

# PUTNAM COUNTY BOARD OF COMMISSIONERS

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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Friday, December 6, 2019 ♦ 9:00 AM

*Putnam County Administration Building – Room 203*

### Opening

1. Welcome - Call to Order
2. Invocation - Rev. Ford G'Segner
3. Pledge of Allegiance (staff)
4. Special Presentations
  - a. Finance Department
  - b. Recreation Departmental Report
  - c. Transit Departmental Report

### Regular Business Meeting

5. Public Comments
6. Approval of Agenda
7. Consent Agenda
  - a. Approval of Minutes - November 19, 2019 Regular Meeting (staff-CC)
  - b. Approval of Minutes - November 19, 2019 Executive Session (staff-CC)
  - c. Authorization for Chairman to sign GDOT FTA Section 5311 Program FY2021 Grant Application (staff-Transit)
8. Surplus Fixed Assets for Sale (staff-Finance)
9. Authorization for Chairman to sign Defined Benefit/Defined Contribution Plan documents (staff-CM)
  - a. Resolution to Amend ACCG Defined Benefit Plan for Putnam County Employees
  - b. Amendment #3 to ACCG Defined Benefit Plan for Putnam County Employees Adoption Agreement
  - c. Resolution to amend the ACCG 401(a) Defined Contribution Plan for Putnam County Employees
  - d. ACCG 401(a) Defined Contribution Plan for Putnam County Employees - Adoption Agreement Amendment #1
10. Authorization for Chairman to sign Resolution Supporting Locally-Established Building Design Standards for Residential Dwellings (staff-CM)
11. Appointments to the Putnam County Department of Family and Children Services Board (staff-CC)

### Reports/Announcements

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

### Executive Session

15. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate
16. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
17. Action, if any, resulting from the Executive Session

### Closing

18. Adjournment

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

## Item Attachment Documents:

7. Consent Agenda
  - a. Approval of Minutes - November 19, 2019 Regular Meeting (staff-CC)
  - b. Approval of Minutes - November 19, 2019 Executive Session (staff-CC)
  - c. Authorization for Chairman to sign GDOT FTA Section 5311 Program FY2021 Grant Application (staff-Transit)

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

**Item #7.**

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Minutes

Tuesday, November 19, 2019 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, November 19, 2019 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

### *PRESENT*

- Chairman Billy Webster
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Trevor Addison

### *ABSENT*

- Commissioner Bill Sharp

### *STAFF PRESENT*

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

### **Opening**

1. Welcome - Call to Order

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

2. Invocation

County Attorney Barry Fleming gave the invocation.

3. Pledge of Allegiance (BW)

Chairman Webster led the Pledge of Allegiance.

Item #7.

4. Special Presentations

a. Proclamation for the 2019 Putnam County 13 to 14 Dixie Boys Baseball All-Star Team  
A Proclamation was presented to the 2019 Putnam County 13 to 14 Dixie Boys Baseball All-Star team for finishing third place in the Dixie Boys World Series.

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

b. Retirement Proclamation - Mr. Gary McElhenney

Mr. Gary McElhenney couldn't be here. Presentation was delayed until another time.

c. Presentation by Teresa Doster concerning Rural Zone Designation

City Councilwoman Teresa Doster distributed handouts explaining the City of Eatonton's recently awarded Rural Zone Designation. Eatonton is one of 25 cities in the state to get this designation. It is good for a five-year period starting in 2020 and going to the end of 2024. Businesses within the designated zone can get a Job Tax Credit, an Investment Credit, and a Rehabilitation Credit.

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

**Zoning Public Hearing**

5. Request by Beverly Ralston to rezone 13.70 acres at 182 Alexander Road from AG-1 to AG-2 [Map 096, Parcel 009, District 2] (staff-P&D)

Mrs. Shelby Collis spoke in support of this request. No one signed in to speak against this item. Planning & Development Staff recommendation was for approval.

**Motion to approve the request by Beverly Ralston to rezone 13.70 acres at 182 Alexander Road from AG-1 to AG-2 [Map 096, Parcel 009, District 2].**

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

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

6. Request by Gary Thompson to rezone 28.85 acres at 123 Beaver Dam Road from AG-1 to AG-2 [Map 021, Parcel 007, District 1] (staff-P&D)

Mr. Gary Thompson spoke in support of this request. No one signed in to speak against this item.

Planning & Development Staff recommendation was for approval.

**Motion to approve the request by Gary Thompson to rezone 28.82 acres at 123 Beaver Dam Road from AG-1 to AG-2 [Map 021, Parcel 007, District 1].**

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

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

Item #7.

7. Request by Jason Minchey, Lazarus Investments LLC to rezone 23.38 acres at 116 Napier Mill Road from AG-1 to AG-2 [Map 056, Parcel 001, District 4] (staff-P&D)  
Mr. Jason Minchey spoke in support of this request. No one signed in to speak against this item. Planning & Development Staff recommendation was for approval.

**Motion to approve the request by Jason Minchey, Lazarus Investments LLC to rezone 23.38 acres at 116 Napier Mill Road from AG-1 to AG-2 [Map 056, Parcel 001, District 4].**

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

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

**Regular Business Meeting**

8. Public Comments

None

9. Approval of Agenda

County Manager Van Haute requested to delete agenda item #11 "Authorization for Chairman to sign Resolution to revise the Defined Benefit Plan" due to the late arrival of the documents.

**Motion to approve the agenda with the deletion of item #11.**

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

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

10. Consent Agenda

a. Approval of Minutes - November 1, 2019 Regular Meeting (staff-CC)

b. Approval of Minutes - November 1, 2019 Executive Session (staff-CC)

c. Approval of Minutes - November 6, 2019 Called Meeting (staff-CC)

**Motion to approve the Consent Agenda.**

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

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

11. Authorization for Chairman to sign Resolution to revise the Defined Benefit Plan (staff-Finance)

Removed from the agenda.

Item #7.

12. Discussion and possible action on LMIG Road Selection (staff-CM)  
County Manager Van Haute reminded everyone that the roads were discussed during a recent called meeting, along with the possibility of patching some roads. Due to the poor conditions of the road, patching will not be an option. Consultant Larry Kaiser and Public Works Director Tony Clack revisited the roads and Mr. Kaiser presented an updated spreadsheet of options.

**Motion to approve the LMIG road selection as follows:**

**For District One: Shadow Lake Drive from Parks Mill Road to the Cul-de-sac for \$45,000.**

**For District Two: Dance Road from SR 44 to Lower Harmony for \$245,000 and Texas Chapel Drive from Oconee Springs Road to Texas Chapel Road for \$246,000.**

**For District Three: Ardennes Drive from Normandy Road to Cul-de-Sac for \$45,000 and Woodhaven Drive from Cul-de-Sac to Cul-de-Sac for \$78,000.**

**For District Four: Bear Creek Road from Avant Road to Avant Road for \$167,000 and patching of Bark Circle, Willow Trace Court, and Willow Forest Road.**

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

**Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Addison**  
(Copy of spreadsheet made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

13. Discussion and possible action concerning Local Legislation for a referendum on one mill for Putnam General Hospital (staff-CA)

Mr. Alan Horton, Mr. Jerry Gregory, and Mr. Tom Thompson spoke in support of this item. They proposed 10 years of one mill of taxes dedicated to Putnam General Hospital.

**Motion to authorize Legal Counsel and staff to pursue a referendum for a ballot in 2020 to authorize the Board Commissioners to allocate one mill of taxes for six years not to exceed \$7.5 million and to report back to this board with a referendum reflecting such or report the details which would cause us to change how we would move forward.**

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

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

14. Authorization for Chairman to sign Resolution requesting Local Legislation for a referendum on Sunday Alcohol Sales beginning at 11:00 AM (BW)

**Motion to authorize the Chairman to sign a Resolution requesting Local Legislation for a referendum on Sunday Alcohol Sales beginning at 11:00 AM.**

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

**Voting Yea: Chairman Webster, Commissioner Irvin, Commissioner Addison**

**Voting Nay: Commissioner Brown**

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

15. Awarding of Solicitation 19-42001-002 Asphaltic Concrete Resurfacing (staff-CM)

**Motion to award Solicitation 19-42001-002 Asphaltic Concrete Resurfacing to Pittman Construction at \$2,751,707.46.**

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

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

16. Awarding of Solicitation 19-42001-003 Old Phoenix Road Auxiliary Lane Construction (staff-CM)

**Motion to award Solicitation 19-42001-003 Old Phoenix Road Auxiliary Lane Construction to Peach State Construction Company at \$170,369.00 plus the additional length of 200 feet at \$91,696.00 for a total of \$262,065.00 contingent upon receipt of Subcontractor E-Verify Affidavit and Agreement.**

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

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

17. Discussion and possible action concerning inappropriate use of county property (BW)

**Motion to authorize the Chairman to sign a letter restricting Mrs. Janie Reid from use of county property until 11/19/2020.**

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

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

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

18. Sinclair Water Authority Update (TA)

Commissioner Addison distributed a handout and gave an overview of the Sinclair Water Authority bond refinancing and 2020 budget. No action was taken.

