

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

Walker County Courthouse Annex III, 201 S Main Street
LaFayette, Georgia 30728

- Date:** Thursday, November 14, 2019
- Time:** 4:00 PM
- Invocation:** Given by Commissioner Shannon Whitfield
- Call to Order:** Commissioner Whitfield will call the meeting to order
- Pledge:** United States Flag
- Pledge:** Georgia Flag
- Call to Order:** Commissioner Whitfield will call the meeting to order

Open of the Regular Meeting

Minutes: Approval of the minutes from the Public Hearing on October 24, 2019 and the Regular Scheduled Commissioner Meeting from October 24, 2019

New Business:

- I. Hunger Free Month Proclamation
- II. Hospice Month Proclamation
- III. Resolution R-026-19, A Resolution of the Sole Commissioner of Walker County, Georgia to Appoint a Member of the Northwest Georgia Region I Emergency Medical Services Council

- IV. Resolution R-027-19, A Resolution of the Sole Commissioner of Walker County, Georgia to Identify and Appoint a County Attorney Responsible for Walker County Legal Matters and Services
- V. Resolution R-028-19, A Resolution of the Sole Commissioner of Walker County to Set the Compensation for the Solicitor General of State Court of Walker County
- VI. Resolution R-029-19, A Resolution of the Sole Commissioner of Walker County to Declare Property of the Walker County Board of Elections and Registration Unserviceable Surplus and Remove from the County Inventory
- VII. Resolution R-030-19, A Resolution of the Sole Commissioner of Walker County to Appoint a Member of the Rossville Public Library Board
- VIII. Purchase Order 2020-00000229, for Loughridge Equipment for a Bush Hog 3810 Rotary Mower for the Road Department
- IX. VOCA Grant; Subgrant # C18-8-264; C-18-8-263, Subgrantee: Prosecuting Attorneys' Council of Georgia, Project Title: District Attorney's Office, Lookout Mountain Judicial Circuit District Attorney VWAP
- X. Walker County Departmental Statistics – October 2019

Adjournment: Commissioner Whitfield will adjourn the Scheduled Meeting

Open Discussion: **The business on the Agenda being completed, Commissioner Whitfield will open the floor for general discussion. In response to requests from citizens, speakers are asked to come to the podium, limit their comments to 5 minutes and keep them on topics related to county business.**

The next regular scheduled Commissioner's Meeting will be held on Tuesday, November 26, 2019 at 6:00 PM



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 Scheduled Public Hearing
October 24, 2019

I. Call to order

Commissioner Whitfield called to order the Public Hearing held at Walker County Courthouse Annex III, 201 S Main Street, LaFayette, Georgia at 6:23 PM on October 24, 2019.

II. Attendees

The following persons were present: Commissioner Shannon Whitfield, Economic and Community Development Director Robert Wardlaw, Public Relations Director Joe Legge, Information Technology Director Curtis Creekmur, Legal and Policy Director Matt Williamson, Chairman of Planning Commission Phillip Cantrell, Chief Financial Officer Greg McConnell, County Clerk Rebecca Wooden. Other guests signed in at the meeting as well, please see the attached sign in sheet.

III. Open of Public Hearing:

- I.* Commissioner Whitfield read the request from Kristy Abernathy requesting a Conditional Use Variance for property located at 1426 Happy Valley Road Rossville, GA 30741 Tax Map # 0-135-045. He asked if anyone was present in opposition of this request and there was no one present. Commissioner Whitfield asked if anyone was present in favor of this request and no one came public.

IV. Adjournment: The Public Hearing was adjourned at 6:03 PM.

VIII. Public Comment

{Audio Recording of Public Hearing and comments are on file in
Commissioner's Office – 19-10-24}

IX. Commissioner Comments

{Audio Recording of Commissioner's Hearing comments are on file
in Commissioner's Office – 19-10-24}

Minutes approved by:

Shannon K. Whitfield
Sole Commissioner
Walker County Georgia

Date

Minutes prepared by: Walker County Clerk, Rebecca Wooden



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 Regular Scheduled Commissioner's
Meeting

October 24, 2019

I. Call to order

Commissioner Whitfield called to order the Regular Scheduled Commissioner's Meeting held at Annex III, 201 S. Main Street, Lafayette, Georgia at 6:04:00 PM on October 24, 2019.

II. Attendees:

The following persons were present: Commissioner Shannon Whitfield, Economic and Community Development Director Robert Wardlaw, Public Relations Director Joe Legge, Information Technology Director Curtis Creekmur, Legal and Policy Director Matt Williamson, Chairman of Planning Commission Phillip Cantrell, Chief Financial Officer Greg McConnell, County Clerk Rebecca Wooden. Other guests signed in at the meeting as well, please see the attached sign in sheet.

III. Commissioner Whitfield approved and signed the minutes from the two Public Hearings on September 24, 2019, Regular Scheduled Meeting on September 24, 2019 and the Special Called Commissioner's Meeting that was held on September 30, 2019.

IV. New Business:

I. Commissioner Whitfield read and signed the Veterans Day Proclamation and asked all Veterans to stand and be recognized.

- II. Commissioner Whitfield introduced Curtis Creekmur, Director of Information Technology for Walker County Government. Mr. Creekmur thanked for the opportunity and explained the GEMA/Homeland Security Memorandum of Understanding of how it allows the ability to seek grants and these grants are used during disasters and emergencies within Walker County. In the last twenty eight years Walker County has applied for at least fifteen different grants. The state portal is now all online and allows fast track for new money and reimbursements which allows us to process and move forward online.

- III. Commissioner Whitfield also asked Curtis Creekmur to explain the Amendment for Tyler Software upgrade. Mr. Creekmur explained that he appreciated again the opportunity to explain how this benefits Walker County. In 2008 Walker County entered into a contract with Tyler Technologies, Law Enforcement, Fire Department, EMS and 911. This program records and tracks all activity within the departments. Over the years the county has had small version upgrades. When Commissioner Whitfield took office in 2017 Mr. Creekmur began discussing this update with Commissioner Whitfield and asked to upgrade. We are upgrading and changing platforms and given capabilities of better tracking within our working budget. This is an upgrade and training to help with software and pace of current technology. Some programs have run 24 hours a day, 7 days a week since 2008. These services are a priority for emergency services because it touches all aspects of Walker County Government. About 30 servers to make this work to provide safety for all of our citizens. There is a need for additional training to get it up and running. Mr. Creekmur asked if there were any questions and there were none. Commissioner Whitfield approved, signed and explained that Dade is upgrading their system also. We are county partners so if one system goes down the other county could go to the partnering county and utilize the services to keep everything running throughout their county.

- IV. Commissioner Whitfield explained the Transportation Services Contract by Transit Alliance Group, Inc. with Walker Transit is a continuing of renewing commitment that is needed and we will return this contract to them. These services help tremendously by providing transportation for citizens within our county.

- V. Commissioner Whitfield explained that Purchase Order 2020-00000124, Rackley Roofing Company for Walker County Maintenance Shop repairs 14,550 sq. ft +/- Most all roofs in the county have some sort of leak and some are worse than others. The roof at the Maintenance Shop has been put into the budget to repair and the estimates to replace were \$100,000.00 - \$150,000.00 and Rackly Roofing can repair it. This would be getting 3+ years with the repair and a guaranteed warranty for \$20,960.00. Commissioner Whitfield approved and signed this purchase order for the repairs.
- VI. Commissioner Whitfield discussed Purchase Order 2020-00000051, Prater Ford Inc for the purchase of two 2019 Ford F-150 trucks. He has been shopping for good used 4x4 trucks for the county but couldn't find trucks that were in good condition. The economy is good and no trucks were available. Animal Control has two trucks; one with an engine down and another with the transmission down so we had to move quickly because we had one truck for 3 officers. The two new trucks are multipurpose, 4x4 Super Cab, that list for almost \$40,000.00 but with government pricing we were able to get them for purchase price of \$25,654.40 each. Commissioner asked if anyone had any questions and Kevin Smith asked if any modifications would have to be completed on the trucks. Commissioner replied, "The lights and the boxes would have to be installed and hopefully the trucks would be on the road within the next week."
- VII. Commissioner Whitfield discussed Purchase Order 2020-00000078, Prater Ford Inc for the purchase of one 2019 Ford F-150. This truck has vinyl flooring, cloth seats and it listed for almost \$46,000.00 but the purchase price was \$32,069. It will be used in the county and was needed as well.
- VIII. Commissioner Whitfield reviewed Walker County Departmental Statistics - September 2019. A citizen whom didn't provide her name wanted to express the need for the county to try to help control the feral cats and their breeding issue. Kevin Smith also stated that he has noticed the cat issues and asked if the local vets could spay/neuter at a minimal charge and release the cats.
- IX. Commissioner Whitfield considered the application from Kristy Abernathy requesting a Conditional Use Variance for property located at 1426 Happy Valley Road Rossville, GA 30741 Tax Map # 0-135-045. He introduced Chairman of the Planning Commission

Phillip Cantrell and asked if he would discuss this request. Mr. Cantrell said Ms. Abernathy had recently come before the Planning Commission on October 17, 2019 with no opposition and the Planning Commission couldn't find a reason to not approve. Commissioner Whitfield approved the request as submitted.

V. Adjournment: The Commissioner's Meeting was adjourned at 6:41 PM

VIII. Public Comment

{Audio Recording of Regular Scheduled Commissioner's Meeting and comments are on file in Commissioner's Office – 19-10-24}

IX. Commissioner Comments

{Audio Recording of Regular Scheduled Commissioner's Meeting comments are on file in Commissioner's Office – 19-10-24}

Minutes approved by:

Shannon K. Whitfield
Sole Commissioner
Walker County Georgia

Date

Minutes prepared by: Walker County Clerk, Rebecca Wooden



BY THE SOLE COMMISSIONER OF WALKER COUNTY, GEORGIA
A PROCLAMATION
HUNGER FREE MONTH

- WHEREAS: Hunger remains a persistent problem that impacts our community; and
- WHEREAS: Nearly 70% of children in Walker County live in a food insecure environment and face the risk of hunger each day; and
- WHEREAS: When children are hungry, it affects their ability to grow and learn; and
- WHEREAS: Nearly 800 students from nine Walker County and two Chickamauga City Schools receive a brown bag packed with seven nutritious, non-perishable food items each Friday to reduce weekend hunger; and
- WHEREAS: North Georgia Community YMCA served 33,346 meals last year through Backpack Blessings and the Summer Food program, and must raise roughly \$30,000 a year to support their efforts to address hunger; and
- WHEREAS: The third Sunday in November has been established as a "Giving Day Among Churches" to support Backpack Blessings, and many local schools will participate in a spare change donation campaign to "Kiss Hunger Goodbye" during the week before Thanksgiving;
- THEREFORE: I, Shannon K. Whitfield, Sole Commissioner of Walker County, Georgia, do hereby proclaim November to be observed as HUNGER FREE MONTH in Walker County and encourage all citizens, churches and other non-profit organizations to strive to keep students hunger free, because Walker County is stronger when our children are not hungry.

