Coordinator	Jessica Pressnell	$32,901.27	100%	Biweekly	$32,901.19	
Victim Witness Coordinator	Jennifer Jackson	$30,638.00	100%	Biweekly	$30,637.88	
					$0.00	
					$0.00	
					$0.00	
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					$0.00	
					$0.00	
					$0.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
				PERSONNEL TOTAL		$131,777	

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform to meet the match requirement. Volunteers MUST be valued at $12/hour unless approved by CJCC staff for a higher rate. Remember that VOCA awardees must meet a minimum volunteer match of 25% of the total 20% match requirement. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

Hours	Rate	Total value	Match

Volunteers	650.00	$12.00	$ 7,800.00	In-Kind
	VOLUNTEERS TOTAL		$7,800.00	

A (3). Fringe-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a pecentage of salary or wages	% Time to Project	Cost	Match?
Victim Witness	Elizabeth Henkel	$31,850.67	FICA	7.65%	75%	$1,827.44	
Victim Witness	Elizabeth Henkel	$31,850.67	Insurance		75%	$5,106.61	
Victim Witness	Elizabeth Henkel	$31,850.67	Retirement	24.81%	75%	$5,924.80	
Victim Witness	Elizabeth Henkel	$31,850.67	W/C	1.02%	75%	$243.66	
						$0.00	
Victim Witness	Tara Chambers	$30,638.00	FICA	7.65%	75%	$1,757.85	
Victim Witness	Tara Chambers	$30,638.00	Insurance		75%	$5,005.63	
Victim Witness	Tara Chambers	$30,638.00	Retirement	21.78%	75%	$5,347.96	
Victim Witness	Tara Chambers	$30,638.00	W/C	1.02%	75%	$234.38	
						$0.00	
Victim Witness	Cara Parris	$30,638.00	FICA	7.65%	70%	$1,634.93	
Victim Witness	Cara Parris	$30,638.00	Insurance		70%	$5,033.99	
Victim Witness	Cara Parris	$30,638.00	Retirement	24.81%	70%	$5,302.31	
Victim Witness	Cara Parris	$30,638.00	W/C	1.02%	70%	$210.34	
						$0.00	
Victim Witness	Jessica Pressnell	$32,901.27	FICA	7.65%	100%	$2,516.94	
Victim Witness	Jessica Pressnell	$32,901.27	Insurance		100%	$6,906.27	
Victim Witness	Jessica Pressnell	$32,901.27	Retirement	21.78%	100%	$7,492.42	
Victim Witness	Jessica Pressnell	$32,901.27	W/C	1.02%	100%	$335.59	
						$0.00	
Victim Witness	Jennifer Jackson	$30,638.00	FICA	7.65%	100%	$2,343.80	
Victim Witness	Jennifer Jackson	$30,638.00	Insurance		100%	$86.36	
Victim Witness	Jennifer Jackson	$30,638.00	Retirement	21.78%	100%	$7,581.46	
Victim Witness	Jennifer Jackson	$30,638.00	W/C	1.02%	100%	$312.51	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
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						$0.00	
						$0.00	
						$0.00	
					FRINGE TOTAL	$65,205.25	

PERSONNEL GRAND TOTAL	$204,782

B. Travel-- Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at $X airfare, $X lodging, $X meals/ incidentals). **If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs.** Please note that the maximum reimbursement rate is $0.565 per mile, but if your agency's reimbursement rate is lower you must use that rate instead.

Trainings and Conferences ***All trainings and conferences must be pre-approved by submitting an agenda to your Specialist or Auditor.*

Purpose of Travel	Staff member	Item	Cost	# Individuals	# Nights/Days	# Trips	Cost	Match?
NOVA Crisis Response	Elizabeth Henkel	Hotel	$375.00	1	3		$300.00	
NOVA Crisis Response	Tara Chambers	Hotel	$375.00	1	3		$300.00	
NOVA Crisis Response	Cara Parris	Hotel	$375.00	1	3		$300.00	
NOVA Crisis Response	Jessica Pressnell	Hotel	$375.00	1	3		$300.00	
NOVA Crisis Response	Jennifer Jackson	Hotel	$375.00	1	3		$300.00	
NOVA Crisis Response	Elizabeth Henkel	Meals	$112.00	1	4		$98.00	
NOVA Crisis Response	Tara Chambers	Meals	$112.00	1	4		$98.00	
NOVA Crisis Response	Cara Parris	Meals	$112.00	1	4		$98.00	
NOVA Crisis Response	Jessica Pressnell	Meals	$112.00	1	4		$98.00	
NOVA Crisis Response	Jennifer Jackson	Meals	$112.00	1	4		$98.00	
Post Adjudication Advocate	Jennifer Jackson	Hotel	$100.00	1	1		$100.00	
Post Adjudication Advocate	Jennifer Jackson	Meals	$56.00	1	2		$42.00	
VWAP Conference	Elizabeth Henkel	Hotel	$400.00	1	3		$300.00	
VWAP Conference	Tara Chambers	Hotel	$400.00	1	3		$300.00	
VWAP Conference	Cara Parris	Hotel	$400.00	1	3		$300.00	
VWAP Conference	Jessica Pressnell	Hotel	$400.00	1	3		$300.00	
VWAP Conference	Jennifer Jackson	Hotel	$400.00	1	3		$300.00	
VWAP Conference	Elizabeth Henkel	Meals	$112.00	1	4		$98.00	
VWAP Conference	Tara Chambers	Meals	$112.00	1	4		$98.00	
VWAP Conference	Cara Parris	Meals	$112.00	1	4		$98.00	

VWAP Conference	Jessica Pressnell	Meals	$112.00	1	4		$98.00	
VWAP Conference	Jennifer Jackson	Meals	$112.00	1	4		$98.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	

Mileage

Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?
NOVA Crisis Response	Elizabeth Henkel	PAC - Morrow	$0.54	238	$127.33	
NOVA Crisis Response	Tara Chambers	PAC - Morrow	$0.54	232	$124.12	
NOVA Crisis Response	Cara Parris	PAC - Morrow	$0.54	214	$114.49	
NOVA Crisis Response	Jessica Pressnell	PAC - Morrow	$0.54	228	$121.98	
NOVA Crisis Response	Jennifer Jackson	PAC - Morrow	$0.54	240	$128.40	
ost Adjudication Advocate Trainir	Jennifer Jackson	Tift College	$0.54	324	$173.34	
VWAP Conference	Elizabeth Henkel	Classic Center - Athens	$0.54	308	$164.78	
VWAP Conference	Tara Chambers	Classic Center - Athens	$0.54	320	$171.20	
VWAP Conference	Cara Parris	Classic Center - Athens	$0.54	298	$159.43	
VWAP Conference	Jessica Pressnell	Classic Center - Athens	$0.54	320	$171.20	
VWAP Conference	Jennifer Jackson	Classic Center - Athens	$0.54	308	$164.78	
					$0.00	
					$0.00	
				TRAVEL TOTAL	$5,743.05	

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least $5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
			EQUIPMENT TOTAL	$0.00	

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter $100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	Define Unit	# Units	Vendor	Cost	Match?
Postage	$49.00		39		$1,911.00	
Postage	$21.00		19		$399.00	
DVD Shelf	$49.00		1		$49.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				SUPPLY TOTAL	$2,359.00	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter $15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	Define unit	# Units	Vendor	Cost	Match?
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				PRINTING TOTAL	$0.00	

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
GA Advocate Certification	$140.00	4.00		ational Advocate Credentialing Progra	$560.00	
					$0.00	

					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				F. (1) Subtotal	$560.00	

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (eg., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					$0.00	
					$0.00	
					$0.00	
				F. (2)Subtotal	$0.00	

F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item	Vendor	Service Provided	Cost	Match?
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
		F. (3) Subtotal	$0.00	

F. OTHER TOTAL	$560

Budget Summary--When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category		Amount	
A. Personnel and Fringe		$204,782	
B. Travel		$5,743	
C. Equipment		$0	
D. Supplies		$2,359	
E. Printing		$0	
F. Other		$560	
TOTAL PROJECT COSTS		$213,445	
Award		$170,756	
Match Amount		$42,689	
Match Breakdown	Cash	$34,889	82%
	In-Kind	$7,800	18%
	Volunteer Match	$7,800	18%

Budget Narrative

NOTE: If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

ELIZABETH HENKEL 2017-2018

Pay Period	Gross Sal:	FICA	Health Ins	Dental Ins	Life Ins	W/C	Retirement	GSEPS 401 k Match	TOTAL	VOCA	DA Budget	Fringe Benefits	
10/6/2017	$612.52	$46.86	$413.91	$18.30	$5.52	$6.25	$151.97	$0.00	$1,255.32	$1,004.26	$251.06	$642.80	
10/20/2017	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
11/3/2017	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
11/17/2017	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
12/1/2017	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
12/15/2017	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
12/29/2017	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
	$7,962.70	**$609.15**	**$1,517.63**	**$67.10**	**$20.22**	**$81.22**	**$1,975.55**	**$0.00**	**$12,233.56**	**$9,786.85**	**$2,446.71**	**$4,270.86**	**$12,233.56**
1/12/2018	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
1/26/2018	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
2/9/2018	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
2/23/2018	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
3/9/2018	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
3/23/2018	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
4/6/2018	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
4/20/2018	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
5/4/2018	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
5/18/2018	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
6/1/2018	$1,225.03	$93.71	$551.86	$24.40	$7.35	$12.50	$303.93	$0.00	$2,218.78	$1,775.02	$443.76	$993.75	
6/15/2018	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$303.93	$0.00	$1,635.17	$1,308.14	$327.03	$410.14	
6/29/2018	$1,225.03	$93.71	$0.00	$0.00	$0.00	$12.50	$302.09	$0.00	$1,633.33	$1,306.67	$326.67	$408.30	
	$15,925.39	**$1,218.29**	**$3,311.16**	**$146.40**	**$44.10**	**$162.44**	**$3,949.25**	**$0.00**	**$24,757.03**	**$19,805.63**	**$4,951.41**	**$8,831.64**	**$24,757.03**
	$23,888.09	**$1,827.44**	**$4,828.79**	**$213.50**	**$64.32**	**$243.66**	**$5,924.80**	**$0.00**	**$36,990.59**	**$29,592.48**	**$7,398.12**	**$13,102.50**	**$36,990.59**

TARA CHAMBERS 2017-2018													
Pay Period	Gross Sal:	FICA	Health Ins	Dental Ins	Life Ins	W/C	Retirement	GSEPS 401 k Match	TOTAL	VOCA	DA Budget	Fringe Benefits	
10/6/2017	$589.19	$45.07	$413.91	$12.23	$2.93	$6.01	$128.33	$8.84	$1,206.51	$965.20	$241.30	$617.32	
10/20/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
11/3/2017	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
11/17/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
12/1/2017	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
12/15/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
12/29/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
	$7,659.47	**$585.95**	**$1,517.63**	**$44.85**	**$10.73**	**$78.13**	**$1,668.23**	**$114.89**	**$11,679.88**	**$9,343.90**	**$2,335.98**	**$4,020.41**	**$11,679.88**
1/12/2018	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
1/26/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
2/9/2018	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
2/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
3/9/2018	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
3/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
4/6/2018	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
4/20/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
5/4/2018	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
5/18/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
6/1/2018	$1,178.38	$90.15	$551.86	$16.31	$3.90	$12.02	$256.65	$17.68	$2,126.94	$1,701.55	$425.39	$948.56	
6/15/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$17.68	$1,554.87	$1,243.90	$310.97	$376.49	
6/29/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$255.24	$17.68	$1,553.46	$1,242.77	$310.69	$375.08	
	$15,318.94	**$1,171.90**	**$3,311.16**	**$97.86**	**$23.40**	**$156.25**	**$3,335.05**	**$229.78**	**$23,644.35**	**$18,915.48**	**$4,728.87**	**$8,325.41**	**$23,644.35**
	$22,978.41	**$1,757.85**	**$4,828.79**	**$142.71**	**$34.13**	**$234.38**	**$5,003.28**	**$344.68**	**$35,324.23**	**$28,259.38**	**$7,064.85**	**$12,345.82**	**$35,324.23**

CARA PARRIS 2017-2018													
Pay Period	Gross Sal:	FICA	Health Ins	Dental Ins	Life Ins	W/C	Retirement	GSEPS 401K Match	TOTAL	VOCA	DA Budget	Fringe Benefits	
10/6/2017	$589.19	$45.07	$413.91	$12.08	$5.52	$6.01	$146.18	$0.00	$1,217.96	$974.37	$243.59	$628.77	
10/20/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
11/3/2017	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
11/17/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
12/1/2017	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
12/15/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
12/29/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
	$7,659.47	**$585.95**	**$1,517.63**	**$44.28**	**$20.22**	**$78.13**	**$1,900.31**	**$0.00**	**$11,805.99**	**$9,444.79**	**$2,361.20**	**$4,146.52**	**$11,805.99**
1/12/2018	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
1/26/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
2/9/2018	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
2/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
3/9/2018	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
3/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
4/6/2018	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
4/20/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
5/4/2018	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
5/18/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$292.36	$0.00	$1,572.90	$1,258.32	$314.58	$394.52	
6/1/2018	$1,178.38	$90.15	$551.86	$16.10	$7.35	$12.02	$292.36	$0.00	$2,148.21	$1,718.57	$429.64	$969.83	
6/15/2018	$750.00	$57.38	$0.00	$0.00	$0.00	$0.00	$186.08	$0.00	$993.45	$794.76	$198.69	$243.45	
	$13,712.18	**$1,048.98**	**$3,311.16**	**$96.60**	**$44.10**	**$132.21**	**$3,401.99**	**$0.00**	**$21,747.23**	**$17,397.78**	**$4,349.45**	**$8,035.05**	**$21,747.23**
	$21,371.65	**$1,634.93**	**$4,828.79**	**$140.88**	**$64.32**	**$210.34**	**$5,302.31**	**$0.00**	**$33,553.22**	**$26,842.57**	**$6,710.64**	**$12,181.57**	**$33,553.22**
Total													**$105,868.04**