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

**Reports/Announcements**

19. County Manager Report

No report.

20. County Attorney Report

No report.

21. Commissioner Announcements

Commissioner Irvin: none

Commissioner Brown: none

Commissioner Sharp: absent

Commissioner Addison: none

Chairman Webster: none

Item #7.

**Executive Session**

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

**Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel.**

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

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

Meeting closed at approximately 9:11 p.m.

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

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

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

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

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

Meeting reconvened at approximately 9:24 p.m.

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

No action was taken.

**Closing**

25. Adjournment

**Motion to adjourn the meeting**

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

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

Meeting adjourned at approximately 9:25 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Billy Webster  
Chairman

Item #7.



# PUTNAM COUNTY BOARD OF COMMISSIONERS



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Office of the County Clerk  
117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
706-485-5826 (main office) ♦ 706-485-1877 (direct line) ♦ 706-923-2345 (fax)  
[lbutterworth@putnamcountyga.us](mailto:lbutterworth@putnamcountyga.us) ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

The draft minutes of the November 19, 2019 Executive Session are available for Commissioner review in the Clerk's office.



**FEDERAL TRANSIT ADMINISTRATION**

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

**FY 2021 GRANT APPLICATION**

**Please use Adobe Acrobat Reader to complete this application. You may use the tab button to navigate between fillable form fields. Only the Transmittal Letter and Authorizing Resolution should be printed and returned as a scanned application attachment. All other application components should be completed and returned electronically.**

**Once all components are complete, please submit one (1) electronic copy of the full FY 2021 Section 5311 grant application package to your assigned District Project Manager by the close of business on December 9, 2019.**

**Transit Agency Name:**

**Submitted By:**

**Date Submitted:**

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

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

## Introduction

The Federal Transit Administration (FTA) provides federal funding to support the capital and operating assistance activities for rural transit systems. Georgia Department of Transportation (GDOT) is the designated recipient of these federal funds and is responsible for the program oversight and administration of the program in compliance with all applicable federal regulations.

Each year, GDOT announces the opportunity for eligible applicants to apply for Section 5311 funds for rural transit. Each application is reviewed and evaluated by GDOT using the established criteria described below.

In the distribution of funds for the Section 5311 Program, GDOT takes into account the non-urbanized population of each county. The Section 5311 formula for allocation proportions project funds based on non-urbanized population and land area relative to the total for the state. All projects that meet the service guidelines, complete the application requirements, and have the local match are funded to the level justified by their actual capital and operating expenses.

### Operating Assistance

Each subrecipient is reviewed based on the following metrics:

- Cost per hour
- Cost per trip
- Cost per vehicle
- Farebox revenue per trip

### Capital Assistance

Capital requests are evaluated according to GDOT’s approved Transit Asset Management (TAM) Plan, incorporating the Useful Life Benchmark (ULB) for each specific type of equipment requested. All approved funding amounts under this program are dependent on the availability of FTA funds.

Proposed new systems will be evaluated based on their:

- Proposed system start-up plan
- Level of city/county/regional commission support
- Transit asset management/vehicle maintenance program
- Track record of operating similar services

All grant applicants should complete the Section 5311 application as outlined in the enclosed instructions. Ensure all required items on the Grant Application Checklist (Page 5) are completed and submitted with the application. Please note, the placement and publication of a public notice (page 25) must have a 15-day comment period that concludes PRIOR to December 9, 2019. The Applicant Organization Board must also adopt and certify the Authorizing Resolution (page 12) prior to the deadline.

Please contact your local GDOT District Project Managers (see Appendix A on Page 58) with any questions or requests for assistance.

**\*\*\*Incomplete and incorrect applications will be returned to the transit agency for corrections. Late submissions will be documented as such; such information will be used as part of the application evaluation upon which final budgets are based and awarded by GDOT.\*\*\***

Item #7.

## Reporting Requirements

Data that GDOT subrecipients collect, monitor, and report is used to assess the performance of their transit services and document compliance with federal and state requirements. This information must be tabulated for monthly, semi-annual, and annual reports. Transit managers are primarily responsible for monitoring and reporting system performance on an ongoing basis.

Additionally, GDOT’s FTA subrecipients are contractually required to provide the following reports:

**Monthly Reports**

- Monthly Vehicle Usage and Ridership Reports – due the 15<sup>th</sup> of each month
- Monthly Reimbursement Requests – due 30 days after the end of each month

**Semi-Annual Reports**

- DBE Semi Annual Reports – due May 1<sup>st</sup> and November 1<sup>st</sup>
- Semi Annual Preventative Maintenance Interval Checklists - due January 25<sup>th</sup> and July 25<sup>th</sup>

**Annual Report**

- Drug and Alcohol Management Information System (DAMIS) reports – due March 1<sup>st</sup>

Table 2 provides a baseline schedule of activities and important reporting deadlines for FY 2021. Other activities may be added during the fiscal year.

**Table 2: Section 5311 Schedule of Activities for FY 2021**

October	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - September</li> <li>Monthly Operating Reimbursements Due - September</li> </ul>	<ul style="list-style-type: none"> <li>Semi-Annual Substance Abuse Awareness Training - Macon</li> <li>FY 2021 Application Packages Received from GDOT</li> </ul>
November	<ul style="list-style-type: none"> <li>DBE report due - November 1</li> <li>Monthly Vehicle Reports Due - October</li> <li>Monthly Operating Reimbursements Due - October</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Capital Contract Purchases</li> </ul>
December	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - November</li> <li>Monthly Operating Reimbursements Due - November</li> <li>Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>Completed FY 2021 Application Packages Due to GDOT by December 9, 2019</li> <li>Final operating reimbursements due December 31, 2021</li> </ul>
January	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - December</li> <li>Monthly Operating Reimbursements Due - December</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Capital Contract Purchases</li> <li>Semi-annual PM Checklist due - January 25</li> </ul>
February	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - January</li> <li>Monthly Operating Reimbursements Due - January</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Capital Contract Purchases</li> <li>Receive D&amp;A Updates from GDOT for DAMIS reporting</li> </ul>
March	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - February</li> <li>Monthly Operating Reimbursements Due - February</li> <li>Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>Drug and Alcohol Monitoring</li> <li>Conduct Annual Vehicle Inspections</li> </ul>
April	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - March</li> <li>Monthly Operating Reimbursements Due - March</li> <li>Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>Drug and Alcohol Monitoring</li> <li>Conduct Annual Vehicle Inspections</li> </ul>
May	<ul style="list-style-type: none"> <li>DBE report due - May 1</li> <li>Semi-Annual Substance Abuse Awareness Training - Macon</li> <li>Monthly Vehicle Reports Due - April</li> <li>Monthly Operating Reimbursements Due - April</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Capital Contract Purchases</li> <li>Drug and Alcohol Training and Monitoring</li> <li>Conduct Annual Vehicle Inspections</li> </ul>
June	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - May</li> <li>Monthly Operating Reimbursements Due - May</li> <li>Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>Drug and Alcohol Monitoring</li> <li>Conduct Annual Vehicle Inspections</li> <li>Vehicle Insurance Updates</li> </ul>
July	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - June</li> <li>Monthly Operating Reimbursements Due - June</li> <li>Provide updated insurance information to GDOT</li> </ul>	<ul style="list-style-type: none"> <li>Semi-annual PM Checklist due - July 25<sup>th</sup></li> <li>Monitor capital contract purchases</li> </ul>
August	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - July</li> <li>Monthly Operating Reimbursements Due - July</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Capital Contract Purchases</li> <li>Final Reimbursements for FY 2021 Due</li> </ul>
September	<ul style="list-style-type: none"> <li>Monthly Vehicle Reports Due - August</li> <li>Monthly Operating Reimbursements Due - August</li> <li>Monitor Capital Contract Purchases</li> </ul>	<ul style="list-style-type: none"> <li>Submit FY2022 Operating and Capital Budgets by September 1</li> <li>Receive FY2022 application from GDOT</li> </ul>

## FY 2021 Section 5311 Grant Application Checklist

Applicant organization shall conduct the following completeness checklist prior to submitting their grant application. For an application to be considered ALL items must be complete and included in the application submitted prior to December 9, 2019.

