



Committee of the Whole Regular Meeting

May 14, 2024 | 9:00 AM

City Hall
700 Poplar Street
Macon, GA 31201

Mayor Lester M. Miller
Mayor Pro Tem Seth Clark
Commissioner Valerie Wynn
Commissioner Paul Bronson
Commissioner Elaine Lucas
Commissioner Mallory Jones
Commissioner Raymond Wilder
Commissioner Bill Howell
Commissioner Virgil Watkins
Commissioner Brendalyn Bailey

1. Call to Order

Mayor Lester M. Miller

2. Approval of Minutes

- a. Approval of minutes from the February 9, 2024 meeting (Sponsored by: Lester M. Miller, Mayor)

3. Acceptance of Grants

- a. A Resolution Of The Macon-Bibb County Commission Authorizing The Acceptance Of A Fy2023 Emergency Management Performance Grant From The Georgia Emergency Management And Homeland Security Agency, In The Amount Of \$50,000.00, With A \$50,000.00 Local Match To Be Met Through The Provision Of In-Kind Services, To Be Used By The Macon-Bibb County Emergency Management Agency To Provide For Equipment Purchases And Repairs To The Emergency Operation Center (Sponsored by: Lester M. Miller, Mayor)

4. Executive Session

Consultation with the county attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against Macon-Bibb County or any officer or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. § 50-14-2(1); Entering into an option to purchase, dispose of, or lease

property as provided in O.C.G.A. § 50-14-3(b)(1)(E); and Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. §50-14-3(b)(2);

5. Purchase and Sale Agreements

- a. A Resolution to authorize the Mayor to transfer certain real property to the Urban Development Authority (Sponsored by: Lester M. Miller, Mayor)
- b. An Ordinance authorizing the Mayor to sign such documents as are necessary to purchase certain parcels of real property (Sponsored by: Lester M. Miller, Mayor)
- c. A Resolution Of The Macon-Bibb County Commission Expressing The Intent Of Macon-Bibb County To Be Reimbursed For Certain Expenses Relating To Certain Capital Improvements (Sponsored by: Lester M. Miller, Mayor)

6. Presentations

- a. Presentation of the FY25 Budget (Sponsored by: Lester M. Miller, Mayor)

**MINUTES OF THE
MACON-BIBB COMMITTEE OF THE WHOLE MEETING
January 9, 2024 – 9:00 AM**

COMMISSION MEMBERS PRESENT

Mayor Lester M. Miller
Mayor Pro Tem Seth Clark
Commissioner Elaine Lucas
Commissioner Mallory Jones
Commissioner Bill Howell
Commissioner Virgil Watkins
Commissioner Valerie Wynn
Commissioner Raymond Wilder

COMMISSIONER ABSENT:

Commissioner Paul Bronson - Military Duty

STAFF PRESENT

Julie Moore, Assistant County Manager
Alex Morrison, Dir., Planning & Public Spaces
Janice Ross - Clerk of Commission
Michael McNeill, Sr. Asst. Co. Attorney
Sara Davis, Asst. Co. Attorney
Andreanna Beavers, Asst Co. Attorney
Frank Howard, Asst. Co. Attorney
Chris Floore, Chief Communication Officer
Edna Ruiz, Communication Specialist
Olivia Waters, Communication Specialist
Michael Glisson, Dir., Beautification
Melissa Touchton, Asst. Co. Clerk

GUESTS PRESENT:

Wimberly Treadwell

1. Call to Order

Mayor Lester M. Miller

2. Announcements

- a. Announcement of Road Closures due to filming - Adrianna Beavers
(Sponsored by: Lester M. Miller, Mayor)

3. Approval of Minutes

- a. Approval of minutes from the November 14, 2023 meeting (Sponsored by: Lester M. Miller, Mayor)

On motion of Commissioner Wynn, seconded by Commissioner Tillman and carried unanimously, the Approval of minutes from the November 14, 2023 meeting

4. Appointments to Authorities, Boards and Committees

- a. A Resolution Of The Macon-Bibb County Commission To Appoint And Reappoint William Z. Wilson To Serve As A Member Of The Macon-Bibb County Defined Contribution And Deferred Compensation Plan Administrative Board (Sponsored by: Lester M. Miller, Mayor)

On motion of Commissioner Howell, seconded by Commissioner Lucas and carried unanimously, the Resolution Of The Macon-Bibb County Commission To Appoint And Reappoint William Z. Wilson To Serve As A Member Of The Macon-Bibb County Defined Contribution And Deferred Compensation Plan Administrative Board.