JESSICA PRESSNELL 2017-2018													
Pay Period	Gross Sal:	FICA	Health Ins	Dental Ins	Life Ins	W/C	Retirement	SEPS 401K Mat	TOTAL	VOCA	DA Budget	Fringe Benefits	
10/6/2017	$632.72	$48.40	$413.91	$12.23	$5.52	$6.45	$138.00	$6.33	$1,263.56	$1,010.85	$252.71	$630.84	
10/20/2017	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
11/3/2017	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
11/17/2017	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
12/1/2017	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
12/15/2017	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
12/29/2017	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
	$8,225.30	**$629.24**	**$1,517.63**	**$44.85**	**$20.22**	$83.90	$1,793.94	$82.25	**$12,397.32**	**$9,917.86**	**$2,479.46**	**$4,172.02**	**$12,397.32**
1/12/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
1/26/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
2/9/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
2/23/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
3/9/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
3/23/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
4/6/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
4/20/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
5/4/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
5/18/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
6/1/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$275.99	$12.65	$2,239.31	$1,791.45	$447.86	$973.88	
6/15/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
6/29/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$275.99	$12.65	$1,663.79	$1,331.03	$332.76	$398.36	
7/13/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$274.09	$12.65	$2,237.41	$1,789.93	$447.48	$971.98	
7/27/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$274.09	$12.65	$1,661.89	$1,329.51	$332.38	$396.46	
8/10/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$274.09	$12.65	$2,237.41	$1,789.93	$447.48	$971.98	
8/24/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$274.09	$12.65	$1,661.89	$1,329.51	$332.38	$396.46	
9/7/2018	$1,265.43	$96.81	$551.86	$16.31	$7.35	$12.91	$274.09	$12.65	$2,237.41	$1,789.93	$447.48	$971.98	
9/21/2018	$1,265.43	$96.81	$0.00	$0.00	$0.00	$12.91	$274.09	$12.65	$1,661.89	$1,329.51	$332.38	$396.46	
9/28/2018	$632.72	$48.40	$137.97	$4.08	$1.84	$6.45	$137.05	$6.33	$974.84	$779.87	$194.97	$342.12	
	$24,675.89	**$1,887.71**	**$5,104.71**	**$150.87**	**$67.99**	**$251.69**	**$5,369.47**	**$246.76**	**$37,755.09**	**$30,204.07**	**$7,551.02**	**$13,079.20**	**$37,755.09**
	$32,901.19	**$2,516.94**	**$6,622.34**	**$195.72**	**$88.21**	**$335.59**	**$7,163.41**	**$329.01**	**$50,152.42**	**$40,121.93**	**$10,030.48**	**$17,251.23**	**$50,152.42**
Total													**$50,152.42**

JENNIFER JACKSON 2017-2018													
Pay Period	Gross Sal:	FICA	Health Ins	Dental Ins	Life Ins	W/C	Retirement	SEPS 401K Mat(	TOTAL	VOCA	DA Budget	Fringe Benefits	
10/6/2017	$589.19	$45.07	$0.00	$0.00	$3.67	$6.01	$128.33	$17.68	$789.94	$631.96	$157.99	$200.75	
10/20/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
11/3/2017	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
11/17/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
12/1/2017	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
12/15/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
12/29/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
	$7,659.47	**$585.95**	**$0.00**	**$0.00**	**$18.37**	$78.13	$1,668.23	$229.78	**$10,239.93**	**$8,191.95**	**$2,047.99**	**$2,580.46**	**$10,239.93**
1/12/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
1/26/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
2/9/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
2/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
3/9/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
3/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
4/6/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
4/20/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
5/4/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
5/18/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
6/1/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$256.65	$35.35	$1,579.90	$1,263.92	$315.98	$401.52	
6/15/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,258.04	$314.51	$394.17	
6/29/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$255.24	$35.35	$1,571.13	$1,256.91	$314.23	$392.75	
7/13/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$255.24	$35.35	$1,578.48	$1,262.79	$315.70	$400.10	
7/27/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$255.24	$35.35	$1,571.13	$1,256.91	$314.23	$392.75	
8/10/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$255.24	$35.35	$1,578.48	$1,262.79	$315.70	$400.10	
8/24/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$255.24	$35.35	$1,571.13	$1,256.91	$314.23	$392.75	
9/7/2018	$1,178.38	$90.15	$0.00	$0.00	$7.35	$12.02	$255.24	$35.35	$1,578.48	$1,262.79	$315.70	$400.10	
9/21/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$255.24	$35.35	$1,571.13	$1,256.91	$314.23	$392.75	
9/28/2018	$589.19	$45.07	$0.00	$0.00	$1.84	$6.01	$127.62	$17.68	$787.41	$629.93	$157.48	$198.22	
	$22,978.41	**$1,757.85**	**$0.00**	**$0.00**	**$67.99**	**$234.38**	**$4,994.09**	**$689.35**	**$30,722.07**	**$24,577.66**	**$6,144.41**	**$7,743.66**	**$30,722.07**
	$30,637.88	**$2,343.80**	**$0.00**	**$0.00**	**$86.36**	**$312.51**	**$6,662.32**	**$919.14**	**$40,962.01**	**$32,769.60**	**$8,192.40**	**$10,324.13**	**$40,962.01**
Total													**$40,962.01**

CJCC Budget Detail Worksheet

Agency Name:	Prosecuting Attorneys' Council of Georgia
Subgrant Number:	C15-8-374
Project Name:	Walker Co DA VWAP
Select grant type:	VOCA

Purpose: This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A (1). Personnel-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
Victim Witness Coordinator (Victim's Compensation)	Vacant	$30,638.00	100%	Biweekly	$30,638.00	
Match Waiver		$13,447.00			$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
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					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
				PERSONNEL TOTAL		$30,638	

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform to meet the match requirement. Volunteers MUST be valued at $12/hour unless approved by CJCC staff for a higher rate. Remember that VOCA awardees must meet a minimum volunteer match of 25% of the total 20% match requirement. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

Hours	Rate	Total value	Match

Volunteers			$ -	In-Kind
		VOLUNTEERS TOTAL	$0.00	

A (3). Fringe-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a pecentage of salary or wages	% Time to Project	Cost	Match?
Victim Witness	Vacant	$30,638.00	FICA	7.65%	100%	$2,343.80	
Victim Witness	Vacant	$30,638.00	Insurance		100%	$12,900.60	
Victim Witness	Vacant	$30,638.00	Retirement	21.78%	100%	$7,592.07	
Victim Witness	Vacant	$30,638.00	W/C	1.02%	100%	$312.51	
						$0.00	
						$0.00	
						$0.00

							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	
							$0.00	

Mileage

Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				TRAVEL TOTAL	$0.00	

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least $5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
			EQUIPMENT TOTAL	$0.00	

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter $100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	Define Unit	# Units	Vendor	Cost	Match?
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
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					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				SUPPLY TOTAL	$0.00	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter $15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	Define unit	# Units	Vendor	Cost	Match?
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				PRINTING TOTAL	$0.00	

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
					$0.00	
					$0.00	

					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				F. (1) Subtotal	$0.00	

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (eg., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					$0.00	
					$0.00	
					$0.00	
				F. (2)Subtotal	$0.00	

F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item	Vendor	Service Provided	Cost	Match?
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
		F. (3) Subtotal	$0.00	

F. OTHER TOTAL	$0

Budget Summary–When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category		Amount	
A. Personnel and Fringe		$53,787	
B. Travel		$0	
C. Equipment		$0	
D. Supplies		$0	
E. Printing		$0	
F. Other		$0	
TOTAL PROJECT COSTS		$53,787	
Award		$43,030	
Match Amount		$10,757	
Match Breakdown	Cash	$10,757	100%
	In-Kind	$0	0%
	Volunteer Match	$0	0%

Budget Narrative

NOTE: If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

Victims Compensation Advocate													
Pay Period	Gross Sal:	FICA	Health Ins	Dental Ins	Life Ins	W/C	Retirement	GSEPS 401 k Match	TOTAL	VOCA	DA Budget	Fringe Benefits	
10/6/2017	$589.19	$45.07	$1,038.63	$29.07	$7.35	$6.01	$128.33	$17.68	$1,861.32	$1,861.32	$0.00	$1,272.13	
10/20/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
11/3/2017	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
11/17/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
12/1/2017	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
12/15/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
12/29/2017	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
	$7,659.47	**$585.95**	**$3,115.89**	**$87.21**	**$22.05**	**$78.13**	**$1,668.23**	**$229.78**	**$13,446.71**	**$13,446.71**	**$0.00**	**$5,787.24**	**$13,446.71**
1/12/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
1/26/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
2/9/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
2/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
3/9/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
3/23/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
4/6/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
4/20/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
5/4/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
5/18/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
6/1/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
6/15/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
6/29/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
7/13/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
7/27/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
8/10/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
8/24/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
9/7/2018	$1,178.38	$90.15	$1,038.63	$29.07	$7.35	$12.02	$256.65	$35.35	$2,647.60	$2,647.60	$0.00	$1,469.22	
9/21/2018	$1,178.38	$90.15	$0.00	$0.00	$0.00	$12.02	$256.65	$35.35	$1,572.55	$1,572.55	$0.00	$394.17	
9/28/2018	$589.19	$45.07	$0.00	$0.00	$0.00	$6.01	$128.33	$17.68	$786.27	$786.27	$0.00	$197.08	
	$22,978.41	**$1,757.85**	**$9,347.67**	**$261.63**	**$66.15**	**$234.38**	**$5,004.70**	**$689.35**	**$40,340.14**	**$40,340.14**	**$0.00**	**$17,361.73**	**$40,340.14**
	$30,637.88	**$2,343.80**	**$12,463.56**	**$348.84**	**$88.20**	**$312.51**	**$6,672.93**	**$919.14**	**$53,786.85**	**$53,786.85**	**$0.00**	**$23,148.97**	**$53,786.85**

VICTIMS OF CRIME ACT ASSISTANCE GRANT PROGRAM

SPECIAL CONDITIONS

SUBGRANT NUMBER: C16-8-207 (continuation)
SUBGRANT NUMBER: C15-8-374 (comp advocates)

SUBGRANTEE: Prosecuting Attorney's Council of Georgia

1. Applicability of Part 200 Uniform Requirements
   The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2017 award.

   For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at https://ojp.gov/funding/Part200UniformRequirements.htm.

   In the event that an award-related question arises from documents or other materials prepared or distributed by OJP or CJCC that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subgrantee is to contact CJCC promptly for clarification.

   Federal laws prohibit grantees and subgrantees of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

   Initials HEF

2. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

   Initials HEF

3. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that subgrantees have in providing language services to LEP individuals, please see the website at https://www.lep.gov.

   In addition, subgrantees that provide hotline services will provide documentation of a contract for 24 hour language interpretation services for callers who do not speak English. Subgrantees providing hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training within two weeks of their respective start dates as well as ongoing review of TTY answering procedures.

   Initials HEF

4. All subgrantees of Federal financial assistance, regardless of the particular funding source, the

amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, CJCC investigates subgrantees that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, CJCC selects a number of subgrantees each year for compliance reviews, audits that require subgrantees to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Initials HEF

5. Federal grant program requirements, the subgrantee must comply with the following EEOP reporting requirements:

   If the subgrantee has less than 50 employees, receives an award of less than $25,000, or is a nonprofit organization, medical institution, educational institution, or Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, the subgrantee must complete and submit Section A of the Certification Form, which is available online at https://www.ojp.gov/about/ocr/pdfs/cert.pdf.

   If the subgrantee is a government agency or private business, receives an award of at least $25,000 but less than $500,000, and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form). While the subgrantee does not have to submit the report to the Office for Civil Rights (OCR) for review, it must maintain the Utilization Report on file and make it available for review on request. In addition, the subgrantee must complete Section B of the Certification Form and return it to OCR. The Certification Form is available at https://www.ojp.gov/about/ocr/pdfs/cert.pdf.

   If the subgrantee is a government agency or private business, receives an award for $500,000 or more, and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to OCR for review within 60 days from the date of this award. For assistance in developing a Utilization Report, please consult OCR's website at https://www.ojp.gov/about/offices/ocr.htm. In addition, the subgrantee has to complete Section C of the Certification Form and return it to OCR. The Certification Form is available at https://www.ojp.gov/about/ocr/pdfs/cert.pdf.

   To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at OCR by telephone at (202) 307-0690, TTY at (202) 307-2027, or e-mail at EEOsubmisson@usdoj.gov.

   The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), approved by OCR, is a violation of its Certified Assurances and may result in either (1) suspension of funding until such time as the subgrantee is in compliance or (2) termination of the award. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to CJCC upon request.

   Initials HEF

6. Subgrantee agencies are required to clearly post a non-discrimination policy in accordance with the special conditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination against the subgrantee agency.

   If a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex or

disability, then the subgrantee must submit a copy of the findings to CJCC and to OCR for review (28 C.F.R. §§ 42.205(5) or 31.202(5)).

Initials HEF

7. Pursuant to A.G. Order No. 2353-2001 and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver in-kind (noncash) services necessary to protect life or safety and do not charge for said services based on the clients' income may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation (A.G. Order No. 2353-2001 and 66 FR 3613). Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status, and shall promulgate same with staff and clients seeking services.

   Any law enforcement or prosecution subgrantee that provides in-kind (non-cash) services necessary to protect life or safety and does not charge for said services based on the clients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation (A.G. Order No. 2353-2001 and 66 FR 3613; O.C.G.A §17-5-100(f))).

   Initials HEF

8. The subgrantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The details of subgrantee obligations are posted on OJP's website at https://www.ojp.gov/funding/sam.htm.

   Initials HEF

9. The subgrantee agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide") including any updated version that may be posted during the period of performance.
   Initials HEF

10. The subgrantee agrees to comply with the conditions of the Victims of Crime Act (VOCA) of 1984 sections 1404(a)(2), (b)(1), and (b)(2), 42 U.S.C. 10603(a)(2), (b)(1), (b)(2), applicable program guidelines and regulations, and program rules (28 C.F.R. part 94), as required.

    Initials HEF

11. The subgrantee understands and agrees that CJCC may withhold award funds or impose other related requirements if the subgrantee does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award) or other outstanding issues that arise in connection with audits, investigations, or reviews of other awards. The CFDA number for this grant program is 16.575.

    Initials HEF

12. If any changes occur in the subgrantee's lobbying status or activities a revised Disclosure of Lobbying Activities Form must be submitted to CJCC. The subgrantee further understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment,

repeal, modification, or adoption of any law, regulation or policy at any level of government without the express prior written approval of OJP.

Initials HEF

13. The subgrantee agrees to seek prior approval and comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval, and reporting requirements, where applicable) governing use of federal funds from this award for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events and costs of attendance at such events. Information on rules applicable to this award appears in the DOJ Grants Financial Guide (in the "Post-award Requirements" section).

    Initials HEF

14. The subgrantee agrees to comply with all the requirements of the DOJ's Regulations on the Confidentiality of Identifiable Research and Statistical Information. The subgrantee agrees that any information identifiable to a private person that is collected as part of this grant will be used for research and statistical purposes only and acknowledges that these data are immune from legal process. The subgrantee agrees to follow all the requirements for subject notification, information transfer agreements, and final disposition of data.

