



Administrative Services Committee Commission Chamber- 2/27/2018- 1:15 PM
Meeting

ADMINISTRATIVE SERVICES

1. Approve the request to purchase one Case backhoe from Border Equipment for Utilities - Fort Gordon. Bid Item #17-199.  [Attachments](#)
2. Approve the purchase of one F-250 Pickup Truck using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia.  [Attachments](#)
3. Motion to approve new position for the Coroner's Office (Administrative Assistant 1, Salary grade 42).  [Attachments](#)
4. Motion to approve the minutes of the Administrative Services Committee held on February 13, 2018.  [Attachments](#)

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Administrative Services Committee Meeting
2/27/2018 1:15 PM
2018 - Fort Gordon Backhoe (Bid #17-199)

Department:	Central Services Department - Fleet Management Division
Presenter:	Ron Crowden
Caption:	Approve the request to purchase one Case backhoe from Border Equipment for Utilities - Fort Gordon. Bid Item #17-199.
Background:	The Utilities Department has a support contract to Fort Gordon. This contract has expanded with the inclusion of the “Cyber Center”. Utilities Department Fort Gordon, prior to the expansion, borrowed backhoes from Utilities Construction to perform the support function of the Contract. The expansion of the contract has necessitated a dedicated backhoe to Fort Gordon, as support is required at all hours of the day and night, particularly in emergency situations.
Analysis:	Fleet Management submitted a request for bids through the Procurement Department utilizing the Demand Star electronic bid system which offers nationwide bid coverage. The Procurement Department received quotes back from two vendors: Border Equipment, from Augusta = \$88,115.00 and Flint Construction, Columbia County, whose bid did not meet specifications (see tab sheet).
Financial Impact:	The cost of the Backhoe is \$88,115.00. The backhoe will be purchase using the GMA lease program and will be paid over a 3 year period with annual payments of \$29,371.67 per year. (ACT #: 631-10-1110-54-99631).
Alternatives:	(1) Approve the request; (2) Do not approve the request.
Recommendation:	Approve the request to purchase one Case backhoe from Border Equipment using the GMA Lease Program at a cost of \$88,115.00.

Funds are Available

Cover Memo

Item # 1

**in the Following
Accounts:**

GMA Lease Program: 631-10-1110/54.99631

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

Bid #: 17-299 - Backhoe Loader - Due Friday, December 15, 2017 @ 11:00 a.m.

	Border Equipment 2804 Wylde Rd Augusta, GA 30909	Flint Construction 1900 William Few PKW Grovetown, GA 30813	J&B Tractor 3585 Mike Padgett Augusta, GA
Year	2017	2018	
Make	Case	John Deere	
Model	580SN	310L	
Base Price	\$83,789.00	\$72,904.00	NO BID
Deleivery	6 weeks	60 Days ARO	

9.00 OPTIONAL ITEMS

90.1	Backhoe Mechanical Thumb	\$3,190.00	\$2,000.00
9.02	Backhoe: pilot operated Control system	included	\$1,278.00
9.03	Backhoe: in Cab Switchable "excavator to backhoe" control pattern change	included	Included
9.04	Loader: 4 way front bucket	included	Included
9.05	Tires: front: 12.0LX16.5 rear: 19.5LX24.0	398	Included
9.10	Front Counter Weights: 700 LB	\$1,200.00	\$738.00

Total Price w/options

\$88,115.00

Did not meet Specifications

5.04	Engine Horse Power 90 hp min	90 hp	70 hp did not meet spec
6.02	Bucket, 90" minimum width	90"	84"-did not meet specs
6.06	Load Height - 12 feet min	12'	11' 2 inches- did not meet spec
6.06	Load Height - Dipper Extended 14 ft min	14.4 ft	13.7 ft-did not meet spec

Invitation to Bid

Sealed bids will be received at this office until Friday, December 15, 2017 @ 11:00 a.m. for furnishing:

Bid Item #17-299 Backhoe Loader – Central Service Department – Fleet Division

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCBid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, December 1, 2017 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

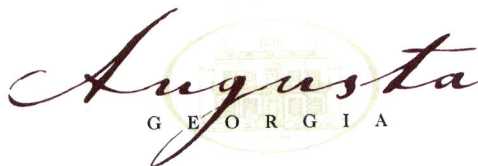
No bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	November 9, 16, 23, 30, 2017
Metro Courier	November 15, 2017

 Bid Item #17-299 Backhoe Loader for Augusta, Georgia- Central Services Department-Fleet Division Bid Due: Friday, December 15, 2017 @ 11:00 a.m.			
Total Number Specifications Mailed Out:19 Total Number Specifications Download (Demandstar):1 Total Electronic Notifications (Demandstar): 57 Mandatory Pre-Bid/Telephone Conference: NA Total packages submitted: 2 Total Non-Compliant: 0			
VENDORS	J & B Tractor 3585 Mike Padgett Hwy Augusta, GA 30906	Flint Construction 1900 William Few Pkwy Grovetown, GA 30813	Border Equipment 2804 Wylds Road Ext. Augusta, GA 30909
Attachment B	No Bid	Yes	Yes
E-Verify Number		344722	705362
SAVE Form		Yes	Yes
Backhoe Loader:			
Year		2018	2017
Make		John Deere	Case
Model		310L	580SN
Bid Price	No Bid Response	\$72,904.00	\$83,789.00
Proposed Delivery Schedule		60 days ARO	6 weeks ARO
Optional Items:			
BACKHOE: Mechanical thumb		\$2,000.00	\$3,190.00
BACKHOE: Pilot operated control system		\$1,278.00	Included
BACKHOE: In Cab switchable "excavator to backhoe" control pattern change		included	Included
LOADER: 4 way front bucket		included	Included
Tires – Front – minimum 12.0LX16.5, Rear – minimum 19.5LX24.0		included	\$398.00
Front Counter Weights: 700 lbs		\$1,200.00	\$738.00



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

TO: Ms. Geri Sams, Director of Procurement

THRU: Takiyah A. Douse, Director of Central Services Department

FROM: Ron Crowden, Fleet Manager, Central Services Department

DATE: January 24, 2018

SUBJECT: Recommendation Bid 17-299

The purpose of this memorandum is to make a recommendation with regards to proposals to Bid Item 17-299 Backhoe. The bid was put out at the request of Utilities Department for Fort Gordon.

There were two venders submitting bids and both indicate they met the general specifications of the bid. I found discrepancies with the John Deere submission as it applies to Section 2, paragraph 6.06 of the bid specifications. The specifications call for a "Load height: Standard: 12 feet and Extended: 14.4 feet. The brochure that was provided by the John Deere vendor shows the load height, standard, at 11 feet 2 inches and extended at 13 feet 7 inches.

There are other factors in the brochures that set the Case ahead of the John Deere submission but were not included in the specifications. I have learned that Fort Gordon has had the opportunity to have each machine demonstrated and their preference if for the "stronger machine", the Case.

Fleet Management concurs with Utilities Department – Fort Gordon, due to the support requirements of the Support Contract they have with Fort Gordon.

Best Personal Regards,

A handwritten signature in blue ink that reads "Ron Crowden".

Ron Crowden
Fleet Manger
706-821-2892

OFFICIAL



Bid Opening Item #17-299 Backhoe Loader
for Augusta, Georgia- Central Services Department-Fleet Division
Bid Due: Friday, December 15, 2017 @ 11:00 a.m.

Total Number Specifications Mailed Out:19
 Total Number Specifications Download (Demandstar):1
 Total Electronic Notifications (Demandstar): 57
 Mandatory Pre-Bid/Telephone Conference: NA
 Total packages submitted: 2
 Total Non-Compliant: 0

VENDORS	J & B Tractor 3585 Mike Padgett Hwy Augusta, GA 30906	Flint Construction 1900 William Few Pkwy Grovetown, GA 30813	Border Equipment 2804 Wylds Rd Augusta, GA 30909		
Attachment B	No Bid	Yes	Yes		
E-Verify Number		344722	705362		
SAVE Form		Yes	Yes		
Backhoe Loader:					
Year		2018	2017		
Make		John Deere	Case		
Model		310L	580SN		
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Optional Items:					
BACKHOE: Mechanical thumb		\$2,000.00	\$3,190.00		
BACKHOE: Pilot operated control system		\$1,278.00	Included		
BACKHOE: In Cab switchable "excavator to backhoe" control pattern change		included	Included		
LOADER: 4 way front bucket		included	Included		
Tires – Front – minimum 12.0LX16.5, Rear – minimum 19.5LX24.0		included	\$398.00		
Front Counter Weights: 700 lbs		\$1,200.00	\$738.00		

Item # 1

2/16/2018

Planholders List - Onvia DemandStar

User: Williams, Nancy

Organization:

City of Augusta, GA (Augusta Commission)

Logout



My DemandStar

Buyers

Account Info

Log Bid

[View Bids]

View Quotes

Supplier Search

Build Broadcast List

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-17-299-0-2017/nw

Bid Name Backhoe Loader

1 Document(s) found for this bid

1 Planholder(s) found.

Add Planholder

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Atlanta Equipment LLC	7707949993		1			Documents