Name/Description of Item	Completed? (Yes/No)
Part A: Grant Applicant Profile	
Part B: Transmittal Letter	
Letter must be on organization letterhead	
Part C: Authorizing Resolution	
Resolution must be notarized	
Part D: FTA-Funded Assets/State of Good Repair	
Part E: Section 5311 Project Budget	
Attach complete budget form	
Part F: Sources of Local Matching Funds and Three-Year Budget Trends	
Part G: Third Party Operators	
Attach copy of all TPO Contracts	
Part H: Public Notice & Private Enterprise Coordination	
Attach copy of Public Notice	
Part I: FTA Title VI Data Collection, Reporting, and Economic Impacts	
Attach copy of current Fare Sheet	
Part J: Certification of No Intent to Charter Service	
Part K: Drug-Free Workplace and Drug and Alcohol Program	
Part L: Drug-Free Workplace Act Certification for Public and Private Entities	
Part M: Certification of Equivalent Access for Persons with Disabilities	
Part N: FTA Civil Rights Assurance	
Part O: Debarment and Suspension	
Part P: Disadvantaged Business Enterprise (DBE) Semi-Annual Reporting	
Part Q: Lobbying Restrictions	
Part R: FTA Certifications and Assurances	
Part S: Financial Certifications	

<b>Application Checklist Completed By:</b>	Name:	Title:	Date:

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## Part A: Grant Applicant Profile

**Table 3: Grant Applicant Information Profile**

<b>Legal Name of Applicant Organization</b>		
<b>Physical Address</b>		
<b>Mailing Address</b>		
<b>Organization Type</b>		<input type="checkbox"/> County Government <input type="checkbox"/> City Government <input type="checkbox"/> Regional Commission <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other (Specify) _____
<b>Authorized Grant Submitter</b>  (This should also be the person where questions about this application are to be directed)	<b>Name</b>	
	<b>Title</b>	
	<b>Phone #</b>	
	<b>Email</b>	
<b>DUNS #</b>		
<b>E-Verify #</b>		
<b>Congressional District(s) (<a href="#">link to map</a>)</b>		
<b>Authorized Official who will Execute the Contract</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone #</b>	
	<b>Email</b>	
<b>Designated Staff Person who will Attest the Executing Official's Signature and Affix the Government's Seal</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone #</b>	
	<b>Email</b>	
<b>Designated Notary who will Notarize the Executing and Attesting Officials' Signatures</b>	<b>Name</b>	
	<b>Title</b>	
	<b>Phone #</b>	
	<b>Email</b>	

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<b>Does your transit system employ 100 or more employees?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Do you use one or more Third Party Operators (TPO) that have 100 or more employees?</b>  Please see Part G (Page 23) for instructions on including the TPO contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>	If "yes," please state the name of the company (ies); the TPO manager in responsible charge of your service; and their number of employees.
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<b>Does Your Organization Currently Operate Public Transportation Services Using FTA Section 5311 Funding?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
--	---	--

<b>FY 2021 Section 5311 Application Request Includes (please check all that apply)</b>	<input type="checkbox"/> Operating <input type="checkbox"/> Capital (vehicles) <input type="checkbox"/> Capital (small equipment) <input type="checkbox"/> Mobility Management
--	---

## Part B: Transmittal Letter

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

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

Ms. Leigh Ann Trainer  
 Transit Program Manager  
 Division of Intermodal  
 Georgia Department of Transportation  
 600 W. Peachtree Street  
 Atlanta, Georgia 30308

Dear Ms. Trainer:

The \_\_\_\_\_ is applying for an FTA Section 5311 grant to aid in the operation of the \_\_\_\_\_ for FY2021 in the amount of \_\_\_\_\_ as detailed in the table below. The financial assistance requested for this project has been reviewed and approved by the local transportation planning process and is identified in the State Transportation Improvement Program.

	Federal Share	State Share	Local Share	Total
<b>Operating Assistance</b>				
<b>Large Capital</b>				
<b>Small Capital</b>				
<b>Mobility Management</b>				
<b>Total</b>				

Local operating assistance will be provided by \_\_\_\_\_ . Local Share of \_\_\_\_\_  
 Large Capital Purchases will be provided by \_\_\_\_\_ . Local share of \_\_\_\_\_  
 Small Capital Purchases will be provided by \_\_\_\_\_ . Local share of \_\_\_\_\_  
 Mobility Management will be provided by \_\_\_\_\_ .

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

The applicant certifies all of the information contained in this funding application is correct and the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the project property. If you have questions about this request for funding, please contact \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_ .

\_\_\_\_\_  
 Signature

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

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

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## Part C: Authorizing Resolution

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

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

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

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

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

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

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

**NOW THEREFORE, BE IT RESOLVED BY** \_\_\_\_\_,  
**hereinafter referred to as the "Applicant",**

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

- 5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.
- 6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2021 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
- 7. That the applicant has or will have available the required non-federal funds to meet local share requirements for this grant application.

**APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
**Authorized Official**

\_\_\_\_\_  
**Type Name and Title**

**Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 2019 in the presence of**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Notary Public/Notary Seal**

**CERTIFICATE**

The undersigned duly qualified and acting \_\_\_\_\_ of \_\_\_\_\_ (Title of Certifying/Attesting Official) (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on \_\_\_\_\_, 2019.

\_\_\_\_\_  
**Name of Certifying/Attesting Officer**

\_\_\_\_\_  
**Title of Certifying/Attesting Officer**



### Part D: FTA-Funded Assets/State of Good Repair

FTA requires that organizations receiving federal transit funds maintain a complete inventory of their transit (revenue-producing) vehicles and transit facilities. Please complete the respective inventory tables below. Please include any new rolling stock acquired after 6/30/19 with a mileage of zero (0), and include anticipated annual mileage for the vehicle.

**Table 4: Inventory of Rolling Stock Vehicles**

GDOT Vehicle #	Year/Make/Model	VIN #	Purchased Under which FTA Grant Number?	Mileage as of 06/30/2019	Approximate Annual Mileage	Condition (excellent, good, fair, poor)	ADA Lift Equipped? (Yes/No)	Replacement Requested in FY2021? (Yes/No)

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Table 4: Inventory of Rolling Stock Vehicles (cont'd)

<b>GDOT Vehicle #</b>	<b>Year/Make/Model</b>	<b>VIN #</b>	<b>Purchased Under which FTA Grant Number?</b>	<b>Mileage as of 06/30/2019</b>	<b>Approximate Annual Mileage</b>	<b>Condition (excellent, good, fair, poor)</b>	<b>ADA Lift Equipped? (Yes/No)</b>	<b>Replacement Requested in FY2021? (Yes/No)</b>

Table 4: Inventory of Rolling Stock Vehicles (cont'd)

<b>GDOT Vehicle #</b>	<b>Year/Make/Model</b>	<b>VIN #</b>	<b>Purchased Under which FTA Grant Number?</b>	<b>Mileage as of 06/30/2019</b>	<b>Approximate Annual Mileage</b>	<b>Condition (excellent, good, fair, poor)</b>	<b>ADA Lift Equipped? (Yes/No)</b>	<b>Replacement Requested in FY2021? (Yes/No)</b>

**Table 4: Inventory of Rolling Stock Vehicles (cont'd)**

<b>GDOT Vehicle #</b>	<b>Year/Make/Model</b>	<b>VIN #</b>	<b>Purchased Under which FTA Grant Number?</b>	<b>Mileage as of 06/30/2019</b>	<b>Approximate Annual Mileage</b>	<b>Condition (excellent, good, fair, poor)</b>	<b>ADA Lift Equipped? (Yes/No)</b>	<b>Replacement Requested in FY2021? (Yes/No)</b>

**Table 5: Inventory of Transit Facilities**

<b>Facility Name</b>	<b>Facility Type</b>	<b>Physical Address (Street, City)</b>	<b>Condition (excellent, good, fair, poor)</b>	<b>Acquired under which FTA Grant Number?</b>

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## Part E: Section 5311 Project Budget and Contracting Opportunities

### Part E-1: Project Budget

A digital copy of the the completed budget Form for the GDOT Section 5311 Grant Application should be submitted as an attachment to the full application. The Project Budget Form should include the number and type of vehicles requested, small capital items to be purchased, and amount for operating and/or mobility management assistance. Please attach the COMPLETED Project Budget that has already been initially reviewed by the respective GDOT District Project Managers.