    Initials HEF

15. The subgrantee understands that the maximum consultant/contractor rate is $650.00 per eight hour day ($81.25 per hour) and must provide justification and receive prior approval from CJCC for rates equal to or exceeding the maximum hourly and/or daily rate.

    Initials HEF

16. The subgrantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm.

    Initials HEF

17. The subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by victims receiving assistance.

    Initials HEF

18. The subgrantee agrees that if it currently has other active awards of federal funds, or receives any other award of federal funds during the period of performance, the subgrantee must promptly determine whether funds from any part of those award funds have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are being provided under this award. If so, the subgrantee will promptly notify the CJCC grant specialist for this award in writing of the potential duplication. In addition, if requested by CJCC, the subgrantee will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

    Initials HEF

19. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages grantees and subgrantees to establish workplace safety policies, adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

    Initials HBF

20. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting the subgrantee will be required to document that the reduction in non-federal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

    Initials HBF

21. The subgrantee must promptly refer to the CJCC and DOJ OIG any credible evidence that a principal, employee, agent, subgrantee, contractor, subcontractor, or other person has either (1) submitted a claim for award funds that violates the False Claims Act or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

    Office of the Inspector General
    U.S. Department of Justice, Investigations Division
    950 Pennsylvania Avenue, N.W., Room 4706
    Washington, DC 20530

    Hotline: (information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881
    Additional information is available from the DOJ OIG website at https://oig.justice.gov.

    Initials HBF

22. The subgrantee understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The subgrantee agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the subgrantee plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction (28 C.F.R. Part 61, App. D). The subgrantee also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

    Initials HBF

23. The subgrantee understands and agrees that (1) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography and (2) Nothing in the previous subsection limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

    Initials HBF

24. Subgrantee agencies agree to comply with the core services and/or state approved standards applicable to their agency type as outlined in the Request for Applications and the application submitted for the applicable award. Subgrantee agencies are responsible for ensuring that their agency meets the minimum requirements and maintains all documentation applicable to its requirements.

    Initials HBF

25. The subgrantee agrees to comply with CJCC's Subgrantee Programmatic and Fiscal Compliance Policy. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

    Initials HBF

26. The subgrantee agrees to obtain prior approval from CJCC to earn or use program income for any VOCA-funded program/project.
    Initials HBF

27. All nonprofit organizations shall comply fully with the requirements set forth in O.C.G.A. § 50-20-1, et seq. and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

    Initials HBF

28. All non-profit subgrantees under this award must make their financial statements available online (either subgrantee's or another publicly available website). OVC will consider subgrantee organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

    Initials HBF

29. All non-profit subgrantees under this award must certify their non-profit status by submitting a statement to CJCC affirmatively asserting that the subgrantee is a non-profit organization and indicating that it has on file, and available upon audit, either a 1) copy of the subgrantee's 501(c)(3) designation letter, 2) letter from the state's taxing body or attorney general stating that the subgrantee is a non-profit organization operating within the state, or 3) copy of the subgrantee's state certificate of incorporation that substantiates its non-profit status. Subgrantees that are local non-profit affiliates of state or national non-profits should have available proof of (1), (2), or (3) and a statement by the state or national parent organization indicating that the subgrantee is a local non-profit affiliate.

    Initials HBF

30. Subgrantees who provide emergency shelter agree that if their agency cannot house a victim they will 1) identify available resources, 2) assist the victim in developing and implementing a feasible plan to access other emergency shelter and/or other services, 3) advocate on behalf of victims to ensure the needed services are obtained, and 4) follow-up to ensure victim has received appropriate services in a timely manner.

    Initials HBF

31. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to CJCC regarding the receipt and expenditure of these funds per O.C.G.A. § 15-21-132.

    Initials HBF

32. Subgrantee agencies agree to comply with the core services training and continuing education requirements applicable to their agency type as outlined in the state standards, Request for Applications, and the application submitted for the applicable award. Subgrantee agencies are responsible for ensuring that their agency's staff meets the minimum training requirements and continuing education and maintains all applicable documentation (additional online training resources are available at https://www.ovcttac.gov).

    Initials HBF

33. The subgrantee agrees that all fully or partially grant-funded staff and his/her supervisor must attend a Victim's Compensation 101 training hosted through CJCC. Staff and supervisors must provide a certificate of completion as proof of attendance. Only trainings received since 2015 meet this requirement. Victim's Compensation 101 also may be applied toward training requirements specified by the subgrantee agency's core service requirements.

    Initials HBF

34. The subgrantee must submit SAR #1 with the completed award package. The adjustment request must be accompanied by an accurate detailed project budget in the format requested by CJCC that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from CJCC. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by CJCC.

    The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

    Initials HBF

35. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

    Initials HBF

36. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports (SER) are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

    Initials HBF

37. A subgrantee that has never received a negotiated indirect cost rate from a Federal Agency, may elect to use the "de minimis" indirect cost rate of 10% as described in 2 C.F.R. 200.414(f). If a subgrantee elects to use the "de minimis" indirect cost rate, the subgrantee must advise CJCC in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

A subgrantee that has received a negotiated indirect cost rate from a Federal Agency at any time in the past cannot use the "de minimis" indirect cost rate. If the subgrantee cannot use the "de minimis" and wishes to recoup indirect costs, the subgrantee must notify CJCC, in writing, of the current and approved negotiated indirect cost rate from a Federal Agency or negotiate an indirect cost rate with CJCC.

Initials HBP

38. Printing materials - The subgrantee agrees to submit all materials to be printed with grant funds to CJCC for approval no later than 30 days prior to sending them to print. CJCC reserves the right to disallow reimbursement for all or part of any proposed publication.

    Initials HBP

39. Under the Government Performance and Results Act (GPRA) and GPRA Modernization Act, subgrantees are required to collect, maintain, and provide data that measure the performance and effectiveness of their grant-funded activities in the time and manner required by CJCC. Accordingly, the subgrantee agrees to submit an annual electronic progress report on program activities and program effectiveness measures.

    i. Statistical data describing project performance from programs providing direct victim services must be submitted to CJCC using the Victim Services Statistical Report (VSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due quarterly on January 20, April 20, July 20, and October 20. The fourth quarter report, due to CJCC October 20, requires subgrantees to complete the narrative section included with that quarter's statistical report.

    ii. The annual Outcome Performance Measures (OPM) report describing program outcomes reflecting changes regarding clients as a result of services delivered must be based on surveys administered to individual clients. Each program should include the appropriate performance measures for their respective program types on their client surveys. Programs are required to follow CJCC's Data Collection Guidelines and report via the online reporting system. Subgrantees are encouraged, but not required, to use the Excel-based spreadsheets to enter and tally their individual client outcome data. Totals reported for outputs and outcomes may not match since outcomes are collected from clients after a substantial completion of services. The performance report is due October 30th.

    Initials HBP

40. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to CJCC.

    Initials HEF

41. Unless the subgrantee receives a written waiver from CJCC, all VOCA subgrantees must provide a 20% match contribution of cash and/or in-kind dollars. Match must 1) be derived from non-federal sources, 2) are restricted to the same uses as the awarded funds, and 3) must be expended within the grant period.

    Initials HEF

42. The subgrantee must use volunteer hours to be eligible for VOCA funds but is not required to submit volunteer hours to meet the 20% match requirement. The standard rate for the provision of direct services by a volunteer is $12.00 per hour. Higher rates must be pre-approved by CJCC. Any

deviation from this requirement must be requested in writing to CJCC utilizing the volunteer requirement waiver request form.

When using volunteer hours to satisfy the match requirement, the subgrantee agrees to utilize project volunteers that provide direct services as defined under the Victims of Crime Act. In order to comply with this requirement, the subgrantee shall furnish a written job description indicating what types of direct services the volunteer will provide. The subgrantee shall provide a copy of the contract between each volunteer and the subgrantee identifying responsibilities for both parties and, with each SER, a listing of all project volunteers that provide direct services using the Monthly Volunteer Time Record, both available at https://cjcc.georgia.gov/grant-forms-publications. The subgrantee shall submit an explanation of "other" volunteer services not listed on the Monthly Volunteer Time Record with each SER, as applicable. Volunteer time spent on administrative activities not related to the grant program, such as board member meetings, are unallowable.

Initials HEF

43. The subgrantee certifies that 1) equipment and/or supplies purchased with funds under this award shall vest in the agency that purchased the property, 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes, and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, CJCC will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia. Vehicles purchased with federal funds must only be used for approved service delivery including client transport or to provide other client services.

    Initials HEF

44. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees shall register with the federal work authorization system, E-Verify, and provide CJCC with its eligibility verification system user number.

    Initials HEF

45. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

    Initials HEF

46. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with understanding and completing application forms and procedures, obtaining necessary documentation, checking on their claim status, and/or following up with the Board of Appeals, as applicable.

    Initials HEF

47. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et seq.). In addition the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et seq.).

    Initials HEF

48. The subgrantee authorizes the Office for Victims of Crime, the Office of the Chief Financial Officer (OCFO), CJCC and its' representatives access to and the right to examine all records, books,

paper, and documents related to the VOCA grant.

Initials HBF

49. Subgrantee agencies are subject to regular compliance monitoring activities by CJCC staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the award. Subgrantee agencies will be scheduled randomly for site visits and desk reviews annually. The subgrantee agency agrees to comply with all compliance monitoring activities.

    Initials HBF

50. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities, initiated and/or conducted by CJCC during and subsequent to the award period.

    Initials HBF

51. Repeatedly late submission of any reports may result in a temporary freeze or a recommendation to the Council for a reduction to your award. These reports include, but are not limited to, SERs and Progress Reports such as VSSR, OPM, and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.
    Initials HBF

52. The subgrantee agrees to activate the agency's award within 90 days of receipt. Subgrantees who do not activate their awards within the specified timeframe may be immediately classified as high-risk agencies. Furthermore, the subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if CJCC determines that the subgrantee is a high-risk agency due to inactivity or results of any other risk assessment performed by CJCC per 28 C.F.R. parts 66, 70.

    Initials HBF

53. No subgrantee under this award may require any employee or contractor to sign an internal confidentiality agreement or statement that explicitly or implicitly prohibits or otherwise restricts the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

    In accepting this award, the subgrantee –

    i. Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (explicitly or implicitly) employees or contractors from reporting waste, fraud, or abuse as described above,

    ii. Certifies that if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (explicitly or implicitly), reporting of waste, fraud, or abuse as described above it will immediately stop any further obligations of award funds, provide prompt written notification to CJCC, and resume (or permit resumption of) such obligations only if expressly authorized to do so by CJCC,

    iii. Represents that it has determined that no other entity the subgrantee's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (explicitly or implicitly)

employees or contractors from reporting waste, fraud, or abuse as described above,

iv. Represents that it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation, and

v. Certifies that if it learns or is notified that any subgrantee, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (explicitly or implicitly), reporting of waste, fraud, or abuse as described above it will immediately stop any further obligations of award funds to or by that entity, provide prompt written notification to CJCC making this award, and resume (or permit resumption of) such obligations only if expressly authorized to do so by CJCC.

Initials HBF

54. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits subgrantees from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

    Faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by subgrantees.

    Initials HBF

55. The subgrantee agrees to submit any and all board meeting minutes recorded which took place during the expenditure period. Board meeting minutes submitted should coincide with the timing of SER submissions, see Special Condition #36. The subgrantee agrees to provide a schedule of board meetings for the grant year inclusive of each meeting's date, time, and location.

    Initials HBF

56. **PAC Statewide Distribution Subgrantees with Victims Compensation Advocates –**
    The subgrantee agrees to: 1) Designate an Advocate to serve as the primary Compensation Advocate; 2) Ensure that Compensation Advocates attend Advanced Victims Compensation Trainings; 3) Ensure that all compensation applications submitted by the District Attorney's Offices are submitted via the Victims Comp Portal and include the police report or an investigative document (e.g. warrant, indictment, etc.); 4) Develop relationships with Law Enforcement to increase the number of Compensation applications submitted and to obtain police reports for victims of violent crimes; 5) Develop a resource list in their respective judicial circuit; 6) Monitor all incomplete applications within their judicial circuit via the Victims Comp Portal and assist with getting requested information/documentation; 7) Follow-up with victims at the request of Victims Compensation staff prior to an application being denied; 8) Submit applications for immediate family members for victims of homicide (counseling benefit); 9) Periodically review the UCR

database for known restitution orders that are 5 years or older. and 10) When submitting applications for victims of DUI inform/assist victims with the DUI memorial sign application.

Initials HEF

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Grantee.

Authorized Official Signature — Date

Shannon K. Whitfield — Sole Commissioner

Print Authorized Official Name — Title

DA/SG Signature — 11/2/2017 Date

Herbert E. Franklin, District Attorney

Print DA/SGI Name

Additional Requirements

1. The Subgrantee's DUNS # is 010126969

2. The Subgrantee understands and agrees that all grant-funded staff including volunteers and those staff that provide a cash match are required to keep timesheets.

   Initials: HBP

3. The Subgrantee understands and agrees that active investigation and prosecution of criminal activities are expressly unallowable costs. No VOCA funds may be used to pay salaries, benefits or other costs associated with active investigation and prosecution of criminal activities except for the provision of victim assistance services to crime victims during such investigation and prosecution.

   Initials: HBP

SUBGRANT NUMBER: C16-8-207 (continuation)
SUBGRANT NUMBER: C15-8-374 (comp advocates)

CERTIFICATE OF NON-SUPPLANTING

Federal law requires that grant funds received by the Department of Justice, not be used to supplant or replace funds that would normally be available or appropriated for the same purpose. As the subgrantee and administrator of VOCA funds on behalf of the district attorneys and solicitors-general, PACGA is obligated to ensure that prosecutors' offices do not violate these non-supplanting requirements. This certificate of non-supplanting is to be signed by the recipient Victim-Witness Program's District Attorney or Solicitor General. Although the Prosecuting Attorneys' Council of Georgia may provide guidance on VOCA budgets, and the Criminal Coordinating Council of Georgia may approve VOCA budgets, it is contingent upon the VWAP program receiving federal funds to certify non-supplanting of local funds.

Supplanting Definition: Supplanting is considered the reduction of state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law. In those instances where a question of supplanting arises, the sub-grantee or grantee may be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

CERTIFICATION

The recipient certifies that any funds awarded through the Victims of Crime Act (VOCA) will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated or allocated for the purpose of providing services to victims of crime. The recipient understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant and civil and/or criminal penalties.