5. Grants

- a. A Resolution Of The Macon-Bibb County Commission Authorizing The Acceptance Of The Judicial Council Of Georgia American Rescue Plan Act Grant For Calendar Year 2024-2025, In The Amount Of \$483,092.00, With No Local Match, Awarded To The Macon Judicial Circuit; (Sponsored by: Lester M. Miller, Mayor)

On motion of Mayor Pro Tem Clark, seconded by Commissioner Wynn and carried unanimously, the Resolution Of The Macon-Bibb County Commission Authorizing The Acceptance Of The Judicial Council Of Georgia American Rescue Plan Act Grant For Calendar Year 2024-2025, In The Amount Of \$483,092.00, With No Local Match, Awarded To The Macon Judicial Circuit.

- b. A Resolution Of The Macon-Bibb County Commission Authorizing The Acceptance Of A Fy2024 Georgia Gang Activity Prosecution ("Gap") Grant From The Georgia Emergency Management And Homeland Security Agency (Gema/Hs) In The Amount Of \$29,000.00, With No Local Match Required, To Be Used By The Bibb County Sheriff's Office To Fund The Expansion Of The Formulytics Platform (Sponsored by: Lester M. Miller, Mayor)

On motion of Commissioner Jones, seconded by Mayor Pro Tem Clark and carried unanimously, the A Resolution Of The Macon-Bibb County Commission Authorizing The Acceptance Of A Fy2024 Georgia Gang Activity Prosecution ("Gap") Grant From The Georgia Emergency Management And Homeland Security Agency (Gema/Hs) In The Amount Of \$29,000.00, With No Local Match Required, To Be Used By The Bibb County Sheriff's Office To Fund The Expansion Of The Formulytics Platform.

- c. A Resolution Of The Macon-Bibb County Commission Authorizing The

Acceptance Of A 2024 Urban And Community Forestry Trees Across Georgia ("Tag") Grant From The Georgia Forestry Commission In The Amount Of \$253,150.00, With No Local Match Required, To Plant 455 Trees To Reduce The Effects Of Urban Heat Islands In Macon-Bibb County (Sponsored by: Lester M. Miller, Mayor)

On motion of Mayor Pro Tem Clark, seconded by None and carried unanimously, the Resolution Of The Macon-Bibb County Commission Authorizing The Acceptance Of A 2024 Urban And Community Forestry Trees Across Georgia ("Tag") Grant From The Georgia Forestry Commission In The Amount Of \$253,150.00, With No Local Match Required, To Plant 455 Trees To Reduce The Effects Of Urban Heat Islands In Macon-Bibb County.

6. Additions or Changes to the Macon-Bibb County Code

- a. A Resolution Of The Macon-Bibb County Commission To Amend "Schedule Ix" As Referenced In Section 28-17 Of The Macon-Bibb County Code Of Ordinances Relating To Speed Zones And Speed Limits In Macon-Bibb County, To Add Five School Zones (Sponsored by: Lester M. Miller, Mayor)

On motion of Mayor Miller, seconded by Commissioner Howell and carried unanimously, the Resolution Of The Macon-Bibb County Commission To Amend "Schedule Ix" As Referenced In Section 28-17 Of The Macon-Bibb County Code Of Ordinances Relating To Speed Zones And Speed Limits In Macon-Bibb County, To Add Five School Zones.

- b. An Ordinance Of The Macon-Bibb County Commission Amending A Portion Of Section 28-19 Of The Macon-Bibb County Code Of Ordinances To Set The Maximum Speed Limit On Ingleside Avenue Between Vista Circle And Riverside Drive At 25 Miles Per Hour (Sponsored by: Seth Clark, Mayor Pro Tem, Mallory Jones, Commissioner, Elaine Lucas, Commissioner)

On motion of Mayor Miller, seconded by Commissioner Howell and carried unanimously, the An Ordinance Of The Macon-Bibb County Commission Amending A Portion Of Section 28-19 Of The Macon-Bibb County Code Of Ordinances To Set The Maximum Speed Limit On Ingleside Avenue Between Vista Circle And Riverside Drive At 25 Miles Per Hour.

7. Contracts and Purchase Orders for Approval

- a. A Resolution Of The Macon-Bibb County Commission Ratifying The

Issuance Of Purchase Orders To Ken's Stereo-Video In The Total Amount Of \$230,319.78 And Authorizing The Mayor To Approve The Issuance Of Purchase Orders To Ken's Stereo-Video Junction, Inc., In An Amount Not To Exceed \$170,554.00 For Renovations To Courthouse Audio-Visual Systems, To Be Paid From 2023 Accountability Court American Rescue Plan Funds (Sponsored by: Lester M. Miller, Mayor)

On motion of Commissioner Jones, seconded by Commissioner Jones and carried unanimously, the Resolution Of The Macon-Bibb County Commission Ratifying The Issuance Of Purchase Orders To Ken's Stereo-Video In The Total Amount Of \$230,319.78 And Authorizing The Mayor To Approve The Issuance Of Purchase Orders To Ken's Stereo-Video Junction, Inc., In An Amount Not To Exceed \$170,554.00 For Renovations To Courthouse Audio-Visual Systems, To Be Paid From 2023 Accountability Court American Rescue Plan Funds.