Page 1 of 1

Format for Printing **No ▼**

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Item # 1

BORDER EQUIPMENT
2804 WYLDs ROAD
AUGUSTA, GA 30909

JENKINS TRACTOR COMPANY
3585 MIKE PADGETT HIGHWAY
AUGUSTA, GA 30906

METRAC INCORPORATED
PO BOX 5443
AUGUSTA, GA 30906

TRACTOR & EQUIP CO.
3809 OLD SAVANNAH ROAD
AUGUSTA, GA 30809

US EQUIPMENT, INC.
4318 WHEELER ROAD
MARTINEZ, GA 30907

YANCY BROTHERS COMPANY
4165 MIKE PADGETT HIGHWAY
AUGUSTA, GA 30906

BLANCHARD EQUIPMENT
4107 COLUMBIA ROAD
AUGUSTA, GA 30907

BOBCAT OF AUGUSTA
2803 WYLDs ROAD
AUGUSTA, GA 30909

J&B TRACTOR CO.
3585 MIKE PADGETT HWY.
AUGUSTA, GA 30906

GJ&L
2804 WYLDs ROAD
AUGUSTA, GA 30909

NEFF EQUIPMENT COMPANY
2325 TUBMAN HOME ROAD
AUGUSTA, GA 30906

TEC-TRACTOR EQUIPMENT
COMPANY
3809 MIKE PADGETT HWY
AUGUSTA, GA 30906

YANCEY BROS/CATERPILLAR
4165 MIKE PADGETT HWY
AUGUSTA, GA 30906

UNITED RENTAL
2425 MIKE PADGETT HWY
AUGUSTA, GA 30906

HERTZ EQUIPMENT RENTAL
2017 RAWLEY ROAD
AUGUSTA, GA 30906

UNITED RENTAL
2425 MIKE PADGETT HWY
AUGUSTA, GA 30906

U. S. EQUIPMENT, INC
4318 WHEELER ROAD
MARTINEZ, GA 30907

SUNBELT EQUIPMENT CO.
2530 PEACH ORCHARD ROAD
AUGUSTA, GA 30906

Kellie Irving
Compliance

Ron Crowden
Fleet Management

Takiyah Douse
Central Services

Bid Item# 17-299 Backhoe Loader
For Central Services Department-
Fleet Division
Bid Due: Fri 12.15.17@ 11:00 am

Bid Item# 17-299 Backhoe Loader
For Central Services Department-
Fleet Division
Bid Mailed: 11.9.17

Item # 1



Administrative Services Committee Meeting
2/27/2018 1:15 PM
2018 - Sheriff's Office Bomb Truck

Department:	Central Services Department - Fleet Management Division
Presenter:	Ron Crowden
Caption:	Approve the purchase of one F-250 Pickup Truck using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia.
Background:	The Richmond County Sheriff's Office has received a grant, through the State of Georgia, from the Federal Homeland Security Grant Program (attached). The grant will authorize the expenditure of up to \$52,000 for a "Tech Bomb/CBRNE Response Vehicle" (see attachment).
Analysis:	Because of the impending deadline of the Grant, Fleet Management requested the use of the State Contract for this truck, from the Procurement Office, for vehicle pricing. The Procurement Office approved the use of the Georgia Wide State Contract. Pricing for this truck through Allan Vigil Ford Government Sales is \$42,787.00.
Financial Impact:	No impact on Capital Outlay or SPLOST. Augusta will be responsible for the operating cost of the vehicle.
Alternatives:	(1) Approve the request; (2) Do not approve the request.
Recommendation:	Approve the purchase of one F-250 – Pickup Truck for the Richmond County Sheriff's Office – Bomb Squad funded by Grant # SHO16-055.
Funds are Available in the Following Accounts:	Grant # SHO16-055 220-039256

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



STATE OF GEORGIA

OFFICE OF THE GOVERNOR

ATLANTA 30334-0090

Nathan Deal
GOVERNOR

August 22, 2016

Honorable Richard Roundtree
Sheriff of Richmond County
400 Walton Way
Augusta, Georgia 30901

Dear Sheriff Roundtree:

It is my pleasure to inform you that the State of Georgia has awarded the Richmond County Sheriff's Office a subgrant funded from the federal FY16 Homeland Security Grant Program. The amount of the grant is \$186,000.00 to acquire or sustain your department's Explosive Ordnance Disposal (EOD) program.

These funds are subject to the execution of the appropriate documents that you will receive from the Georgia Emergency Management and Homeland Security Agency (GEMHSA) in the near future. The grant funding can be used only for the purposes specified and authorized by a Recipient-Subrecipient Agreement, so no action can be undertaken until the agreement has been finalized.

Thank you for your commitment to protect our state. I appreciate your efforts to ensure that Georgia remains a safe place for us to live and raise our families. By working together, we can continue to be prepared for the challenges that may face us.

Sincerely,

A handwritten signature in black ink that reads "Nathan Deal".

Nathan Deal

ND:sh

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

(SHADED AREAS ARE FOR GEMHSA USE ONLY)

DETAILED BUDGET WORKSHEET

FY2016 DHS HSGP, State Homeland Security Program (SHSP)

Law Enforcement Terrorism Prevention Award? ☒ Yes ☐ No		State on Behalf of Locals: ☐ Yes ☒ No			
GAN#: EMW-2016-SS-00007-S01	Grant Number: SHO16-055	Revision#:	Area: 5		
DATE: 7/22/2016	SUBRECIPIENT NAME: Richmond County Sheriff's Office	FEID: 58-6000310	COUNTY: Richmond		
CONTRACT CONTACT:	NAME/TITLE: Sheriff Richard Roundtree	ADDRESS: 400 Walton Way, Augusta, GA. 30901			
	PHONE: 706-821-1000	EMAIL: rroundtree@augustaga.gov			
PROGRAM CONTACT:	NAME/TITLE: Cpl. Bruce Williams/Richmond County Sheriff's Dept.	ADDRESS: 400 Walton Way, Augusta, GA. 30901			
	PHONE: 706-821-1486	EMAIL: bawilliams@augustaga.gov			
Specify the Investment Justification associated with the project to be funded. Choose one from the drop-down list below:					
Investment Justification: 5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment					
Specify Discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other. Choose one from the drop-down list below:					
Discipline: Law Enforcement (LE)					
COST ESTIMATE					
ITEM	CATEGORY	ITEM	QUANTITY	UNIT PRICE	TOTAL COST
001	IS	02EX-01-XRAP X-Ray Equipment (NANO Kits)	3	\$ 40,000.00	\$ 120,000.00
002	VEH	12VE-00-MISS Tech Bomb/ CBRNE Response Vehicle	1	\$ 52,000.00	\$ 52,000.00
003	EOD	02EX-02-TLRO Tech hand entry and electronic diagnostic tools	2	\$ 6,500.00	\$ 13,000.00
004	EOD	02EX-02-TLRO Remote Opening/ Disruption Tools	1	\$ 1,000.00	\$ 1,000.00
005					\$ -
006					\$ -
007					\$ -
008					\$ -
009					\$ -
010					\$ -
011					\$ -
012					\$ -
013					\$ -
014					\$ -
015					\$ -
016					\$ -
017					\$ -
018					\$ -
019					\$ -
020					\$ -
GEMHSA Program Manager: James Seagle		Program: Homeland Security	TOTAL	\$ 186,000.00	
Prepared By: Jason Bailey		Title: HSPAR			

Category - The above chart must indicate a category with each line. Choose one from the drop-down list.

- | | | | |
|--|-------------------------------------|-----------------------------------|-------------------------|
| 1. Personal Protective Equipment (PPE) | 8. Decontamination (DECON) | 15. Inspection and Screening (IS) | 22. Training (TRG) |
| 2. EOD | 9. Medical (MED) | 16. Animal and Plants (A&P) | 23. Exercise (EX) |
| 3. CBRNE Operational & Search & Rescue (SAR) | 10. Power (POW) | 17. Watercraft (WC) | 24. Planning (PLG) |
| 4. Information Technology (IT) | 11. CBRNE Reference Materials (RFF) | 18. Aviation (AIR) | 25. Citizen Corps (CCP) |
| 5. Cyber Security (CS) | 12. CBRNE Response Vehicles (VEH) | 19. CBRNE Logistical Support (LS) | |
| 6. Interoperable Communications (Inter Ops.) | 13. Terrorism Prevention (TP) | 20. Intervention (INT) | |
| 7. Detection (DET) | 14. Physical Security (PS) | 21. Other Authorized (O) | |



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

TO: Ms. Geri Sams, Director of Procurement
THRU:  Takiyah A. Douse, Director of Central Services Department
FROM: Ron Crowden, Fleet Manager, Central Services Department
DATE: January 17, 2018
SUBJECT: Request Authorization to Use State Contract – F-250 Sheriff's Office

The purpose of this memorandum is to receive authorization to use the Georgia Wide State Contract for the purchase of an F-250 truck for the Explosive Ordinance Disposal Section of the Richmond County Sheriff's Office. The truck will be bought through grant funds from the State of Georgia Emergency Management and Homeland Security Grant Funds. This grant was applied for in late 2016 for 2017 and according to Veronica Freeman, Director of Finance, Richmond County Sheriff's Office, the grant has been extended into 2018.

The termination date of the grant is such that Augusta Fleet Management does not have time to publish bid specifications, receive bids and obtain Commission approval before the grant would end.

Best Personal Regards,



Ron Crowden
Fleet Manager
706-821-2892

 1/30/18
23 JAN 18 PM 2:12

Ledger: GL

GL Budgets and Actuals with Encumbrances

Fiscal Year: 2017

Report Date: 04/25/2017

Fiscal Period: 04

Fund: 220 General Fund Grants

Budget Version: PE

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key: 220039256 FY16 Bomb Grant					
Director:					
3341117	GEMA-Homeland Security Grant	186,000.00	0.00	0.00	186,000.00
5311816	Program Supplies	1,000.00	0.00	0.00	1,000.00
5422110	Vehicles	52,000.00	0.00	0.00	52,000.00
5425310	Other	133,000.00	12,957.00	104,275.26	15,767.74
Revenue & Transfers In:		186,000.00	0.00	0.00	186,000.00
Expenditure and Transfers Out:		186,000.00	12,957.00	104,275.26	68,767.74
Net:		0.00	-12,957.00	-104,275.26	117,232.26
Grand Total (RV & TI) by Fund: 220		186,000.00	0.00	0.00	186,000.00
Grand Total (XP & TO) by Fund: 220		186,000.00	12,957.00	104,275.26	68,767.74
Net:		0.00	-12,957.00	-104,275.26	117,232.26

19 JAN 19 PM 2:12



State of Georgia Trucks (Regular & Alternative Fuel)