SECTION 5311 - RURAL TRANSIT BUDGET For Contract period: October 1, 2020 - September 30, 2021														
1														
2														
3	Subrecipient:	County					District:							
4														
5	Date:	mm/dd/yyyy Please submit budget to GDOT for approval by: October 12th 2019												
6														
7	State Budget Year:	SFY 2021												
8														
9	Operating Period:	1-Oct-2020			To: 30-Sep-2021									
10														
11	<b>Administrative Budget</b>		Cost	<b>Operating Budget</b>			Cost	<b>Capital Budget</b>				Qty	Cost/Each	Cost
12	5011 A	Director Salary		5011 O	Driver Salary			Ford Transit 150 w/lift			143,311.25		\$0.00	
13	5011 A	Supervisor Salary		5011 O	Dispatcher Salary			Shuttle Van			141,066.92		\$0.00	
14	5011 A	Bookkeeper Salary		5011 O	Mechanic Salary			Shuttle Van / Lift			144,712.92		\$0.00	
15	5011 A	Secretary Salary		5015 O	Fringe Benefits (Operating)			Shuttle Bus**			146,528.92		\$0.00	
16	5015 A	Fringe Benefits (Administrat		5015 O	Uniforms			Shuttle Bus / Lift**			148,347.92		\$0.00	
17	5020 A	Marketing		5020 O	Maintenance and Repair			3'- 6" Lettering			125.00		\$0.00	
18	5020 A	Drug & Alcohol Testing		5031 O	Fuel			Vehicle Striping			1265.00		\$0.00	
19	5030 A	Training		5032 O	Tires & Tubes			Mobile Radio			12,000.00		\$0.00	
20	5030 A	Rental Equipment/Equipment Rental		5039 O	Auto Parts/Vehicle Supplies			Base Radio			17,200.00		\$0.00	
21	5033 A	Office Supplies		5060 O	Taxes			Computer Hardware			13,200.00		\$0.00	
22	5040 A	Utilities/Communications		5090 O	Misc.			Roof Hatch			1200.00		\$0.00	
23	5050 A	Vehicle Insurance		5101 O	Purchased Transportation			Bike Rack			1,200.00		\$0.00	
24	5060 A	Vehicle Licensing						Surveillance Systems					\$0.00	
25	5090 A	Travel/Dues						Tablets					\$0.00	
26	5090 A	Indirect Expenses						Mobility Management					\$0.00	
27								Other: Add Description					\$0.00	
28								Other: Add Description					\$0.00	
29								Other: Add Description					\$0.00	
30		Administrative Total	\$0.00	Operating Total		\$0.00	Capital Total	0					\$0.00	
31														
32	<b>Net Operating Summary</b>													
33	Administrative Total / Ratio			\$0.00	#DIV/0!	**Note: Shuttle Buses Require CDL w/passenger endorsement**								
34	Operating Total / Ratio			\$0.00	#DIV/0!	6" Lettering is a "MANDATORY" cost per vehicle and must equal total number of vehicles if selected								
35														
36	Total Operating Budget			\$0.00										
37	4200.1	LESS: NON-Eligible Contract Revenue from other FTA Grants												
38														
39	Public Transportation Budget			\$0.00	List below vehicles requesting to be replaced:									
40					Vehicle #	Mileage	Vehicle #	Mileage						
41														
42														
43	Net Operating Total			\$0.00										
44														
45														
46														
47	<b>Budget Summary</b>			Totals	Federal	State	Local							
48	Operating Budget Total			\$0.00	\$0.00									
49														
50	4130	Advertising Revenue												
51	4300	ELIGIBLE LOCAL TAX AS LEVIED												
52	4300	OTHER ELIGIBLE FEDERAL CASH GRANTS												
53	4300	OTHER ELIGIBLE REVENUE												
54	Capital Budget Total			\$0.00	\$0.00	\$0.00	\$0.00							
55														
56	<b>Budget Grand Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>							
57														
58	**NOTE: Enter number in box if use Purchase of Services funds as Local Share Participation (LSP). POS revenue used as match cannot contain any FTA funding, i.e. 5310, 5316, 5317, 5307													

Image of Budget Form

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

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

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

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

### Part F-1: Purchase of Service Contracts

List all POS contracts in Table 6 below. Include contracting agency/office, the contract start/end dates, amounts, and cost per unit of service.

**Table 6: List of POS Contracts**

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

## Part F-2: Sources of Local Matching Funds

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

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

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

## Part F-3: Three-Year Operating Budget Trend (FY2019-FY2021)

Please complete Table 8 with federal and local operating funding from FY2019 through FY2021.

Actual FY2019 funding levels should be extrapolated from your agency's Final Reimbursement Form from July 2019. FY2020 funding levels should be extrapolated from the budget submitted by your agency for FY2020. Proposed FY2021 funding levels should be extrapolated from the budget submitted with this application.

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

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

FY 2019 (actual)		FY 2020 (current year budget)		Proposed FY 2021 (this application)	
Federal Funds		Federal Funds		Federal Funds	
Local Funds (total including general fund and POS revenues)		Local Funds (total including general fund and POS revenues)		Local Funds (total including general fund and POS revenues)	
<b>Total</b>		<b>Total</b>		<b>Total</b>	

## Part G: Third Party Operators

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

***TPO contracts must include a maximum amount or "Not to exceed" amount for proposed transit operations in FY2021.***

Does this applicant Agency employ a Third Party Operator?

- This Agency employs a TPO and a copy of the TPO contract(s) is attached.
  
- This Agency does not employ a TPO.

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



## Part H: Public Notice & Private Enterprise Coordination

The Applicant Organization MUST publish the public notice, on the following page, one time in the local government's legal newspaper, and have a 15-day comment period that concludes PRIOR to December 9, 2019.

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

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

### Public Notice

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

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

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

The \_\_\_\_\_ also solicits comments and concerns from the general population on local rural public transportation services.

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

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

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

**Commission Chairman/Mayor/Chief Executive of Applicant Organization:**

\_\_\_\_\_  
**Address/City/State/Zip Code of Applicant:**

\_\_\_\_\_  
**Phone Number of Applicant:** \_\_\_\_\_

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

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

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

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

Advertisement run in the \_\_\_\_\_ Edition of the \_\_\_\_\_.

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

- No response received
- Response(s) received

If one or more responses were received, please complete Table 9 below with a list of private transportation providers operating in the service area, including a contact person, address, and phone number.

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

Private Transportation Provider	Point of Contact	Phone Number	Address

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

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

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

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

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

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

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

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

### Part I-1: General Reporting

- List any Title VI-related lawsuits or complaints filed pertaining to the Applicant Organization’s Section 5311 program.
- Has your organization applied for any other federal financial assistance for transportation?  
 Yes  No

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

- In the last three years, has any Civil Rights/Title VI Compliance Review Activity been conducted at your organization?  
 Yes  No

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

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

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

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

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

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

\_\_\_\_\_  
Date

## Part I-3: Performance and Quality of Service

### Part I-3-1: Level of Service

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

**Table 10: Level of Service Data**

<b>Total Population:</b>	
<b>Percent Minority:</b>	
<b>Type of Service:</b>	Demand Response
<b>Days/Hours of Operation:</b>	
<b>Number of Vehicles:</b>	
<b>Number of Wheelchair Equipped Vehicles:</b>	
<b>Total Seating Capacity:</b>	

### Part I-3-2: Performance and Quality of Service

Complete Table 11 below with Applicant Organization trip data from FY2019. Suggested calculation methods are included in parenthesis.

**Table 11: Performance Data**

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

Complete Table 12 below with trip purpose data from Applicant Organization's records for FY2019.

**Table 12: Trip Counts by Purpose**

	<b>Trip Count</b>
Medical	
Employment	
Nutrition	
Social/Recreation	
Education	
Shopping/Personal	
<b>TOTAL</b>	

### **Part I-3-3: Transit Cost Analysis**

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

The Applicant Organization should use the FEDERAL SHARE, LOCAL SHARE, and TOTAL line items from its FY2019 Final Reimbursement Form.