8. Dedication

- a. A Resolution Of The Macon-Bibb County Commission To Amend The Name Of The Frank Ray Boxing Arena At Freedom Park To "Frank Ray – Montgomery Brothers Boxing Arena" In Honor Of Michael, Maliek, And Mikhail Montgomery (Sponsored by: Al Tillman, Commissioner)

On motion of Commissioner Tillman, seconded by Commissioner Wynn and carried unanimously, the Resolution Of The Macon-Bibb County Commission To Amend The Name Of The Frank Ray Boxing Arena At Freedom Park To "Frank Ray – Montgomery Brothers Boxing Arena" In Honor Of Michael, Maliek, And Mikhail Montgomery.

9. Appropriations

- a. An Ordinance Of The Macon-Bibb County Commission To Authorize The Appropriation Of Up To \$15,000.00 From The General Fund – Fund Balance To Shekinah Glory Praise And Worship Center To Match Funds Raised To Build A Community Garden (Sponsored by: Al Tillman, Commissioner)

Commissioner Watkins arrived at this point.

On motion of Commissioner Tillman, seconded by Mayor Pro Tem Clark and carried unanimously, the Ordinance Of The Macon-Bibb County Commission To Authorize The Appropriation Of Up To \$15,000.00 From The General Fund – Fund Balance To Shekinah Glory Praise And Worship Center To Match Funds Raised To Build A Community Garden.

10. Executive Session

Consultation with the county attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against Macon-Bibb County or any officer or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. § 50-14-2(1); Entering into an option to purchase, dispose of, or lease property as provided in O.C.G.A. § 50-14-3(b)(1)(E); and Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. § 50-14-3(b)(2);

On motion of Mayor Pro Tem Clark, seconded by Commissioner Wynn and carried unanimously, the meeting went into Executive Session for the reasons listed above.

On motion of Commissioner Wynn, seconded by Commissioner Lucas and carried unanimously, the meeting adjourned the Executive Session.

11. Point of Personal Privilege

Commissioner Tillman read the following statement:

Almost a decade ago, I sat down with my family to discuss the possibility of running for public office in the newly formed consolidated government. I knew starting a new government structure would need every citizen's voice at the table. With my time as a Macon-Bibb NAACP President and a community activist, I believed that I could best represent the interests of all Macon-Bibb citizens in this new government. I'm forever grateful to my neighbors, the citizens of District 9, for entrusting me to voice their interests by electing me to office. Over the past ten years, our community has grown tremendously. As a county, we have been able to eliminate double taxation, improve government efficiency, and better support the citizens of Macon-Bibb County. In District 9, together, we've been able to expand Log Cabin to include a sidewalk and increase pedestrian safety; create Filmore Thomas Park, which provides a safe place for children, families, and the community to gather for fun; and set the foundation for reigniting the economic flame for Eisenhower corridor by establishing the Eisenhower Improvement District. While I'm so proud of the work we've accomplished, I've had to consider my family again as we embark on a new journey in my business, Teeger Entertainment. An opportunity has arisen that continues taking me to various locations nationwide. To ensure this opportunity's success and continue to allow for complete representation of District 9, I have decided to resign my seat on the Macon-Bibb County Commission, effective January 9th, 2024.

12. Adjourn

There being no further business, the meeting was adjourned at 11:15 a.m.

Respectively Submitted,

Janice S. Ross
Clerk of Macon-Bibb County Commission



LEGISLATIVE SPONSORS

- | | |
|---|--|
| ☒ MAYOR LESTER M. MILLER | ☐ MAYOR PRO TEMPORE SETH CLARK |
| ☐ COMMISSIONER VALERIE WYNN | ☐ COMMISSIONER PAUL BRONSON |
| ☐ COMMISSIONER ELAINE LUCAS | ☐ COMMISSIONER MALLORY C. JONES, III |
| ☐ COMMISSIONER RAYMOND WILDER | ☐ COMMISSIONER BILL HOWELL |
| ☐ COMMISSIONER VIRGIL WATKINS, JR. | ☐ COMMISSIONER BRENDA LYN BAILEY |
-

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION AUTHORIZING THE ACCEPTANCE OF A FY2023 EMERGENCY MANAGEMENT PERFORMANCE GRANT FROM THE GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY, IN THE AMOUNT OF \$50,000.00, WITH A \$50,000.00 LOCAL MATCH TO BE MET THROUGH THE PROVISION OF IN-KIND SERVICES, TO BE USED BY THE MACON-BIBB COUNTY EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EQUIPMENT PURCHASES AND REPAIRS TO THE EMERGENCY OPERATION CENTER; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, The Macon-Bibb County Emergency Management Agency (“EMA”) has been awarded a FY2023 Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Emergency Management Performance Grant (“EMPG”) in the amount of \$50,000.00 with a local match of \$50,000.00 to be met through the provision of in-kind services; and