Signed and sealed this 14th day of November in the year 2019.



Shannon K. Whitfield, Sole Commissioner
Walker County, Georgia



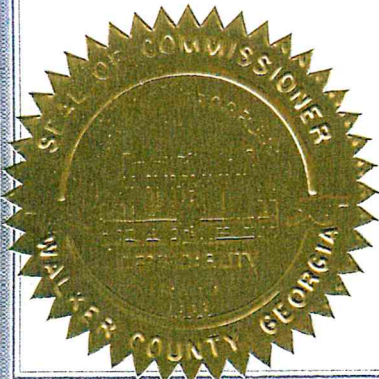
BY THE SOLE COMMISSIONER OF WALKER COUNTY, GEORGIA

A PROCLAMATION

HOSPICE MONTH

- WHEREAS: Hospice care provides patients and their families with high quality, compassionate end-of-life care, including pain and symptom management, caregiver training, as well as emotional and spiritual support; and
- WHEREAS: The hospice philosophy affirms the inherent dignity and worth of every individual and respects human life in all states; and
- WHEREAS: Hospice care relies on the combined knowledge, skills and compassion of a full team of professionals and volunteers – including physicians, nurses, nursing aides, social workers and clergy – to help patients and their families cope with their bereavement; and
- WHEREAS: Hospice Month aims to increase awareness of the importance and availability of hospice services by encouraging support and participation in associated Hospice of Chattanooga activities and programs throughout the year; and
- WHEREAS: Hospice of Chattanooga provides a vital service to the citizens of Walker County;
- THEREFORE: I, Shannon K. Whitfield, Sole Commissioner of Walker County, Georgia, do hereby proclaim November to be observed as HOSPICE MONTH in Walker County and encourage all citizens to learn more about the hospice philosophy of care and services available in our community.

Signed and sealed this 14th day of November in the year 2019.



Shannon K. Whitfield, Sole Commissioner
Walker County, Georgia

RESOLUTION R-026-19

**A RESOLUTION OF THE SOLE COMMISSIONER OF WALKER COUNTY, GEORGIA TO
APPOINT A MEMBER OF THE NORTHWEST GEORGIA REGION I EMERGENCY MEDICAL
SERVICES COUNCIL**

WHEREAS, the Governing Authority of Walker County, Georgia most nominate a representative of the Northwest Georgia Region I Emergency Medical Services Council; and

WHEREAS, the current representative whose term is expiring is Will Pitt; and

WHEREAS, the Sole Commissioner of Walker County has the authority to appoint a representative to the Northwest Georgia Region I Emergency Medical Services Council; and

WHEREAS, the Sole Commissioner of Walker County recognizes the qualifications and commitment to public service of Curtis Creekmur, the Deputy Director of Walker County Emergency Management;

THEREFORE, BE IT RESOLVED by the Sole Commissioner of Walker County that Curtis Creekmur is hereby appointed to the Northwest Georgia Region I Emergency Medical Services Council for a term to begin January 1, 2020 and terminate on December 31, 2022.

SO RESOLVED AND ADOPTED this 14th day of November, 2019.

ATTEST:

WALKER COUNTY, GEORGIA

REBECCA WOODEN, County Clerk

SHANNON K. WHITFIELD, Sole Commissioner

_____ (Date)

To the Northwest Georgia Region 1 Emergency Medical Services Advisory Council,

On Behalf of **Walker County**, I/we nominate _____ to serve on the Northwest Georgia Region 1 Emergency Medical Services Council to fill the upcoming term **January 2020 - January 2022** for our county. I also understand that the position is not automatically renewed and requires a renewal or replacement decision from said county before the end of the term.

I/We understand my/our decision must be received by **Dec 13th, 2019** so you can notify the new representative of their attendance requirements and a copy of the by-laws prior to the January 2020 meeting and the locations of said meeting.

_____ (please type or print name clearly)

Commissioner Representative

_____ (signature) _____ (date)

Please provide the following information for your representative:

Mailing Address _____ City _____ State _____ Zip _____

Email address _____ Phone Number _____

Employer _____ Title/Position _____

Please mail or email your decision to the following address:

David T Foster III, MLS, Paramedic
Region 1 OEMS Director
1309 Redmond Rd
Rome, GA 30161
david.foster@dph.ga.gov

If you have any questions you may contact Mr. Firestone at 770-537-1946 or Mr. Foster at 404-989-4231

RESOLUTION R-027-19

A RESOLUTION OF THE SOLE COMMISSIONER OF WALKER COUNTY, GEORGIA TO IDENTIFY AND APPOINT A COUNTY ATTORNEY RESPONSIBLE FOR WALKER COUNTY LEGAL MATTERS AND SERVICES

WHEREAS, the Constitution of the State of Georgia, approved by the voters of the State in November of 1982, and effective July 1, 1983, provides in Article IX, Section II, Paragraph I thereof that the governing authority of the County may adopt clearly reasonable ordinances, resolutions and regulations; and

WHEREAS, the Sole Commissioner of Walker County is the county governing authority of Walker County, Georgia; and

WHEREAS, the Sole Commissioner of Walker County utilized the professional services of former County Attorney J. Matthew Williamson, Esq., until November 4, 2019; and

WHEREAS, the Sole Commissioner of Walker County subsequently appointed David Gottlieb, Esq., to serve as County Attorney on November 5, 2019; and

WHEREAS, the Sole Commissioner of Walker County wishes to identify and appoint the legal representative responsible for Walker County legal matters in a manner that recognizes the need to ensure that the County's legal matters are handled competently and to ensure that the costs of legal representation are managed appropriately;

THEREFORE, BE IT RESOLVED by the Sole Commissioner of Walker County, Georgia as follows:

1. Any matters that originate prior to the appointment of David Gottlieb, Esq., to serve as County Attorney shall be handled as follows:
 - a. The Sole Commissioner or his designee shall communicate with former County Attorney J. Matthew Williamson, Esq., regarding any legal matters in which representation should be transferred to David Gottlieb.
 - b. J. Matthew Williamson, Esq., may transfer representation of the County to David Gottlieb, Esq., in any pending case or other legal matter.
 - c. Upon transfer of legal representation, J. Matthew Williamson, Esq., shall make any court filing necessary in any pending litigation to effect the transfer, and shall inform any parties to litigation or parties concerned in any ongoing legal matter of the transfer of representation.

2. David Gottlieb, Esq., who in his capacity as County Attorney, may be served at 101 South Duke Street, LaFayette, Georgia 30728.
3. To the extent any previous Resolution of the Sole Commissioner of Walker County conflicts with the directives contained herein, this Resolution shall govern and control.

SO RESOLVED AND ADOPTED this 14th day of November, 2019.

ATTEST:

WALKER COUNTY, GEORGIA

REBECCA WOODEN, County Clerk

SHANNON K. WHITFIELD, Sole Commissioner

RESOLUTION R-028-19

**A RESOLUTION OF THE SOLE COMMISSIONER OF WALKER COUNTY TO SET THE
COMPENSATION FOR THE SOLICITOR GENERAL OF STATE COURT OF WALKER COUNTY**

WHEREAS, O.C.G.A § 15-18-67 (a) provides that the Solicitor General of the state court shall be compensated from county funds; and

WHEREAS, upon the resignation of Chris Townley, the Solicitor General of State Court of Walker County, Governor Brian Kemp appointed J. Matthew Williamson, Esq. to the position on November 5, 2019; and

WHEREAS, the governing authority believes that \$84,000 per year is an amount comparable to Solicitors in other counties in the region and in counties of similar size to Walker County;

THEREFORE, BE IT RESOLVED by the Sole Commissioner of Walker County, Georgia that the minimum compensation to be paid to the Solicitor General of the State Court of Walker County be set at \$84,000 per year.

SO RESOLVED AND ADOPTED this 14th day of November, 2019.

ATTEST:

WALKER COUNTY, GEORGIA

REBECCA WOODEN, County Clerk

SHANNON K. WHITFIELD, Sole Commissioner

RESOLUTION R-029-19

A RESOLUTION OF THE SOLE COMMISSIONER OF WALKER COUNTY TO DECLARE PROPERTY OF THE WALKER COUNTY BOARD OF ELECTIONS AND REGISTRATION UNSERVICEABLE SURPLUS AND REMOVE FROM THE COUNTY INVENTORY

WHEREAS, O.C.G.A. § 36-9-2 provides that the county governing authority shall have the control of all property belonging to the county and may, by order entered on its minutes, direct the disposal of any real property which may lawfully be disposed of and make and execute good and sufficient title thereof on behalf of the county; and

WHEREAS, the Walker County Board of Elections and Registration has requested the property listed on Exhibit A be deemed unserviceable surplus and further requests that the property be removed from the County inventory; and

WHEREAS, the items listed in Exhibit A will be released to the custody of the Georgia Secretary of State's Office for proper disposal;

THEREFORE, BE IT RESOLVED by the Sole Commissioner of Walker County, Georgia that the property listed in Exhibit A attached hereto, and made a part hereof, be hereby declared unserviceable and destroyed forthwith.

SO RESOLVED AND ADOPTED this 14th day of November, 2019.

ATTEST:

WALKER COUNTY, GEORGIA

REBECCA WOODEN, County Clerk

SHANNON K. WHITFIELD, Sole Commissioner

Exhibit A

Description	Serial Number	Condition	NSN Group Code	Quantity	UoM
R6 Voting machine	127099	Fair	9999	1	EA
R6 Voting machine	127138	Fair	9999	1	EA
R6 Voting machine	127319	Fair	9999	1	EA
R6 Voting machine	127295	Fair	9999	1	EA
R6 Voting machine	122097	Fair	9999	1	EA
R6 Voting machine	158533	Fair	9999	1	EA
R6 Voting machine	122119	Fair	9999	1	EA
R6 Voting machine	127300	Fair	9999	1	EA
R6 Voting machine	119946	Fair	9999	1	EA
R6 Voting machine	127390	Fair	9999	1	EA
R6 Voting machine	129252	Fair	9999	1	EA
R6 Voting machine	124921	Fair	9999	1	EA
R6 Voting machine	120030	Fair	9999	1	EA
R6 Voting machine	127230	Fair	9999	1	EA
R6 Voting machine	127278	Fair	9999	1	EA
R6 Voting machine	127385	Fair	9999	1	EA
R6 Voting machine	128758	Fair	9999	1	EA
R6 Voting machine	120696	Fair	9999	1	EA
R6 Voting machine	119939	Fair	9999	1	EA
R6 Voting machine	136389	Fair	9999	1	EA
R6 Voting machine	161987	Fair	9999	1	EA
R6 Voting machine	127065	Fair	9999	1	EA
R6 Voting machine	127401	Fair	9999	1	EA
R6 Voting machine	127404	Fair	9999	1	EA
R6 Voting machine	129292	Fair	9999	1	EA
R6 Voting machine	127302	Fair	9999	1	EA
R6 Voting machine	127325	Fair	9999	1	EA
R6 Voting machine	120663	Fair	9999	1	EA
R6 Voting machine	127273	poor	9999	1	EA
R6 Voting machine	119954	poor	9999	1	EA
R6 Voting machine	120015	poor	9999	1	EA
R6 Voting machine	127271	poor	9999	1	EA
R6 Voting machine	127377	Fair	9999	1	EA
R6 Voting machine	120814	Fair	9999	1	EA
R6 Voting machine	158751	Fair	9999	1	EA
R6 Voting machine	160653	Fair	9999	1	EA
R6 Voting machine	127140	Fair	9999	1	EA
R6 Voting machine	120020	Fair	9999	1	EA
R6 Voting machine	127301	Fair	9999	1	EA
R6 Voting machine	120031	Fair	9999	1	EA
R6 Voting machine	120032	Fair	9999	1	EA
R6 Voting machine	119942	Fair	9999	1	EA
R6 Voting machine	127052	Fair	9999	1	EA
R6 Voting machine	119961	Fair	9999	1	EA
R6 Voting machine	129302	Fair	9999	1	EA
R6 Voting machine	122064	Fair	9999	1	EA