Herbert E. Franklin 11/2/17

Signature of District Attorney or Solicitor-General Date

Herbert E. Franklin

Printed Name of District Attorney or Solicitor-General

DESIGNATION OF GRANT OFFICIALS - INSTRUCTIONS

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

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

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

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

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Lookout Mountain Judicial Circuit District Attorney's Offic

PROJECT TITLE: Lookout Mountain Judicial Circuit District Attorney VWAP

GRANT NUMBER: C16-8-207 & C15-8-374

[X] Mr.
[ ] Ms.

Herbert E. Franklin
PROJECT DIRECTOR NAME (Type or Print)

District Attorney, Lookout Mountain Judicial Circuit District Attorney's Office
Title and Agency

P.O. Box 1025 | LaFayette, GA | 30728
Official Agency Mailing Address | City | Zip

(706) 638-2121 | (706) 638-4821
Daytime Telephone Number | Fax Number

hfranklin@pacga.org
E-Mail Address

[X] Mr.
[ ] Ms.

Greg McConnell
FINANCIAL OFFICER (Type or Print)

Chief Financial Officer
Title and Agency

P.O. Bxo 445 | LaFayette, GA | 30728
Official Agency Mailing Address | City | Zip

(706) 638-1437 | (706) 638-1453
Daytime Telephone Number | Fax Number

gmcconnell@walkerga.us
E-Mail Address

[X] Mr.
[ ] Ms.

Shannon K. Whitfield
Authorized Official (Type or Print)

Walker County Sole Commissioner
Title and Agency

P.O. Box 445 | LaFayette, GA | 30728
Official Agency Mailing Address | City | Zip

(706) 638-1437 | (706) 638-1453
Daytime Telephone Number | Fax Number

commissioner@walkerga.us
E-Mail Address

Prosecuting Attorneys' Council of Georgia
VOCA Reimbursement Selection Form

AGENCY NAME: Lookout Mountain Judicial Circuit District Attorney's Office

SELECT A PROCESS FOR RECEIVING REIMBURSEMENT PAYMENTS (CHECK ONE BOX)

☒ **Electronic Funds Transfer** (Reimbursements will be deposited into the bank account listed below. A voided check MUST be attached to ensure proper routing of funds. **For reimbursements to be deposited into an account other than the county –e.g. DA's Operating Account, etc.—the County Commission must sign below or submit a letter authorizing such deposits)**

Bank Name: The Bank of LaFayette

Bank Routing Number: 061103182

Bank Account Number: 030619

Agency Contact Name: Rebecca Wooden

Agency Contact Telephone Number: (706) 638-1437

Agency Authorized Official Name and Title: Shannon K. Whitfield

Agency Authorized Official Signature: Shannon K. Whitfield

☐ **Check** (Reimbursements will be mailed in the form of a check to the address listed below. For payments to be made to an entity other than the county –e.g. DA's Office, VWAP Program, etc.—the county must submit a letter authorizing such payments)

Mailing Address: _____

City, State & Zip: _____

Attention: _____

Agency Authorized Official Signature: _____

WALKER COUNTY COMMISSIONER
PO Box 445 LaFayette, GA 30728

WUUQ
Check Date 10/18/2017
Check No. 185045

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
08/27/2017	2550491	SHERIFF	250.00
09/03/2017	255049-2	STOCKING FULL OF LOVE AD	250.00

The Sheriff's Dept paid these.

Total: $500.00

THIS CHECK IS PROTECTED BY A VOID PANTOGRAPH, MICROPRINT SIGNATURE LINE AND A HEAT SENSITIVE PADLOCK ICON. ADDITIONAL SECURITY FEATURES ARE LISTED ON BACK.

WALKER COUNTY COMMISSIONER
PO Box 445
LaFayette, GA 30728

General Fund Operating Account
Bank of LaFayette
101 W. Patton St.
LaFayette, GA 30728

Check No: 185045

Date
10/18/2017

Amount
$500.00

Void after 60 Days

PAY Five Hundred and 00/100 Dollars

VOID

TO THE ORDER OF
WUUQ
2615 S BROAD ST
CHATTANOOGA, TN 37408

Amount 500.00 500.00

⑈185045⑈ ⑆061103182⑆ 30619⑈

VENDOR MANAGEMENT FORM (TeamWorks)

The initiating Agency will submit this form to the Vendor Management Group for verification and approval. Agency must complete section 5 of the form to obtain approval.

SECTION 1 – VENDOR IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

VENDOR NUMBER: _____ FEI/SSN/EMP ID NUMBER: 58-6000901

VENDOR NAME: Walker County Commissioner

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTRY: _____

PHONE NUMBER: (706) 638-1437 FAX NUMBER: (706) 638-1453

CONTACT EMAIL: r.wooden@walkerga.us

PYMT REMIT EMAIL _____ LOC # _____

PYMT REMIT EMAIL _____ LOC # _____

SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK)

ROUTING # 061103182 BANK ACCOUNT # 030 619

☐ Check here if General Bank Account can be used by ALL State of Georgia agencies making payments

☒ Check here if this account can only be used for a SPECIFIC purpose _____
(Indicate specific purpose for which this account can be used)

I authorize the State of Georgia to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named above. I understand it is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information.

Shannon K. Whitfield

(Vendor Printed Name) (Vendor Signature) (Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

- ☐ New Vendor
- ☐ Classification Change _____
- ☐ Name Change**
- ☐ Bank Account Add
- ☐ E-Payable
- ☐ Add address
- ☐ Change of Address: Address # _____
- ☐ Bank Account Change
- ☐ 1099 Code _____
- ☐ FEI/TIN Change**
- ☐ Other (provide details in Section 4)
- ☐ Bank Account Delete

Documentation for Vendor Name/TIN changes must include at least one of the following: IRS documentation (tax documents, FEI issuance letter, etc); Confirmation from Secretary of State's office of legal name change **OR** a newly completed W-9 form provided by the vendor.

SIC CODES (CHECK ALL THAT APPLY)

- ☐ Small Business
- ☐ GA Based Business
- ☐ Women Owned
- ☐ Minority Business Certified
- ☐ Minority Business Enterprise
- ☐ Hispanic-Latino
- ☐ African American
- ☐ Native American
- ☐ Asian American
- ☐ Pacific Islander

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – STATE OF GEORGIA AGENCY CONTACT INFORMATION *(OFFICE USE ONLY)*

By my signature, I certify that all reasonable effort has been made to submit information that is accurate, true, and is associated with the vendor name and Tax ID listed above.

Requestor Name: _____ **Agency BU#:** _____ **Date:** _____

Signature: _____

Email: _____ **Phone:** _____ **Fax #:** _____

Guide to Completing the Disclosure of Lobbying Activities Form

1. Disclosure of Lobbying Activities (complete as follows):
    a. Section 1: Write/Type "B"
    b. Section 2: Write/Type "B"
    c. Section 3: Write/Type "A"
    d. Section 4: Check "Subwardee"
    e. Section 5: Write/Type "State of Georgia, Criminal Justice Coordinating Council, 104 Marietta Street, Suite 440, Atlanta, GA 30303:
    f. Section 6 Write/Type "U.S. Department of Justice, Office of Justice Programs."
    g. Section 1: Write/Type "Victims of Crime Act Formula Grant Program." CFDA 16.575
    h. Section 10a: Your agency information
    i. Section 10b: Leave blank
    j. Sign and date

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

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

1. Type of Federal Action:
[b] a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
[b] a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
[a] a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
☐ Prime ☒ Subawardee
Tier _____, *if known*:

Congressional District, *if known*:

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:
State of Georgia, Criminal Justice
Coordinating Council
104 Marietta Street, Suite 440
Atlanta, GA 30303

Congressional District, *if known*:

6. Federal Department/Agency:
U.S. Department of Justice
Office of the Justice Programs

7. Federal Program Name/Description:
Victims of Crime Act Formula Grant Program
CFDA Number, *if applicable*: 16,575

8. Federal Action Number, *if known*:

9. Award Amount, *if known*:
$

10. a. Name and Address of Lobbying Registrant
(*if individual, last name, first name, MI*):
Lookout Mountain Judicial Circuit
District Attorney's Office
P.O. Box 1025
LaFayette, GA 30728

b. Individuals Performing Services (*including address if different from No. 10a*)
(*last name, first name, MI*):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that $10,000 and not more than $100,000 for each such failure.

Signature (County): Shannon K. Whitfield
Print Name: Shannon K. Whitfield
Title: Sole Commissioner
Telephone No.: (706) 638-1437 Date: _____

Federal Use Only:

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

OMB APPROVAL NO. 1121-0140
EXPIRES 01/31/2006

STANDARD ASSURANCES

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

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.

5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C.§ 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §7 94); the Americans with Disabilities Act of 1990 (42 U.S.C.§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity–

a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C.§ 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b) it will comply with requirements of 5 U.S.C.§§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

_ County Commission Signature

Date 11/09/2017

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

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

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

1. LOBBYING

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

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

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

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

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

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

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Check ☐ if there are workplaces on file that are not indentified here.

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

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

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

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

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

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

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

1. Grantee Name and Address:
Prosecuting Attorneys' Council of Georgia
1590 Adamson Parkway, Fourth Floor
Morrow, GA 30260

2. Application Number and/or Project Name
Lookout Mountain Judicial Circuit
District Attorney VWAP

3. Grantee IRS/Vendor Number
58-6000901

4. Printed Name and Title of County Official
Shannon K. Whitfield, Sole Commissioner

5.County Official Signature

6. Date 11/09/2017

U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

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

Shannon K. Whitfield, Sole Commissioner
Name and Title of Authorized Representative (County Commission Chair)

Signature (County Commission Chair)

11/09/2017
Date

Walker County Commissioner
Name of Organization

P.O. Box 445 LaFayette, GA 30728
Address of Organization

AUDIT REQUIREMENTS

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

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

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

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

Please provide the following information:

Period of Fiscal Year: 9/30

Date of Last Audit: 9/30/16

Date of Next Audit: 9/30/17

Anticipated Date Next Scheduled Audit Will Be Forwarded to the Council: 3/31/18

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

CIVIL RIGHTS REQUIREMENTS

Generally, employees and beneficiaries of agencies or organizations that receive federal funding are protected by civil rights laws. These laws prohibit certain types of discrimination in employment practices and in delivery of services. Please list the contact information of the person responsible for civil rights compliance within your organization.

(1) Civil Rights Contact Person: Shannon K. Whitfield

(2) Title/Address: Commissioner

P.O. Box 445

LaFayette, GA 30728-0445

(3) Telephone Number: (706) 638-1437

(4) Number of persons employed by the organizational unit (agency) responsible for administering the sub-grant: 404

For more information regarding civil rights requirements, go to www.ojp.usdoj.gov/ocr/

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Walker County Commissioner of Roads and Revenue

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☒ Other (see instructions) ▶ County Government

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)
101 South Duke Street

Requester's name and address (optional)

City, state, and ZIP code
LaFayette, Georgia 30728-0445

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number
5 8 - 6 0 0 0 9 0 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶ 11-09-2017

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Shannon K. Whitfield
Walker County Commissioner

Post Office Box 445
LaFayette, Georgia 30728

November 2, 2017

Criminal Justice Coordinating Council
Attention: Grants
104 Marietta Street, NW, Suite 440
Atlanta, Georgia 30303-2743

RE: VOCA Grant
Subgrant # C16-8-207 & C15-8-374
Subgrantee: Walker County Commissioner's Office
Project Title: District Attorney VWAP

Dear Grant Official:

I am the sole commissioner of Walker County, Georgia. This county is a part of the Lookout Mountain Judicial Circuit, and my office acts as the administrative county for the four county circuit for the District Attorney's Office as to budgetary matters. This is also true concerning the above grant, and my office is the recipient of all grant funds and distributes them as required by the terms of the grant. The District Attorney's Office handles all the paperwork, while my office handles the administration of all funds. It is my request that Herbert E. (Buzz) Franklin, the District Attorney and Elena Floyd, Office Manager be designated by your office to sign and handle all paperwork from your office for this grant. His office will provide me with copies of all the necessary paperwork, and we will administer the funds accordingly. This will simplify procedures in dealing with this grant.

Thank you for your attention to this matter.

Sincerely,

Shannon K. Whitfield
Walker County Commissioner

Phone: (706) 638-1437 - Fax: (706) 638-1453 - www.co.walker.ga.us

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Walker County Commissioner		
Address:	101 North Duke Street, Lafayette, GA, 30728		
Recipient Type:	Subrecipient	Law Enforcement Agency:	No
DUNS Number:	010102696	Vendor Number (only if direct recipient):	
Name of Contact Person:	Sharleen Robinson	Title of Contact Person:	Human Resources Director
Telephone Number:	706-638-1437	E-Mail Address:	s.robinson@walkerga.us
Subrecipients:	No		

Declaration Claiming Exemption from the EEOP Utilization Report Submission Requirement

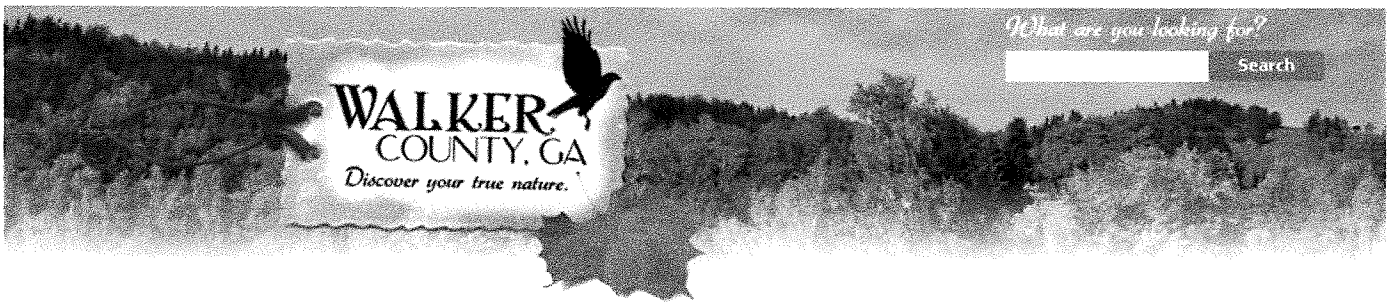
The following exemptions apply:

Filed Utilization Report in previous year		

I, **Sharleen G. Robinson** (*authorized official*), certify that **Walker County Commissioner** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2017** (*fiscal year*) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further certify that **Walker County Commissioner** (*recipient organization*), will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Sharleen G. Robinson, Human Resources Director *Sharleen G. Robinson*
11/2/2017

Print or Type Name and Title Signature Date



Equal Employment Opportunity Policy

INTRODUCTORY INFORMATION

Walker County Government
P.O. Box 445
LaFayette, Georgia 30728

Contact Person: Sharleen Robinson, Human Resources Director

Telephone #: (706) 638-1437

Date and effective duration of EEOP: January 1 to December 31

Policy Statement:

This is the written confirmation of the longstanding policy of Walker County to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, or age. Walker County employees will follow this policy in recruitment, hiring, promotion into all classifications, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, we will take positive affirmative measures in accordance with the prevailing Federal and state law to recruit minorities, females, and persons with disabilities to all levels of County government, to assure adequate representation comparative to the general population of the County.