WHEREAS, Macon-Bibb EMA manages emergency situations in Macon-Bibb County and prepares response plans, such as the Hazard Mitigation Plan, ahead of such events to mitigate harm to persons and property; and

WHERRAS, Macon-Bibb EMA will utilize the EMPG funds to repair the leaking roof of the Emergency Operation Center, purchase equipment needed for the EOC for activations, and replace worn furniture; and

WHEREAS, a copy of the grant award letter and conditions have been attached hereto as Exhibit A and are incorporated herein by reference; and

WHEREAS, the Macon-Bibb County Commission desires to accept the EMPG award funds on behalf of Macon-Bibb EMA; and

WHEREAS, the Macon-Bibb County Commission finds that this resolution is necessary and proper to promote or protect the safety, health, peace, security, and general welfare of Macon-Bibb County and its inhabitants.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, and it is hereby so resolved by the authority of the same, that the Macon-Bibb County Commission does hereby authorize the acceptance of the Emergency Management Performance Grant award in the amount of FIFTY THOUSAND DOLLARS AND 00/100 CENTS (\$50,000.00), with a local match of FIFTY THOUSAND DOLLARS AND 0/100 CENTS (\$50,000.00) to be met through the provision of in-kind services, with said funds to be utilized for the purchase of equipment and repairs to the Emergency Operation Center.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibits hereto after the adoption hereof, the Macon-Bibb County Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

BE IT FURTHER RESOLVED the Macon-Bibb County Commission grants the Mayor the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution.

BE IT FURTHER RESOLVED that except as specifically provided herein, any and all ordinances or resolutions or parts of ordinances or resolutions in conflict with this Resolution shall be and the same hereby are repealed, and this Resolution shall be in full force and effect from and after its adoption.

BE IT FURTHER RESOLVED that in the event that this Resolution or part thereof is found by any court of competent jurisdiction to be substantively more appropriately denominated an act of ordinance by the Macon-Bibb County Commission, it is the intent of this Commission that this Resolution or such portion thereof shall be considered to have been adopted as an ordinance of the Macon-Bibb County Commission. Where any law bearing on the subject matter of this Resolution calls for the taking of any legislative action by the governing authority of Macon-

Bibb County, and such law specifies for such action to be taken by resolution or by ordinance, it is the intent of this Commission that this Resolution satisfy such requirement, and that this Resolution be construed accordingly.

BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this ____ day of _____, 2024.

By: _____
LESTER M. MILLER, Mayor

(SEAL) Attest: _____
JANICE S. ROSS, Clerk of Commission

Q:\RES MACON-BIBB\2024 Miller Accepting EMPG - EMA - \$50,000.docx

EXHIBIT A

Georgia Emergency Management and Homeland Security Agency

Fiscal Year 2022

Local Emergency Management Performance Grants Program



FY2022 Base Award

Guidance and Support Documents

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FOREWORD

This is the Fiscal Year (FY) 2022 Georgia Emergency Management Agency and Homeland Security Agency (GEMA/Homeland Security) Local Emergency Management Performance Grant Program (EMPG) Funding Guidance for the 159 counties in Georgia as well as the City of Forest Park, and the City of Smyrna, hereto referred to as local Emergency Management Agency (EMA).

I. Purpose

GEMA/Homeland Security EMPG provides local qualified EMAs with funding opportunities to enhance the local emergency management (EM) program by providing funds for administration, preparedness activities, and exercise and training. An all-hazards approach in the development of a comprehensive program of planning, training, and exercises provides for an effective and consistent response and recovery to disasters or emergencies, regardless of the cause.

II. Period of Performance

The period of performance for the FY2022 GEMA/Homeland Security Local EMPG Program will begin on July 1, 2022, and end on June 30, 2023. All project transactions (to include payments for goods or services) must have occurred during the FY2022 GEMA/Homeland Security EMPG Program Performance Period of July 1, 2022, through June 30, 2023.

III. Eligibility Requirements

Base Award

For a local EMA to be considered eligible to receive the Base Award, the organization must:

- Have completed the FY2022 GEMA/Homeland Security EMPG Base Award Application Package in Georgia EM Grants Manager System. (**Application Period to be determined based upon the receipt of the federal award to GEMA/Homeland Security**).
- Have shown satisfactory progress on the **FY2021 Work Plan** as determined by the Field Coordinator (FC) assigned to the EMA.
- Have submitted all required **FY2021** and prior Fiscal Years GEMA/Homeland Security EMPG administrative documents to GEMA/Homeland Security.
- Have complied with all GEMA/Homeland Security finance requirements.

IV. Project Funding

All FY2022 GEMA/Homeland Security EMPG Awards require a 50/50 (dollar for dollar) non-federal local match.