R6 Voting machine	119957	Fair	9999	1	EA
R6 Voting machine	127118	Fair	9999	1	EA
R6 Voting machine	127113	Fair	9999	1	EA
R6 Voting machine	127298	Fair	9999	1	EA
R6 Voting machine	129274	Fair	9999	1	EA
R6 Voting machine	127398	Fair	9999	1	EA
R6 Voting machine	127093	Fair	9999	1	EA
R6 Voting machine	127279	Fair	9999	1	EA
R6 Voting machine	127101	Fair	9999	1	EA
R6 Voting machine	127617	Fair	9999	1	EA
R6 Voting machine	133697	Fair	9999	1	EA
R6 Voting machine	128359	Fair	9999	1	EA
R6 Voting machine	127393	Fair	9999	1	EA
R6 Voting machine	129474	poor	9999	1	EA
R6 Voting machine	127260	poor	9999	1	EA
R6 Voting machine	120840	poor	9999	1	EA
R6 Voting machine	120029	poor	9999	1	EA
R6 Voting machine	119944	poor	9999	1	EA
R6 Voting machine	127396	poor	9999	1	EA
R6 Voting machine	127304	poor	9999	1	EA
R6 Voting machine	129237	poor	9999	1	EA
R6 Voting machine	127293	poor	9999	1	EA
R6 Voting machine	124913	poor	9999	1	EA
R6 Voting machine	161826	poor	9999	1	EA
R6 Voting machine	120019	poor	9999	1	EA
R6 Voting machine	127314	poor	9999	1	EA
R6 Voting machine	124900	poor	9999	1	EA
R6 Voting machine	127372	poor	9999	1	EA
R6 Voting machine	136606	poor	9999	1	EA
R6 Voting machine	127051	poor	9999	1	EA
R6 Voting machine	128785	poor	9999	1	EA
R6 Voting machine	128576	poor	9999	1	EA
R6 Voting machine	159911	poor	9999	1	EA
R6 Voting machine	128568	poor	9999	1	EA
R6 Voting machine	129285	poor	9999	1	EA
R6 Voting machine	120025	poor	9999	1	EA
R6 Voting machine	127089	poor	9999	1	EA
R6 Voting machine	130139	poor	9999	1	EA
R6 Voting machine	128390	poor	9999	1	EA
R6 Voting machine	124912	poor	9999	1	EA
R6 Voting machine	129291	poor	9999	1	EA
R6 Voting machine	127040	poor	9999	1	EA
R6 Voting machine	127137	poor	9999	1	EA
R6 Voting machine	127151	poor	9999	1	EA
R6 Voting machine	133689	poor	9999	1	EA
R6 Voting machine	127268	poor	9999	1	EA
R6 Voting machine	127368	poor	9999	1	EA

R6 Voting machine	127406	poor	9999	1	EA
R6 Voting machine	127363	poor	9999	1	EA
R6 Voting machine	129270	poor	9999	1	EA
R6 Voting machine	128759	poor	9999	1	EA
R6 Voting machine	127315	poor	9999	1	EA
R6 Voting machine	127410	poor	9999	1	EA
R6 Voting machine	127288	poor	9999	1	EA
R6 Voting machine	128777	poor	9999	1	EA
R6 Voting machine	119943	poor	9999	1	EA
R6 Voting machine	127286	poor	9999	1	EA
R6 Voting machine	119938	poor	9999	1	EA
R6 Voting machine	128571	poor	9999	1	EA
R6 Voting machine	180027	poor	9999	1	EA
R6 Voting machine	127397	poor	9999	1	EA
R6 Voting machine	126430	poor	9999	1	EA
R6 Voting machine	120023	poor	9999	1	EA
TSX Voting machine	292840	Fair	9999	1	EA
TSX Voting machine	285914	Fair	9999	1	EA
TSX Voting machine	291516	Fair	9999	1	EA
TSX Voting machine	299357	Fair	9999	1	EA
TSX Voting machine	291518	Fair	9999	1	EA
TSX Voting machine	285749	Fair	9999	1	EA
TSX Voting machine	263460	Fair	9999	1	EA
TSX Voting machine	298163	Fair	9999	1	EA
TSX Voting machine	289747	Fair	9999	1	EA
TSX Voting machine	279283	Fair	9999	1	EA
TSX Voting machine	292830	Fair	9999	1	EA
TSX Voting machine	288525	Fair	9999	1	EA
TSX Voting machine	281583	Fair	9999	1	EA
TSX Voting machine	288857	Fair	9999	1	EA
TSX Voting machine	289525	Fair	9999	1	EA
TSX Voting machine	292849	poor	9999	1	EA
TSX Voting machine	288109	poor	9999	1	EA
TSX Voting machine	291525	Fair	9999	1	EA
TSX Voting machine	288070	Fair	9999	1	EA
TSX Voting machine	292839	Fair	9999	1	EA
TSX Voting machine	282137	Fair	9999	1	EA
TSX Voting machine	294053	Fair	9999	1	EA
TSX Voting machine	289897	Fair	9999	1	EA
TSX Voting machine	287868	Fair	9999	1	EA
TSX Voting machine	246559	Fair	9999	1	EA
TSX Voting machine	291255	Fair	9999	1	EA
TSX Voting machine	213331	Fair	9999	1	EA
TSX Voting machine	298061	Fair	9999	1	EA
TSX Voting machine	292501	Fair	9999	1	EA
TSX Voting machine	204763	Fair	9999	1	EA
TSX Voting machine	291461	Fair	9999	1	EA

TSX Voting machine	287636	Fair	9999	1	EA
TSX Voting machine	288921	Fair	9999	1	EA
TSX Voting machine	289594	Fair	9999	1	EA
TSX Voting machine	260842	Fair	9999	1	EA
TSX Voting machine	200458	Fair	9999	1	EA
TSX Voting machine	289878	Fair	9999	1	EA
TSX Voting machine	291337	Fair	9999	1	EA
TSX Voting machine	287929	Fair	9999	1	EA
TSX Voting machine	217308	Fair	9999	1	EA
TSX Voting machine	291955	Fair	9999	1	EA
TSX Voting machine	245715	Fair	9999	1	EA
TSX Voting machine	220377	Fair	9999	1	EA
TSX Voting machine	212180	Fair	9999	1	EA
TSX Voting machine	294462	Fair	9999	1	EA
TSX Voting machine	208710	Fair	9999	1	EA
TSX Voting machine	290618	Fair	9999	1	EA
TSX Voting machine	292831	Fair	9999	1	EA
TSX Voting machine	279324	Fair	9999	1	EA
TSX Voting machine	287504	Fair	9999	1	EA
TSX Voting machine	202242	Fair	9999	1	EA
TSX Voting machine	287281	Fair	9999	1	EA
TSX Voting machine	288588	Fair	9999	1	EA
TSX Voting machine	288066	Fair	9999	1	EA
TSX Voting machine	293763	Fair	9999	1	EA
TSX Voting machine	288775	Fair	9999	1	EA
TSX Voting machine	291471	Fair	9999	1	EA
TSX Voting machine	291500	Fair	9999	1	EA
TSX Voting machine	287902	Fair	9999	1	EA
TSX Voting machine	288261	Fair	9999	1	EA
TSX Voting machine	292838	Fair	9999	1	EA
TSX Voting machine	292592	Fair	9999	1	EA
TSX Voting machine	297114	Fair	9999	1	EA
TSX Voting machine	291501	Fair	9999	1	EA
TSX Voting machine	299395	Fair	9999	1	EA
TSX Voting machine	214862	Fair	9999	1	EA
TSX Voting machine	293840	Fair	9999	1	EA
TSX Voting machine	289411	Fair	9999	1	EA
TSX Voting machine	288537	Fair	9999	1	EA
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TSX Voting machine	207576	Fair	9999	1	EA
TSX Voting machine	221205	Fair	9999	1	EA
TSX Voting machine	201041	Fair	9999	1	EA
TSX Voting machine	209894	Fair	9999	1	EA
TSX Voting machine	202247	Fair	9999	1	EA
TSX Voting machine	206354	Fair	9999	1	EA
TSX Voting machine	292848	Fair	9999	1	EA
TSX Voting machine	207624	Fair	9999	1	EA

TSX Voting machine	292222	Fair	9999	1	EA
TSX Voting machine	288844	Fair	9999	1	EA
TSX Voting machine	220739	Fair	9999	1	EA
TSX Voting machine	288237	Fair	9999	1	EA
TSX Voting machine	214208	Fair	9999	1	EA
TSX Voting machine	221491	Fair	9999	1	EA
TSX Voting machine	202513	Fair	9999	1	EA
TSX Voting machine	220178	Fair	9999	1	EA
TSX Voting machine	221903	Fair	9999	1	EA
TSX Voting machine	208742	Fair	9999	1	EA
TSX Voting machine	202876	Fair	9999	1	EA
TSX Voting machine	207062	Fair	9999	1	EA
TSX Voting machine	210140	Fair	9999	1	EA
TSX Voting machine	212947	Fair	9999	1	EA
TSX Voting machine	217588	Fair	9999	1	EA
TSX Voting machine	208584	Fair	9999	1	EA
TSX Voting machine	205336	Fair	9999	1	EA
TSX Voting machine	208848	Fair	9999	1	EA
TSX Voting machine	218777	Fair	9999	1	EA
TSX Voting machine	207840	Fair	9999	1	EA
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TSX Voting machine	279045	poor	9999	1	EA
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TSX Voting machine	207980	poor	9999	1	EA
TSX Voting machine	245941	poor	9999	1	EA
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TSX Voting machine	221354	Fair	9999	1	EA
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TSX Voting machine	211143	Fair	9999	1	EA