Any employee under the jurisdiction of Walker County who fails to comply with this policy is subject to appropriate disciplinary action.

Pursuant to approval by the Walker County Commissioner on December 1, 2010, this policy is implemented in accordance with Walker County's Equal Employment Opportunity Plan.

Utilization Analysis Narrative

A comparison of Walker County's workforce to the community labor statistics for Walker County indicates no need to establish corrective goals and objectives at this time.

The Walker County Commissioner will review current employment procedures to discern if they are neutral in intent yet discriminatory in effect. If any are problematic, the County will seek ways to minimize or eliminate, if possible, such procedures. The next section of this Plan identifies specific objectives that support the County's commitment to make its workforce more reflective of published availability data.

OBJECTIVES

It is our goal to continue to ensure all groups have adequate representation by evaluating our promotional and recruitment practices to ensure all groups receive equal opportunity to secure employment. Walker County is committed to creating a workforce at all levels of employment that represents the community it serves. Although Walker County government experiences low turnover and attrition, various legislated opportunities to hire should enable the County to further diversify its workforce and meet its objectives over a five-year period.

STEPS TO ACHIEVE OBJECTIVES

Walker County government is very fortunate in that it has a number of colleges in the Chattanooga metropolitan area and in Northwest Georgia from which to draw recruits for positions. The County will undertake recruitment efforts at these institutions for any category which might show underutilization in the future.

The County also believes that it could attract employees from several areas, including local high schools and community colleges.

The County will advertise job vacancies in both mainstream and any known minority publications serving the Walker County minority community. Further, by working with African-American representatives on County boards and agencies and Hispanic groups where possible, the County will contact and offer to make presentations to minority institutions, community organizations and groups. Such presentations would give Walker County government a chance to connect with more individuals from minority communities and develop referrals and a reputation for outreach.

Walker County Government is committed to making its workforce closely reflect the relevant available community workforce to ensure opportunity regardless of race, national origin, or gender. The information below summarizes specific objectives to assist the County in reaching this goal.

Action Steps:

· Review and update the County's recruitment methods, practices and policies to promote equal employment opportunity through

recruitment efforts

- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to meet and maintain equal employment opportunity objectives
- Promote opportunities for upward mobility of all employees regardless of race or gender through the County's Employee Development Program
- Review recruitment and retention efforts regularly and apply information derived from exit interviews to efforts to improve retention
- Provide EEO training to supervisors and managers on EEO policies, processes, documentation, interview processes and employment requirements

DISSEMINATION

Internal Dissemination:

1. We will include the EEO policy statement in any County employee personnel policy and procedures manual, and we will distribute a separate copy to all department managers.
2. We will continue to conspicuously post portions of the EEO Policy on employee bulletin boards.
3. We will continue to include the EEO Policy on the County web page.
4. Walker County will update department managers annually regarding the County's equal employment opportunity plan. Discussions will include identifying and addressing problem areas with effective solutions.

External Dissemination:

1. We will continue to communicate on written documents using County letterhead that Walker County is an "equal employment opportunity employer."
2. We will continue to inform applicants, vendors, and suppliers regularly and in writing of the County's commitment to equal employment opportunity.

GEORGIA EMERGENCY MANAGEMENT AGENCY
HOMELAND SECURITY

NATHAN DEAL
GOVERNOR

HOMER BRYSON
DIRECTOR

October 5, 2017

Honorable Shannon Whitfield
Sole Commissioner
Walker County
Post Office Box 445
LaFayette, Georgia 30728

Dear Commissioner Whitfield:

On behalf of Governor Nathan Deal, it is my pleasure to inform you the State of Georgia has awarded the Walker County Fire and Emergency Services a subgrant funded from the federal FY17 Homeland Security Grant Program. The amount of the grant is $46,000.00 to build and enhance your community's capabilities in Homeland Security.

The grant funding can be used only for the purposes specified and authorized by a Recipient-Subrecipient Agreement, so no action can be undertaken until the agreement has been finalized. Please review, complete and return the grant agreement you will receive from the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) containing specific information regarding your grant.

Thank you for your commitment to protect Georgia citizens and assets. I appreciate your efforts to ensure Georgia remains a safe place for us to live and raise our families. By working together, we can continue to be prepared for the challenges that may face us.

Sincerely,

Homer Bryson

Homer Bryson

HB:SH
cc: Chief Blake Hodge
Walker County Fire and
Emergency Services

GEORGIA EMERGENCY MANAGEMENT AGENCY
HOMELAND SECURITY

NATHAN DEAL
GOVERNOR

HOMER BRYSON
DIRECTOR

October 5, 2017

RE: GAN #EMW-2017-SS-00015-S01
SHO17-047
Walker County Fire and Emergency Services

Honorable Shannon Whitfield
Sole Commissioner
Walker County
Post Office Box 445
LaFayette, Georgia 30728

Dear Commissioner Whitfield:

It's my pleasure to award your agency with a FY2017 Homeland Security sub grant from the Department of Homeland Security (DHS). Enclosed is the Recipient-Subrecipient Agreement for funding awarded to your agency by the Georgia Emergency Management and Homeland Security Agency (GEMA/Homeland Security). This agreement governs the use of funding provided by DHS to help your agency to build and enhance capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies in accordance with the goals and objectives of the State Strategic Plan.

The amount of this agreement is $46,000.00. You may not exceed in either quantity nor total dollar amount the items expressly approved for you to purchase, as shown on the accompanying detailed budget worksheet(s). The funds can only be applied to equipment found on the Authorized Equipment List (AEL), and as approved by your GEMA/Homeland Security Program Manager. **This grant award expires October 31, 2018. All program activities must be completed by this date. Extensions will be granted only under extraordinary circumstances.**

Attached to the Recipient-Subrecipient Agreement are Exhibits A through M. Please review all materials, and then return signed originals of the Recipient-Subrecipient Agreement along with **completed and signed** originals of Exhibits A - F to our office, Attention: Preparedness Grants Division, Post Office Box 18055, Atlanta, Georgia 30316 **by close of business November 15, 2017**. A copy of the fully executed agreement will be returned to you for your files. **Please note that program activities and equipment purchases cannot begin until both parties have signed this agreement.**

If you require further information as to the grantee package, please contact Lee Brown, Grant Unit Supervisor, at 404-635-7013. Thank you for your work on behalf of the citizens of Georgia.

Sincerely,

Joe McKinney
Manager of Preparedness
Grants and Programs

JM/SH
Enclosures
cc: Chief Blake Hodge
Walker County Fire and Emergency Services

FISCAL YEAR 2017
HOMELAND SECURITY GRANT PROGRAM

AGREEMENT BETWEEN
THE STATE OF GEORGIA
GEORGIA EMERGENCY MANAGEMENT AND
HOMELAND SECURITY AGENCY

AND

WALKER COUNTY EMERGENCY SERVICES

GRANT NO: SHO17-047

The United States Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), approved the application and awarded grant funding from the Fiscal Year (FY) 2017 Homeland Security Grant Program to the Georgia Emergency Management Agency and Homeland Security Agency (GEMA/HS) on behalf of the State of Georgia, in accordance with *The Homeland Security Act of 2002* (Public Law 107-296), *as amended by section 101 of the Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53). The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 97.067.

GEMA/HS will maintain overall responsibility and accountability to the federal government for the duration of the program. GEMA/HS, as Recipient, has awarded the amount of **$46,000.00** to **WALKER COUNTY EMERGENCY SERVICES** as Subrecipient, in accordance with the Fiscal Year 2017 Homeland Security Grant Program (HSGP), State Homeland Security Program (SHSP), and/or Urban Area Security Initiative (UASI).

Under this Agreement, GEMA/HS will execute the interests and responsibilities of the Recipient. The individual designated to represent the State is **Homer Bryson, Authorized Recipient Official**. The State has designated **Mark Sexton** as the **Program Manager** of this program. The Subrecipient's Authorized Official has authority to legally bind the Subrecipient and will execute the interests and responsibilities of the Subrecipient. The Subrecipient's Authorized Official is the person whose name and signature appear on page twelve (12) of this agreement.

PURPOSE: The Subrecipient agrees to use allocated funds only as approved; to comply with the terms, conditions and guidelines, as stated within this agreement; and to request reimbursement only for expenditures made in accordance with the Approved Budget Worksheet (Exhibit L). Any modification to the Budget Worksheet must be requested in writing by the Subrecipient and must be approved by the Program Manager prior to the execution of that modification.

After all approved items on the approved Budget Worksheet have been reimbursed to the Subrecipient, this Subrecipient Agreement shall be terminated. Any remaining funds shall be forfeited by the Subrecipient, and deobligated and reallocated by GEMA/HS.

PERIOD OF PERFORMANCE: This Agreement shall become **effective** on October 1, 2017, or on the date when the Agreement has been signed by all parties and returned to GEMA/HS, whichever is later, and shall continue through October 31, 2018. No modifications to the Budget Worksheet can be made after the termination date, October 31, 2018, or when all funds have been used.

Spending of grant funds, may not commence until this Agreement is **effective**. The Subrecipient agrees that all purchases and expenditures authorized under this program must be completed by the effective end date. Extensions are at the discretion of GEMA/HS and will only be granted for cause when requested in writing at least 30 days prior to the end date of this Agreement.

Caveat: DHS/FEMA has reserved the right to change the FY17 HSGP grant; including shortening the performance period and/or grant end date. Any change in the grant and/or performance period of the FY17 HSGP award will be passed through to the Subrecipient by GEMA/HS.

EXHIBITS: Exhibits are attached or attainable via the internet and made a part of this agreement by reference:

Exhibit A	Standard Assurances – Standard Form 424B (Non-Construction) or Standard Form 424D (Construction), as applicable **(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
Exhibit B	National Incident Management System (NIMS) Compliance Form **(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
Exhibit C	Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements **(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
Exhibit D	Federal Financial Funding Accountability and Transparency Act (FFATA) form **(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
Exhibit E	Program Information Form **(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
Exhibit F	GEMA/HS Risk Assessment Survey **(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
Exhibit G	Payment Request Form (KEEP FOR REFERENCE)
Exhibit H	Quarterly Financial Status Report (FSR) Reporting Form (KEEP FOR REFERENCE)
Exhibit I	Tangible Property Report (KEEP FOR REFERENCE)
Exhibit J	Acknowledgment Form for Receipt of Goods or Services Paid for by the State on Behalf of Subrecipient (KEEP FOR REFERENCE)

Exhibit K U.S. Department of Homeland Security, HSGP, Grant Agreement Number EMW-2017-SS-00015-S01, Agreement Articles (KEEP FOR REFERENCE)

Exhibit L Approved Budget Worksheet(s) (KEEP FOR REFERENCE)

Exhibit M DHS/FEMA Fiscal Year 2017 HSGP Notice of Funding Opportunity Announcement (DHS/FEMA NOFO), located at:

https://www.fema.gov/media-library-data/1496691855715-4d78d65ebb300900ce6c945931eff2c6/FY_2017_HSGP_NOFO_20170601v2014_605.pdf

PURCHASES, REIMBURSEMENT, AND REPORTING REQUIREMENTS:

A. **Purchasing:** Subrecipient must follow federal, state and local procurement guidance and regulations as standards for purchasing or acquiring equipment and services. All spending or purchases must be made in accordance with the agreed spending plan as outlined in the Budget Worksheet (Exhibit L) and all equipment purchases must be in accordance with the Department of Homeland Security Authorized Equipment List (DHS/AEL) located on the internet at:

https://www.fema.gov/media-library/assets/documents/101566

B. **Payment Request Forms:** Payments to the Subrecipients will be made only upon presentation of the approved Payment Request Form (Exhibit G). Reimbursements from invoices and applicable proof of payment (or other justifying documentation) will only be made for eligible equipment, materials, expenses, and costs upon approval of the Program Manager. Omission of pertinent documentation will constitute justification for non-payment of any amounts submitted on the Payment Request Forms.

C. **State Purchases on behalf of Subrecipient:** GEMA/HS may, with the written consent of the Subrecipient, retain and expend grant funding on behalf of the Subrecipient. Before the State will make purchases on behalf of local jurisdictions, the Subrecipient must provide justification, receive approval from GEMA/HS and provide GEMA/HS with a Memorandum of Understanding authorizing GEMA/HS to expend these funds. If GEMA/HS does agree to retain and expend grant funding on behalf of the Subrecipient, the Subrecipient is required to submit documentation to verify receipt and acceptance of the goods or services on the Acknowledgment Form (Exhibit J) and provide any other documentation or information requested by GEMA/HS. If the Acknowledgement Form is not returned to GEMA/HS in a timely manner, the Subrecipient will be held accountable for payment to the vendor. The Subrecipient is still accountable for submitting the Quarterly Financial Status Reports (FSR) (Exhibit H) on a timely basis according to the guidelines in the section below.

D. **Quarterly Financial Status Report (FSR):** The disposition of grant funds, including all obligations and expenditures, must be reported to GEMA/HS on a quarterly basis through the FSR, which is due within 30 days of the end of each calendar quarter. A copy of the FSR report form is attached as Exhibit H to this agreement.

The following reporting periods and due dates apply:

- First Quarter October 1 – December 31 Due January 31
- Second Quarter January 1- March 31 Due April 30

- Third Quarter April 1 – June 30 Due July 31
- Fourth Quarter July 1 – September 30 Due October 31

FAILURE TO HAVE A CURRENT FSR ON FILE AT GEMA/HS WILL RESULT IN WITHHOLDING OF REIMBURSEMENT UNTIL THE FSR IS RECEIVED.

E. **Biannual Strategy Implementation Reports (BSIR):** The Subrecipient shall complete and submit any other reports as requested by GEMA/HS and cooperate and assist GEMA/HS in complying with the DHS tracking and reporting requirements. Specifically, without limitation, Subrecipient shall submit information at the request of GEMA/HS to assist in the submission of the BSIR, and any other reports, as required

F. **Grant Closeout Report:** The Subrecipient shall submit a final program report detailing all accomplishments throughout the project with the final FSR. After both of these reports have been reviewed and approved by GEMA/HS, a Closeout Report will be generated indicating the project has closed and listing any remaining funds to be deobligated.

MONITORING AND AUDITS: The Subrecipient shall permit persons duly authorized by GEMA/HS access to inspect and copy all records, books papers, documents, facilities, goods, and services related to this Agreement, and to interview clients, employees, and subcontractors of the Subrecipient concerning the performance of this Agreement. If the Subrecipient fails to provide access to such materials, GEMA/HS may terminate this Agreement.