Please note: If for any reason a sub-grantee anticipates any delays with exhausting any GEMA/Homeland Security EMPG Awards, the sub-grantee will be required to submit a request in the EM Grants Manager system to GEMA/Homeland Security no later than 60 days before the expiration of the period of performance and must include a justification for the extension. This justification must also demonstrate that work is in progress and that it can be completed within the extended period of performance.

An extension request should be submitted by the local EMA Director to GEMA/Homeland Security Area FC, who will then submit the recommendation for an extension to the Field Operations Manager; the Field Operations Manager will approve or deny the request.

Types of Match:

- Cash Match (hard match) includes non-federal cash spent for project-related costs, according to the program guidance. All non-federal local cash matches must meet the same training and exercise requirements as the EMPG Award.
- In-kind Match (soft match) includes, but is not limited to, the valuation of in-kind services. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if an in-kind match (other than cash payments) is utilized, then the value of donated services could be used to comply with the match requirement. Also, third-party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs.

What **does not** constitute a match:

- Cost-sharing already committed by your jurisdiction to another award or grant.
- Federal funding received through another program may not be considered as a non-federal cost share.
- Costs incurred before or after the FY2022 GEMA/Homeland Security EMPG Performance Period are not allowable.

V. FY2022 GEMA/Homeland Security Local EMPG Program Timeline

July 1, 2022	Beginning of the FY2022 GEMA/Homeland Security EMPG Program Performance Period.
July 31, 2022	Deadline for the submission of financial documentation for all FY2021 and prior fiscal year GEMA/Homeland Security EMPG Award Programs. Documentation of expenditures and matches will be required.
June 30, 2023	End of FY2022 GEMA/Homeland Security EMPG Performance Period. Deadline for submission of GEMA/Homeland Security EMPG Annual Work Plan to the FC by EMAs for FY2023 GEMA/Homeland Security EMPG Eligibility.
July 1, 2023	Beginning of the FY2023 GEMA/Homeland Security EMPG performance period.
July 30, 2023	Deadline for submission to GEMA/Homeland Security of financial documentation for all FY2022 GEMA/Homeland Security EMPG Award Programs via Georgia EM Grants Manager System (FY2022

GEMA/Homeland Security EMPG Local Entity Annual Report).

- August 2, 2023 GEMA/Homeland Security begins review of all FY2022 GEMA/Homeland Security EMPG Local Entity Annual Reports (LEAR). The LEAR can be found in the Support Documents section of this guidance.
- September 7, 2023 GEMA/Homeland Security begins audit of FY2022 EMPG local awards for financial documentation.
- December 31, 2023 FY2022 GEMA/Homeland Security Program sub-grantee EMPG closeout.

VI. Application Information

1. Base Award

The FY2022 GEMA/Homeland Security EMPG Program Guidance will be available through the GEMA/Homeland Security FC and EM Grants Manager System. Once the FY2022 EMPG award has been received by GEMA/Homeland Security a notice will be sent out to EMAs that the Base Award application is available via the Georgia EM Grants Manager System.

The following required document should be downloaded, completed, and uploaded to Georgia EM Grants Manager System.

- **Certification Regarding Lobbying; Debarment, Suspension, and Drug-Free Workplace**

- a. **Eligible Activities**

The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2022 EMPG objectives are:

- Cybersecurity;
- Infrastructure Systems;
- Economic Recovery;
- Housing;
- Natural and Cultural Resources; and
- Supply Chain Integrity and Security

The selection of appropriate systems, equipment, or activities is a local decision. See the U.S Department of Homeland Security Responder's Knowledge Base (RKB) at <https://www.fema.gov/authorized-equipment-list> for the EMPG Authorized Equipment List (AEL) and other eligible activities.

Note: The Base Award application is being completed and submitted through the Georgia EM Grants Manager System.

2. Environmental and Historic Preservation (EHP) Compliance

Because EMPG is a federally funded program, capital improvement projects are required to undergo environmental and historic preservation (EHP) review. All projects proposing the placement of equipment or other physical activities may require an EHP impact review. These types of projects require the completion of all environmental impact and Historic Preservation documents before the authorized work can proceed. *It is the applicant's responsibility to facilitate EHP review by submitting all required documentation by email to GEMA/Homeland Security at HSgrants@gema.ga.gov.* The Federal Emergency Management Agency (FEMA) EHP Screening Form can be found in the Support Documents section of this guidance.

3. Federal Funding Authorization:

The federal rules and regulations guiding the FY2022 GEMA/Homeland Security EMPG Program are found in the FY2022 EMPG NOFO Announcement issued by the DHS/FEMA. This guidance can be found at <http://fema.gov/grants>.