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TSX Voting machine	217894	Fair	9999	1	EA
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TSX Voting machine	218678	Fair	9999	1	EA
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TSX Voting machine	218022	Fair	9999	1	EA
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TSX Voting machine	217580	Fair	9999	1	EA
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Optical Scan	85643	Fair	9999	1	EA
Optical Scan	86063	Fair	9999	1	EA
Optical Scan	45336	Fair	9999	1	EA
Optical Scan	45346	Fair	9999	1	EA
Optical Scan	45340	Fair	9999	1	EA
ExpressPoll 5000	146V021A	Fair	9999	1	EA
ExpressPoll 5000	146V025A	Fair	9999	1	EA
ExpressPoll 5000	146V006A	Fair	9999	1	EA
ExpressPoll 5000	146V002A	Fair	9999	1	EA
ExpressPoll 5000	146V018A	Fair	9999	1	EA
ExpressPoll 5000	146V019A	Fair	9999	1	EA
ExpressPoll 5000	146V023A	Fair	9999	1	EA
ExpressPoll 5000	146V007A	Fair	9999	1	EA
ExpressPoll 5000	146V005A	Fair	9999	1	EA
ExpressPoll 5000	146V024A	Fair	9999	1	EA

ExpressPoll 5000	146V016A	Fair	9999	1	EA
ExpressPoll 5000	146V004A	Fair	9999	1	EA
ExpressPoll 5000	146V026A	Fair	9999	1	EA
ExpressPoll 5000	146V015A	Fair	9999	1	EA
ExpressPoll 5000	146V014A	Fair	9999	1	EA
ExpressPoll 5000	146V022A	Fair	9999	1	EA
ExpressPoll 5000	146V017A	Fair	9999	1	EA
ExpressPoll 5000	146V001A	Fair	9999	1	EA
ExpressPoll 5000	146V011A	Fair	9999	1	EA
ExpressPoll 5000	146V012A	Fair	9999	1	EA
ExpressPoll 5000	146V010A	Fair	9999	1	EA
ExpressPoll 5000	146V013A	Fair	9999	1	EA
ExpressPoll 5000	146V020A	Fair	9999	1	EA
ExpressPoll 5000	146V008A	Fair	9999	1	EA
ExpressPoll 5000	146V009A	Fair	9999	1	EA
ExpressPoll 5000	146V003A	Fair	9999	1	EA
ExpressPoll	146S001B	Fair	9999	1	EA
ExpressPoll	146S015A	Fair	9999	1	EA
ExpressPoll	146S012B	Fair	9999	1	EA
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ExpressPoll	146S016B	Fair	9999	1	EA
ExpressPoll	146S011A	Fair	9999	1	EA
ExpressPoll	146S011B	Fair	9999	1	EA
ExpressPoll	146S006B	Fair	9999	1	EA
ExpressPoll	146S015B	Fair	9999	1	EA
ExpressPoll	146S004A	Fair	9999	1	EA
ExpressPoll	146S004B	Fair	9999	1	EA

ExpressPoll	146S005A	Fair	9999	1	EA
ExpressPoll	146S005B	Fair	9999	1	EA
ExpressPoll	146S006A	Fair	9999	1	EA
ExpressPoll	146S001A	Fair	9999	1	EA
GEMS	7559	Fair	9999	1	EA
ExpressPoll Cases			9999	18	EA
Power Cords			9999	15	BX
Unused batteries			9999	4	BX
Misc. memory cards/voter access cards			9999	1	BX
Misc. cords/keys			9999	1	BX
Scanners		good	9999	27	bx

RESOLUTION R-030-19

**A RESOLUTION OF THE SOLE COMMISSIONER OF WALKER COUNTY TO DECLARE
PROPERTY OF THE WALKER COUNTY SHERIFF'S OFFICE UNSERVICEABLE SURPLUS
AND REMOVE FROM THE COUNTY INVENTORY**

WHEREAS, O.C.G.A. § 36-9-2 provides that the county governing authority shall have the control of all property belonging to the county and may, by order entered on its minutes, direct the disposal of any real property which may lawfully be disposed of and make and execute good and sufficient title thereof on behalf of the county; and

WHEREAS, the Sheriff has requested the property listed on Exhibit A be deemed unserviceable surplus and further requests that the property be removed from the County inventory;

THEREFORE, BE IT RESOLVED by the Sole Commissioner of Walker County, Georgia that the property listed in Exhibit A attached hereto, and made a part hereof, be hereby declared unserviceable surplus and removed from the County inventory.

SO RESOLVED AND ADOPTED this 14th day of November, 2019.

ATTEST:

WALKER COUNTY, GEORGIA

REBECCA WOODEN, County Clerk

SHANNON K. WHITFIELD, Sole Commissioner

RESOLUTION R-030-19

A RESOLUTION OF THE SOLE COMMISSIONER OF WALKER COUNTY TO APPOINT A MEMBER OF THE ROSSVILLE PUBLIC LIBRARY BOARD

WHEREAS, O.C.G.A. § 20-5-42 (a) provides that a county board of trustees shall consist of at least one appointee from each governmental agency financially supporting the library on a regular basis; and

WHEREAS, O.C.G.A. § 20-5-42 (b) provides that a regional board of library trustees shall consist of trustees serving on members county boards who are appointed to the regional board by each county board for a term specified in writing pursuant to the constitution and bylaws of the library system; and

WHEREAS, the resignation of Lynn Murdock has left a vacancy on the Rossville Public Library Board; and

WHEREAS, the Sole Commissioner of Walker County has the authority to appoint a member to the Rossville Public Library Board;

THEREFORE, BE IT RESOLVED by the Sole Commissioner of Walker County, Georgia that Lorie Connell is hereby appointed to the Rossville Public Library Board for a term to begin immediately and conclude on June 30, 2022.

SO RESOLVED AND ADOPTED this 14th day of November, 2019.

ATTEST:

WALKER COUNTY, GEORGIA

REBECCA WOODEN, County Clerk

SHANNON K. WHITFIELD, Sole Commissioner



Cherokee Regional Library System

DADE | CHICKAMAUGA | LAFAYETTE-WALKER | ROSSVILLE

SINCE 1942

Mr. Shannon Whitfield
Walker County Commissioner
PO Box 445
LaFayette, GA 30728

October 24, 2019

Dear Commissioner Whitfield:

One of your appointments to the Rossville Public Library Board of Trustees, Lynn Murdock has resigned. His term was July 1, 2019 to June 30, 2022.

We are requesting you appoint the following to the board in his place:

<u>New Appointee</u>	<u>Library Board</u>	<u>Term</u>
1. Lorie Connell 415 County Squire Lane Chickamauga, GA 30707	Rossville Public Library Board	effective immediately – June 30, 2022

We ask that you make this appointment during the month of November or December, and that you notify the appointee and the library, in writing, in accordance with law. The next meeting of the Rossville Public Library Board of Trustees is January 28, 2020, at 4:30 p.m. at the Rossville Public Library. For your convenience, I am attaching a form letter you may wish to use in notifying the appointee and the library of these appointments.

Thank you for your thoughtful attention to these important appointments to represent the citizens of Walker County on the public library boards of trustees.

Sincerely,

Lecia Eubanks, Director
Cherokee Regional Library System

SHIP TO

WALKER COUNTY ROAD DEPARTMENT
91 INDUSTRIAL DRIVE
CHICKAMAUGA, GA 30707

BILL TO

WALKER COUNTY ROAD DEPARTMENT
91 INDUSTRIAL DRIVE
CHICKAMAUGA, GA 30707

**REPRINT PURCHASE
ORDER
NO. 2020-00000229**

DATE 11/13/2019

VENDOR 55341 LOUGHRIDGE EQUIPMENT CO

CONTACT

LOUGHRIDGE EQUIPMENT CO
514 S MAIN ST
LAFAYETTTE, GA30728

**DELIVER BY
SHIP VIA
FREIGHT TERMS
ORIGINATOR
RESOLUTION #
PAYMENT TERMS**

Ashley Kittle

QUANTITY	U/M	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	EA	Capital - Other Equipment	\$18,727.0000	\$18,727.00
			TOTAL DUE	\$18,727.00

APPROVED BY _____

SPECIAL INSTRUCTIONS

Walker County, GA
Purchase Order Post Listing

Department	P.O. Number	Type	Vendor/Vendor Address	Description/Bill to Address
4100 Road Department	2020-00000229	Standard	55341-LOUGHRIDGE EQUIPMENT CO	Bush Hop Rotary Mower
	G/L Date: 11/13/2019		LOUGHRIDGE EQUIPMENT CO	
	Deliver By Date:		514 S MAIN ST	WALKER COUNTY ROAD DEPARTMENT
	Expiration Date: 11/13/2019		LAFAYETTE, GA 30728	91 INDUSTRIAL DRIVE
	Form Type: Standard			CHICKAMAUGA, GA 30707
	Resolution Number: None			
	Assigned to: None			

Detail:	Description	Vendor Part Number	Quantity	U/M	Amount/Unit	Total Amount
	Capital - Other Equipment - Bush Hop Rotary Mower		1.0000	EA	18,727.0000	18,727.00
	Contract Number:	Confirming: No	Ordered For:	Ship To:	WALKER COUNTY ROAD DEPARTMENT	
	List Price Per Unit: 18,727.00	1099 Item: No	Ship Via:	91 INDUSTRIAL DRIVE		
	Discount Percentage: 0%	Taxable Item: No	Freight Terms:	CHICKAMAUGA, GA 30707		
	Create Asset: Yes	Associate To Asset: 2448 -		Bush Hop Rotary Mower		

Total Purchase Order Items: 1 Purchase Order Amount: \$18,727.00 Purchase Order Encumbrances: \$18,727.00

Total Purchase Orders: 1 Purchase Order Amount: \$18,727.00 Purchase Order Encumbrances: \$18,727.00



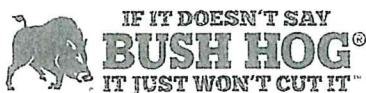
514 South Main Street
LaFayette, GA 30728

Estimate

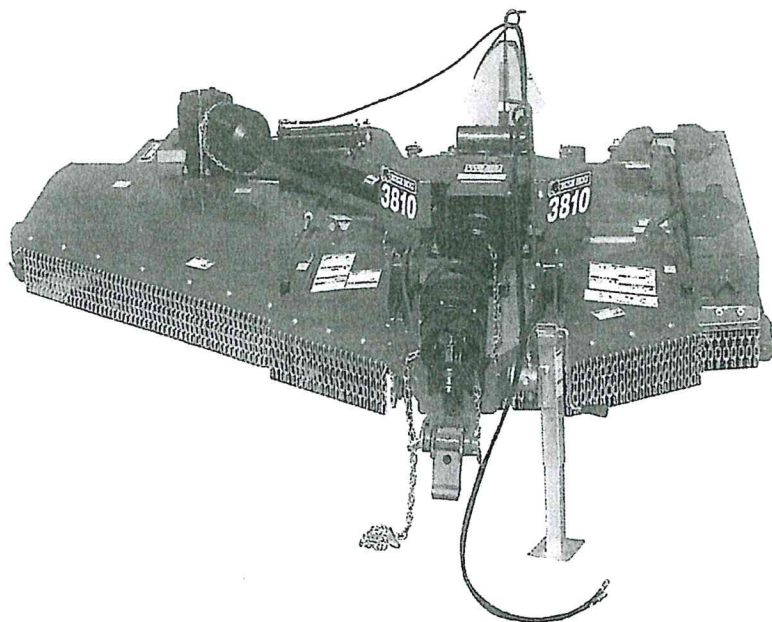
DATE	ESTIMATE #
10/24/2019	

NAME / ADDRESS
Walker County P O Box 445 LaFayette, GA 30728

			PROJECT
DESCRIPTION	QTY	COST	TOTAL
Bush Hog 3810 Rotary Mower w/ filled aircraft tires	1	18,727.00	18,727.00
		TOTAL	\$18,727.00