Table 13: Transit Cost Analysis

Total Annual Trip Count	Federally Allocated Funds Spent in FY 2019	Locally Allocated Funds Spent in FY 2019	Total Funds Spent in FY 2019	Annual Revenue Service Hours in FY 2019	Annual Miles in Revenue Service in FY 2019
Cost Per Hour					
Cost Per One-Way Passenger Trips (OWPT)					
Cost Per Mile					
Number of Revenue Vehicles in FY 2019			Farebox Revenue in FY 2019		
Cost Per Vehicle			Farebox Revenue Per Trip		

## Part I-4: Economic Impacts

### Part I-4-1: Transportation System and Services:

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

1. Service area (e.g. Countywide, city only, multi-county. Specify and and all counties and municipalities served):
  
2. Methods used to communicate transit system information to the public (Check all that apply):
 

<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Public Meetings	<input type="checkbox"/> Newsletters
<input type="checkbox"/> Newspaper	<input type="checkbox"/> County Website	<input type="checkbox"/> Social Media
<input type="checkbox"/> TV/Radio	<input type="checkbox"/> Community Events	<input type="checkbox"/> Government Buildings
<input type="checkbox"/> Other: _____		

3. Trends in the number of public transit riders transportation over the past three years. Please use data from the National Transit Database reports for FY2017 and FY2018 (<https://www.transit.dot.gov/ntd/ntd-data>):

# of OWPTs in FY2017	# of OWPTs in FY2018	# of OWPTs in FY2019

4. Please explain any significant drops or increases in ridership over the past three years (e.g. new POS contract, reduced service area):
  
5. Period of time Applicant Organization has provided transit services:
  
6. Description of how transit services are delivered (i.e. by a third party operator, by county staff, a combination of county and TPO staff, etc.):
 

<input type="checkbox"/> County Staff
<input type="checkbox"/> Third Party Operator (TPO)
<input type="checkbox"/> Combination County Staff and TPO
<input type="checkbox"/> Other: _____



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

Part I-4-2: Service Area Details

**Table 14: Service Area Details**

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

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

**Part I-4-3: Statement of Public Benefits**

List Applicant Organization's three most important focus areas in the communities it serves for FY2021. Describe the role transit plays in those focus areas (jobs, medical, etc.).

Focus Area #1

Focus Area #2

Focus Area #3

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

**Part I-4-4: Project Coordination**

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

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

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

## Part J: Certification of No Intent to Charter Service

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

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

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

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

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

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

\_\_\_\_\_  
Date

## Part K: Drug-Free Workplace and Drug and Alcohol Program

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

(Page 1 of 2)

The Applicant's headquarters are located at the following address:

Name of Applicant Organization:  
Name of Authorized Official:  
Address:

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

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

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

\_\_\_\_\_  
Date

(Page 2 of 2)

## Part M: Certification of Equivalent Access for Persons with Disabilities

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

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

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

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

Certified this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

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

\_\_\_\_\_  
Date



## Part N: FTA Civil Rights Assurance

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

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

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

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

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

As required by 49 CFR 21.7:

- It will comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing, with 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR Part 21 in the manner it conducts each Project, undertakes property acquisitions, and operates its Project facilities, including: its entire facilities and its facilities operated in connection with its Project. This assurance applies to your Applicant/Recipient's entire Project and to all parts of its facilities, including the facilities it operates to implement its Project,

(Page 1 of 3)

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

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

1. It will comply with the following prohibitions against discrimination on the basis of disability, which are a condition of approval or extension of any FTA funding awarded to: (1) Construct any facility, (2) Obtain any rolling stock or other equipment, (3) Undertake studies, (4) Conduct research, or (5) Participate in or obtain any benefit from any FTA administered program, and
2. In any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no otherwise qualified people with a disability will, because of their disability, be: (1) Excluded from participation, (2) Denied benefits, or (3) Otherwise subjected to discrimination.

(Page 2 of 3)

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

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

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

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

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

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

\_\_\_\_\_  
Date

(Page 3 of 3)

## Part O: Debarment and Suspension

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

### Part O-1: Non-procurement Suspension and Debarment

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

(Page 2 of 2)

**Part O-2: SAM Certification**

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

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

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

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

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

\_\_\_\_\_  
Authorized Official

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

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

\_\_\_\_\_  
Date

## Part Q: Lobbying Restrictions

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

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

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

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

\_\_\_\_\_  
Signature of Subrecipient's Authorized Official

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

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



## Part R: FTA Certifications and Assurances

As part of this grant application package, all applicants must attach a signed copy of the most recent available FTA Certifications and Assurances (FY 2019) included as the following two pages.

- The full FTA FY 2019 Certifications and Assurances document is available at : <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/grants/grantee-resources/131551/2019-certifications-and-assurances.pdf>
- The FTA FY 2019 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (v) showing that ALL categories numbered 01 through 18 are being certified by your organization, or indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2019 Certifications and Assurances page which includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney”.

**FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES  
FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

Name of Applicant: \_\_\_\_\_

The Applicant agrees to comply with applicable provisions of Categories 01 – 18. \_\_\_\_\_

**OR**

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

**Category   Description**

01.      Certifications and Assurances Required of Every Applicant
2.        Tax Liability and Felony Convictions
3.        Lobbying
4.        Private Sector Protections
5.        Transit Asset Management Plan
6.        Rolling Stock Buy America Reviews and Bus Testing
7.        Urbanized Area Formula Grants Program
8.        Formula Grants for Rural Areas
9.        Fixed Guideway Capital Investment Grants and the Expedited  
Project Delivery for Capital Investment Grants Pilot Program
10.      Grants for Buses and Bus Facilities and Low or No Emission  
Vehicle Deployment Grant Programs
11.      Enhanced Mobility of Seniors and Individuals with Disabilities  
Programs
12.      State of Good Repair Grants
13.      Infrastructure Finance Programs
14.      Alcohol and Controlled Substances Testing
15.      Rail Safety Training and Oversight
16.      Demand Responsive Service
17.      Interest and Financing Costs
18.      Construction Hiring Preferences

(Page 1 of 2)

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

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

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

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

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

Name \_\_\_\_\_  
Authorized Representative of Applicant**AFFIRMATION OF APPLICANT'S ATTORNEY**

For: \_\_\_\_\_

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

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

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

Name \_\_\_\_\_  
Attorney for Applicant

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

(Page 2 of 2)

## Part S: Financial Certifications

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

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

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

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

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

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

*Item #7.*

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

**To be completed annually by "Governmental Entities" charging Indirect Costs**

Certification of Financial Management System:

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

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

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

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

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

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

*Item #7.*

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

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

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

\_\_\_\_\_  
Governmental Unit / Subrecipient Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Official Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Execution of ICRP

**Item #7.**

# Financial System Certification and Certification of Indirect Cost Proposal

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

Certification of Financial Management System:

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

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

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

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

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

*Item #7.*

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

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

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

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

I declare that the foregoing is true and correct.

\_\_\_\_\_  
Nonprofit Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Execution

**Item #7.**



## Deminimus Cost Allocation Plan

### For Recovery of Indirect Costs for a Federal Grant Award

#### Certification of Financial Management System:

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

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

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

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

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

#### Certification of Eligibility:

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

Item #7.

1. Never received a negotiated indirect cost rate with the Federal government; and
2. Received less than \$35 million in direct federal funding for the fiscal year requested and each fiscal year thereafter.

**Finally, I understand:**

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

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

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

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

**Certification**

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

Name of Non-Federal Entity	
Signature of Authorized Official*	Name (Printed)
Title	Date
Telephone	E-mail

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

Item #7.

## Appendix A: Contact Information for GDOT District Project Managers

Troy Green: Assistant Program Delivery Manager  
 Division of Intermodal Programs  
 Districts 2, 4, and 5  
 204 North Highway 301  
 Jesup, GA 31546  
 912-530-4372 office | 912-424-3741 cell

Freida J. Black: Assistant Program Delivery Manager  
 Division of Intermodal Programs  
 Districts 1, 3, and 6  
 30 Great Valley Parkway  
 White, GA 30184  
 678.721.5312 office | 770.262.3778 cell