LAWS, REGULATIONS, FINANCIAL AND ADMINISTRATIVE REQUIREMENTS, AND PROGRAM GUIDANCE: The Subrecipient shall comply with all applicable federal and state laws, regulations, and financial and administrative requirements. A non-exclusive list of regulations is listed below. Code of Federal Regulations (CFR) sections may be accessed online at http://www.ecfr.gov/.

A. **Administrative Requirements**

2 CFR Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

2 CFR Part 200, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

B. **Cost Principles**

2 CFR Part 200, Subpart E, Cost Principles for State, Local and Indian Tribal Governments

2 CFR Part 200, Subpart E, Cost Principles for Education Institutions

2 CFR Part 200, Subpart E, Cost Principles for Non-Profit Organizations

48 CFR 31.2, Federal Acquisition Regulations (FAR) Contracts with Commercial Organizations

C. **Organizational Audit Requirements:** The Subrecipient agrees to comply with the organizational audit requirements of 2 CFR Part 200, Subpart F, Audits of States, Local Governments, and Non-Profit Organizations.

Subrecipients that expend $750,000.00 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the Government Accountability Office's (GAO's) Government Auditing Standards, which may be accessed online at http://www.gao.gov/govaud/ybk01.htm, and in accordance with 2 CFR §200.514 Scope of Audit. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

In addition, Subrecipients must submit the audit report to the State of Georgia, by sending a copy to the Georgia Department of Audits and Accounts, Nonprofit and Local Governments Audits, 270 Washington Street, SW, Room I-156, Atlanta, Georgia 30334-8400.

If required to submit an audit report under the requirements of 2 CFR Part 200, Subpart F, the Subrecipient shall provide GEMA/HS with written documentation showing that it has complied with the single audit requirements. Such documentation shall be returned to GEMA/HS with this signed Agreement. The Subrecipient shall immediately notify GEMA/HS in writing at any time that it is required to conduct a single audit and provide documentation within a reasonable time period showing compliance with the single audit requirement.

D. **Selected Items of Cost**: The Subrecipient agrees to comply with the requirements of OMB 2 CFR Part 225, Selected Items of Cost. Physical inventories must be taken at least once every two years to ensure that assets received through this Agreement exist, and are in use. Governmental units will manage and maintain equipment in accordance with State laws and procedures.

E. **Data Universal Numbering System (DUNS) Number Requirement:** No entity may receive a subgrant under this award unless GEMA/HS has received the DUNS number for the prospective Subrecipient.

F. **Accounting System:** The Subrecipient agrees to maintain an accounting system integrated with adequate internal fiscal and management controls to capture and report grant data with accuracy, providing full accountability for revenues, expenditures, assets, and liabilities. This system shall provide reasonable assurance that the Subrecipient is managing federal and state financial assistance programs in compliance with all applicable laws and regulations

G. **Retention and Maintenance of Records:** The Subrecipient shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of grant funds. All such records must be retained by the Subrecipient for a minimum of three years from the date that the DHS closes the State of Georgia's 2017 HSGP grant. GEMA/HS will notify the Subrecipient in writing when the retention period begins.

H. **Withholding and Repayment of Funds:** In addition to any other remedies provided by law or the terms of this Agreement, if the Subrecipient fails to comply with any of the terms or conditions of this Agreement, including all exhibits hereto, or with any applicable federal or state law or regulation, GEMA/HS may withhold or require repayment of grant funds in connection with which the violation occurred. In addition, GEMA/HS may withhold or require repayment of all or any portion of the financial award which has been or is to be made available to the Subrecipient. Specifically, without limitation, GEMA/HS will be entitled to payment from the Subrecipient for any funds paid by the State or that the State is responsible to pay on behalf of the Subrecipient for which GEMA/HS is unable to receive payment or required to repay due to the Subrecipient's failure to cooperate in providing the required documentation showing receipt of the goods or services, completing and returning the Acknowledgment Form to GEMA/HS in the

time required, purchasing of equipment in the time required, submitting request for reimbursement with complete supporting documents, or any other activity that GEMA/HS deems a failure by the Subrecipient under this Agreement.

I. National Initiatives:

1. The Subrecipient agrees to comply with all applicable terms and conditions of the FY 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Announcement (NOFO) (Exhibit M), including without limitation, adoption and implementation of the National Incident Management System (NIMS). Refer to NOFO, page 5, "NIMS Implementation section." Other NIMS resources are at the following locations:

   https://www.fema.gov/resource-management-mutual-aid

   http://www.fema.gov/nims-doctrine-supporting-guides-tools

2. In order to assure compliance with NIMS requirements, all terms and conditions of this agreement are predicated and conditional upon the Subrecipient's assurance by completing and signing the NIMS Compliance Form (Exhibit B) and returning the completed and signed form to GEMA/HS with the original signed Agreement.

3. The Subrecipient agrees to institutionalize the use of the Incident Command System (ICS) as required by Georgia law and the NIMS minimum compliance requirements.

4. The Subrecipient agrees that any exercises conducted with grant funds will be managed and executed in compliance with the Homeland Security Exercise and Evaluation Program (HSEEP). All exercises are to be planned, conducted, and evaluated with the implementation of improvement in accordance with the guidance from the HSEEP, available at http://www.fema.gov/national-exercise-program

   a. Any exercises implemented with grant funds must be threat and performance-based and should evaluate performance of critical tasks required to respond to the exercise scenario.

   b. All funded exercises are encouraged to be posted in the Multiyear Exercise Plan calendar, added to the National Exercise Schedule, located at https://www.fema.gov/exercise and must be preapproved by the GEMA/HS Exercise Program Manager.

   c. The Subrecipient must report to the GEMA/HS Exercise Program Director prior to conducting scheduled exercises and provide the Program Director with an After Action Report (AAR) and Improvement Plan for each exercise conducted within 90 days following completion of the exercise in accordance with the FY17 HSGP DHS/FEMA NOFO (Exhibit M, page 40).

   d. Exercises conducted using HSGP funding must be NIMS compliant, as defined by the current NIMS compliance matrices. Further information is available on the NIMS Integration Center Web site at http://www.fema.gov/national-incident-management-system.

5. The Subrecipient agrees to coordinate with GEMA/HS to maintain and update the Threat and Hazard Identification and Risk Assessment (THIRA) and agrees to provide GEMA/HS any information and access to records upon request.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA): All new subawards under this grant of $25,000 or more are subject to FFATA reporting requirements. The Subrecipient is responsible for providing any information requested by GEMA/HS to complete the required report.

A. Unless exempt, the Subrecipient shall report the names and total compensation of its five most highly compensated executives for its preceding completed fiscal year. This report is only required if:

1. In the Subrecipient's preceding fiscal year, the Subrecipient received 80 percent or more of its annual gross revenues from federal procurement contracts and subcontracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

2. The public does not have access to information about the compensation of the executives 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 61104 of the Internal Revenue Code of 1986.

3. Additional information regarding the FFATA requirements can be found at http://www.fema.gov/pdf/government/grant/bulletins/info350.pdf, www.USAspending.gov, and www.fsrs.gov

SPECIAL CONDITIONS:

A. The Subrecipient agrees to use all grant funding awarded from the Fiscal Year 2017 Homeland Security Grant Program (HSGP) for costs related to preparedness activities associated with implementing the findings of State Preparedness Report, including goals and objectives, and any Urban Areas Security Initiative strategies.

B. The Subrecipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2017 HSGP DHS/FEMA NOFO (Exhibit M), and to comply with all DHS/FEMA requirements and cooperate with GEMA/HS to comply with federal and state requirements related to the grant funding.

C. The Subrecipient understands and agrees that any allocations and use of grant funding must support and may only be used to fund the investments identified in the Fiscal Year 2017 HSGP grant application submitted by GEMA/HS to DHS/FEMA and to use grant funding only for projects pre-approved by GEMA/HS.

D. The Subrecipient agrees to comply with the FY 2017 Homeland Security Grant Program Agreement Articles, included with this agreement as Exhibit K. References in the exhibit to "recipient" apply to the Subrecipient's requirements as subrecipient. The Subrecipient agrees to sign and comply with the terms and conditions of GEMA/HS's Statewide Mutual Aid and Assistance Agreement and to render mutual aid for a suspected or real attack or in the case of weapons of mass destruction or other event, as determined by GEMA/HS. The Subrecipient shall sign any other Mutual Aid Agreements GEMA/HS or DHS/FEMA shall deem necessary in order to assure the Subrecipient will fulfill its obligations to render mutual aid.

E. Any Subrecipient receiving funding for purposes of explosive ordnance disposal (EOD) agrees to contact the Georgia Bureau of Investigation (GBI) by telephone immediately whenever responding outside of its jurisdiction.

F. The Subrecipient will maintain an inventory of all grant funded equipment and provide a copy to GEMA/HS at the end of the grant performance period. The Subrecipient will submit an updated inventory every year thereafter or as equipment is disposed of. Equipment must be used for the intended purpose for the life of the equipment. GEMA/HS must be given a written disposition plan for any equipment that has a value of $5,000 or more at the end of its useful life.Non-Supplanting Requirement: The Subrecipient agrees that federal grant funds received under this award will not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Applicants or Recipients may be required to demonstrate if a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. The Subrecipient will be expected to demonstrate how these funds will be used to supplement, but not supplant, state or local funds for the same purposes.

G. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, requests for information or data collection, including, but not limited to, the provision of any information regarding any activities within this agreement that may be required for the assessment or evaluation.

H. Federal funds under this grant program are provided through reimbursement of all eligible expenditures. The Subrecipient shall follow procurement standards as stated in federal and state laws and regulations.

I. Sole Source Procurement: The Subrecipient's procurement procedures and regulations must conform to federal procurement laws and standards. All procurement transactions without regard to dollar value, whether negotiated or through competitive bid process shall be conducted in such a manner as to provide maximum open and free competition.

J. Should the Subrecipient elect to award a non-competitive proposal, justification must be provided and include a description of the program and why it is necessary to enter into non-competitive agreement. All sole-source procurements as defined in 2 CFR§200.320(f) must receive prior written approval from GEMA/HS.

K. The Subrecipient understands and agrees that compensation for individual consultant services is to be reasonable and consistent and should represent fair market value for services. Time and effort reports for consultant services are required, and competitive bidding is encouraged, as explained in 2 CFR §200.317-326.

L. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of GEMA/HS and DHS.

M. No elected or appointed official or employee of the Subrecipient shall be admitted to any share or part of any benefit, directly or indirectly, from this agreement or grant award. This provision shall not be construed to extend to any contract made with a corporation for its general benefit.

N. If the Subrecipient is found to be in violation of any of the conditions of this agreement, including any exhibits hereto, or of applicable federal and state laws or regulations, in addition to any other

recourse available, GEMA/HS shall notify the Subrecipient that additional funds in connection with which the violation occurred will be withheld until such violation has been corrected to the satisfaction of GEMA/HS. In addition, GEMA/HS may withhold or require repayment of any portion of the financial award which has been or is to be made available to the Subrecipient, or retained and obligated or expended on behalf of the Subrecipient, for other projects under this program until adequate corrective action is taken.

O. The Subrecipient understands and agrees that for any copyrightable work based on or containing data first produced under this Agreement, the Subrecipient shall grant the government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute, perform, disseminate, or prepare derivative works, and to authorize others to do so, for government purposes on all such copyrighted works. The Subrecipient shall affix the applicable copyright notices of 17 U.S.C. §401 or 402 and an acknowledgement of government sponsorship, including the grant award number, to any work first produced under this grant award.

P. Environmental Historical Preservation (EHP)

1. The Subrecipient shall comply with all applicable federal, state, and local environmental and historic preservation (EHP) requirements and shall provide any information requested by FEMA or GEMA/HS to ensure compliance with applicable laws and regulations, including: Federal EHP regulations, laws and Executive Orders; National Environmental Policy Act; National Historic Preservation Act; Endangered Species Act; and Executive Orders on Floodplains (11988), Wetlands (11990), and Environmental Justice (12898). Failure of the Subrecipient to meet federal, state, and local EHP requirements and obtain applicable permits may jeopardize federal funding. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval from FEMA, through GEMA/HS, including but not limited to communications towers, physical security enhancements, new construction, modifications to buildings, and replacement of facilities. The Subrecipient shall coordinate with GEMA/HS regarding any activities using grant funding that require specific documentation of compliance with federal laws and/or regulations.

2. The Subrecipient shall provide any information requested by GEMA/HS or FEMA to ensure compliance with applicable federal EHP requirements. Any change to the approved project or scope of work will require re-evaluation for EHP compliance. If ground disturbing activities may occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and, if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify GEMA/HS, and the Georgia Department of Natural Resources, Georgia State Historic Preservation Division.

3. The Subrecipient shall not undertake any project using HSGP funding to which the National Environmental Policy Act (NEPA) requirements are applicable without first obtaining written approval from FEMA, through GEMA/HS. The Subrecipient shall coordinate with GEMA/HS regarding any activities using grant funding that require specific documentation of NEPA compliance. Any construction activities initiated prior to the full environmental and historic preservation review and evaluation will result in a non-compliance finding and will not be eligible for HSGP funding.

For more information regarding FEMA's EHP requirements, the Subrecipient should refer to the DHS/FEMA FY17 NOFO (Exhibit M) and FEMA's Information Bulletins 329, 345, 356, 371, and 404 available on the internet at http://www.fema.gov/grant-programs-directorate-information-bulletins

Q. The Subrecipient agrees to cooperate with GEMA/HS in assuring that any training using HSGP funds is reported through the Training Information Reporting System ("Web-Forms") located at https://www.firstrespondertraining.gov/admin/main.jsp

R. The Subrecipient agrees that funds from the FY 2017 HSGP utilized to establish or enhance state and local fusion centers will be used in compliance with the requirements and restrictions in the DHS/FEMA NOFO (Exhibit M), pages 39-40 and with FEMA's Information Bulletins 281 and 288. Specifically without limitation, the Subrecipient receiving funding to be used for costs related to a fusion center agree to comply with the following:

1. To use such funds to support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and the National Strategy for Information Sharing, and achievement of a baseline level of capability as defined by Global's *Baseline Capabilities for State and Major Urban Area Fusion Centers*, a supplement to the Fusion Center Guidelines, located at http://www.it.ojp.gov/documents/baselinecapabilitiesa.pdf

2. To use such funds to support achievement of baseline levels of capability as defined in the fusion capability planning tool.

3. The Subrecipient shall provide GEMA/HS with certification stating that the Subrecipient will assume responsibility for supporting the costs of any hired analysts following the three-year federal funding period or the termination of the Subrecipient Agreement, whichever occurs first.