SEE WARRANTY SPECIFICATIONS BELOW



3810HD SERIES FLEX-WING ROTARY CUTTER

MODEL	3810HD	MODEL	3810HD
Transport Height*	7' 3"	Blades	1/2" x 4" Parallel Uplift
Transport Width**	8' 2"	Blade Overlap	6"
Cutting Width	10' 6"	Blade Tip Speed	16,286 fpm (540 rpm); 16,391 fpm (1000 rpm)
Axle Suspension	Cushioned Springs at Each Wheel	Wing Flex	87° Up to 22° Down
Cutting Height	2" to 14"	Center Hydraulic Lift	Standard
Cutting Capacity	4-1/2" Diameter	Wing Hydraulic Lift	Standard
Hitch Type	See Hitch Selection	Axle Tube Pivots	Greaseable Bushings
Tongue Weight	2,108 lbs.	Axle Arm Pivots	Greaseable
Deck Thickness	11 Gauge Steel (Center Top); 7 Gauge Steel (Center Bottom, Wing)	Wing Adjustment	Greaseable Turnbuckles
Side Bands	1/4" x 12"	Wheels	See Wheel Selection
Gearbox	250 hp† Splitter Gearbox, 225 hp† Cutting Gearbox	Minimum Tractor HP	60 (PTO)
Driveshaft	Main: See Driveline Selection Wings: ASAE Category 5	Grass Baffles	Optional
Driveline Protection	(2) Multi-Plate Slip Clutch	Jack Stand	Standard
Blade Holder	Round	Safety Tow Chain	Standard
Blade Bolts	Hex Shaped	Safety Deflectors	5/16" Double Row Chains Standard

Six-Year Limited Gearbox Warranty; 12-Month Contractor Warranty, 12-Month Consumer Warranty.

*Measured at maximum transport height.

**Measured at outside of wing skids.

†Gearbox rating based on field performance.

WARNING:

5/16" double row chain shielding is standard equipment and must be used for all roadside mowing applications, non-agricultural purposes or in areas where the possibility of thrown objects that could be hazardous to persons or property exists.

HOW TO ORDER:

To receive a complete cutter, you must order a basic unit and then select one item from each of Groups 2 - 7 in the ordering section. Additional equipment may be added to your order by making your selection from the options list.

Freight NOT included in list price



Shannon K. Whitfield
Sole Commissioner
Walker County, GA

October 30, 2019

Criminal Justice Coordinating Council
Attention: Grants
104 Marietta Street, NW, Suite 440
Atlanta, Georgia 30303-2743

RE: VOCA Grant
Subgrant # C18-8-264; C18-8-263
Subgrantee: Prosecuting Attorneys' Council of Georgia
Project Title: District Attorney's Office, Lookout Mountain Judicial Circuit
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, Amy Brown, Office Manager, and Elena Floyd, Administrative Assistant 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

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 (Base Funding): CJCC Grant No: C18-8-264

A. Federal Funds:	\$ <u>183,831</u>
B. Matching Funds:	\$ <u>45,958</u>
C. Total Funds:	\$ <u>229,789</u>

Allocation 2 (Comp Advocate Funding): CJCC Grant No: C18-8-263

D. Comp Advocate Federal Funds:	\$ <u>55,062</u>
E. Match Waiver Request	\$ <u>13,766</u>

Initial Grant Period: October 1, 2019 to September 30, 2020

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, 2019 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 Base funding budget.
- (c) A match waiver has been requested on 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 \$15 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, 2019	Due: January 15, 2020
Quarter 2	January 1 – March 31, 2020	Due: April 15, 2020
Quarter 3	April 1 – June 30, 2020	Due: July 15, 2020
Quarter 4	July 1 – September 30, 2020	Due: October 15, 2020

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

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

Annually	Oct. 1, 2019 -Sept. 30, 2020	Due: October 30, 2020

- (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 October 4, 2019. Separate budget worksheets are required for Base funding and Victims Comp 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 Base funding and Victims Comp Advocate funding. Deadlines are as follows:

Quarter 1	October 1 – December 31, 2019	Due: January 15, 2020
Quarter 2	January 1 – March 31, 2020	Due: April 15, 2020
Quarter 3	April 1 – June 30, 2020	Due: July 15, 2020
Quarter 4	July 1 – September 30, 2020	Due: October 15, 2020

- (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 three years from the close of said project at the Federal level 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 OJP Financial Guide available at: <https://ojp.gov/financialguide/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,

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
P.O. Box 445
LaFayette, GA 30728
Telephone No.: 706-638-1437
Email: g.mcconnell@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:

District Attorney's Office , Lookout Mountain Judicial Circuit
Attention: Herbert E. Franklin, Amy Brown, Amy Reed
P.O. Box 1025
LaFayette, GA 30728
Telephone No.: 706-638-2121
Email: hfranklin@pacga.org; abrown@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 21, 2018, amended October 9, 2019.

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 Prosecuting Attorneys' Council (PACGA or "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 offices 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 PACGA 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.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

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, 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 Attorney's Offices or Solicitor-General's Offices.

- (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 fund 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 Subpart B and available at: <http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm>
- (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



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(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 PAC.

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



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- 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. 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;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (iv) Provide assistance with letters, victim impact statements, registration for Georgia Victim Impact Panel, facilitation of/accompaniment to 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. Funded offices shall:

- (i) Assist victims with safety planning;
- (ii) Coordinate communication with necessary professionals with on-going activities of the defendant that is putting 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,



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

etc.);

- (v) Provide information and advocacy regarding Temporary Protective Orders;
- (vi) Assist victims with notification requests to the county jail/Department of Corrections and Parole regarding the defendant's release from incarceration; and
- (vii) Provide a comfortable waiting area apart from defendant's family and acquaintances;

(5) Assisting with the Criminal Justice System. 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 (this can become part of the sentence and if payment is not rendered, it may be a probation violation);
- (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



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

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 prosecutor's offices and 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, elder abuse task force,



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

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, crime, and other relevant issues through pamphlets, handouts, presentations, referrals, internet, etc.

(B) Funded offices may have personnel 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: 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 interview 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 (pictures of victim's injuries, statements, etc.).



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2	Victim Services	Victims of Crimes Act - Funding Conditions
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- (8) Post conviction. If the accused is found guilty and sentenced to incarceration in the custody of the Georgia Dept. of Corrections (GDOC), funded offices will connect the victim with the GDOC victim services division and assist the victim with registering for offender status notifications.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(c) Limited English Proficient Victims.

- (1) Funded offices will provide services and literature in Spanish and other languages.
- (2) Each funded office must have a written plan that insures 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 PACGA documentation of a contract for 24-hour language interpretation services for callers who do not speak English. Subgrantees that provide 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 and ongoing review of TTY answering procedures.

- (4) 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, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Any person who believes that they have been discriminated against based on his or race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information has the right to file a civil rights complaint with the Office of Justice Programs.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (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, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. 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 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.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(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 CJCC determines 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) 25% of the 20% VOCA-required matching funds must be in the form of volunteer in-kind match for each funded office unless the requirement is waived, in writing by CJCC.
- (c) Funded offices seeking a waiver from this requirement because they are unable to recruit or maintain volunteers will have to document and demonstrate the efforts they undertook to find volunteers.
- (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.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(e) Funded offices will satisfy 25% of the required match (20%) through the in-kind donation of volunteer hours. 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 request for deviation from this requirement must be submitted in writing to CJCC utilizing the volunteer requirement waiver request form. A copy of the request must be provided to PACGA.

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. Part 38 (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, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, the funded office must submit a copy of the finding to the Council, the CJCC and the OJP Office of Civil Rights.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2	Victim Services	Victims of Crimes Act - Funding Conditions
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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.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

12. Political Activity.

- (a) The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (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 (EEO). The plan must cover the grant period specified in the grant application submitted by PACGA, and an EEO certification form be submitted directly to the Federal Government. If your office needs technical assistance in preparing an Equal Employment Opportunity Plan, please 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, PACGA 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.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(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. Allowable Costs and 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:

- (a) Immediate Health and Safety. Those services which respond to the immediate emotional 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) Emergency food, clothing, transportation, and shelter (including emergency, short term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(5) Other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows, and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.

(b) Mental Health Assistance - Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

(c) Assistance with Participation in Criminal Justice and Juvenile Proceedings.

(1) In addition to the cost of emergency legal services noted above, other costs associated with helping victims participate in the criminal justice system also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. Projects devoted to restitution advocacy on behalf of specific crime victims must be specifically approved by CJCC.

(2) VOCA funds cannot be used to pay for non-emergency legal representation such as divorces or civil restitution recovery efforts.

(d) Costs Necessary and Essential to Providing Direct Services - This includes prorated costs of rent, utilities (in certain situations, i.e. a shelter), transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

in the criminal justice system and local travel expenses for service providers.

- (e) Special Services - Services to assist crime victims with managing practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and, helping to apply for public assistance.
- (f) Personnel Costs - Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.

16. Other Allowable Costs and Services.

- (a) 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:
- (b) The services, activities, and costs listed below are not generally considered direct crime victim services but often are necessary and essential activities to ensure that quality direct services are provided.
- (c) Before these costs can be supported with VOCA funds, the funded office must certify to PACGA that they have no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes.
- (d) Items not used exclusively for direct victim services should be pro-rated to include only the portion of the item used for direct service to victims.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(e) The following list provides examples of such items:

(1) Skills training for staff -

(A) VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis, and the travel expenses associated with this training,

(B) 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 PAC Rules. Reimbursement rates must follow local or State rates, whichever is lowest.

(C) Reimbursement of expenses for training will only be provided for staff approved in the budget and for volunteers.

(f) Training Materials - VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers within the VOCA-funded organization and can support the costs of a trainer for in-service staff development when the amounts do not exceed federal standards. Staff from other organizations can attend in service training activities that are held for the funded office.

(g) Supplies and Furniture.

(1) VOCA funds may be used to purchase furniture and supplies that provide or enhance direct services to crime victims, as demonstrated by the funded office. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a pro-rated share of such an item.