District	Assigned Counties	Name/Contact Information
1	Banks, Barrow, Clarke, Dawson, Elbert, Forsyth, Franklin, Habersham, Hall, Hart, Jackson, Lumpkin, Madison, Oconee, Rabun, Towns, Stephens, Union, Walton, White	Zina Pruna-Franklin 1475 Jesse Jewell Parkway Gainesville, GA 30501 (770) 533-8971 office <a href="mailto:ZPruna-Fanklin@dot.ga.gov">ZPruna-Fanklin@dot.ga.gov</a>
2	Baldwin, Bleckley, Burke, Columbia, Dodge, Emanuel, Glascock, Greene, Hancock, Jasper, Jefferson, Jenkins, Johnson, Laurens, Lincoln, McDuffie, Morgan, Newton, Oglethorpe, Putnam, Richmond, Taliaferro, Treutlen, Warren, Washington, Wilkes, Wilkinson	Kristy "Mellie" Pettit 4260 Frontage Road Augusta, GA 30909 (478) 553-3410 office (478) 232-6007 cell <a href="mailto:kpettit@dot.ga.gov">kpettit@dot.ga.gov</a>
3	Bibb, Butts, Chattahoochee, Coweta, Crawford, Dooly, Fayette, Harris, Heard, Henry, Houston, Jones, Lamar, Macon, Meriwether, Marion, Monroe, Muscogee, Peach, Pike, Pulaski, Schley, Spalding, Stewart, Sumter, Talbot, Taylor, Troup, Twiggs, Upson, Webster	Carrie Anderson 115 Transportation Blvd., Thomaston, GA 30286 (706) 646-7570 office (404) 640-1342 cell <a href="mailto:caanderson@dot.ga.gov">caanderson@dot.ga.gov</a>
4	Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Coffee, Colquitt, Cook, Crisp, Decatur, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Terrell, Thomas, Tift, Turner, Wilcox, Worth	P. Algenia Skinner 710 West 2 <sup>nd</sup> Street Tifton, GA 31794 (229) 391-5433 office (229) 454-6760 cell <a href="mailto:paskinner@dot.ga.gov">paskinner@dot.ga.gov</a>
5	Appling, Bacon, Brantley, Bryan Bulloch, Camden, Candler, Charlton, Chatham, Clinch, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Pierce, Screven, Tattnall, Telfair, Toombs, Ware, Wayne, Wheeler	Katie Proctor 204 N. US Highway 301 Jesup, GA 31546 (912) 530-4457 office (912) 424-9458 cell <a href="mailto:kproctor@dot.ga.gov">kproctor@dot.ga.gov</a>
6	Bartow, Carol, Catoosa, Chattooga, Cherokee, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Jessica Ritcheson Conner 30 Great Valley Parkway White, GA 30184 (770) 286-4394 office <a href="mailto:JConner@dot.ga.gov">JConner@dot.ga.gov</a>

Transit Program Delivery Manager  
 Patricia Smith  
 404-347-0527  
[PSmith@dot.ga.gov](mailto:PSmith@dot.ga.gov)

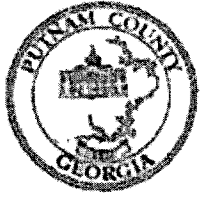
Item #7.

**Item Attachment Documents:**

8. Surplus Fixed Assets for Sale (staff-Finance)

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

**Item #8.**



Putnam County, GA

# Asset Listing Report 69 By Asset Description As of 09/30/2019

Departments: 15105

Asset ID	Description	Category	Serial Number	Acquisition Date	Adjusted Cost	Units On Hand	Department
<b>Active Assets: 1</b>							
<b>Category: 05 Land - Land</b>							
<b>Department: 15105 - 15105 General Administration</b>							
<u>01205</u>	Property Tax Sale- Parcel 0508025 L	05 Land		12/06/2016	1,849.95	0.00	15105
<b>Asset Count: (1) Totals:</b>					<b>1,849.95</b>		
<b>Department 15105 Asset Count: (1) Totals:</b>					<b>1,849.95</b>		
<b>Category 05 Land Asset Count: (1) Totals:</b>					<b>1,849.95</b>		
<b>Active Total:</b>					<b>1,849.95</b>		
<b>Report Asset Count: (1) Totals:</b>					<b>1,849.95</b>		

**Item Attachment Documents:**

- 9. Authorization for Chairman to sign Defined Benefit/Defined Contribution Plan documents (staff-CM)
  - a. Resolution to Amend ACCG Defined Benefit Plan for Putnam County Employees
  - b. Amendment #3 to ACCG Defined Benefit Plan for Putnam County Employees Adoption Agreement
  - c. Resolution to amend the ACCG 401(a) Defined Contribution Plan for Putnam County Employees
  - d. ACCG 401(a) Defined Contribution Plan for Putnam County Employees - Adoption Agreement Amendment #1

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

**Item #9.**

**RESOLUTION TO AMEND  
ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA  
DEFINED BENEFIT PLAN  
FOR PUTNAM COUNTY EMPLOYEES**

**WHEREAS**, Putnam County, Georgia (the “Employer”), by and through the Putnam County Board of Commissioners (the “Employer”) has previously adopted the Association County Commissioners of Georgia Defined Benefit Plan for Putnam County Employees (the “Plan”) for the benefit of its eligible employees;

**WHEREAS**, the Employer adopted the Plan through an Adoption Agreement that was most recently amended and restated effective January 1, 2015;

**WHEREAS**, Section 16.02(b) of the Plan allows the Employer to amend the provisions of the Adoption Agreement at any time;

**WHEREAS**, the Employer previously amended the Adoption Agreement to provide that Employees with an Employment Commencement Date or Reemployment Commencement Date on or after January 1, 2015 shall not be eligible to participate and shall not enter or reenter the Plan on or after January 1, 2015; and

**WHEREAS**, the Employer desires to further amend the Adoption Agreement, effective January 1, 2020, to provide that part-time employees who have been continuously employed by the Employer since before January 1, 2015 and who first become a Full-time Employee of the Employer (as defined in Section 1.23 of the Adoption Agreement) after January 1, 2020 shall be ineligible to participate in the Plan and shall not enter the Plan.

**NOW THEREFORE**, at a meeting held on the \_\_\_ day of \_\_\_\_\_, 2019, the Putnam County Board of Commissioners hereby adopts the attached Adoption Agreement Amendment #3, to be effective January 1, 2020.

**FURTHER RESOLVED** that Commission Chair is hereby authorized, empowered, and directed to take all further actions and to execute all documents necessary to implement these resolutions.

**FURTHER RESOLVED** that any resolution in conflict with this resolution is hereby repealed.

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**PUTNAM COUNTY, GEORGIA, BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chair, Putnam County Board of Commissioners

Attest:

By: \_\_\_\_\_  
County Clerk

Date: \_\_\_\_\_ Item #9.

**AMENDMENT #3 TO  
ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA  
DEFINED BENEFIT PLAN FOR PUTNAM COUNTY EMPLOYEES  
ADOPTION AGREEMENT**

**THIS AMENDMENT** is made and entered into by Putnam County, Georgia (the “Employer”), by and through the Putnam County Board of Commissioners.

WITNESSETH

**WHEREAS**, the Employer maintains the Association County Commissioners of Georgia Defined Benefit Plan for Putnam County Employees (“the Plan”) through an Adoption Agreement that was most recently amended and restated effective January 1, 2015;

**WHEREAS**, Section 16.02(b) of the Plan allows the Employer to amend the elective provisions of the Adoption Agreement at any time;

**WHEREAS**, the Employer previously amended the Adoption Agreement to provide that Employees with an Employment Commencement Date or Reemployment Commencement Date on or after January 1, 2015 shall not be eligible to participate and shall not enter or reenter the Plan on or after January 1, 2015; and

**WHEREAS**, the Employer desires to further amend the Adoption Agreement, effective January 1, 2020, to provide that part-time employees who have been continuously employed by the Employer since before January 1, 2015 and who first become a Full-time Employee (as defined in Section 1.23 of the Adoption Agreement) after January 1, 2020 shall be ineligible to participate in the Plan and shall not enter the Plan.

**NOW, THEREFORE**, the Adoption Agreement is hereby amended effective January 1, 2020, as follows:

1. Adoption Agreement Section 1.23, Employee, is deleted in its entirety and replaced with the following:

**1.23 EMPLOYEE.**

<u>Employees, other than Elected Officials</u>		<b>Include</b>	<b>Exclude</b>
	All Employees	[--]	[--]
	Full-time Employees only	<b>[X]</b>	[--]
<b>[X]</b>	Working for the Employer at least <b>forty (40)</b> Hours of Service per week for Compensation		
<b>[--]</b>	Other Definition:		
	<u>Other Employees</u>	[--]	[--]
	Definition of Other Employee:		



Elected or Appointed Officials of the Employer

(With no other Publicly Funded Retirement or Pension Plan)

County Commissioners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coroner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Magistrate	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Elected or Appointed Officials of the Employer

(With one or more other Publicly Funded Retirement or Pension Plan)

Sheriff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tax Commissioner (hired before 7/1/2012)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clerk of Superior Court	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chief Magistrate Judge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Probate Court Judge	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Elected or Appointed Officials Eligible for Limited Plan Participation

(Based solely on Allowable Compensation)

State Court Judge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Juvenile Court Judge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Superior Court Judge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Solicitor or Solicitor General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
District Attorney	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Elected Officials Eligible for Limited Plan Participation (specify):	<input type="checkbox"/>	<input type="checkbox"/>

Other Personnel Eligible to Participate in One or More Other Publicly-funded Retirement or Pension Plans**Include** **Exclude**

Employees of the Tax Commissioner (hired before 7/1/2012)	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

Tax Commissioner and Employees of Tax Commissioner

(If not participating in the Employees' Retirement System of Georgia)

Tax Commissioner (hired on or after 7/1/2012)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employees of Tax Commissioner (hired on or after 7/1/2012)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Personnel Receiving Supplemental Compensation from Employer