Ordering Instructions: Call or email Supplier and request an order sheet for the vehicle(s) you are requesting. The order sheet will have all available options with associated pricing. All options are priced at Dealer Invoice Cost plus 1%. Indicate on the order sheet your selection of options. The order sheet will tally the cost of the vehicle. Scan the order sheet and email back to Supplier to order. After

supplier reviews the order sheet, issue the purchase order

All Options are at Dealer Invoice Cost Plus 1 %

Line	Model	Vehicle Description	Price	Early Pay Discount	Supplier Contact Information
T-1	2018	Chevrolet Colorado	\$ 19,980.00	NO EPD	Langdale Chevrolet Kris Jessee 706-325-2776 kjessee740@aol.com Contract #: 99999-SPD-ES40199373-0007
T-1	2018	Ford F-150	\$ 18,400.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
T-2	2017	Ford F-250	\$ 21,532.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
T-3	2017	Ford F-350	\$ 22,555.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
Alternatively Fueled					
T-4 AF	2018	C 1500Silverado (CNG)	\$ 33,725.00	\$ 33,387.75	Langdale Chevrolet Cris Jesse 706-325-2776 kjessee740@aol.com Contract #: 99999-SPD-ES40199373-0007
T-5 AF	2017	Ford F-250 GGE CNG Tank	\$ 29,688.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002
T-6 AF	2017	Ford F-350 GGE CNG Tank	\$ 30,650.00	NO EPD	Allan Vigil Ford Bob Burtner 678-364-3986 bob@vigilford.com 99999-SPD-ES40199373-002

19 JAN 18 PM 2:12



2018 Ford Super Duty F-250 SRW XL 4x4 Truck Crew Cab 8



[Watch Video](#)

Engine: **6.2L 8**
 Transmission: **Automatic**
 Exterior Color: **Oxford White**
 Interior Color: **Med Earth Gray Clth Sb St**
 Stock #: **85122**
 Vehicle Status: **In Stock**
 VIN: **1FT7W2B69JEB25271**

Our Price	\$46,410
Dealer Service & Electronic Titling Fee	\$649
Dealer Discount	-\$3,649
Fairway Price	\$43,410

[Get a Price](#)

[Save This Car!](#)

[Get Price Alerts](#)

☐ [Compare](#)

[View Details](#)

2018 Ford Super Duty F-250 SRW XLT 4x4 Truck Crew Cab 8



[Watch Video](#)

Engine: **6.2L 8**
 Transmission: **Automatic**
 Exterior Color: **Oxford White**
 Interior Color: **Med Earth Gray Clth 4 Cn 4**
 Stock #: **85116**
 Vehicle Status: **In Stock**
 VIN: **1FT7W2B67JEB15306**

Our Price	\$51,170
Dealer Service & Electronic Titling Fee	\$649
Dealer Discount	-\$4,049
Fairway Price	\$47,770

[Ford Offer](#) **-\$1,000**

Fairway Price **\$46,770**

[Conditional Offer](#) **-\$1,000**

[Conditional Offer](#) **-\$500**

Manufacturer Offers¹⁰: [\\$1,500 and 2.9% on select Ford models, Retail Customer Cash](#)



Gerald Jones Ford



Sneak Peek

View Options

Send To Mobile

2018 Ford Super Duty F-250 SRW XLT 4WD Crew Cab 6.75' Box

[View Vehicle Details](#)

Body Style: XLT 4WD Crew Cab 6.75' Box

Model Code: W2B

Engine: 8 Cyl - 6.7 L

Drive Type: 4WD

Transmission: Automatic

Ext. Color: Ingot Silver Metallic

Int. Color: Medium Earth Gray

VIN #: 1FT7W2BT3JEB25272

Stock #: 82371

Window Sticker

***MSRP:** \$60,850

Discount: **Call For Price**

Ford Incentives: -\$1,000

Sale Price: **\$59,850**

Available Incentives: +\$500

[Reserve Today](#)

[Get your ePrice](#)

[View Window Sticker](#)

♥ 2018 Ford Super Duty F-250 SRW Price Report

(322) ⓘ

[View Used Ford Super Duty F-250 SRW](#)

XL 4WD Crew Cab 6.75' Box



Retail Price

MSRP/window sticker price

\$45,550

Market Average ⓘ

Avg. savings of \$2,037 Off MSRP

\$43,513

Get the TruePrice on Local Inventory

[Change Style](#) [Colors & Options](#) [View Incentives](#)

VIEW IMAGES

How TrueCar Works



1. See what others paid

Price any car and compare that to what others paid.



2. Real Prices on Actual Cars

View inventory and discounted prices before you visit the dealership.



3. Access TruePrice

The price you will actually get—rebates and dealer fees included.

[Price Curve](#)[Price Trends](#)[Price Details](#)[Price FAQ](#)

See what others paid near Augusta, GA

Our Price Curve shows you what others paid so you can be an expert before you get to the dealership.

TrueCar users enjoy price transparency, dealer offers, and our exclusive mobile Price Check tool.

Exceptional Price
Less than \$41,550

Great Price
Less than \$43,276

Good Price
Less than \$44,507

Above Market
\$44,507 or more

Next »

Item # 2



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0090

Nathan Deal
GOVERNOR

August 22, 2016

Honorable Richard Roundtree
Sheriff of Richmond County
400 Walton Way
Augusta, Georgia 30901

Dear Sheriff Roundtree:

It is my pleasure to inform you that the State of Georgia has awarded the Richmond County Sheriff's Office a subgrant funded from the federal FY16 Homeland Security Grant Program. The amount of the grant is \$186,000.00 to acquire or sustain your department's Explosive Ordnance Disposal (EOD) program.

These funds are subject to the execution of the appropriate documents that you will receive from the Georgia Emergency Management and Homeland Security Agency (GEMHSA) in the near future. The grant funding can be used only for the purposes specified and authorized by a Recipient-Subrecipient Agreement, so no action can be undertaken until the agreement has been finalized.

Thank you for your commitment to protect our state. I appreciate your efforts to ensure that Georgia remains a safe place for us to live and raise our families. By working together, we can continue to be prepared for the challenges that may face us.

Sincerely,

A handwritten signature in black ink that reads "Nathan Deal".

Nathan Deal

ND:sh

18 JAN 18 PM 2:12

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

(SHADED AREAS ARE FOR GEMHSA USE ONLY)

DETAILED BUDGET WORKSHEET

FY2016 DHS HSGP, State Homeland Security Program (SHSP)

Law Enforcement Terrorism Prevention Award? ☒ Yes ☐ No		State on Behalf of Locals: ☐ Yes ☒ No			
GAN#: EMW-2016-SS-00007-S01	Grant Number: SHO16-055	Revision#:	Area: 5		
DATE: 7/22/2016	SUBRECIPIENT NAME: Richmond County Sheriff's Office	FEID: 58-6000310	COUNTY: Richmond		
CONTRACT CONTACT:	NAME/TITLE: Sheriff Richard Roundtree	ADDRESS: 400 Walton Way, Augusta, GA. 30901			
	PHONE: 706-821-1000	EMAIL: rroundtree@augustaga.gov			
PROGRAM CONTACT:	NAME/TITLE: Cpl. Bruce Williams/Richmond County Sheriff's Dept.	ADDRESS: 400 Walton Way, Augusta, GA. 30901			
	PHONE: 706-821-1486	EMAIL: bawilliams@augustaga.gov			
Specify the Investment Justification associated with the project to be funded. Choose one from the drop-down list below: Investment Justification: 5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment					
Specify Discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other. Choose one from the drop-down list below: Discipline: Law Enforcement (LE)					
COST ESTIMATE					
ITEM	CATEGORY	ITEM	QUANTITY	UNIT PRICE	TOTAL COST
001	IS	02EX-01-XRAP X-Ray Equipment (NANO Kits)	3	\$ 40,000.00	\$ 120,000.00
002	VEH	12VE-00-MISS Tech Bomb/ CBRNE Response Vehicle	1	\$ 52,000.00	\$ 52,000.00
003	EOD	02EX-02-TLRO Tech hand entry and electronic diagnostic tools	2	\$ 6,500.00	\$ 13,000.00
004	EOD	02EX-02-TLRO Remote Opening/ Disruption Tools	1	\$ 1,000.00	\$ 1,000.00
005					\$ -
006					\$ -
007					\$ -
008					\$ -
009					\$ -
010					\$ -
011					\$ -
012					\$ -
013					\$ -
014					\$ -
015					\$ -
016					\$ -
017					\$ -
018					\$ -
019					\$ -
020					\$ -
GEMHSA Program Manager: James Seagle		Program: Homeland Security	TOTAL	\$ 186,000.00	
Prepared By: Jason Bailey		Title: HSPAR			

Category - The above chart must indicate a category with each line. Choose one from the drop-down list.

- | | | | |
|---|-------------------------------------|-----------------------------------|-------------------------|
| 1. Personal Protective Equipment (PPE) | 8. Decontamination (DECON) | 15. Inspection and Screening (IS) | 22. Training (TRG) |
| 2. EOD | 9. Medical (MED) | 16. Animal and Plants (A&P) | 23. Exercise (EX) |
| 3. CBRNE Operational & Search & Rescue (SAR) | 10. Power (POW) | 17. Watercraft (WC) | 24. Planning (PLG) |
| 4. Information Technology (IT) | 11. CBRNE Reference Materials (REF) | 18. Aviation (AIR) | 25. Citizen Corps (CCP) |
| 5. Cyber Security (CS) | 12. CBRNE Response Vehicles (VEH) | 19. CBRNE Logistical Support (LS) | |
| 6. Interoperable Communications (Inter. Ops.) | 13. Terrorism Prevention (TP) | 20. Intervention (INT) | |
| 7. Detection (DET) | 14. Physical Security (PS) | 21. Other Authorized (O) | |

18 JAN 18 PM 2: Item # 2

AUGUSTA, GEORGIA

New Grant Proposal/Application

Before a Department/agency may apply for the grant/award on behalf of Augusta Richmond County, they must first obtain approval signature from the Administrator and the Finance Director. The Administrator will obtain information on the grant program and requirements from the funding agency and review these for feasibility to determine if this grant/award will benefit Augusta Richmond County. The Finance Director will review the funding requirement to determine if the grant will fit within our budget structure and financial goals.

Proposal Project No. Project Title

PR000058 SHERIFFS FY 2016 Bomb Grant

Requesting grant offered by Georgia Emergency Management and Homeland Security to acquire and sustain Bomb Disposal Unit.