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



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (3) Examples of allowable costs may include computers, video-tape cameras and players for interviewing children, two-way mirrors, supplies and furniture for shelters, work spaces, victim waiting rooms, and children's play areas. The cost of furniture, supplies such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable.
- (4) 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.

(h) Advanced Technologies.

- (1) At times, computers may increase an applicant's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.
- (2) In making such expenditures, the funded office must describe in the project budget how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the funded office's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported, as maintenance costs cannot be supported with VOCA funds.
- (3) 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 PACGA.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (i) Contracts for Professional Services.
 - (1) VOCA funds will not be used to support contract services except when it is necessary to contract for specialized services. Examples of these services include:
 - (A) Assistance in filing restraining orders or establishing emergency custody/visitation rights if the funded office can document to PACGA that the office has a demonstrated history of advocacy on behalf of domestic violence victims;
 - (B) Emergency psychological or psychiatric services; or
 - (C) Sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.
 - (2) Applicants are prohibited from using VOCA funds for contracted services which contain administrative, overhead, or other indirect costs included in the hourly or daily rate.
- (j) Operating Costs - Examples of allowable operating costs include: supplies; equipment use fees, when supported by usage logs; printing; photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.
- (k) Supervision of Direct Service Providers - CJCC may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, CJCC may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (l) Repair and/or Replacement of Essential Items - VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Funded offices wishing to use VOCA funds for these purposes must demonstrate the following:
 - (1) That the building is owned by a state or local government and not rented or leased;
 - (2) All other sources of funding have been exhausted;
 - (3) There is no available option for providing the service in another location;
 - (4) That the cost of the repair or replacement is reasonable considering the value of the building; and
 - (5) The cost of the repair or replacement is pro-rated among all sources of income.

- (m) Public Presentations - VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums and designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

17. 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). All funded offices must have a written text messaging while driving policy.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

18. 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/>

19. 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).



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

20. 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. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800. 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. Part 200 (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

21. 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.

22. 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



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

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.

23. Prior Approval Required for Certain Contracts or Subcontracts.

Funded offices cannot use any federal funds, either directly or indirectly, in support of any



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

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.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013, amended April 15, 2015, amended August 24, 2016, amended July 21, 2018, amended October 9, 2019.

11.2

Victim Services

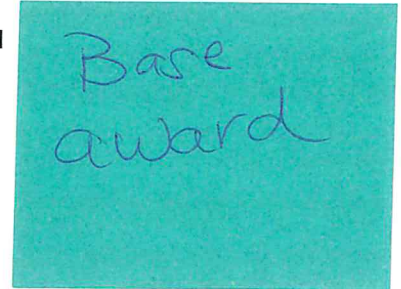
Victims of Crimes Act - Funding Conditions

24. 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 of 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.

FY18 VICTIMS OF CRIME ACT ASSISTANCE GRANT PROGRAM
SPECIAL CONDITIONS



SUBGRANTEE: Prosecuting Attorney's Council of Georgia

SUBGRANT NUMBER: C18-8-264

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 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to Office of Justice Programs (OJP) subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the subgrantee must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the subgrantee must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). Reasonable steps may include the provision of language assistance services, such as oral language assistance or written translation. 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 internet-based relay services and/or TTY machine are 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 internet-based relay services and/or TTY answering procedures.

Initials HEF

3. 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, the Criminal Justice Coordinating Council (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

- 4. Federal grant program requirements, the subgrantee must comply with the following EEOP reporting requirements of 28 C.F.R. Part 12, specifically including any application requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program:

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 must 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 must 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 must 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 EEOSubmission@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

- 5. 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

- 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

- 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

- The subgrantee agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm> including any updated version that may be posted during the period of performance.

Initials HEF

- The subgrantee agrees to comply with the conditions of the Victims of Crime Act (VOCA) of 1984 sections 1404(a)(2), (b)(1), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2), (b)(1), (b)(2), applicable program guidelines and regulations, and program rules (28 C.F.R. part 94.101(d)), as required.

Initials HEF

- 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

- 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

- 12. 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

- 13. 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

- 14. 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

- 15. 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

- 16. 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

- 17. Pursuant to Georgia Code § 40-6-241.2, writing, sending, or reading text-based communication while operating motor vehicle is prohibited. Subgrantees must 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 HEF

18. 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 HEF

19. 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

DOJ OIG 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 HEF

20. 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 HEF

21. 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 HEF

22. 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 HEF

- 23. 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 HEF

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

Initials HEF

- 25. 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 HEF

- 26. 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 HEF

- 27. 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

- 28. 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 HEF

- 29. Subgrantees agree to assist the Criminal Justice Coordinating Council and state-certified shelters with identifying available bed space. If there is an inquiry from the Criminal Justice Coordinating Council and/or other partner agencies regarding available beds, the subgrantee will state if bed space is

available.

Initials HEF

- 30. Subgrantee agrees that if a victim is not in their jurisdiction or service area the agency will 1) identify available resources, 2) assist the victim in developing and implementing a feasible plan to access services immediately, if needed, 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. If no services exist in that area or victim requests specific services from subgrantee, the subgrantee agrees to serve the victim.

Initials HEF

- 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 HEF

- 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 HEF

- 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 by CJCC. Staff and supervisors must provide a certificate of completion as proof of attendance. Only trainings received since 2017 meet this requirement. CJCC encourages subgrantees to attend a Victim's Compensation 101 training once every two years. Victim's Compensation 101 also may be applied toward training requirements specified by the subgrantee agency's core service requirements.

Initials HEF

- 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 HEF

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 HEF

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 HEF

37. The recipient agrees to submit (and, as necessary, require sub-recipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

Initials HEF

38. 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) as defined by the Part 200 Uniform Requirements.

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 HEF

39. 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. All VOCA funded printed materials but contain the following language: "This project is supported by federal award no. 2018-V2-GX-0066 awarded by the Office for Victims of Crime and administered by the Criminal Justice Coordinating Council. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office for Victims of Crime or the Criminal Justice Coordinating Council."

Initials HEF

40. 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 HEF

- 41. 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

- 42. 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) is restricted to the same uses as the awarded funds, and 3) must be expended within the grant period.

Initials HEF

- 43. Subgrantees that submit match waivers will be responsible for any match requirement that is not waived by CJCC.

Initials HEF

- 44. 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 \$15.00 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. 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

45. 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

46. 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

47. 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

48. 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

49. 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 HBF

50. 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, or documents related to the VOCA grant.

Initials HEF

51. Subgrantee agencies are subject to regular compliance monitoring activities by CJCC staff. Compliance monitoring activities include risk assessments, site visits, and/or desk reviews of all documentation related to the award. Subgrantee agencies will be scheduled at least once every two years for site visits and desk reviews. The subgrantee agency agrees to comply with all compliance monitoring activities.

Initials HEF

- 52. 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 HEF

- 53. 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 HEF

- 54. The subgrantee agrees to execute the agency's award within 45 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 HEF

- 55. 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.

Initials HEF

- 56. 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 non-discrimination 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 HEF

- 57. The subgrantee agrees to submit 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 #38. The subgrantee agrees to provide a schedule of board meetings for the grant year inclusive of each meeting's date, time, and location.

Initials HEF

- 58. The subgrantee agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employees disclosure of information related to gross mismanagement of federal grant, a gross waste of federal funds, an abuse of authority relating to federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The subgrantee must inform its employees, in writing (an in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Initials HEF

- 59. Records must be adequately protected against fire, loss, theft, or damage and the subgrantee shall maintain all of the following for a minimum of three (3) years after the end of the subgrant award period or until any state and/or federal initiated audit exceptions have been cleared, whichever is later: 1) Subgrant award agreement, special conditions and any attachment; 2) any written agreements between subgrantee and consultant/subgrantees; 3) Program files related to this subgrant award agreement; and 4) administrative operations and accounting records related to this subgrant award agreement. All the aforementioned records are public records and shall be made available for public inspection in accordance with O.C.G.A. 50-18-71 and 72. Said records are subject to audit by the State of Georgia.

Initials HEF

- 60. The subgrantee must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The subgrantee's breach procedures must include a requirement to report actual or imminent breach of PII to a CJCC staff member no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Initials HEF

- 61. The subgrantee is required to be familiar with and comply with all relevant federal civil rights requirements, and to that end are required to participate in the designated training once per grant period (annually). Information on the required annual OJP Civil Rights trainings can be found at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm> .

Initials HEF

- 62. The subgrantee is required to comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that – for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

Initials HEF

- 63. The subgrantee is required to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the subgrantee or individuals defined (for purposes of this condition) as "employees" of the subgrantee.

Initials HEF

- 64. The subgrantee is required to comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

Initials HEF

- 65. The subgrantee is required to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>.

Initials HEF

- 66. The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Initials HEF

- 67. The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subgrantees that are faith-based or religious organizations.

Initials HEF

Additional Requirements

1. The Funded Office agrees to comply with all forms, assurances, and certifications related to the VOCA Request for Applications. This includes maintaining a DUNS number, EIN, and active registration with the System for Award Management (SAM).

The County's DUNS # is 010126969
Initials: HEF

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

Initials: HEF

3. The Funded Office 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: HEF

4. The Funded Office agrees to conduct a state or national criminal background check on all direct service and outreach personnel who have contact with victims and their children once every three years. Agencies must use Cogent Systems, Georgia Applicant Processing Services or Federal Bureau of Investigation Departmental Order to conduct a state or national background check on all direct service shelter and outreach staff every three years.

Initials: HEF

5. The Funded Office agrees to establish and enforce an Internet Security Policy when participants, volunteers, and/or staff have access (supervised or unsupervised) to protect the confidentiality, integrity, and availability of data while preventing malicious and other security threats. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

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

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.

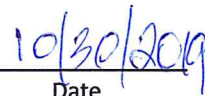
Supplanting Definition: Supplanting is considered the reduction of state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds must be used to supplement existing state or local funds for program activities 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.



Signature of District Attorney or Solicitor-General



Date

Herbert E. (Buzz) Franklin, District Attorney

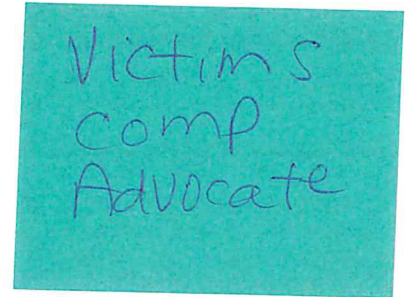
Printed Name of District Attorney or Solicitor-General

FY18 VICTIMS OF CRIME ACT ASSISTANCE GRANT PROGRAM

SPECIAL CONDITIONS

SUBGRANTEE: Prosecuting Attorney's Council of Georgia

SUBGRANT NUMBER: C18-8-263



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 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to Office of Justice Programs (OJP) subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the subgrantee must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the subgrantee must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). Reasonable steps may include the provision of language assistance services, such as oral language assistance or written translation. 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 internet-based relay services and/or TTY machine are 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 internet-based relay services and/or TTY answering procedures.