Extension Agents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

Excluded Employees

- No other excluded employees
- Excluded employees (specify): **(1) Employees with an Employment Commencement Date or Reemployment Commencement Date on or after January 1, 2015; and (2) part-time employees continuously employed by the Employer since before January 1, 2015 who first become a Full-time Employee of the Employer (as defined under “Employees other than Elected Officials, Full-time Employees Only” in this Section 1.23) after January 1, 2020.**

Amendment Effective Date: January 1, 2020

2. Section 1.46, Plan Entry Date, is deleted in its entirety and replaced with the following language:

**1.46 PLAN ENTRY DATE.**

- January 1<sup>st</sup>
- Employee’s Employment Commencement Date (the first day of the first pay period)
- The first day of the month
- The first day of the calendar year quarter
- Other (specify): **Employees with an Employment Commencement Date or most recent Reemployment Commencement Date on or after January 1, 2015 shall not be allowed to enter or reenter the Plan. Part-time employees continuously employed by the Employer since before January 1, 2015 who first become a Full-time Employee of the Employer (as defined under “Employees other than Elected Officials, Full-time Employees Only” in Section 1.23) after January 1, 2020 shall not be allowed to enter the Plan.**

Amendment Effective Date: January 1, 2020

**IN WITNESS WHEREOF**, the Employer has caused its duly authorized officer to execute this Amendment on the date noted below.

**PUTNAM COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION TO AMEND THE  
ACCG 401(a) DEFINED CONTRIBUTION PLAN  
FOR PUTNAM COUNTY EMPLOYEES**

**WHEREAS**, Putnam County, Georgia (the “Employer”), by and through the Putnam County Board of Commissioners, has previously adopted the Association County Commissioners of Georgia 401(a) Defined Contribution Plan for Putnam County Employees (the “Plan”), for the benefit of its eligible employees;

**WHEREAS**, the Employer adopted the Plan through an Adoption Agreement that became effective January 1, 2015;

**WHEREAS**, Section 13.01(a) of the Plan allows the Employer to amend the elective provisions of the Adoption Agreement at any time;

**WHEREAS**, the Adoption Agreement currently excludes from participation employees with an Employment Commencement Date or most recent Reemployment Commencement Date prior to January 1, 2015; and

**WHEREAS**, the Employer desires to amend the Adoption Agreement, effective January 1, 2020, to provide that previously part-time employees of the Employer who would otherwise be excluded from participation under the above provision shall be considered Eligible Employees if and when they first become a Full-time Employee of the Employer as defined under Adoption Agreement Section 2.15 after January 1, 2020.

**NOW THEREFORE**, the Putnam County Board of Commissioners, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, hereby resolves as follows:

**RESOLVED**, that the Board of Commissioners hereby approves the adoption of the attached Adoption Agreement Amendment #1 to the Association County Commissioners of Georgia 401(a) Defined Contribution Plan for Putnam County Employees, effective January 1, 2020.

**FURTHER RESOLVED**, that the Commission Chair is hereby authorized, empowered, and directed to take all further actions and to execute all documents necessary to implement these resolutions.

**FURTHER RESOLVED**, that any resolution in conflict with this resolution is hereby repealed.

This \_\_\_\_ day of \_\_\_\_\_, 2019.

**PUTNAM COUNTY, GEORGIA BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chair, Putnam County Board of Commissioners

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
County Clerk

Date: \_\_\_\_\_

**ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA  
401(a) DEFINED CONTRIBUTION PLAN  
FOR PUTNAM COUNTY EMPLOYEES**

**ADOPTION AGREEMENT AMENDMENT #1**

**THIS AMENDMENT** is made and entered into by Putnam County, Georgia (the “Employer”), by and through the Putnam County Board of Commissioners.

**WITNESSETH:**

**WHEREAS**, the Employer maintains the Association County Commissioners of Georgia 401(a) Defined Contribution Plan for Putnam County Employees (the “Plan”) for the benefit of its eligible employees;

**WHEREAS**, the Employer adopted the Plan through an Adoption Agreement that became effective January 1, 2015;

**WHEREAS**, Section 13.01(a) of the Plan allows the Employer to amend the elective provisions of the Adoption Agreement at any time;

**WHEREAS**, the Adoption Agreement currently excludes from participation employees with an Employment Commencement Date or most recent Reemployment Commencement Date prior to January 1, 2015; and

**WHEREAS**, the Employer desires to amend the Adoption Agreement, effective January 1, 2020, to provide that previously part-time employees of the Employer who would otherwise be excluded from participation under the above provision shall be considered Eligible Employees if and when they first become a Full-time Employee of the Employer as defined under Adoption Agreement Section 2.15 after January 1, 2020.

**NOW THEREFORE**, the Employer hereby amends the Adoption Agreement as follows:

- 1. Adoption Agreement Section 2.15, Eligible Employee, is amended to read as follows:

**2.15 ELIGIBLE EMPLOYEE.**

	<b>Include</b>	<b>Exclude</b>
<u>Employees, other than Elected Officials</u>		
All Employees	[--]	[--]
<b>Full-time Employees only</b>	<b>[X]</b>	<b>[--]</b>
<b>[X]</b> <b>Working for the Employer at least forty (40) Hours of Service per week for Compensation</b>		
<b>[--]</b> Other Definition:		
Other Employees	[--]	[--]
Definition of Other Employee:		

Elected or Appointed Officials of the Employer

(With no other Publicly Funded Retirement or Pension Plan)

County Commissioners	[X]	[--]
Coroner	[X]	[--]

Elected or Appointed Officials of the Employer

(With one or more other Publicly Funded Retirement or Pension Plan)

Sheriff	[X]	[--]
Tax Commissioner (hired before 7/1/2012)	[--]	[X]
Clerk of Superior Court	[X]	[--]
Magistrate Judge	[X]	[--]
Probate Court Judge	[X]	[--]

Other Elected or Appointed Officials Eligible for Limited Plan Participation

(Based Solely on Allowable Compensation)

State Court Judge	[X]	[--]
Superior Court Judge	[--]	[X]
Solicitor or Solicitor General	[X]	[--]
District Attorney	[--]	[X]
Other Elected Officials Eligible for Limited Plan Participation (specify):	[--]	[X]

<b>Include</b>	<b>Exclude</b>
----------------	----------------

Other Personnel Eligible to Participate in One or More Other Publicly-funded Retirement or Pension Plans

Employees of Tax Commissioners (hired before 7/1/2012)	[--]	[X]
--	------	-----

Tax Commissioner and Employees of Tax Commissioner (if not participating in the Employees' Retirement System of Georgia)

Tax Commissioner (hired on or after 7/1/2012)	[X]	[--]
Employees of Tax Commissioners (hired on or after 7/1/2012)	[X]	[--]

Other Personnel Receiving Supplemental Compensation from the Employer

Extension Agents	[--]	[X]
Other (specify):	[--]	[--]

Excluded Employees

- No other excluded employees
- Excluded employees (specify): **Eligible Employees with an Employment Commencement Date or most recent Reemployment Commencement Date prior to January 1, 2015; provided however, that a part-time employee of the Employer who would otherwise be excluded under the preceding sentence and who first becomes a Full-time Employee of the Employer (as defined under "Employees other than Elected Officials, Full-time Employees Only" in this Section 2.15) after January 1, 2020 shall be considered an Eligible Employee for as long as he or she remains a Full-time Employee.**

Amendment Effective Date:

January 1, 2020

**IN WITNESS WHEREOF**, the Employer has caused its duly authorized officer to execute this Amendment on the date noted below.

**PUTNAM COUNTY, GEORGIA**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

- 10. Authorization for Chairman to sign Resolution Supporting Locally-Established Building Design Standards for Residential Dwellings (staff-CM)

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

**Item #10.**

**A RESOLUTION**

**Supporting Locally-Established Building Design Standards for Residential Dwellings.**

**WHEREAS**, locally elected officials work in partnership with citizens to establish “building design standards” in single and double-family dwellings, which reflect the character of the community and have a positive impact on economic development efforts and competitiveness; and

**WHEREAS**, appropriate local design standards and land use policies, established by local citizens in each community, create a diverse, stable, profitable, and sustainable residential development landscape; and

**WHEREAS**, state legislation eliminating locally-tailored approaches to design standards would harm self-determination of citizens to establish community standards; and

**WHEREAS**, local community partners support the use of building design standards to protect property values, attract high quality builders, and block incompatible development; and

**WHEREAS**, building design standards assure residents and business owners that their investments will be protected, and that others who come behind them will be equally committed to quality; and

**WHEREAS**, local business leaders value the studying, surveying, crafting, and defining of a community vision and development strategies, and recognize design standards as an integral part of those endeavors to attract residents, businesses, and the much-coveted trained workforce; and

**WHEREAS**, development and redevelopment efforts should reflect the community and its vision while simultaneously creating a sense of place imperative for attracting new economic prospects; and

**WHEREAS**, local officials are elected to make decisions about the look and feel of their communities, and local business owners recognize the need for their elected officials to be empowered to enforce building design standards to make today’s thriving community areas tomorrow’s historic districts; and

**WHEREAS**, citizens’ ability to continue to set community values and local elected officials to enforce building design standards in single or double family dwellings, for the purposes of economic growth and the safety and welfare of the citizens of Georgia and in particular of Putnam County.