4. The Subrecipient shall provide GEMA/HS with certificates of completion of training for each intelligence analyst hired with grant funding to enable information/intelligence sharing capabilities in accordance with Global's *Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States,* as required under the DHS/FEMA FY17 NOFO (Exhibit M) and Information Bulletin 288.

5. All Subrecipients leveraging FY 2017 HSGP funds in support of information sharing and intelligence fusion and analysis centers must leverage available federal information sharing systems, including Law Enforcement Online (LEO) and the Homeland Security Information Network (HSIN) and comply with 28 CFR 23.

S. Any Subrecipient receiving HSGP grant funding for purchasing or upgrading a mobile communication vehicle (MCV), equipment for an MCV, or other MCV related costs, agrees to comply with the following requirements:

1. Each agency receiving an MCV funded with HSGP funding will be required to participate with the MCV in at least one regional GEMA/HS sponsored MCV exercise annually and at least one GEMA/HS sponsored statewide MCV exercise biennially. Any agency who cannot meet this compliance requirement due to an unforeseen event in any year must request approval from GEMA/HS, providing a reasonable justification for failing to remain in compliance.

2. Each agency receiving an HSGP funded MCV will provide GEMA/HS with updated vehicle equipment capability and inventory data as requested.

T. In the event that the Subrecipient uses subcontractors or contractors, the Subrecipient shall use small, minority, women-owned or disadvantaged business concerns and contractors or subcontractors to the extent practicable as prescribed by applicable Federal and State laws.

U. The Subrecipient understands that any public contracts and subcontracts funded by the HSGP must comply with the requirements of O.C.G.A. §13-10-90, et seq., and Georgia Department of Labor Rules 300-10-1, et seq., to verify the contractor's or subcontractor's new employees' work eligibility through a federal work authorization program. The Subrecipient shall utilize the U.S. DHS E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

CHANGES TO AGREEMENT: The Subrecipient understands and agrees that, in addition to the provisions in the "Termination" section below, GEMA/HS shall have the right to make unilateral changes, cancel or terminate this agreement in the event that FEMA and/or DHS makes changes to the FY17 HSGP grant awarded to GEMA/HS. With the exception of termination or changes included in this agreement, there shall be no other changes to this Agreement unless mutually agreed upon by all parties to the Agreement.

EMPLOYMENT: The employment of unauthorized aliens by the Subrecipient Agency is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Subrecipient Agency knowingly employs unauthorized aliens, such violation shall cause the unilateral cancellation of the Agreement. Any services performed by any such unauthorized aliens shall not be paid.

The Subrecipient Agency shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

TERMINATION: This agreement may be terminated for any or all of the following reasons:

A. Cause/Default: This agreement may be terminated for cause, in whole or in part, at any time by the State of Georgia for failure of the Subrecipient to perform any of the provisions or to comply with any of the terms and conditions herein. If the State exercises its right to terminate this agreement under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The Subrecipient will be required to submit the final invoice no later than 30 days after the effective date of written notice of termination. Upon termination of this agreement, the State shall not incur any new obligations after the effective date of the termination and shall cancel outstanding obligations, as possible. The above remedies are in addition to any other remedies provided by law or the terms of this agreement.

B. Notwithstanding and without waiving any other remedies available for the Subrecipient's failure to comply with the terms and conditions of this agreement, if the Subrecipient fails to meet its obligations, voluntarily or otherwise, as part of a GEMA/HS program, GEMA/HS will have the right, privilege and option to immediately terminate this Agreement. Failure to exercise the right of termination for previous occurrences or omissions will not act as a waiver for future noncompliance by the Subrecipient. Should GEMA/HS exercise the right, privilege and option to terminate this Agreement, the Subrecipient shall immediately transfer ownership of any HSGP grant funded vehicle(s) and related equipment purchased under this agreement to GEMA/HS or to whomever GEMA/HS shall designate, including the transfer of title, tag and related documents, and shall deliver and turn over possession and title of said vehicle(s) and related equipment, without cost, as directed by GEMA/HS.

C. Convenience: This agreement may be cancelled or terminated by either of the parties without cause; however, the party seeking to terminate or cancel this agreement must give written notice of its intention to do so to all other parties at least 30 days prior to the effective date of cancellation or termination.

D. Non-Availability of Funding: Notwithstanding any other provision of this agreement, in the event that either of the sources of funding for reimbursement under this agreement (appropriations from the General Assembly of the State of Georgia or the Congress of the United States of America) no longer exist, in the event the sum of all obligations of GEMA/HS incurred under this and all other agreements entered into for this program exceeds the balance of such funding, then this agreement shall immediately terminate without further obligation of GEMA/HS. The certification by the Director of GEMA/HS of the occurrence of either of the events stated above shall be conclusive.

IN WITNESS WHEREOF, the **GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY** and **WALKER COUNTY EMERGENCY SERVICES** have executed this Agreement:

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

Signature

Mark Sexton, Assistant Director

Printed Name and Title of Signatory

10 / 05 / 2017

Date of Signature

SUBRECIPIENT

Signature, Authorizing or Highest Official

Shannon K. Whitfield, Sole Commissioner

Printed Name and Title of Signatory

11 / 09 / 2017

Date of Signature

58-6000901

Agency FEID (XX-XXXXXXX)

Agency DUNS Number (XXXXXXXXX)

EXHIBITS A – F

MUST BE COMPLETED, SIGNED, AND

RETURNED WITH THE EXECUTED AGREEMENT

Exhibit A	Standard Assurances – Standard Form 424B (Non-Construction) or Standard Form 424D (Construction), as applicable
Exhibit B	National Incident Management System (NIMS) Compliance Form
Exhibit C	Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements
Exhibit D	Federal Financial Funding Accountability and Transparency Act (FFATA) Form
Exhibit E	Program Information Form
Exhibit F	GEMA/HS Risk Assessment Survey

OMB Number: 4040-0007
Expiration Date: 01/31/2019

ASSURANCES - NON-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 (0348-0040), 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 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 cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. 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.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. 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.

7. 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 or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. 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.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. 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).

12. 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.

13. 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.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. 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.

17. 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."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. 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
	Sole Commissioner
APPLICANT ORGANIZATION	DATE SUBMITTED
Walker County Emergency Services	11/09/2017

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

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 statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(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
	Sole Commissioner
APPLICANT ORGANIZATION	DATE SUBMITTED
Walker County Emergency Services	11/09/2017

NIMS Compliance Form

This NIMS Compliance Form MUST be completed by each agency requesting or benefitting from funding.

Subgrantees are required to meet certain National Incident Management System (NIMS) compliance requirements. For additional guidance on NIMS training, please refer to http://www.training.fema.gov/nims. All emergency preparedness, response, and/or security personnel in the state agencies, tribes, and local governments participating in the development, implementation, and/or operation of resources and/or activities awarded through this grant are compelled to complete training programs consistent with the NIMS National Standard Curriculum Development Guide. Minimum training includes ICS-100 and IS-700. The Subgrantee agrees to comply with the NIMS compliance requirements and to evidence compliance by completing and returning to the Georgia Emergency Management Agency/Homeland Security this NIMS Compliance Form, Exhibit "B" to this agreement.

Please check the box next to each action that the Subgrantee has completed. For those actions not completed in the "Required" section, please provide a one-page summary of the plan to complete these actions.
Additional NIMS guidance can be found at http://www.fema.gov/national-incident-management-system.

REQUIRED:

- ☑ **IS-700 (NIMS) An Introduction**
- ☑ **ICS-100: Introduction to the Incident Command System**

RECOMMENDED:

- ☑ Community Adoption: Adopt NIMS at the community level for all government departments and/or agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.
- ☑ Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans.
- ☑ Public Information System: Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.
- ☑ Preparedness/Planning: Establish the community's NIMS baseline against the FY2008 and FY2009 implementation requirements.
- ☑ Develop and implement a system to coordinate all federal preparedness funding to implement the NIMS across the community.
- ☑ Revise and update plans and SOPs to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

RECOMMENDED continued:

- ☑ Implementation plans exists at agency level that identifies the appropriate personnel to complete the below listed NIMS training requirements.
  - ☑ **IS-800** National Response Framework, An Introduction
  - ☑ **ICS-200** ICS for Single Resources and Intial Action Incidents
  - ☑ **ICS-300** Intermediate ICS for Expanding Incidents
  - ☑ **ICS-400** Advanced ICS for Command and General Staff
  - ☑ **IS-701** NIMS Mutliagency Coordination Systems (MACS)
  - ☑ **IS-702** NIMS Public Information Systems
  - ☑ **IS-703** NIMS Resource Management
- ☑ Incorporate NIMS/ICS into all tribal, local, and regional training and exercises.
- ☑ Participate in an all-hazard exercise program based on NIMS that involves responders from
- ☑ Incorporate corrective actions into preparedness
- ☑ Inventory community response assets to conform
- ☑ To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into tribal and
- ☑ Apply standardized and consistent terminology, including the establishment of plain English communications standards

Walker County Emergency Services

Agency

Authorized Signature

11/09/2017

Date

Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. **LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

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

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

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

---

2. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

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

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

---

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

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

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

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

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

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

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

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

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

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

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

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

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

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

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

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

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

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

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

107 Alex Drive

Chickamauga (Walker County)

Georgia, 30707

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

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

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

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

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

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
Walker County Emergency Services	EMW-2017-SS-00015-S01
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Blake Hodge, Walker County Fire Chief	
SIGNATURE	DATE
	11/09/2017

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, please complete Items 1 through 7 (and Items 8, 9 and 10 if applicable), sign and certify by an authorized agent, and return this form with the Sub-recipient agreement to GEMA/HS.

Subrecipient Award Number:	EMW-2017-SS-00015-S01
Federal Agency Name:	Georgia Emergency Management Agency
CFDA Program Number and Program Title:	Homeland Security Grant Progam
Subaward Project Description:	SCBA

Please complete and sign the following Sub-Recipient section to certify accuracy.

1 Subrecipient DUNS Number: 010126969

2 Subrecipient Name: County of Walker

3 Subrecipient Doing Business As (DBA) Name: Walker County Emergency Services

4 Subrecipient Address: 107 Alex Drive Chickamauga, GA 30707

5 If DBA, Subrecipient Parent DUNS Number: 010126969

6 Subaward Principle Place of Project Performance: 107 Alex Drive Chickamauga, GA 30707

7 In the preceding fiscal year, did the sub-recipient receive 80% of its annual gross revenues from the Federal government? **Yes** ☐ **No** ☑

If Yes, continue to question 8. If No, STOP and certify. The questionnaire is complete.

8 In the preceding fiscal year, were the sub-recipient's annual gross revenues from the Federal government greater than $25 million? **Yes** ☐ **No** ☐

If Yes, continue to question 9. If No, STOP and certify. The questionnaire is complete.

9 In the preceding fiscal year, were the sub-recipient's annual gross revenues from the Federal government greater than $25 million? **Yes** ☐ **No** ☐

If No, continue to question 10. If Yes, STOP and certify. The questionnaire is complete.

Federal Funding Accountability and Transparency Act Certification

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

Complete this step only if question 9 was answered No.

	Name	Compensation
1		$ -
2		$ -
3		$ -
4		$ -
5		$ -

Certification

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

Authorized Signature

11/09/2017
Date

This Section is for use by the Georgia Emergency Management Agency/Homeland Security

Subrecipient Obligation: _____

Subrecipient 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 _____

Subrecipient Obligation: _____

Action Date: _____

GEORGIA EMERGENCY MANAGEMENT AGENCY/ HOMELAND SECURITY
PROGRAM INFORMATION FORM
For use with HSGP: SHSP,UASI; & NSGP

A.	Agency Name (Payee):	Walker County Emergency Services
	DUNS Number:	010126969
	Federal ID (FEID/FEIN):	58-6000901
B.	**Agency Authorizing Official:** Responsible for entering into agreement (Highest Elected Official, Director).	
	Name:	Shannon K. Whitfield — Title: Sole Commissioner
	Mailing Address:	P.O. Box 445 Lafayette, Georgia 30728 nine-digit zip code: 30728
	Street Address:	101 S. Duke Street Lafayette, Georgia 30728 nine-digit zip code: 30728
	Telephone:	706-638-1437 — Fax:
	E-Mail Address:	Commissioner@walkerga.us
C.	**Program Contact:** Responsible for responding to inquiries regarding the funded program.	
	Name:	Crystal Woods — Title: Administrative Assistant
	Mailing Address:	P.O. Box 130 Chickamauga, Georgia 30707 nine-digit zip code: 30707
	Telephone:	706-539-1255 — Fax:
	E-Mail Address:	c.woods@walkerga.us
D.	**Financial contact:** Responsible for responding to inquiries regarding invoices and supporting documentation.	
	Name:	Crystal Woods — Title: Administrative Assistant
	Mailing Address:	P.O. Box 130 Chickamauga, Georgia 30707 nine-digit zip code: 30707
	Telephone:	706-539-1255 — Fax:
	E-Mail Address:	c.woods@walkerga.us

GEMA/HS RISK ASSESSMENT SURVEY

Today's date (MM/DD/YYYY): 11 / 09 / 2017

Agency Name:

Walker County Emergency Services

Tax Status:

- [ ] Appropriated Division of the Town
- [ ] 501(C)(3)
- [x] Other

Please specify

Government Entity

Your Jurisdiction Fiscal Year (e.g. July - June or Jan – Dec)

October - September

Legal name of the entity to which the FTIN was assigned

Walker County Government

Physical address as listed on SAM.gov

Address: 101 S. Duke Street

Address 2:

City/Town: Lafayette

State: Georgia

Zip: 30728-3601

Mailing address

Address: P.O. Box 445

Address 2:

City/Town: Lafayette

State: Georgia Zip: 30728

Financial Point of Contact:

Title: Chief Financial Officer

Name: Greg McConnell

Address: 101 S. Duke Street Lafayette, GA 30728

E-Mail Address: g.mcconnell@walkerga.us

Phone number: 706-638-1437

Survey completed by:

Title:

Name:

Address:

Email Address:

Phone number:

1. Has your organization been audited within the past twelve months?

- [ ] No, not within the past twelve months
- [ ] Yes, by an outside audit firm
- [ ] Yes, by town/local auditors
- [ ] Yes, by a State of Georgia auditor
- [ ] Yes, by a federal auditor

2. What was the completion date of the most recent audit?

- [ ] Our organization has never been audited
- [x] Completion date (MM/DD/YYY) 09/30/2016

3. Did your organization have any findings?

- [ ] Our organization has never been audited
- [ ] Our organization's audit produced no findings
- [ ] Our organization's audit findings have been resolved
- [x] Our organization has an active corrective action plan for our audit findings
- [ ] Our organization has not yet addressed our audit findings

4. Is your organization required to have a single audit conducted in accordance with the Single Audit Act (sub recipient expends $750,000 or more in federal assistance during its fiscal year)? If "No" skip questions 4a through 4d and go to Question 5.