Initials HEF

3. 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, the Criminal Justice Coordinating Council (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

- 4. Federal grant program requirements, the subgrantee must comply with the following EEOP reporting requirements of 28 C.F.R. Part 12, specifically including any application requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program:

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 must 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 must 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 must 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 EEOSubmission@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

- 5. 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

6. 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

7. 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

8. The subgrantee agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm> including any updated version that may be posted during the period of performance.

Initials HEF

9. The subgrantee agrees to comply with the conditions of the Victims of Crime Act (VOCA) of 1984 sections 1404(a)(2), (b)(1), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2), (b)(1), (b)(2), applicable program guidelines and regulations, and program rules (28 C.F.R. part 94.101(d)), as required.

Initials HEF

10. 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

11. 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

- 12. 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

- 13. 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

- 14. 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

- 15. 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

- 16. 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

- 17. Pursuant to Georgia Code § 40-6-241.2, writing, sending, or reading text-based communication while operating motor vehicle is prohibited. Subgrantees must 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 HEF

- 18. 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 HEF

- 19. 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

DOJ OIG 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 HEF

- 20. 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 HEF

- 21. 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 HEF

- 22. 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 HEF

- 23. 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 HEF

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

Initials HEF

- 25. 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 HEF

- 26. 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 HEF

- 27. 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

- 28. 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 HEF

- 29. Subgrantees agree to assist the Criminal Justice Coordinating Council and state-certified shelters with

identifying available bed space. If there is an inquiry from the Criminal Justice Coordinating Council and/or other partner agencies regarding available beds, the subgrantee will state if bed space is available.

Initials HEF

- 30. Subgrantee agrees that if a victim is not in their jurisdiction or service area the agency will 1) identify available resources, 2) assist the victim in developing and implementing a feasible plan to access services immediately, if needed, 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. If no services exist in that area or victim requests specific services from subgrantee, the subgrantee agrees to serve the victim.

Initials HEF

- 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 HEF

- 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 HEF

- 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 by CJCC. Staff and supervisors must provide a certificate of completion as proof of attendance. Only trainings received since 2017 meet this requirement. CJCC encourages subgrantees to attend a Victim's Compensation 101 training once every two years. Victim's Compensation 101 also may be applied toward training requirements specified by the subgrantee agency's core service requirements.

Initials HEF

- 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 HEF

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 HEF

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 HEF

37. The recipient agrees to submit (and, as necessary, require sub-recipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

Initials HEF

38. 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) as defined by the Part 200 Uniform Requirements.

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 HEF

39. 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. All VOCA funded printed materials but contain the following language: "This project is supported by federal award no. 2018-V2-GX-0066 awarded by the Office for Victims of Crime and administered by the Criminal Justice Coordinating Council. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office for Victims of Crime or the Criminal Justice Coordinating Council."

Initials HEF

40. 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 HEF

- 41. 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

- 42. 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) is restricted to the same uses as the awarded funds, and 3) must be expended within the grant period.

Initials HEF

- 43. Subgrantees that submit match waivers will be responsible for any match requirement that is not waived by CJCC.

Initials HEF

- 44. 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 \$15.00 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. 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

- 45. 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

- 46. 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

- 47. 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

- 48. 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

- 49. 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

- 50. 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, or documents related to the VOCA grant.

Initials HEF

- 51. Subgrantee agencies are subject to regular compliance monitoring activities by CJCC staff. Compliance monitoring activities include risk assessments, site visits, and/or desk reviews of all documentation related to the award. Subgrantee agencies will be scheduled at least once every two years for site visits and desk reviews. The subgrantee agency agrees to comply with all compliance monitoring activities.

Initials HEF

- 52. 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 HEF

- 53. 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 HEF

- 54. The subgrantee agrees to execute the agency's award within 45 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 HEF

- 55. 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.

Initials HEF

- 56. 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 non-discrimination 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 HEF

- 57. The subgrantee agrees to submit 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 #38. The subgrantee agrees to provide a schedule of board meetings for the grant year inclusive of each meeting's date, time, and location.

Initials HEF

58. The subgrantee agrees to comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of federal grant, a gross waste of federal funds, an abuse of authority relating to federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The subgrantee must inform its employees, in writing (in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Initials HEF

59. Records must be adequately protected against fire, loss, theft, or damage and the subgrantee shall maintain all of the following for a minimum of three (3) years after the end of the subgrant award period or until any state and/or federal initiated audit exceptions have been cleared, whichever is later: 1) Subgrant award agreement, special conditions and any attachment; 2) any written agreements between subgrantee and consultant/subgrantees; 3) Program files related to this subgrant award agreement; and 4) administrative operations and accounting records related to this subgrant award agreement. All the aforementioned records are public records and shall be made available for public inspection in accordance with O.C.G.A. 50-18-71 and 72. Said records are subject to audit by the State of Georgia.

Initials HEF

60. The subgrantee must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The subgrantee's breach procedures must include a requirement to report actual or imminent breach of PII to a CJCC staff member no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Initials HEF

61. The subgrantee is required to be familiar with and comply with all relevant federal civil rights requirements, and to that end are required to participate in the designated training once per grant period (annually). Information on the required annual OJP Civil Rights trainings can be found at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm> .

Initials HEF

62. The subgrantee is required to comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

Initials HEF

- 63. The subgrantee is required to comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the subgrantee or individuals defined (for purposes of this condition) as "employees" of the subgrantee.

Initials HEF

- 64. The subgrantee is required to comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

Initials HEF

- 65. The subgrantee is required to comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>.

Initials HEF

- 66. The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Initials HEF

- 67. The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subgrantees that are faith-based or religious organizations.

Initials HEF

- 68. **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; 10) When submitting applications for victims of DUI inform/assist victims with the DUI memorial sign application; and 11) Work with the Prosecuting Attorney to request restitution for the Crime Victims Emergency Fund if money was awarded by Victims Comp, and update the restitution information in the Victims Comp Portal for that claim.

Initials HBF

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

Additional Requirements

1. The Funded Office agrees to comply with all forms, assurances, and certifications related to the VOCA Request for Applications. This includes maintaining a DUNS number, EIN, and active registration with the System for Award Management (SAM).

The County's DUNS # is 010126969
Initials: HEF

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

Initials: HBF

3. The Funded Office 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: HEF

4. The Funded Office agrees to conduct a state or national criminal background check on all direct service and outreach personnel who have contact with victims and their children once every three years. Agencies must use Cogent Systems, Georgia Applicant Processing Services or Federal Bureau of Investigation Departmental Order to conduct a state or national background check on all direct service shelter and outreach staff every three years.

Initials: HEF

5. The Funded Office agrees to establish and enforce an Internet Security Policy when participants, volunteers, and/or staff have access (supervised or unsupervised) to protect the confidentiality, integrity, and availability of data while preventing malicious and other security threats. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

Initials: HEF

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.

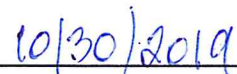
Supplanting Definition: Supplanting is considered the reduction of state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds must be used to supplement existing state or local funds for program activities 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.



Signature of District Attorney or Solicitor-General



Date

Herbert E. (Buzz) Franklin, District Attorney

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 Office

PROJECT TITLE: Lookout Mountain Judicial Circuit District Attorney's Office VWAP

GRANT NUMBER: C18-8-263; C18-8-264

Mr.

Ms.

Herbert E. (Buzz) Franklin

PROJECT DIRECTOR NAME (Type or Print)

District Attorney - Lookout Mountain Judicial Circuit District Attorney's Office

Title and Agency

Post Office Box 1025

LaFayette

30728

Official Agency Mailing Address

City

Zip

706-638-2121

706-638-4821

Daytime Telephone Number

Fax Number

hfranklin@pacga.org

E-Mail Address

Mr.

Ms.

Greg McConnell

FINANCIAL OFFICER (Type or Print)

Chief Financial Officer - Walker County Commissioner's Office

Title and Agency

Post Office Box 445

LaFayette

30728

Official Agency Mailing Address

City

Zip

706-638-1437

706-638-1453

Daytime Telephone Number

Fax Number

g.mcconnell@walkerga.us

E-Mail Address

Mr.

Ms.

Shannon K. Whitfield

Authorized Official (Type or Print)

Sole Commissioner, Walker County Georgia

Title and Agency

Post Office Box 445

LaFayette

30728

Official Agency Mailing Address

City

Zip

706-638-1437

706-638-1453

Daytime Telephone Number

Fax Number

commissioner@walkerga.us

E-Mail Address

VOCA GRANT EMAIL CONTACTS
LOOKOUT MOUNTAIN JUDICIAL CIRCUIT
DISTRICT ATTORNEY'S OFFICE

Herbert E. (Buzz) Franklin

District Attorney

hfranklin@pacga.org

Amy Brown

Office Manager

abrown@pacga.org

Amy Reed

Victim Witness Director

areed@pacga.org

Elena Floyd

Administrative Assistant

efloyd@pacga.org

Prosecuting Attorneys' Council of Georgia
VOCA Reimbursement Selection Form

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

Voided
check
needed

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: Bank of LaFayette

Bank Routing Number: 061103182

Bank Account Number: 030619

Agency Contact Name: Greg McConnell

Agency Contact Telephone Number: 706-638-1437

Agency Authorized Official Name and Title: Shannon K. Whitfield, Sole Commissioner

Agency Authorized Official Signature: _____

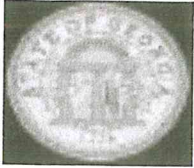
- Check** (Reimbursements will be mailed in the form of a check to the address listed below. For payments to be made to an entity other than the county –e.g. DA's Office, VWAP Program, etc.—the county must submit a letter authorizing such payments)

Mailing Address: _____

City, State & Zip: _____

Attention: _____

Agency Authorized Official Signature: _____



SUPPLIER (VENDOR) MANAGEMENT ADD/CHANGE FORM

The Vendor Liaison should submit this form to SAO Vendor Management Group for verification and approval. Agency Liaisons must complete Section 5 of the form to obtain approval. All necessary supporting documentation must be attached. (*Required fields)

SECTION 1 – SUPPLIER IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

*NEW *EXISTING

*SUPPLIER NUMBER: _____ *FEI/SSN/TIN NUMBER: 58-6000901

*SUPPLIER NAME: Walker County Commissioner

PAYMENT ALT NAME: (IF PAYABLE TO DIFFERENT NAME) _____

ADDRESS: P.O. Box 445

CITY: LaFayette STATE: GA ZIP CODE: 30728

COUNTRY: United States DRIVERS LICENSE #: _____ DL STATE: _____

PRIMARY #: 706-638-1437 EXT: _____ SECONDARY #: _____ EXT: _____

LANDLINE CELL (USED FOR IDENTITY VERIFICATION)

FAX#: 706-638-1453 CONTACT EMAIL: g.mcconnell@walkerga.us

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

(REQUIRED FOR ALL NEW SUPPLIERS OR CHANGES/ADDS FOR EXISTING SUPPLIERS)

ROUTING #: 061103182 BANK ACCOUNT #: 030619

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 SPECIFIC purpose. VOCA Grant Reimbursement
Describe specific purpose

ACCOUNTS RECEIVABLE NOTIFICATION

PYMT REMIT EMAIL: _____ LOC#: _____

PYMT REMIT EMAIL: _____ LOC#: _____

I authorize the State of Georgia to deposit payment for goods and/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 below. It is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information. The State of Georgia independently authenticates bank account ownership.