RECEIVED

ADMINISTRATOR'S OFFICE

EEO required: No
EEO dept. notified: No

SEP 26 2016

Start Date: 10/01/2016

Submit Date: 09/23/2016

Total Budgeted Amount: 186,000.00

End Date: 08/31/2017

Department 032

Total Funding Agency:

AUGUSTA-RICHMOND COUNTY

Sheriff Cash Match? N
186,000.00 Total Cash Match 0.00

Sponsor: GM0008 US Homeland Security
Sponsor Type: F Federal
Purpose: 7 Crime control/Invest

Flow Thru ID: GM0008 US Homeland Security

Type	ID	Name	Contacts	Phone
1	GM1003	Freeman, Veronica		(706)821-1067

Type	By	Date	Approvals
FA	R. ROUNDTREE	09/23/2016	Dept. Signature:  Grant Coordinator Signature: _____

- 1.) I have reviewed the Grant application and enclosed materials and:
- ☐ Find the grant/award to be feasible to the needs of Augusta Richmond County
 - ☐ Deny the request

Finance Director

Date

- 2.) I have reviewed the Grant application and enclosed materials and:
- ☒ Approve the Department Agency to move forward with the application
 - ☐ Deny the request

Administrator

Date

This form will also be used to provide the external auditors with information on all grants for compliance and certification requirements as required by the State and Federal Government.



STATE OF GEORGIA
OFFICE OF THE GOVERNOR
ATLANTA 30334-0090

Nathan Deal
GOVERNOR

August 22, 2016

Honorable Richard Roundtree
Sheriff of Richmond County
400 Walton Way
Augusta, Georgia 30901

Dear Sheriff Roundtree:

It is my pleasure to inform you that the State of Georgia has awarded the Richmond County Sheriff's Office a subgrant funded from the federal FY16 Homeland Security Grant Program. The amount of the grant is \$186,000.00 to acquire or sustain your department's Explosive Ordnance Disposal (EOD) program.

These funds are subject to the execution of the appropriate documents that you will receive from the Georgia Emergency Management and Homeland Security Agency (GEMHSA) in the near future. The grant funding can be used only for the purposes specified and authorized by a Recipient-Subrecipient Agreement, so no action can be undertaken until the agreement has been finalized.

Thank you for your commitment to protect our state. I appreciate your efforts to ensure that Georgia remains a safe place for us to live and raise our families. By working together, we can continue to be prepared for the challenges that may face us.

Sincerely,

A handwritten signature in black ink that reads "Nathan Deal".

Nathan Deal

ND:sh

Georgia Emergency Management and Homeland Security Agency



NATHAN DEAL
Governor

JIM BUTTERWORTH
Director

September 1, 2016

RE: GAN #EMW-2016-SS-00007-S01
SHO16-55
Richmond County Sheriff's Office

Honorable Richard Roundtree
Sheriff of Richmond County
400 Walton Way
Augusta, Georgia 30901

Dear Sheriff Roundtree:

It's my pleasure to award your agency with a FY2016 Homeland Security sub grant from the Department of Homeland Security (DHS). Enclosed is the Recipient-Subrecipient Agreement for funding awarded to your agency by the Georgia Emergency Management Agency and Homeland Security Agency (GEMHSA). This agreement governs the use of funding provided by DHS to help your agency to build and enhance capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies in accordance with the goals and objectives of the State Strategic Plan.

The amount of this agreement is \$186,000.00. You may not exceed in either quantity nor total dollar amount the items expressly approved for you to purchase, as shown on the accompanying detailed budget worksheet(s). The funds can only be applied to equipment found on the Authorized Equipment List (AEL), and as approved by your GEMHSA Program Manager. **This grant award expires August 31, 2017. All program activities must be completed by this date. Extensions will be granted only under extraordinary circumstances.**

Attached to the Recipient-Subrecipient Agreement are Exhibits A through J. Please review all materials, and then return signed originals of the Recipient-Subrecipient Agreement along with signed originals of Exhibits A, B, C, and D to our office, Attention: Homeland Security Division, Post Office Box 18055, Atlanta, Georgia 30316 within **14 days of receipt of this letter**. A copy of the fully executed agreement will be returned to you for your files. **Please note that program activities and equipment purchases cannot begin until both parties have signed this agreement.**

If you require further information as to the grantee package, please contact Lee Brown, Grant Unit Supervisor, at 404-635-7013. Thank you for your work on behalf of the citizens of Georgia.

Sincerely,

Joe McKinney
Director
Homeland Security Division

JM/SH
Enclosures



**FISCAL YEAR 2016
HOMELAND SECURITY GRANT PROGRAM
STATE HOMELAND SECURITY PROGRAM**

**AGREEMENT BETWEEN
THE STATE OF GEORGIA
GEORGIA EMERGENCY MANAGEMENT AND
HOMELAND SECURITY AGENCY**

AND

RICHMOND COUNTY SHERIFF'S OFFICE

GRANT NO: SHO16-055

The United States Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), approved the application and awarded grant funding from the Fiscal Year (FY) 2016 Homeland Security Grant Program to the Georgia Emergency Management and Homeland Security Agency (GEMHSA) on behalf of the State of Georgia, in accordance with *The Homeland Security Act of 2002* (Public Law 107-296), *as amended by section 101 of the Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53). The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 97.067.

GEMHSA will maintain overall responsibility and accountability to the federal government for the duration of the program. GEMHSA, as Recipient, has awarded the amount of **\$186,000.00** to **RICHMOND COUNTY SHERIFF'S OFFICE** as Subrecipient, in accordance with the Fiscal Year 2016 Homeland Security Grant Program (HSGP), State Homeland Security Program (SHSP).

Under this Agreement, GEMHSA will execute the interests and responsibilities of the Recipient. The individual designated to represent the State is **James Butterworth, Authorized Recipient Official**. The State has designated **Harlan Proveaux** as the **Program Manager** of this program. The Subrecipient's Authorized Official has authority to legally bind the Subrecipient and will execute the interests and responsibilities of the Subrecipient. The Subrecipient's Authorized Official is the person whose name and signature appear on page twelve (12) of this agreement.

PURPOSE: The Subrecipient agrees to use allocated funds only as approved; to comply with the terms, conditions and guidelines, as stated within this agreement; and to request reimbursement only for expenditures made in accordance with the Approved Budget Worksheet (Exhibit F). Any modification to the Budget Worksheet must be requested in writing by the Subrecipient and must be approved by the Program Manager prior to the execution of that modification.

After all approved items on the approved Budget Worksheet have been reimbursed to the Subrecipient, this Subrecipient Agreement shall be terminated. Any remaining funds shall be forfeited by the Subrecipient, and deobligated and reallocated by GEMHSA.

PERIOD OF PERFORMANCE: This Agreement shall become **effective** on October 1, 2016, or on the date when the Agreement has been signed by all parties and returned to GEMHSA, whichever is later, and shall continue through August 31, 2017. No modifications to the Budget Worksheet can be made after the termination date, August 31, 2017, or when all funds have been used.

Spending of grant funds, may not commence until this Agreement is **effective**. The Subrecipient agrees that all purchases and expenditures authorized under this program must be completed by the effective end date. Extensions are at the discretion of GEMHSA and will only be granted for cause when requested in writing at least 30 days prior to the end date of this Agreement.

Caveat: DHS/FEMA has reserved the right to change the FY16 HSGP grant; including shortening the performance period and/or grant end date. Any change in the grant and/or performance period of the FY16 HSGP award will be passed through to the Subrecipient by GEMHSA.

EXHIBITS: Exhibits are attached or attainable via the internet and made a part of this agreement by reference:

- Exhibit A Standard Assurances – Standard Form 424B (Non-Construction) or Standard Form 424D (Construction), as applicable

 (COMPLETE, SIGN AND RETURN WITH AGREEMENT)
- Exhibit B National Incident Management System (NIMS) Compliance Form

 (COMPLETE, SIGN AND RETURN WITH AGREEMENT)
- Exhibit C Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements

 (COMPLETE, SIGN AND RETURN WITH AGREEMENT)
- Exhibit D Federal Financial Funding Accountability and Transparency Act (FFATA) form
 (COMPLETE, SIGN AND RETURN WITH AGREEMENT)
- Exhibit E Payment Request Form (KEEP FOR REFERENCE)
- Exhibit F Approved Budget Worksheet(s) (KEEP FOR REFERENCE)
- Exhibit G Quarterly Financial Status Report (FSR) Reporting Form (KEEP FOR REFERENCE)
- Exhibit H Tangible Property Report (KEEP FOR REFERENCE)
- Exhibit I Acknowledgment Form for Receipt of Goods or Services Paid for by the State on Behalf of Subrecipient (KEEP FOR REFERENCE)

Exhibit J U.S. Department of Homeland Security, Homeland Security Grant Program, Grant Agreement Number EMW-2016-SS-00007-S01, Agreement Articles (KEEP FOR REFERENCE)

Exhibit K United States Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA) Fiscal Year 2016 Homeland Security Grant Program Notice of Funding Opportunity Announcement (DHS/FEMA NOFO), located at:

http://www.fema.gov/media-library-data/1455569937218-3daa3552913b8affe0c6b5bc3b448635/FY_2016_HSGP_NOFO_FINAL.pdf

PURCHASES, REIMBURSEMENT AND REPORTING REQUIREMENTS:

- A. Purchasing:** Subrecipient must follow federal, state and local procurement guidance and regulations as standards for purchasing or acquiring equipment and services. All spending or purchases must be made in accordance with the agreed spending plan as outlined in the Budget Worksheet (Exhibit X) and all equipment purchases must be in accordance with the Department of Homeland Security Authorized Equipment List (DHS/AEL) located on the internet at:

<https://www.fema.gov/media-library/assets/documents/101566>

- B. Payment Request Forms:** Payments to the Subrecipients will be made only upon presentation of the approved Payment Request Form (Exhibit E). Reimbursements from invoices and applicable proof of payment (or other justifying documentation) will only be made for eligible equipment, materials, expenses, and costs upon approval of the Program Manager. Omission of pertinent documentation will constitute justification for non-payment of any amounts submitted on the Payment Request Forms.
- C. State Purchases on behalf of Subrecipient:** GEMHSA may, with the written consent of the Subrecipient, retain and expend grant funding on behalf of the Subrecipient. Before the State will make purchases on behalf of local jurisdictions, the Subrecipient must provide justification, receive approval from GEMHSA and provide GEMHSA with a Memorandum of Understanding authorizing GEMHSA to expend these funds. If GEMHSA does agree to retain and expend grant funding on behalf of the Subrecipient, the Subrecipient is required to submit documentation to verify receipt and acceptance of the goods or services on the Acknowledgment Form (Exhibit I) and provide any other documentation or information requested by GEMHSA. If the Acknowledgement Form is not returned to GEMHSA in a timely manner, the Subrecipient will be held accountable for payment to the vendor. The Subrecipient is still accountable for submitting the Quarterly Financial Status Reports (FSR) (Exhibit G) on a timely basis according to the guidelines in the section below.
- D. Quarterly Financial Status Report (FSR):** The disposition of grant funds, including all obligations and expenditures, must be reported to GEMHSA on a quarterly basis through the FSR, which is due within 30 days of the end of each calendar quarter. A copy of the FSR report form is attached as Exhibit G to this agreement.