- [ ] Yes
- [x] No

4a. Has the A-133 single audit been submitted to primary pass through Party?

☐ Yes – provide date (MM/DD/YYYY) and to whom the audit was sent

☐ No

4b. Did the organization have significant audit findings from your last single audit regarding program non-compliance?

☐ Yes

☐ No

4d. If the single audit has not yet been conducted, when will this be completed? (MM/DD/YYYY)

5. What type of accounting system do you use?

☑ Automated

☐ Manual

6. Does your organization have written policies and procedures for checks and balances of all fiscal transactions?

☐ Yes

☑ No

7. Does your organization maintain for inspection all the books, documents, payroll papers, accounting records and grant files pertaining to sub grant agreements and contracts for a period of three years after the close of the sub-grant?

☑ Yes

☐ No

8. Has your organization obtained a DUNS number?

☑ Yes. Please provide DUNS number 010126969

☐ No

9. Has the DUNS number been registered with the System for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/?

☑ Yes – provide expiration date (MM/DD/YYYY) 05/10/2018

☐ No – estimated date of completion (MM/DD/YYYY)

EXHIBITS G – M

SHOULD BE MAINTAINED FOR REFERENCE AND

NOT RETURNED WITH THE EXECUTED AGREEMENT

The following forms marked with a watermark and are not to be used for reporting purposes. Please refer to GEMA/HS's website, or your Grant Manager, for the most up-to-date version of these forms. The web address is: http://gema.ga.gov/PlanPrepare/Pages/Grant-Forms-and-Resources.aspx

Exhibit G	Payment Request Form
Exhibit H	Quarterly Financial Status Report (FSR) Reporting Form
Exhibit I	Tangible Property Report
Exhibit J	Acknowledgment Form for Receipt of Goods or Services Paid for by the State on Behalf of (OBO) Subrecipient
Exhibit K	U.S. Department of Homeland Security, Homeland Security Grant Program, Grant Agreement Number EMW-2017-SS-00015, Agreement Articles

EXHIBIT L

APPROVED BUDGET WORKSHEET(S)

Exhibit L Approved Budget Worksheet(s)

EXHIBIT M

CAN BE FOUND AT THE WEBSITE LISTED BELOW

Exhibit M United States Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA) Fiscal Year 2017 Homeland Security Grant Program Notice of Funding Opportunity Announcement (DHS/FEMA NOFO), located at:

https://www.fema.gov/media-library-data/1496691855715-4d78d65ebb300900ce6c945931eff2c6/FY_2017_HSGP_NOFO_20170601v2014_605.pdf

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY
PAYMENT REQUEST FORM

For use with HSGP: State Homeland Security Program, Urban Area Security Intiative; Non-Profit Security Grant Program

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

*** Please refer to your Budget Worksheet for information needed in the following section ***

FINAL: ☐ YES ☐ NO

Grant Number: _____ **GAN Number:** _____

Agency Name: _____ **Area:** _____

PAYMENT REQUEST NUMBER:	

Item Number From Budget Worksheet	Requested Item to be Reimbursed	Requested Quantity	Item Cost	Requested Cost	Description of Documentation
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
	SUBTOTALS (Continuation Sheet + Front Sheet)		$ -	$ -	
	TOTAL			$ -	
	NET AMOUNT REQUESTED				

SAMPLE COPY

Under penalty of perjury, I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreements, comply with procurement regulations contained within the Financial Guide, and that payment is due and has not been previously requested. I understand that any part of this payment request that is not supported by cost documents and/or expended within the scope of the approved project will be deobligated and returned to the State of Georgia within 30 days of receiving the deobligation notice.

_____ _____

Signature of Subrecipient's Authorized Representative — Printed Name

_____

Contact Phone Number

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

QUARTERLY FINANCIAL STATUS REPORT (FSR) *

FINAL REPORT: ☐ Yes ☐ No

FISCAL YEAR	REPORTING PERIOD	GAN NUMBER	GEMA/HS GRANT NUMBER

APPLICANT (Agency/ Department)	COUNTY	AREA

ADDRESS:	CONTACT NAME:	CONTACT PHONE / ALTERNATE NO.

ITEM NO	ITEM DESCRIPTION	QUANTITY	COST EACH	TOTAL COST	AMOUNT OBLIGATED (A) (ORDERED-UNPAID)	AMOUNT EXPENDED (B)
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$ -		
				$		
				$ -		
				$ -		
			Total -- Includes Amounts from Page 2	$ -	$ -	$ -

SAMPLE_COPY

****CERTIFICATION: Signature Required****

Under penalty of perjury, I certify that all expenses, listed on this report are in accordance with the Office of Management and Budgets "Uniform Guidance" (http://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html), Title 44 of the Code of Federal Regulations, Chapter 1 Part13 (http://www.gpoaccess.gov/cfr/index.html), and Homeland Security Grant Program guidance documents.

SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE

PRINTED NAME AND TITLE

* OBLIGATIONS AND EXPENDITURES MUST BE REPORTED TO GEMA/HS ON A QUARTERLY BASIS THROUGH THE USE OF THE FSR.

PLEASE UPDATE INFORMATION IN SECTIONS (A) AND (B) ABOVE. NOTE: FUNDS ARE OBLIGATED (A) AT THE TIME THAT THE ORDER IS PLACED. FUNDS ARE EXPENDED (B) WHEN THE INVOICES ARE PAID.

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY
TANGIBLE PROPERTY REPORT

Report All Equipment Expenses Greater Than $5,000

MUST BE SUBMITTED WITH FINAL REIMBURSEMENT REQUEST

Jurisdiction	Property Description	Acquisition Date	Unit Cost	Serial Number

SAMPLE COPY

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

Acknowledgment Form for Receipt of Goods or Services Paid for by the State on Behalf of (OBO) Subrecipient

Remit to: Georgia Emergency Management & Homeland Security Agency
Preparedness & Homeland Security Grants
Post Office Box 18055
Atlanta, Georgia 30316-0055

Customer/Agency Name: _____

GAN Number: _____

GEMA/HS Grant Number: _____

Date Invoice Created	Invoice Number	Order #	Vendor Description	Part #	Quantity	UOM	Part Description	Item #	Item Received

SAMPLE COPY

The subgrantee MUST properly receive and maintain documentation (i.e. packing slips, purchase orders) for all equipment, supplies, services, etc for all items listed on the Approved Budget Worksheet. Receipts or invoices with order and delivery dates are required for all equipment items. For all items received directly from the vendor and purchased by the state on behalf of your local jurisdiction, this Acknowledgement Form must be completed and submitted to GEMA/HS immediately upon receipt. If this form is not submitted to GEMA/HS, funds associated with the purchased equipment will be deobligated from your grant and reimbursed to the state.

_____ **SIGNATURE CONFIRMATION**

_____ **DATE**

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES
Homeland Security Grant Program

GRANTEE:	Georgia Emergency Management Agency
PROGRAM:	Homeland Security Grant Program
AGREEMENT NUMBER:	EMW-2017-SS-00015-S01

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Article XLIII	Civil Rights Act of 1968

Article I - Summary Description of Award

The purpose of the FY 2017 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of $6,790,000 and Urban Area Security Initiative (UASI) funding in the amount of $8,430,000. These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - Buy American and Hire American

All recipients are required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 through 8305), and any other applicable statutes, regulations, or rules that require, or provide a preference for, the purchase or acquisition of goods, products, or materials produced in the United States.

Article III - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article IV - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. For awards with an approved budget greater than $150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article V - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov if you have any questions.

Article VI - Procurement of Recovered Materials

All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article VII - Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. Section 2409, U.S.C. Section 4712, 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.

Article VIII - Use of DHS Seal, Logo and Flags

All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article IX - USA Patriot Act of 2001

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

Article X - Universal Identifier and System of Award Management (SAM)

All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the terms and conditions.

Article XI - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds $10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XII - Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XIII - Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) as amended by 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference in the award terms and conditions.

Article XIV - Terrorist Financing

All recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XV - SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XVI - Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XVII - Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XVIII - Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XIX - Civil Rights Act of 1964 - Title VI

All recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds 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. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XX - Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.

Article XXI - Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. sections 12101-12213).

Article XXII - Age Discrimination Act of 1975

All recipients must comply with the requirements of the Age Discrimination Act of 1975 (Title 42 U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XXIII - Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article XXIV - Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XXV - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.

2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.

3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.

6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

Article XXVI - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the financial assistance office if you have any questions.
DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 C.F.R. Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article XXVII - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. section 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXVIII - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXIX - Non-supplanting Requirement

All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXX - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statues, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXXI - National Environmental Policy Act

All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create

and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXXII - Lobbying Prohibitions

All recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt 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 any federal action concerning the award or renewal.

Article XXXIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.

Article XXXIV - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. section 2225.

Article XXXV - Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. section 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.

Article XXXVI - Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XXXVII - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXXVIII - False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of 31 U.S.C. section 3729 - 3733 which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. section 3801-3812 which details the administrative remedies for false claims and statements made.)

Article XXXIX - Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. section 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XL - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article XLI - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XLII - Drug-Free Workplace Regulations

All recipients must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. section 8101 et seq.), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101-8107).

Article XLIII - Civil Rights Act of 1968

All recipients must comply with 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. section 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. section 100.201.)

BUDGET COST CATEGORIES

Personnel	$0.00
Fringe Benefits	$0.00
Travel	$0.00
Equipment	$0.00
Supplies	$0.00
Contractual	$15,220,000.00
Construction	$0.00
Indirect Charges	$0.00
Other	$0.00

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

(AREAS SHADED GRAY ARE FOR GEMA/HS USE ONLY)

DETAILED BUDGET WORKSHEET

For use with HSGP: State Homeland Security Program, Urban Area Security Intiative; Non-Profit Security Grant Program

Law Enforcement Terrorism Prevention Award?	☐ Yes ☑ No			**State on Behalf of Locals:**	☐ Yes ☑ No		
GAN#:	EMW-2017-SS-00015-S01	**Grant Number:**	SHO17-047	**Revision#:**		**Area:**	6
DATE:	3/9/2017	**SUBRECIPIENT NAME:**	Walker County Emergency Services	**FEID:**	58-6000901	**COUNTY:**	Walker
CONTRACT CONTACT:		**NAME/TITLE**	Blake Hodge, Fire Chief	**ADDRESS:**	P.O. Box 130 Chickamauga, GA 30707		
		PHONE:	(706)539-1255	**EMAIL:**	b.hodge@walkerga.us		
PROGRAM CONTACT:		**NAME/TITLE**	Crystal Woods, Administrative Assistant	**ADDRESS:**	P.O. Box 130 Chickamauga, GA 30707		
		PHONE:	(706)539-1255	**EMAIL:**	c.woods@walkerga.us		

Specify the Investment Justification associated with the project to be funded. Choose one from the drop-down list below:

Investment Justification: 5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment

Specify Discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other. Choose one from the drop-down list below:

Discipline: Fire

COST ESTIMATE

ITEM	CATEGORY	ITEM	AEL #	QUANTITY	UNIT PRICE	TOTAL COST
001	PPE	SCBA	01AR-010SCBA	6	$ 5,785.00	$ 34,710.00
002	PPE	Cylinders (12)	01AR-01-SCBC	1	$ 11,290.00	$ 11,290.00
003						$ -
004						$ -
005						$ -
006						$ -
007						$ -
008						$ -
009						$ -
010						$ -
011						$ -
012						$ -
013						$ -
014						$ -
015						$ -
016						$ -
017						$ -
018						$ -
019						$ -
020						$ -
		GEMA/HS Program Manager: RONNIE REGISTER	**Program:** HAZMAT		**TOTAL**	$ 46,000.00
		Prepared By: Crystal Woods	**Title:** Administrative Assistant			

Category - The above chart must indicate a category with each line. Choose one from the drop-down list.

1. Personal Protective Equipment (PPE)
2. EOD
3. CBRNE Operational & Search & Rescue (SAR)
4. Information Technology (IT)
5. Cyber Security (CS)
6. Interoperable Communications (Inter. Ops.)
7. Detection (DET)
8. Decontamination (DECON)
9. Medical (MED)
10. Power (POW)
11. CBRNE Reference Materials (REF)
12. CBRNE Response Vehicles (VEH)
13. Terrorism Prevention (TP)
14. Physical Security (PS)
15. Inspection and Screening (IS)
16. Animal and Plants (A&P)
17. Watercraft (WC)
18. Aviation (AIR)
19. CBRNE Logistical Support (LS)
20. Intervention (INT)
21. Other Authorized (O)
22. Training (TRG)
23. Exercise (EX)
24. Planning (PLG)
25. Citizen Corps (CCP)

Shannon K. Whitfield
Walker County Commissioner
101 South Duke Street, P.O. Box 445
LaFayette, Georgia 30728
706.638.1437
commissioner@walkerga.us

Date: November 9, 2017

Lincoln Financial
Attention: Joseph Lucchesi
L1300 S. Clinton Street
6H-04
Fort Wayne, IN 46802

Re: Plan: F9Y0 - WALKER COUNTY GOVERNMENT DBP Contract: 78164

Dear Joseph:

Please accept this letter as authorization for Lincoln to withhold and report federal and state income tax on Form 1099 on distributions from the above referenced plan. We agree to provide Lincoln with all the information necessary to accept this responsibility.

As the plan trustee we are transferring the withholding responsibility. Upon transferring the responsibility to Lincoln, Lincoln will:

- Make all checks for benefit distributions payable to the participant.
- Withhold and send all applicable taxes to the IRS if elected by the participant.
- Provide the required IRS Form 1099 prior to January 31 of the year following the year of the distribution for attachment to the participant's tax return.

Sincerely,

Shannon K. Whitfield
Walker County Sole Commissioner
Plan Trustee

PLEASE SIGN IN

Date: November 9, 2017

Name	Address	Telephone
Blake Hodge	WCES	
Mike O'Neal	WC Messenger	
Ed + Mary Bruce		
Gina Dorsett	32 Clear Creek Rd	423-364-2900
Rickey Erwin		
Jason Sosebee (Judy O'Neal)	Rossville, Ga	423-227-6948
Nancy Burton		
Ruth Mulvin		
Lowell Cantrell		706-764-1720
Scott McAlp		4239033852
J.R. Jipp	Chickamauga	
David Brown	Codes	
Ed Howard	20 W. Heritage DR	Chickamauga
Carlyn Wallace		
[illegible]	Ringgold, Ga	