4. Assistance with Completion of the Application Package:

All applicants are encouraged to consult with their GEMA/Homeland Security FC for questions concerning the FY2022 GEMA/Homeland Security EMPG Awards. Should your GEMA/Homeland Security FC be unavailable, please contact Chuck Ray, GEMA/Homeland Security Field Operations Manager and EMPG Program Manager at (912) 687-2399 or email your questions to chuck.ray@gema.ga.gov. In addition, Tangie Daniels, EMPG Grants Compliance Specialist, is available to assist with Georgia EM Grants Manager System issues and inquiries at (404) 635-7364 or HSgrants@gema.ga.gov.

VII. Financial and Programmatic Monitoring

Federal law requires the sub-grantee to retain their records for three (3) years following the *date of the closure* of the grant award or at least until December 29, 2025, as the documentation could be subjected to a state and/or federal audit.

Each sub-grantee will receive on-site project monitoring visit(s) during the Performance Period. The on-site visit will be performed by the GEMA/Homeland Security FC assigned to the sub-grantee.

Each GEMA/Homeland Security EMPG sub-grantee will be required to submit a GEMA/Homeland Security EMPG LEAR which reflects the allocation of EMPG funds by line item categories, as well as the source and nature of the local matching funds.

The GEMA/Homeland Security EMPG Grants Compliance Specialist will review all the GEMA/Homeland Security EMPG LEARs to ensure EMPG funds and any required matching funds are expended in ways that meet the 44 Code of Federal Regulations (CFR), Emergency Management and Assistance; and the Office of Management and Budget (OMB) Circular 2 CFR, Part 200, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards. GEMA/Homeland Security EMPG sub-grantees will be monitored bi-annually by GEMA/Homeland Security Field Operations Staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirement, timeline, milestone completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review

and analysis of the financial, programmatic, performance, compliance, and administrative processes, policies, and activities and will identify areas where technical assistance and other support may be needed.

Any sub-grantee unable to provide adequate supportive documentation shall be subjected to an on-site monitoring visit and programmatic audit of all expenditures and match claims. If supportive documentation is not provided; then GEMA/Homeland Security shall require repayment of unsubstantiated and/or EMPG funds expended on ineligible expenditures.

Any sub-grantee unable to provide supportive documents shall, in addition to being required to repay the undocumented claims, will also be subject to an annual onsite monitoring visit to ensure EMPG funds are adequately documented.

Any sub-grantee with outstanding requirements to submit supportive documentation or who fails to cooperate fully to reimburse GEMA/Homeland Security for ineligible expenditures or match claims shall not be eligible to receive additional EMPG funding until the issues are resolved.

VIII. Support Documents

These support documents are provided to assist you with the completion of the Base Award and for collecting the required match and records for the GEMA/Homeland Security EMPG total award.

1. GEMA/Homeland Security FY2022 EMPG Tangible Property Report form is to be used when using EMPG funds for the purchasing of any equipment. The equipment should be listed on FEMA/ AEL and is equal to \$5,000 or greater in unit cost. The AEL can be found at, <https://www.fema.gov/authorized-equipment-list>.
2. GEMA/Homeland Security Course Roster form can be used to capture in-kind(soft) non-federal matches when a local jurisdiction holds training, exercises, or other meetings about the local EM program.
3. The Volunteer Time Values Table estimate, created by the *Independent Sector*, Washington D.C. Organizations can use this estimate to quantify the enormous value volunteers provide. <https://independentsector.org/value-of-volunteer-time-2021/>
4. GEMA/Homeland Security EMPG FY2022, In-Kind Volunteer Spreadsheet. This document can be used to capture in-kind volunteer work that directly pertains to the local EM program.
5. LEAR captures sub-grantee allocation of funds by line item categories, as well as the source and nature of the local matching funds. The document should be filled out and submitted after sub-grantee EMPG funds have been expended. The form should be uploaded to the Georgia EM Grants Manager System in the sub-grantee EMPG project for FY2022.

6. FEMA/EHP application and guidelines. This information (if applicable) will be completed and emailed to HSgrants@gema.ga.gov.

SUPPORT DOCUMENTS

GEMA/HS FY2022 EMPG
Tangible Property Report
More than \$5,000 per unit cost

Name of Jurisdiction: _____

[illegible]

GEORGIA EMERGENCY MANAGEMENT AGENCY/ HOMELAND SECURITY
COURSE ROSTER

COURSE TITLE: _____ COURSE DATE: _____ HOURS: _____

LOCATION: _____ INSTRUCTOR SIGNATURE: _____

Note: If a name is not legible and/or the last four Social Security numbers are not provided, the student will NOT receive credit for the course. You must complete a student profile at the GEMA/HS Training Registration website <https://training.gema.ga.gov/TRS/> to receive a certificate of completion.

Student's Name	If Yes Check Box (See Below)	Last four SS #	Agency/Organization	Agency/Organization Address
Ex: JOHN DOE		1234	ANYWHERE COUNTY	125 MAIN ST., ANYWHERE, GA

"I authorize GEMA/HS to use the value of this training for federal costs sharing matching purposes and do not otherwise believe that I am currently paid with federal funds or that my salary is being used to satisfy any other federal costs sharing obligation."