The following reporting periods and due dates apply:

- | | | |
|-----------------|-------------------------|----------------|
| • First Quarter | October 1 – December 31 | Due January 31 |
|-----------------|-------------------------|----------------|

- Second Quarter January 1- March 31 Due April 30
- Third Quarter April 1 – June 30 Due July 31
- Fourth Quarter July 1 – September 30 Due October 31

FAILURE TO HAVE A CURRENT FSR ON FILE AT GEMHSA WILL RESULT IN WITHHOLDING OF REIMBURSEMENT UNTIL THE FSR IS RECEIVED.

E. Biannual Strategy Implementation Reports (BSIR): The Subrecipient shall complete and submit any other reports as requested by GEMHSA and cooperate and assist GEMHSA in complying with the DHS tracking and reporting requirements. Specifically, without limitation, Subrecipient shall submit information at the request of GEMHSA to assist in the submission of the BSIR, and any other reports, as required

F. Grant Closeout Report: The Subrecipient shall submit a final program report detailing all accomplishments throughout the project with the final FSR. After both of these reports have been reviewed and approved by GEMHSA, a Closeout Report will be generated indicating the project has closed and listing any remaining funds to be deobligated.

MONITORING AND AUDITS: The Subrecipient shall permit persons duly authorized by GEMHSA access to inspect and copy all records, books papers, documents, facilities, goods, and services related to this Agreement, and to interview clients, employees, and subcontractors of the Subrecipient concerning the performance of this Agreement. If the Subrecipient fails to provide access to such materials, GEMHSA may terminate this Agreement.

LAWS, REGULATIONS, FINANCIAL AND ADMINISTRATIVE REQUIREMENTS AND PROGRAM GUIDANCE: The Subrecipient shall comply with all applicable federal and state laws, regulations, and financial and administrative requirements. A non-exclusive list of regulations is listed below. Code of Federal Regulations (CFR) sections may be accessed online at <http://www.ecfr.gov/>.

A. Administrative Requirements

2 CFR Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

2 CFR Part 200, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

B. Cost Principles

2 CFR Part 200, Subpart E, Cost Principles for State, Local and Indian Tribal Governments

2 CFR Part 200, Subpart E, Cost Principles for Education Institutions

2 CFR Part 200, Subpart E, Cost Principles for Non-Profit Organizations

48 CFR 31.2, Federal Acquisition Regulations (FAR) Contracts with Commercial Organizations

C. Organizational Audit Requirements

The Subrecipient agrees to comply with the organizational audit requirements of 2 CFR Part 200, Subpart F, Audits of States, Local Governments, and Non-Profit Organizations.

Subrecipients that expend \$750,000.00 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the Government Accountability Office's (GAO's) Government Auditing Standards, which may be accessed online at <http://www.gao.gov/govaud/ybk01.htm>, and in accordance with 2 CFR §200.514 Scope of Audit. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

In addition, Subrecipients must submit the audit report to the State of Georgia, by sending a copy to the Georgia Department of Audits and Accounts, Nonprofit and Local Governments Audits, 270 Washington Street, SW, Room I-156, Atlanta, Georgia 30334-8400.

If required to submit an audit report under the requirements of 2 CFR Part 200, Subpart F, the Subrecipient shall provide GEMHSA with written documentation showing that it has complied with the single audit requirements. Such documentation shall be returned to GEMHSA with this signed Agreement. The Subrecipient shall immediately notify GEMHSA in writing at any time that it is required to conduct a single audit and provide documentation within a reasonable time period showing compliance with the single audit requirement.

D. Selected Items of Cost:

The Subrecipient agrees to comply with the requirements of OMB 2 CFR Part 225, Selected Items of Cost. Physical inventories must be taken at least once every two years to ensure that assets received through this Agreement exist, and are in use. Governmental units will manage and maintain equipment in accordance with State laws and procedures.

E. Data Universal Numbering System (DUNS) Number Requirement:

No entity may receive a subgrant under this award unless GEMHSA has received the DUNS number for the prospective Subrecipient.

F. Accounting System

The Subrecipient agrees to maintain an accounting system integrated with adequate internal fiscal and management controls to capture and report grant data with accuracy, providing full accountability for revenues, expenditures, assets, and liabilities. This system shall provide reasonable assurance that the Subrecipient is managing federal and state financial assistance programs in compliance with all applicable laws and regulations.

G. Retention and Maintenance of Records

The Subrecipient shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of grant funds. All such records must be retained by the Subrecipient for a minimum of three years from the date that the DHS closes the State of Georgia's 2016 HSGP grant. GEMHSA will notify the Subrecipient in writing when the retention period begins.

H. Withholding and Repayment of Funds

In addition to any other remedies provided by law or the terms of this Agreement, if the Subrecipient fails to comply with any of the terms or conditions of this Agreement, including all exhibits hereto, or with any applicable federal or state law or regulation, GEMHSA may withhold or require repayment of grant funds in connection with which the violation occurred. In addition, GEMHSA may withhold or require repayment of all or any portion of the financial award which has been or is to be made available to the Subrecipient. Specifically, without limitation, GEMHSA will be entitled to payment from the Subrecipient for any funds paid by the State or that the State is responsible to pay on behalf of the Subrecipient for which GEMHSA is unable to receive payment or required to repay due to the Subrecipient's failure to cooperate in providing the required documentation showing receipt of the goods or services, completing and returning the Acknowledgment Form to GEMHSA in the time required, purchasing of equipment in the time required, submitting request for reimbursement with complete supporting documents, or any other activity that GEMHSA deems a failure by the Subrecipient under this Agreement.

I. National Initiatives

1. The Subrecipient agrees to comply with all applicable terms and conditions of the FY 2016 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Announcement (NOFO) (Exhibit L), including without limitation, adoption and implementation of the National Incident Management System (NIMS). Refer to NOFO, page 5, "NIMS Implementation section." Other NIMS resources are at the following locations:

<https://www.fema.gov/resource-management-mutual-aid>

<http://www.fema.gov/nims-doctrine-supporting-guides-tools>

2. In order to assure compliance with NIMS requirements, all terms and conditions of this agreement are predicated and conditional upon the Subrecipient's assurance by completing and signing the NIMS Compliance Form (Exhibit B) and returning the completed and signed form to GEMHSA with the original signed Agreement.
3. The Subrecipient agrees to institutionalize the use of the Incident Command System (ICS) as required by Georgia law and the NIMS minimum compliance requirements.
4. The Subrecipient agrees that any exercises conducted with grant funds will be managed and executed in compliance with the Homeland Security Exercise and Evaluation Program (HSEEP). All exercises are to be planned, conducted, and evaluated with the implementation of improvement in accordance with the guidance from the HSEEP, available at <http://www.fema.gov/national-exercise-program>
 - a. Any exercises implemented with grant funds must be threat and performance-based and should evaluate performance of critical tasks required to respond to the exercise scenario.
 - b. All funded exercises are encouraged to be posted in the Multiyear Exercise Plan calendar, added to the National Exercise Schedule, located at <https://www.fema.gov/exercise> and must be preapproved by the GEMHSA Exercise Program Manager.
 - c. The Subrecipient must report to the GEMHSA Exercise Program Director prior to conducting scheduled exercises and provide the Program Director with an After

Action Report (AAR) and Improvement Plan for each exercise conducted within 90 days following completion of the exercise in accordance with the FY16 HSGP DHS/FEMA NOFO (Exhibit L, page 40).

- d. Exercises conducted using HSGP funding must be NIMS compliant, as defined by the current NIMS compliance matrices. Further information is available on the NIMS Integration Center Web site at <http://www.fema.gov/national-incident-management-system>.
- 5. The Subrecipient agrees to coordinate with GEMHSA to maintain and update the Threat and Hazard Identification and Risk Assessment (THIRA) and agrees to provide GEMHSA any information and access to records upon request.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA): All new subawards under this grant of \$25,000 or more are subject to FFATA reporting requirements. The Subrecipient is responsible for providing any information requested by GEMHSA to complete the required report.

- A. Unless exempt, the Subrecipient shall report the names and total compensation of its five most highly compensated executives for its preceding completed fiscal year. This report is only required if:
 - 1. In the Subrecipient's preceding fiscal year, the Subrecipient received 80 percent or more of its annual gross revenues from federal procurement contracts and subcontracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - 2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 61104 of the Internal Revenue Code of 1986.
 - 3. Additional information regarding the FFATA requirements can be found at <http://www.fema.gov/pdf/government/grant/bulletins/info350.pdf>, www.USAspending.gov, and www.fsr.gov

SPECIAL CONDITIONS:

- A. The Subrecipient agrees to use all grant funding awarded from the Fiscal Year 2016 Homeland Security Grant Program (HSGP) for costs related to preparedness activities associated with implementing the findings of State Preparedness Report, including goals and objectives, and any Urban Areas Security Initiative strategies.
- B. The Subrecipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2016 HSGP DHS/FEMA NOFO (Exhibit K), and to comply with all DHS/FEMA requirements and cooperate with GEMHSA to comply with federal and state requirements related to the grant funding.
- C. The Subrecipient understands and agrees that any allocations and use of grant funding must support and may only be used to fund the investments identified in the Fiscal Year 2016 HSGP

grant application submitted by GEMHSA to DHS/FEMA and to use grant funding only for projects pre-approved by GEMHSA.