Shannon K. Whitfield, Sole Commissioner

Printed Name of Company Officer

Signature of Company Officer

Date

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Classification Change | <input type="checkbox"/> Deactivate/Reactivate (Enter Justification in Section 4) | <input type="checkbox"/> 1099 Code _____ |
| <input type="checkbox"/> Name/FEI/TIN Change | <input type="checkbox"/> Add/Change Address Addr#: _____ | <input type="checkbox"/> Other (Details in Section 4) |
| <input type="checkbox"/> Bank Account Add/Change Loc#: _____ | <input type="checkbox"/> HCM Vendor | <input type="checkbox"/> Statewide Contract (SWC) |

Documentation for Vendor Name/FEI/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.

BUSINESS CERTIFICATIONS – CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Small Business | <input type="checkbox"/> Women Owned |
| <input type="checkbox"/> GA Based Business | <input type="checkbox"/> Minority Business Certified |

MINORITY BUSINESS ENTERPRISE (51% Owned):

- | | | |
|--|---|--|
| <input type="checkbox"/> Hispanic – Latino | <input type="checkbox"/> African American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Not Applicable |

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 - STATE OF GEORGIA AGENCY LIAISON CONTACT INFORMATION (COMPLETED BY AGENCY LIAISON ONLY) ALL FIELDS REQUIRED.

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.

Liaison Name: LATORIA SMITH Agency BU#: _____

Signature: _____ Date: _____

Email: _____ Phone: _____ Fax: _____

Vendor Management Form Instructions

The Vendor Management Group (VMG) has redesigned the Vendor Management form to simplify process for adding a new vendor, making changes to existing vendors, and adding banking information in the PeopleSoft Financial system. This form is required for submission of all changes to an existing vendor's master file. Information can be typed into this form, saved and emailed to necessary parties. Always change the filename and save the form to your hard drive before making changes.

SECTION 1

Vendor Number -Vendor number assigned by the PeopleSoft Financial system.
FEI/SSN /Employee ID Number (EE) -All companies (corporations, partnerships, LLC's) have an IRS issued Federal Employer Identification (FEI) number or a Taxpayer Identification Number (TIN). All individuals must list their Social Security Number (SSN). FEI and SSN are nine digit numbers. Employee ID Number (EE) should be used by State of Georgia Employees—agencies can obtain this information from Human Capital Management System. This is an eight digit number.
Vendor Name - List the entire name of the business or individual that corresponds to the applicable FEI or SSN.
Payment Alternate Name -If the payee name is different from the parent vendor name, the alternate payee name should be provided.
Address, City, State, Zip, Country, Phone, Fax and Email - should always be filled in where applicable.

SECTION 2

BANK ACCOUNT INFORMATION This section is required to add or change bank account information to a new or existing vendor in the PeopleSoft Financial system. Attaching a copy of a voided check to the vendor management form is strongly encouraged and eliminates possible errors that could delay the vendor payment.

Routing Number -This is generally the first set of numbers at the bottom of the check (not the deposit slip) and uniquely identifies the banking institution. This is a nine-digit number.
Bank Account Number - This is generally the second set of numbers that identifies the checking account number that has been issued by the bank.
Check here if General Bank Account can be used by All State of Georgia agencies making payments. If this general bank account can be used by any State of Georgia agency to process payments, please check this box located. The location label will be changed to "ACH PRIMARY"
Check here if this account can only be used for a Specific Purpose -This is a special bank account that the vendor has provided that can only accept specific types of payment or may be applicable to certain State of Georgia agencies. List the specific use for this bank account on the line provided – the Additional Comments section can also be used to further explain the purpose of this account (e.g. Agency grant payments). The location label for this account will be "ACH-SP-All (Utilities)", or "ACH-SP-(Grant Payments Only)"

SECTION 3

New Vendor -Any entity or individual that has not been assigned a vendor number in PeopleSoft
Employee -Any employee that has been issued an employee ID number through PeopleSoft
1099 Code -Two digit code used by the IRS to describe the type of income paid to the vendor.
Classification Change -(e.g. contractor became an employee).
Add Address - Enter Address.
FEI/TIN Change - Requires a new w-9 or a copy of a letter from the IRS showing the assignment of a new FEI.
Name Change - Proper documentation is required for VMG to confirm the legal name change.
Change of Address - Please indicate which address number in the PeopleSoft Financial system to change.
Right of Way Purchase (DOT use only)
Vendor Deactivation – Agency must certify that there are no outstanding vouchers or purchase orders for this vendor for their specific business unit.
Fleet Anywhere Vendor - (DOT use only)
Other -include details in “Section 4 – Additional Comments” on the vendor management form.
Bank Account Add – Check this box if adding a new bank account.
Bank Account Change – Check this box if changing a bank account that is already in the system, or changing the location position of a bank account.
Bank Account Delete - Check this box if deleting a bank account all together. This requires a letter from the vendor stating that this account is no longer to be used.

SIC CODES

Small Business - A business which is independently owned and operated and must have either fewer than 100 employees or less than \$1 million in gross receipts per year.
Georgia Based Business - Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal submitted, or a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia; provided, however that a place of business shall not include a post office box, site trailer or temporary structure.

Women Owned Business- a business which is owned and controlled (51%) by a woman and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state.

Minority Business Enterprise - a small business which is owned and controlled by one or more minorities (51%) and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state. Classifications are--African American, Asian American, Hispanic/Latino, Native American and Pacific Islander. Please circle one.

Minority Certified- Same above having gone through the process of obtaining certification through the Georgia Department of Transportation.

SECTION 4

Include any additional comments in this section

SECTION 5

Complete all parts of this section to ensure VMG has complete contact information if questions arise.

Questions?

Vendors—direct all inquires to the state agency conducting business with the vendor.

State Agencies—direct all inquires to the Vendor Management Group at psvendor@sao.ga.gov or 404-657-3956, option #7.

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.

Request for Taxpayer Identification Number and Certification

Becky
Please
complete

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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.

Social security number									

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

Employer identification number									

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 ▶
------------------	----------------------------	--------

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.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input checked="" type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input checked="" type="checkbox"/> 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 40 Atlanta, GA 30303 Congressional District, if known:	
6. Federal Department/Agency: US Department of Justice, Office of Justice Programs	7. Federal Program Name/Description: Victims of Crime Act Formula Grant Program CFDA Number, if applicable: <u>16.575</u>	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> Lookout Mountain Judicial Circuit District Attorney's Office P.O. Box 1025 LaFayette, GA 30728	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature (County): _____ Print Name: <u>Shannon K. Whitfield</u> Title: <u>Sole Commissioner, Walker County, Georgia</u> Telephone No.: <u>(706) 638-1437</u> Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). 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 Government Accountability 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, and the award term in 2 C.F.R. § 175.15(b).
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. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, 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 Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131- 34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for FaithBased and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature

Date



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

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

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

1. LOBBYING

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

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

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

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all 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 conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Grantee Name and Address:

**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's Office VWAP**

3. Grantee IRS/Vendor Number

58-6000901

4. Printed Name and Title of County Official

**Shannon K. Whitfield, Sole Commissioner
Walker County, Georgia**

5. County Official Signature

6. Date

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, Walker County, Georgia

Name and Title of Authorized Representative (County Commission Chair)

Signature (County Commission Chair)

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:	<u>September 30</u>
Date of Last Audit:	<u>September 30, 2018</u>
Date of Next Audit:	<u>September 30, 2019</u>
Anticipated Date Next Scheduled Audit Will Be Forwarded to the Council:	<u>March 31, 2020</u>

[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:** Sole Commissioner
PO Box 445
LaFayette, GA 30728
- (3) **Telephone Number:** (706) 638-1437
- (4) **Number of persons employed by the organizational unit (agency) responsible for administering the sub-grant:** 468

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

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		
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I, **Sharleen G. Robinson** (*authorized official*), certify that **Walker County Commissioner** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2019** (*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
10/28/2019

Sharleen G. Robinson

Print or Type Name and Title

Signature

Date



Equal Employment Opportunity Policy

**Walker County Government
P.O. Box 445
LaFayette, Georgia 30728**

Contact: 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.

Walker County Departmental Statistics - October 2019



Department	Monthly Totals				YTD Totals		Yearly Totals		Yearly Totals		Yearly Totals	
	September		October		2019		2018		2017		2016	
	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats
Animal Shelter												
Intake	82	10	97	14	895	244	1,176	25	1,628	979	1,301	1,004
Outake (Adopted, Rescued, Returned)	75	13	101	13	889	226	1,012	47	1,134	444	817	195
Adopted	16	13	16	9	188	120	138	34	217	147	304	94
Rescued	47	0	73	3	597	100	749	13	686	295	513	101
Returned to Owner	12	0	5	1	92	2	125	0	231	2	n/a	n/a
Euthanized	2	0	7	0	28	5	56	2	336	396	436	630

Codes Enforcement	September	October	2019	2018	2017	2016
In Compliance	957	1,205	7,954	5,124	4,745	no data
Violations	98	38	405	857	1,469	221
Closed Cases	15	5	51	339	480	no data

Fire Department	September	October	2019	2018	2017	2016
Calls for Service	543	512	5,032	5,670	4,441	3,492
Units Handling Calls for Service	813	708	7,190	6,359	4,742	no data
Smoke Alarms Installed	39	23	682	228	21	no data

Litter	September	October	2019	2018	2017	2016
Roadside Trash Pounds	19,030	21,560	122,170	122,912	123,020	no data

Mountain Cove Farms	September	October	2019	2018	2017	2016
Total Nights Booked	94	91	834	908	525	162

Planning	September	October	2019	2018	2017	2017
Single Family New Home Construction	9	16	107	124	135	123

Public Relations	September	October	2019	2018	2017	2016
Media Impressions (stories)	35	37	393	509	603	no data
Facebook Followers Added	123	57	1,665	2,182	4,615	no data
Facebook Posts	49	48	527	487	594	no data
WalkerCountyGA.gov visitor views	26,807	32,868	299,663	316,285	399,087	173,745
Newsletter Subscribers Added	37	63	896	925	1,184	no data

Public Works	September	October	2019	2018	2017	2016
Patching/Potholes	527	292	5,607	4,798	no data	no data

Walker Transit	September	October	2019	2018	2017	2016
Total Trips	2,204	2,183	22,486	21,551	24,938	no data