**FY2022 GEMA/HS EMPG
In-Kind Volunteer Spreadsheet**

[illegible]

Dollar Value of a Volunteer Hour, by State: 2021

Please note that 2021 is the latest year for which state-by-state numbers are available. There is a lag of almost one year in the government's release of state level data which explains why the state volunteering values are one year behind the national value. New data is released in June of each year. Please refer to the following link for updated information; https://independentsector.org/resource/vovt_details/

Alabama: \$26.89	Indiana: \$26.76	Nebraska: \$27.44	South Carolina: \$26.59
Alaska: \$31.34	Iowa: \$26.40	Nevada: \$26.18	South Dakota: \$25.52
Arizona: \$28.00	Kansas: \$26.87	New Hampshire: \$30.75	Tennessee: \$26.02
Arkansas: \$23.79	Kentucky: \$24.83	New Jersey: \$32.39	Texas: \$28.14
California: \$35.56	Louisiana: \$26.33	New Mexico: \$24.32	Utah: \$29.14
Colorado: \$31.51	Maine: \$26.77	New York: \$34.59	Vermont: \$28.14
Connecticut: \$33.35	Maryland: \$32.82	North Carolina: \$27.63	Virginia: \$30.80
Delaware: \$28.47	Massachusetts: \$36.38	North Dakota: \$27.95	Washington: \$34.87
Dist. of Columbia: \$50.48	Michigan: \$28.35	Ohio: \$27.07	West Virginia: \$25.07
Florida: \$27.68	Minnesota: \$32.33	Oklahoma: \$24.96	Wisconsin: \$27.87
Georgia: \$27.66	Mississippi: \$22.57	Oregon: \$29.75	Wyoming: \$27.13
Hawaii: \$32.10	Missouri: \$27.21	Pennsylvania: \$27.98	
Idaho: \$26.11	Montana: \$26.48	Rhode Island: \$29.17	
Illinois: \$30.97			

SOURCE:

INDEPENDENT SECTOR
 1602 L Street, NW, Suite 900
 Washington, DC 20036
<http://independentsector.org>
 202-467-6100 phone
 202-467-6101 fax

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Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant (EMPG)
CFDA 97.042

Local Entity Annual Report (LEAR) FY2022 Emergency Management Performance Grant (EMPG)

Recipient Name and Address: (County/Organization Name)

Award Number:

OEM22-

ATTN:

Period Covered:

07/01/22–6/30/23

☐ Address change

- The report should be directly uploaded into your FY2022 EMPG project in EMGrants. (Emails will no longer be accepted.)
- Reports are due within **60 days** after the funds and applicable cost share has been expended or **July 31, 2023 by 5:00pm, whichever is sooner.**
- Retain all receipts, proof of payment, Ledger Reports/Accounting Records, etc. for possible audit by GEMA/Homeland Security and/or Federal government.

Project Expenses

	FEDERAL	LOCAL CASH MATCH	LOCAL/ IN-KIND MATCH	TOTAL
Personnel				\$
Fringe Benefits				\$
Travel				\$
Supplies				\$
Equipment*				\$
Contractual				\$
Other Expenses **				\$
Total Costs	\$	\$	\$	\$

*** Equipment equal to or greater than \$5,000 per unit and has a useful life equal to or greater than one year should be entered on the attached Tangible Property Report.**

**** If an amount is entered for "Other Expenses", please provide an itemized list of charges on the attached Additional Information Worksheet.**



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant
CFDA 97.042

Additional Information Worksheet Itemized Expenses and AEL Numbers

Other Expenses Category, Itemized:

Description	Amount

Supplies Category, < \$5,000:

AEL #	Description	Amount

Equipment Category, => \$5,000:

AEL #	Description	Amount



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant (EMPG)
CFDA 97.042

Local Entity Annual Report

FY2022 GEMA/HS EMPG Program

Award Number: OEM22-

Special Instructions:

The Georgia Emergency Management and Homeland Security Agency (GEMA/ HS) adopted the state fiscal year period for the GEMA/HS EMPG Program for FY2022. The period of performance for this award is July 1, 2022, through June 30, 2023. All expenses must be incurred during this time frame.

If you have any questions, please contact the Preparedness Grants and Programs Division, at HSGrants@gema.ga.gov, 404-635-7364, or 1-800-TRY-GEMA.

Certification:

Under penalty of perjury, I certify that all expenses, including local match (cost share) expenses, listed on page one of this report are in accordance with the Office of Management and Budget "Uniform Guidance" (<http://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>), Title 44 of the Code of Federal Regulations, Chapter 1 Part13 (<https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), and the FY2022 Emergency Management Performance Grant Program guidance document located online at <https://www.fema.gov/media-library/assets/documents/131989#>.