- D. The Subrecipient agrees to comply with the FY 2016 Homeland Security Grant Program Agreement Articles, included with this agreement as Exhibit J. References in the exhibit to "recipient" apply to the Subrecipient's requirements as subrecipient.
- E. The Subrecipient agrees to sign and comply with the terms and conditions of GEMHSA's Statewide Mutual Aid and Assistance Agreement and to render mutual aid for a suspected or real attack or in the case of weapons of mass destruction or other event, as determined by GEMHSA. The Subrecipient shall sign any other Mutual Aid Agreements GEMHSA or DHS/FEMA shall deem necessary in order to assure the Subrecipient will fulfill its obligations to render mutual aid.
- F. Any Subrecipient receiving funding for purposes of explosive ordnance disposal (EOD) agrees to comply with the following:
 - 1. Each local EOD and EOD K-9 team shall contact the Georgia Bureau of Investigation (GBI) by telephone immediately whenever responding outside of its jurisdiction.
 - 2. Each EOD K9 team must certify annually that the team utilizes the standards approved by the Improvised Explosive Device (IED) Working Group/Committee at all times.
- G. The Subrecipient will maintain an inventory of all grant funded equipment and provide a copy of GEMHSA at the end of the grant performance period. The Subrecipient will submit an updated inventory every 2 years thereafter or as equipment is disposed of. Equipment must be used for the intended purpose for the life of the equipment. GEMHSA must be given a written disposition plan for any equipment that has a value of \$5,000 or more at the end of its useful life.
- H. Non-Supplanting Requirement: The Subrecipient agrees that federal grant funds received under this award will not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Applicants or Recipients may be required to demonstrate if a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. The Subrecipient will be expected to demonstrate how these funds will be used to supplement, but not supplant, state or local funds for the same purposes.
- I. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, requests for information or data collection, including, but not limited to, the provision of any information regarding any activities within this agreement that may be required for the assessment or evaluation.
- J. Federal funds under this grant program are provided through reimbursement of all eligible expenditures. The Subrecipient shall follow procurement standards as stated in federal and state laws and regulations.
- K. Sole Source Procurement: The Subrecipient's procurement procedures and regulations must conform to federal procurement laws and standards. All procurement transactions without regard to dollar value, whether negotiated or through competitive bid process shall be conducted in such a manner as to provide maximum open and free competition.
- L. Should the Subrecipient elect to award a non-competitive proposal, justification must be provided and include a description of the program and why it is necessary to enter into non-competitive

agreement. All sole-source procurements as defined in 2 CFR§200.320(f) must receive prior written approval from GEMHSA.

- M. The Subrecipient understands and agrees that compensation for individual consultant services is to be reasonable and consistent and should represent fair market value for services. Time and effort reports for consultant services are required, and competitive bidding is encouraged, as explained in 2 CFR §200.317-326.
- N. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of GEMHSA and DHS.
- O. No elected or appointed official or employee of the Subrecipient shall be admitted to any share or part of any benefit, directly or indirectly, from this agreement or grant award. This provision shall not be construed to extend to any contract made with a corporation for its general benefit.
- P. If the Subrecipient is found to be in violation of any of the conditions of this agreement, including any exhibits hereto, or of applicable federal and state laws or regulations, in addition to any other recourse available, GEMHSA shall notify the Subrecipient that additional funds in connection with which the violation occurred will be withheld until such violation has been corrected to the satisfaction of GEMHSA. In addition, GEMHSA may withhold or require repayment of any portion of the financial award which has been or is to be made available to the Subrecipient, or retained and obligated or expended on behalf of the Subrecipient, for other projects under this program until adequate corrective action is taken.
- Q. The Subrecipient understands and agrees that for any copyrightable work based on or containing data first produced under this Agreement, the Subrecipient shall grant the government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute, perform, disseminate, or prepare derivative works, and to authorize others to do so, for government purposes on all such copyrighted works. The Subrecipient shall affix the applicable copyright notices of 17 U.S.C. §401 or 402 and an acknowledgement of government sponsorship, including the grant award number, to any work first produced under this grant award.
- R. Environmental Historical Preservation (EHP)
 - 1. The Subrecipient shall comply with all applicable federal, state, and local environmental and historic preservation (EHP) requirements and shall provide any information requested by FEMA or GEMHSA to ensure compliance with applicable laws and regulations, including: Federal EHP regulations, laws and Executive Orders; National Environmental Policy Act; National Historic Preservation Act; Endangered Species Act; and Executive Orders on Floodplains (11988), Wetlands (11990), and Environmental Justice (12898). Failure of the Subrecipient to meet federal, state, and local EHP requirements and obtain applicable permits may jeopardize federal funding. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval from FEMA, through GEMHSA, including but not limited to communications towers, physical security enhancements, new construction, modifications to buildings, and replacement of facilities. The Subrecipient shall coordinate with GEMHSA regarding any activities using grant funding that require specific documentation of compliance with federal laws and/or regulations.

2. The Subrecipient shall provide any information requested by GEMHSA or FEMA to ensure compliance with applicable federal EHP requirements. Any change to the approved project or scope of work will require re-evaluation for EHP compliance. If ground disturbing activities may occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and, if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify GEMHSA, and the Georgia Department of Natural Resources, Georgia State Historic Preservation Division.
 3. The Subrecipient shall not undertake any project using HSGP funding to which the National Environmental Policy Act (NEPA) requirements are applicable without first obtaining written approval from FEMA, through GEMHSA. The Subrecipient shall coordinate with GEMHSA regarding any activities using grant funding that require specific documentation of NEPA compliance. Any construction activities initiated prior to the full environmental and historic preservation review and evaluation will result in a non-compliance finding and will not be eligible for HSGP funding.
 4. For more information regarding FEMA's EHP requirements, the Subrecipient should refer to the DHS/FEMA FY16 NOFO (Exhibit L) and FEMA's Information Bulletins 329, 345, 356, 371, and 404 available on the internet at <http://www.fema.gov/grant-programs-directorate-information-bulletins>
- S. The Subrecipient agrees to cooperate with GEMHSA in assuring that any training using HSGP funds is reported through the Training Information Reporting System ("Web-Forms") located at <https://www.firstrespondertraining.gov/admin/main.jsp>
- T. The Subrecipient agrees that funds from the FY 2016 HSGP utilized to establish or enhance state and local fusion centers will be used in compliance with the requirements and restrictions in the DHS/FEMA NOFO (Exhibit L), pages 39-40 and with FEMA's Information Bulletins 281 and 288. Specifically without limitation, the Subrecipient receiving funding to be used for costs related to a fusion center agree to comply with the following:
1. To use such funds to support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and the National Strategy for Information Sharing, and achievement of a baseline level of capability as defined by Global's *Baseline Capabilities for State and Major Urban Area Fusion Centers*, a supplement to the Fusion Center Guidelines, located at <http://www.it.ojp.gov/documents/baselinecapabilitiesa.pdf>
 2. To use such funds to support achievement of baseline levels of capability as defined in the fusion capability planning tool.
 3. The Subrecipient shall provide GEMHSA with certification stating that the Subrecipient will assume responsibility for supporting the costs of any hired analysts following the two-year federal funding period or the termination of the Subrecipient Agreement, whichever occurs first.
 4. The Subrecipient shall provide GEMHSA with certificates of completion of training for each intelligence analyst hired with grant funding to enable information/intelligence sharing capabilities in accordance with Global's *Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United*

States, as required under the DHS/FEMA FY16 NOFO (Exhibit L) and Information Bulletin 288.

5. All Subrecipients leveraging FY 2016 HSGP funds in support of information sharing and intelligence fusion and analysis centers must leverage available federal information sharing systems, including Law Enforcement Online (LEO) and the Homeland Security Information Network (HSIN) and comply with 28 CFR 23.
- U. Any Subrecipient receiving HSGP grant funding for purchasing or upgrading a mobile communication vehicle (MCV), equipment for an MCV, or other MCV related costs, agrees to comply with the following requirements:
1. Each agency receiving an MCV funded with HSGP funding will be required to participate with the MCV in at least one regional GEMHSA sponsored MCV exercise annually and at least one GEMHSA sponsored statewide MCV exercise biennially. Any agency who cannot meet this compliance requirement due to an unforeseen event in any year must request approval from GEMHSA, providing a reasonable justification for failing to remain in compliance.
 2. Each agency receiving an HSGP funded MCV will provide GEMHSA with updated vehicle equipment capability and inventory data as requested.
- V. In the event that the Subrecipient uses subcontractors or contractors, the Subrecipient shall use small, minority, women-owned or disadvantaged business concerns and contractors or subcontractors to the extent practicable as prescribed by applicable Federal and State laws.
- W. The Subrecipient understands that any public contracts and subcontracts funded by the HSGP must comply with the requirements of O.C.G.A. §13-10-90, et seq., and Georgia Department of Labor Rules 300-10-1, et seq., to verify the contractor's or subcontractor's new employees' work eligibility through a federal work authorization program. The Subrecipient shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

CHANGES TO AGREEMENT: The Subrecipient understands and agrees that, in addition to the provisions in the "Termination" section below, GEMHSA shall have the right to make unilateral changes, cancel or terminate this agreement in the event that FEMA and/or DHS makes changes to the FY16 HSGP grant awarded to GEMHSA. With the exception of termination or changes included in this agreement, there shall be no other changes to this Agreement unless mutually agreed upon by all parties to the Agreement.

EMPLOYMENT: The employment of unauthorized aliens by the Subrecipient Agency is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Subrecipient Agency knowingly employs unauthorized aliens, such violation shall cause the unilateral cancellation of the Agreement. Any services performed by any such unauthorized aliens shall not be paid.