**NOW, THEREFORE, BE IT RESOLVED BY THE** Board of Commissioners of Putnam County that this governing body voices its support of Locally-Established Building Design Standards for Residential Dwellings.

**BE IT FURTHER RESOLVED** that a copy of this Resolution be delivered to each member of the Georgia House of Representatives and Senate representing Putnam County, and made available for distribution to the public and the press.

This 6<sup>th</sup> day of December 2019.

**PUTNAM COUNTY, GEORGIA, BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chair, Putnam County Board of Commissioners

Attest:

By: \_\_\_\_\_  
County Clerk

*Item #10.*



**Item Attachment Documents:**

- 11. Appointments to the Putnam County Department of Family and Children Services Board (staff-CC)

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

**Item #11.**

11/26/2019

NAME	ADDRESS	DISTRICT	BACKGROUND	APPLICATION DATE
Linda Cook	110 Old Williamsburg Road		Putnam County Finance Director; BBA in Business Administration with major in Accounting	11/4/2019
Georgia Benjamin-Smith	403 Willie Bailey Street	2	Hostess-Uncle Remus Museum; 1 1/2 years of college; former DFCS board member	11/12/2019
Deck Jackson	113 Sequoia Court	3	HR Consultant; Pastor; High School graduate; working on Bachelors in Counseling; Chief Operating Officer for Devine by Design Solutions	11/13/2019



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
706-485-5826  
[www.putnamcountyga.us](http://www.putnamcountyga.us)

## NOTICE

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

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

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

08/22/2019 & 8/29/2019

DEPARTMENT OF FAMILY & CHILDREN SERVICES

<u>MEMBER</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
Patricia Monday 220 Madelyn Avenue Eatonton, GA 31024 706-485-4725 (home)	06/17/2014	06/30/2019
Margaret Merchant 184 Pine Knoll Lane Eatonton, GA 31024 706-484-1037 (home)	10/07/2011	06/30/2016
Lucille M. Feldman 206 N. Maple Avenue Eatonton, GA 31024	04/16/2019	04/15/2024
Sandra C. Parham 291 Glenwood Springs Road SW Eatonton, GA 31024 706-485-7247 (home)	01/21/2014	06/30/2020
Georgia Benjamin-Smith 403 Willie Bailey Street Eatonton, GA 31024 706-485-5332 (home)	06/18/2013	06/30/2018

\*\*See next page for member requirements\*\*

Senate Bill 138 – Effective 7/1/15

5 year terms  
Appointed by BOC

Item #11.

Last Updated 11/26/2019

- Terms of county board members are for five years and are staggered so that one term expires each year. A board member whose term has expired may continue to serve until a successor is appointed.
- Each board will have five to seven members who shall be appointed by the governing authority of the county.
- Appointments to fill vacancies on county boards caused by death, resignation, or disqualification before the expiration of a term are made for the remainder of the term.
- No person serving as a member of a county board of July 1, 2015, shall have such person’s term of office shortened by this subsection.
- Board vacancies which occur for any reason, including but not limited to expiration of the term of office, shall be filled by new criteria.
- No elected officer of the state or any subdivision thereof shall be eligible for appointment to the county board.
- All appointments should be reflective of gender, race, ethnic, and age characteristics of the county population.
- Public Assistance recipients may not be appointed to the board since the appointment would create an illegal conflict of interest.
- As a matter of policy, the Division does not support the appointment of anyone who has immediate family members on the staff of the local office.
- The governing authority shall ensure that all appointments made on or after July 1, 2015 are made from the following categories:
  - Pediatric health care providers
  - Appropriate school personnel
  - Emergency responders
  - Law enforcement personnel
  - Private child welfare service providers
  - Alumni of the child welfare system
  - Mental health care providers
  - Former foster parents
  - Leaders within the faith-based community
- If the County Commissioners have a board member that they would like to reappoint, but who does not fit into one of the categories, they may send a letter to him explaining why it would be beneficial for that board member to remain on the board. He will review these individually. These can be sent to: Bobby Cagle, Director, Georgia Division of Family and Children Services, 2 Peachtree Street, Suite 19.472, Atlanta, GA 30303
- The role of the county board shall be to protect the well-being of this state’s children while preserving family integrity.
- County boards may review the administration of all welfare and public assistance functions for the county, including such programs as temporary assistance for needy families (TANF), supplemental nutrition assistance program (SNAP), employment services, child protective services, foster care, and adoptions, and shall report no less than annually and not later than December 15 of each year to the director of the Division of Family and Children Services of the department the effectiveness of the county department’s provision of services, the needs of the community, and its recommendations for improved operations of the county department.
- County boards shall serve as an active liaison and a link between the county department and the local community.
- County boards shall support the overall mission of the Division of Family and Children Services of the department.

# PUTNAM COUNTY BOARD OF COMMISSIONERS



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

## APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Linda Cook Home Phone: 706-816-6475  
Address: 110 Old Williamsburg Road Work Phone: 706-485-5826  
Milledgeville, GA 31061 Cell Ph: \_\_\_\_\_  
Occupation: Putnam County Finance Director E-mail: \_\_\_\_\_

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

Which district do you live in?  1  2  3  4  
Briefly explain your educational background BBA in Business Administration with major in Accounting

Are you an owner or officer in any business or corporation?  Yes  No  
If yes, please list the name and activity of the business or corporation: \_\_\_\_\_

Please explain any previous experience with State or Local Government: I'm employed by Putnam County.

Briefly explain why you seek this appointment: I would like to make a positive difference in the lives of youth that are in foster care. I've wanted to get involved and give back to the community. I was in foster care for most of my childhood. I don't currently live in Putnam County. I just moved to North Baldwin County a year ago, but I do work and own property in Putnam County.

If appointed, I agree to serve.  
Linda Cook \_\_\_\_\_ November 4, 2019  
Signature Application Date

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

# PUTNAM COUNTY BOARD OF COMMISSIONERS

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

## APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Georgia Benjamin-Smith Home Phone: 706-485-5332  
Address: 403 Willie Bailey Street Work Phone: 706-485-6856  
Eatonton, GA 31024 Cell Phone: \_\_\_\_\_  
Occupation: Hostess-Uncle Remus Museum E-mail: \_\_\_\_\_

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

Which district do you live in?  1  2  3  4

Briefly explain your educational background 1 1/2 yrs. of college

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

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

Please explain any previous experience with State or Local Government: served on DFCS Board from 6/18/13 - 6/18/18

Briefly explain why you seek this appointment: I believe I could be an asset to this position. I am a community person.

If appointed, I agree to serve.

Georgia Smith  
Signature

November 12, 2019

Application Date

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

Item #11.

# PUTNAM COUNTY BOARD OF COMMISSIONERS

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

## APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Deck Jackson Home Phone: \_\_\_\_\_  
Address: 113 Sequoia Court Work Phone: \_\_\_\_\_  
Eatonton, GA 31024 Cell Phone: \_\_\_\_\_  
Occupation: HR Consultant E-mail: \_\_\_\_\_

I would like to apply for appointment to the following Board, Committee, or Authority:

DFACS

Which district do you live in?  1  2  3  4

Briefly explain your educational background Graduated Putnam High, took courses  
in Criminal Justice + psychology, working on Bachelors in Counseling

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

If yes, please list the name and activity of the business or corporation: I am the ~~oper~~ Chief  
operating officer for Divine by Design Solutions LLC, specializing in Human Resources + Leadership  
development

Please explain any previous experience with State or Local Government: N/A

Briefly explain why you seek this appointment: The companies we oversee have correlation  
with DFACS, + the courts appointed my wife + I as parents in a  
case, so I understand the overall philosophy of DFACS + want to help  
in that area. Also I am a Pastor in the community and know that it is a sensitive area

If appointed, I agree to serve.

[Signature]  
Signature

11/12/19  
Application Date

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

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I Deck Jackson is not an elected officer of the state, nor is there an immediate family member an employee of the Putnam County Dept of Family & Children Services

*[Signature]*  
Deck Jackson 11/13/19