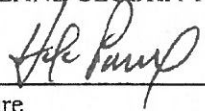
The Subrecipient Agency shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

TERMINATION: This agreement may be terminated for any or all of the following reasons:

- A. Cause/Default: This agreement may be terminated for cause, in whole or in part, at any time by the State of Georgia for failure of the Subrecipient to perform any of the provisions or to comply with any of the terms and conditions herein. If the State exercises its right to terminate this agreement under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The Subrecipient will be required to submit the final invoice no later than 30 days after the effective date of written notice of termination. Upon termination of this agreement, the State shall not incur any new obligations after the effective date of the termination and shall cancel outstanding obligations, as possible. The above remedies are in addition to any other remedies provided by law or the terms of this agreement.
- B. Convenience: This agreement may be cancelled or terminated by either of the parties without cause; however, the party seeking to terminate or cancel this agreement must give written notice of its intention to do so to all other parties at least 30 days prior to the effective date of cancellation or termination.
- C. Non-Availability of Funding: Notwithstanding any other provision of this agreement, in the event that either of the sources of funding for reimbursement under this agreement (appropriations from the General Assembly of the State of Georgia or the Congress of the United States of America) no longer exist, in the event the sum of all obligations of GEMHSA incurred under this and all other agreements entered into for this program exceeds the balance of such funding, then this agreement shall immediately terminate without further obligation of GEMHSA. The certification by the Director of GEMHSA of the occurrence of either of the events stated above shall be conclusive.

IN WITNESS WHEREOF, the GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY and RICHMOND COUNTY SHERIFF'S OFFICE have executed this Agreement:

GEORGIA EMERGENCY MANAGEMENT AND
HOMELAND SECURITY AGENCY



Signature

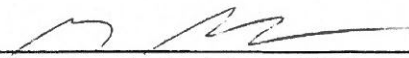
Harlan Proveaux, Deputy Director

Printed Name and Title of Signatory

08 / 30 / 2016

Date of Signature

SUBRECIPIENT



Signature, Authorizing or Highest Official

Richard Roundtree / Sheriff

Printed Name and Title of Signatory

09 / 19 / 2016

Date of Signature

58-2204274

FEIN of Subrecipient

073438418

DUNS # of Subrecipient

GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

(SHADED AREAS ARE FOR GEMHSA USE ONLY)

DETAILED BUDGET WORKSHEET

FY2016 DHS HSGP, State Homeland Security Program (SHSP)

Law Enforcement Terrorism Prevention Award? ☒ Yes ☐ No		State on Behalf of Locals: ☐ Yes ☒ No			
GAN#:	EMW-2016-SS-00007-S01	Grant Number:	SHO16-055		
DATE:	7/22/2016	Revision#:			
SUBRECIPIENT NAME:	Richmond County Sheriff's Office	FEID:	58-6000310		
COUNTY:	Richmond	Area:	5		
CONTRACT CONTACT:	NAME/TITLE	Sheriff Richard Roundtree	ADDRESS: 400 Walton Way, Augusta, GA. 30901		
	PHONE:	706-821-1000	EMAIL: rroundtree@augustaga.gov		
PROGRAM CONTACT:	NAME/TITLE	Cpl. Bruce Williams/Richmond County Sheriff's Dept.	ADDRESS: 400 Walton Way, Augusta, GA. 30901		
	PHONE:	706-821-1486	EMAIL: bawilliams@augustaga.gov		
Specify the Investment Justification associated with the project to be funded. Choose one from the drop-down list below:					
Investment Justification:		5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment			
Specify Discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other. Choose one from the drop-down list below:					
Discipline:		Law Enforcement (LE)			
COST ESTIMATE					
ITEM	CATEGORY	ITEM	QUANTITY	UNIT PRICE	TOTAL COST
001	IS	02EX-01-XRAP X-Ray Equipment (NANO Kits)	3	\$ 40,000.00	\$ 120,000.00
002	VEH	12VE-00-MISS Tech Bomb/ CBRNE Response Vehicle	1	\$ 52,000.00	\$ 52,000.00
003	EOD	02EX-02-TLRO Tech hand entry and electronic diagnostic tools	2	\$ 6,500.00	\$ 13,000.00
004	EOD	02EX-02-TLRO Remote Opening/ Disruption Tools	1	\$ 1,000.00	\$ 1,000.00
005					
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020					
GEMHSA Program Manager:		James Seagle	Program:	Homeland Security	TOTAL \$ 186,000.00
Prepared By:		Jason Bailey	Title:	HSPAR	

Category - The above chart must indicate a category with each line. Choose one from the drop-down list.

- | | | | |
|--|-------------------------------------|-----------------------------------|-------------------------|
| 1. Personal Protective Equipment (PPE) | 8. Decontamination (DECON) | 15. Inspection and Screening (IS) | 22. Training (TRG) |
| 2. EOD | 9. Medical (MED) | 16. Animal and Plants (A&P) | 23. Exercise (EX) |
| 3. CBRNE Operational & Search & Rescue (SAR) | 10. Power (POW) | 17. Watercraft (WC) | 24. Planning (PLG) |
| 4. Information Technology (IT) | 11. CBRNE Reference Materials (RFF) | 18. Aviation (AIR) | 25. Citizen Corps (CCP) |
| 5. Cyber Security (CS) | 12. CBRNE Response Vehicles (VEH) | 19. CBRNE Logistical Support (LS) | |
| 6. Interoperable Communications (Inter Ops.) | 13. Terrorism Prevention (TP) | 20. Intervention (INT) | |
| 7. Detection (DET) | 14. Physical Security (PS) | 21. Other Authorized (O) | |

EXHIBIT B

NIMS Compliance Form

This NIMS Compliance Form **MUST** be completed by each agency requesting or benefitting from funding.

Subgrantees are required to meet certain National Incident Management System (NIMS) compliance requirements. For additional guidance on NIMS training, please refer to <http://www.training.fema.gov/nims>. All emergency preparedness, response, and/or security personnel in the state agencies, tribes, and local governments participating in the development, implementation, and/or operation of resources and/or activities awarded through this grant are compelled to complete training programs consistent with the NIMS National Standard Curriculum Development Guide. Minimum training includes ICS-100 and IS-700. The Subgrantee agrees to comply with the NIMS compliance requirements and to evidence compliance by completing and returning to the Georgia Emergency Management and Homeland Security Agency this NIMS Compliance Form, Exhibit "C" to this agreement.

Please check the box next to each action that the Subgrantee has completed. For those actions not completed in the "Required" section, please provide a one-page summary of the plan to complete these actions.

Additional NIMS guidance can be found at <http://www.fema.gov/national-incident-management-system>.

REQUIRED:

- ☒ IS-700 (NIMS) An Introduction
- ☒ ICS-100: Introduction to the Incident Command System

RECOMMENDED:

- ☒ Community Adoption: Adopt NIMS at the community level for all government departments and/or agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.
- ☒ Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans.
- ☒ Public Information System: Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.
- ☒ Preparedness/Planning: Establish the community's NIMS baseline against the FY2008 and FY2009 implementation requirements.
- ☒ Develop and implement a system to coordinate all federal preparedness funding to implement the NIMS across the community.
- ☒ Revise and update plans and SOPs to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

RECOMMENDED continued:

- ☒ Implementation plans exists at agency level that identifies the appropriate personnel to complete the below listed NIMS training requirements.
 - ☒ IS-800 National Response Framework, An Introduction
 - ☒ ICS-200 ICS for Single Resources and Initial Action Incidents
 - ☒ ICS-300 Intermediate ICS for Expanding Incidents
 - ☒ ICS-400 Advanced ICS for Command and General Staff
 - ☒ IS-701 NIMS Multiagency Coordination Systems (MACS)
 - ☒ IS-702 NIMS Public Information Systems
 - ☒ IS-703 NIMS Resource Management
- ☒ Incorporate NIMS/ICS into all tribal, local, and regional training and exercises.
- ☒ Participate in an all-hazard exercise program based on NIMS that involves responders from
- ☒ Incorporate corrective actions into preparedness
- ☒ Inventory community response assets to conform
- ☒ To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into tribal and
- ☒ Apply standardized and consistent terminology, including the establishment of plain English communications standards

Richmond County Sheriff's Office

Agency

Richard Roundtree

Authorized Signature

Sheriff

09/19/2016

Date

Item # 2

OMB Number: 4040-0007
Expiration Date: 01/31/2019

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

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

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

**Certifications Regarding Lobbying; Debarment, Suspension And Other
Responsibility Matters; And Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

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

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

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

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

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

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

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

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

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

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

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

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

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

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

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

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

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

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

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

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

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

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

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

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

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

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

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

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

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

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

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

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

EXHIBIT D

Federal Funding Accountability and Transparency Act Certification

In order to remain in compliance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting, please complete Items 1 through 7 (and Items 8, 9 and 10 if applicable), sign and certify by an authorized agent, and return this form with the Sub-recipient agreement to GEMHSA.

Subrecipient Award Number: _____

Federal Agency Name: _____

CFDA Program Number and Program Title: _____

Subaward Project Description: _____

Please complete and sign the following Sub-Recipient section to certify accuracy.

1 Subrecipient DUNS Number: _____

2 Subrecipient Name: _____

3 Subrecipient Doing Business As (DBA) Name: _____

4 Subrecipient Address: _____

5 If DBA, Subrecipient Parent DUNS Number: _____

6 Subaward Principle Place of Project Performance: _____

7 In the preceding fiscal year, did the sub-recipient receive 80% of its annual gross revenues from the Federal government? Yes ☐ No ☐

If Yes, continue to question 8. If No, STOP and certify. The questionnaire is complete.

8 In the preceding fiscal year, were the sub-recipient's annual gross revenues from the Federal government greater than \$25 million? Yes ☐ No ☐

If Yes, continue to question 9. If No, STOP and certify. The questionnaire is complete.

9 In the preceding fiscal year, were the sub-recipient's annual gross revenues from the Federal government greater than \$25 million? Yes ☐ No ☐

If No, continue to question 10. If Yes, STOP and certify. The questionnaire is complete.

EXHIBIT D

Federal Funding Accountability and Transparency Act Certification

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

Complete this step only if question 9 was answered No.

	Name	Compensation
1		\$ -
2		\$ -
3		\$ -
4		\$ -
5		\$ -

Certification

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

Authorized Signature

Date

This Section is for use by the Georgia Emergency Management and Homeland Security Agency

Subrecipient Obligation: _____

Subrecipient Agency Name: _____

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

Signature

Date

Subrecipient Obligation: _____

Action Date: _____

EXHIBIT D

Federal Funding Accountability and Transparency Act Certification

In order to remain in compliance with The Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting, please complete Items 1 through 7 (and Items 8, 9 and 10 if applicable), sign and certify by an authorized agent, and return this form with the Sub-recipient agreement to GEMA.

Sub-recipient award Number: GAN#EMW-2015-SS-00065-S01

Federal Agency Name: Department of Homeland Security / GEMA

CFDA Program Number and Program Title: 97.067, Homeland Security Grant Program

Sub-award Project Description: Bomb Disposal Unit sustainability

Please complete and sign the following Sub-Recipient section to certify accuracy.

1. Sub-recipient UNS Number 58-2204274
2. Sub-recipient Name City of Augusta
3. Sub-recipient DBA Name Richmond County Sheriff's Office
4. Sub-recipient Address 535 Telfair Street, Augusta, GA 30901
5. If DBA, Sub-recipient Parent DUNS Number 58-2204274
6. Sub-award Principle Place of Project Performance Richmond County, Georgia
7. In the preceding fiscal year, did the sub-recipient receive 80% of its annual gross revenues from the Federal government? Yes No XX
If Yes, continue to question 8. If No, STOP and certify. The questionnaire is complete.
8. In the preceding fiscal year, were the sub-recipient's annual gross revenues from the Federal government more than \$25 million annual? Yes No
If Yes, continue to question 9. If No, STOP and certify. The questionnaire is complete.
9. Does the public have access to the names and total compensation of the sub-recipient's five most highly compensated officers through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes No



Administrative Services Committee Meeting
2/27/2018 1:15 PM
Create New Admin 1 for Coroner's Office

Department:	Coroner's Office
Presenter:	
Caption:	Motion to approve new position for the Coroner's Office (Administrative Assistant 1, Salary grade 42).
Background:	The Richmond County Coroner's Office is the busiest coroner's office in the State of Georgia and as such, our caseload is already overwhelming. The recent publicity concerning the growing opioid epidemic is not to be taken lightly. At the coroner's office, we have seen two – three times the number of overdose deaths than have seen in recent history and it is continuing to rise with no end in sight. This increase means that our deputy coroner's are out of the office more than in. With handling cases, out on comp time, etc., we need dedicated personnel, i.e. another administrative assistant, to staff the office and assist with releasing bodies to funeral homes and transport services, receive and distribute mail, type letters, greet the public and answer questions, and phones etc.
Analysis:	No additional funding will be required for this position. Will be using funding from approved budget
Financial Impact:	Salary will be \$27392.18 plus benefits. This money is within the present Coroner's budget taken from a variety of salary and operational items. Total amount will be \$39,430.
Alternatives:	
Recommendation:	Approve New Position as indicated
Funds are Available in the Following Accounts:	Transfer funds from 101036110 \$36,000 from Part Time and Overtime \$3,430 from Operating budget

REVIEWED AND APPROVED BY:

Augusta, Georgia **Job Description**

Approved Title: Administrative Assistant I
Working Job Title: Administrative Assistant I
Department: Coroner
Reports to: Coroner

Job Code: 0058
Pay Grade: 42
FLSA Classification: Non-Exempt

Original Date Prepared:
Date Revised: February 6, 2018

Does the Position Have Direct Reports? Yes ☐ No ☒

If Yes, What is the Title of the Position that Reports to this Position: **Is this Position Safety Sensitive?** Yes ☐ No ☒

GENERAL SUMMARY: This class is an entry level of all administrative assistant positions within the organization. The incumbent is responsible for performing entry level clerical, receptionist, typing, data entry, and filing duties.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
	Performs receptionist duties, such as greeting and assisting customers, answering and directing phone calls, taking messages, and maintaining department and County phone numbers.
	Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail, entering data, and running basic or standard reports.
	Maintains paper and electronic logs, forms, files, and other documents, prepares items for storage or destruction, and assists in maintaining the security and confidentiality of applicable information.
	Processes basic forms by reviewing for proper signature, ensuring fields are completed, verifying standard or basic data, and collecting fees when appropriate.
	Schedules rooms, conferences, County vehicles, and/or meetings.
As Required	Performs other duties of a similar nature or level.

100% Total: 100

(This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Answer phone, take messages and direct calls to the appropriate personnel
- Prepares death certificates for the Coroner's signature
- Files amended death certificates with the state office of vital records
- Delivering mail;
- Receiving and handling mail;
- Scheduling meetings
- Maintains the inventory of supplies, orders materials as necessary, and transfers supplies to personnel as needed;
- Prepares completed case files for filing
- Maintains morgue logbook
- Maintaining inventory of office supplies
- Coding and entering purchase orders

REQUIRED MINIMUM QUALIFICATIONS:

Education: High school diploma, G.E.D., or equivalent level of education.

Experience: Two years of administrative support or office related experience.

Knowledge/Skills/Abilities:

Knowledge (position requirements at entry):

- Basic office principles;
- Customer service principles;

- Ability to learn department specific policies and procedures.

Skills (position requirements at entry):

- Performing basic office support;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Certification:

Licensing Requirements (positions in this class may require):

- Valid Georgia Driver's License.
- Notary Public.

OTHER:

Does this position require staff call up in an emergency situation? Yes ☐ No ☒

Is travel from office to other locations required of this position? Yes ☐ No ☒

If yes, what is the percentage of travel involved? Less than 50%? Yes ☐ No ☒ More than 50%? Yes ☐ No ☒

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Work is performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0_____

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None ☒

One staff Yes ☐ No ☒ Two to five staff Yes ☐ No ☒ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☐ No ☒

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee (Print Name)

Date

Line or Staff Management

Date

Department Director

Date

Compensation Administration Staff

Date

HR Director

Date

Administrative Assistant

The Richmond County Coroner's Office is requesting permission to add an administrative assistant's position to its staff. The monies required to fund the salary and benefits for the position will be taken out of the existing budget from various operating expenses. There will be no need to increase the budget. The reasons for justifying the position are as follows:

The Richmond County Coroner's Office is the busiest coroner's office in the State of Georgia and as such, our caseload is already overwhelming. The recent publicity concerning the growing opioid epidemic is not to be taken lightly. At the coroner's office, we have seen two – three times the number of overdose deaths than have seen in recent history and it is continuing to rise with no end in sight. This increase means that our deputy coroner's are out of the office more than in. With handling cases, out on comp time, etc., we need dedicated personnel, i.e. another administrative assistant, to staff the office and assist with releasing bodies to funeral homes and transport services, receive and distribute mail, type letters, greet the public and answer questions, etc.

Our current administrative assistant is now taking on additional responsibilities such as preparing death certificates in a timely manner to comply with the State Office of Vital Records new mandates on death reporting. With her new responsibilities, we have relieved her from answering the phones, preparing case files, preparing subpoenas, etc. These duties as well as the ones listed above will be transferred to the 2nd administrative assistant.

The new position can be filled by a temporary employee that we have been utilizing for the past few months who is already fully trained in the duties required.

Coroner
101036110
4341

Positions	Salary	Fica	Medicare	Hosp	Life	77 Pen	98 Pen	GMERS	LT Disability	Auto	Total
Projected Salaries		0.00	0.00			0.00			0.00	0.00	0.00
Open Position	27,392.18	1,698.32	397.19	8,300.00	180.00	0.00	0.00	1,397.00	64.37	0.00	39,429.05
5% Anniversary		0.00	0.00	N/A	N/A	N/A	N/A	0.00	0.00	N/A	0.00
Totals (51,111.10)	27,392.18	1,698.32	397.19	8,300.00	180.00	0.00	0.00	1,397.00	64.37	0.00	39,429.05
											0.00
Part Time Total		0.00	0.00					0.00	0.00		0.00
Supplement Total		0.00	0.00					0.00	0.00		0.00
Temporary Total		0.00	0.00								0.00
Overtime Total		0.00	0.00					0.00			
Total:	27,392.18	1,698.32	397.19	8,300.00	180.00	0.00	0.00	1,397.00	64.37	0.00	39,429.05

[illegible]

Explanation of Variance

Total Positions Authorized:			
Full Time	=====	=====	=====
Part Time	=====	=====	=====
Supplements	=====	=====	=====

Information obtained from:
 Projected Salaries and Employer Contributions for Current Year
 Vacant Positions Grade



**Administrative Services Committee Meeting
2/27/2018 1:15 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on February 13, 2018.

Background:

Analysis:

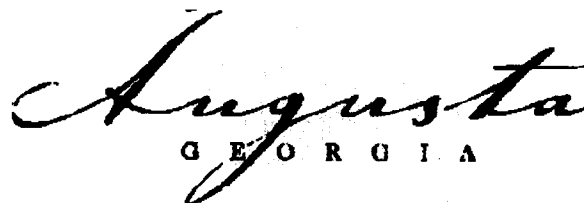
Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 2/13/2018

ATTENDANCE:

Present: Hons. M. Williams, Chairman; Jefferson, Vice Chairman; D. Williams, member.

Absent: Hon. Hardie Davis, Jr., Mayor; Davis, member.

ADMINISTRATIVE SERVICES

1. Adopt the 2018 Augusta, Georgia Disadvantaged Business Enterprise (DBE) Policy Statement and Program for USDOT Federal Transit Administration (FTA) funded projects. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

2. Motion to **approve** merging two part-time positions to create one full-time Communication Specialist Position. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

3. Approval for HCD to publish advertisement for a 15-day Public Comment per the Citizen Participation Plan and submit the 2017 Consolidated Annual Performance and Evaluation Report (CAPER) report to HUD thereafter once **Item Action:** Approved

comments are received with no return to Commission.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on January 30, 2018. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Marion Williams	Passes

5. Motion to approve amendment to Probation Services Order to adjust the experience categories for the Chief Probation Officer. **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner Dennis Williams		Dies for lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Substitute motion to refer this item to the full Commission with no recommendation and bring back some additional information regarding the change. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Marion Williams	Passes

6. Approve a remedy/solution regarding pay differentials between staff attorneys assigned to certain city departments **(Requested by Commissioner Marion Williams)** **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Administrator with reviewing the criteria for the career ladders that Mr. MacKenzie presented and come back with a recommendation on whether that criteria needs to be adjusted. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Marion Williams	Passes

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