Authorized Sub-Grantee

Typed/Printed Name & Title: _____

Signature: _____ Date: _____

Sub-Grantee Financial Director

Typed/Printed Name & Title: _____

Signature: _____ Date: _____

Email: _____ Phone: _____

Report Point of Contact Typed/Printed Name: _____

Email: _____ Phone: _____



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant (EMPG)
CFDA 97.042

Expense Type

Federal – Activities or Services that are a Direct Cost benefiting a specific project. For Example: Salaries for project staff and materials required for a particular project that has been funded with the federal amount awarded.

Local Cash Match (Hard) – Cash spent for project-related costs under a grant agreement. Allowable cash match must include only those costs which are allowable with federal funds in compliance with the program guidance and/or program regulations, 44 CFR 13, 2 CFR 200, and 2 CFR 225.

This means non-federal cash spent for project-related costs, according to the program guidance. This type of match is paid with County funds and should be able to be tracked by the County Department through cost-share budgets and activity codes that verify cost share expenses in the county's accounting system. For Example: Salary/Benefits of persons involved in the Emergency Management (EM) Program, such as EM Director, Assistant Director, Administrative Assistant, etc.; Supplies, Travel, Equipment, etc.

Local In-Kind Match (Soft) – Also known as a third-party match. Means contributions of reasonable value or property or services in lieu of cash that benefit a federally assisted project. "In-Kind" is the value of something received or provided that does not have a cost associated with it. For Example: Donated Resources/Volunteer Labor.

This type of match may only be used if not restricted or prohibited by program statute, regulation or guidance and must be supported with source documentation. Only property or services that comply with program guidance and/or program regulations, 44 CFR 13, 2 CFR 200, and 2 CFR 225 are allowable.



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant (EMPG)
CFDA 97.042

Budget Categories

Personnel – Includes Wages, Salaries, and Overtime paid to employees of the grantee organization who are directly involved in the grant implementation.

Fringe Benefits – Includes the costs of employer's share of FICA, Health Insurance, Workers' Compensation, Vacation, and associated Fringe Benefits for employees working directly on the EMPG Project.

Travel – Travel costs (e.g., airfare, mileage, per diem, and hotel) are allowable as expenses by employees who are on travel status for official business related to the EMPG Project. ONLY DOMESTIC TRAVEL is allowed under this program, and international travel is not allowed unless approved in advance by FEMA.

Supplies – All consumer materials costing less than \$5,000 per unit should be listed under the Supplies category. Supplies are items that are expended or consumed during the planning and conducting of activities for the EMPG Project. (e.g., gloves, non-sterile masks, disposable protective equipment, etc.). Equipment less than \$5,000 should be recorded under the "Supplies" category and must be allowable on the Authorized Equipment List (AEL – <https://www.fema.gov/authorized-equipment-list>). Please include the AEL Number.

Equipment – Equipment for this category refers to non-expendable property equal to or greater than \$5,000 per unit, and that has a useful life for more than one year. Equipment less than \$5,000 should be recorded under the "Supplies" category. All equipment, whether equal to, less than, or greater, must be listed as allowable on the Authorized Equipment List (AEL – <https://www.fema.gov/authorized-equipment-list>). Please include the AEL Number.

Contractual – The costs of any contract of sub-grant agreement.

Other Expenses – Direct Costs that do not fit any of the aforementioned categories. Please provide an itemized list of Other Expenses.

Georgia Emergency Management Agency/Homeland Security
EMPG Base Award



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant (EMPG)
CFDA 97.042

LEAR Documentation Requirements

The supporting documents required to be submitted are based on the category in which you expended EMPG and Cost Share funds. All supporting documents should be uploaded using the EM Grants Manager system.

- **Personnel** – applicable payroll registers/records identifying employee name(s), payroll amounts, payroll dates, and check and reference numbers.
- **Travel** – travel statements/vouchers, travel policy, receipts, and canceled checks or other proofs of payment.
- **Supplies** – procurement policy, accounting record, purchase orders, shipping receipts, invoices, proof of payment (canceled checks (front and back copy), and bank statements). Supplies are items of equipment costing less than \$5,000 per item.
- **Equipment** – procurement policy, accounting record, purchase orders, shipping receipts, invoices, proof of payment (canceled checks (front and back copy) and bank statements), applicable requisition, and bid information. Equipment items equal to or greater than \$5,000 or more per item.
- **Contractual** - procurement policy, accounting record, purchase orders, shipping receipts, invoices, proof of payment (canceled checks (front and back copy) and bank statements), requisition and bid information, and a copy of the contract.
- **Other** – procurement policy, accounting record, invoices, shipping receipts, in-kind documentation (EMPG Rosters and applicable calculation documentation), and proof of payment (canceled checks and bank statements).
- **Training** – receipts and canceled checks for registration and other associated training expenses, certificate, or rosters of completed training.

Notes 1. An applicable general ledger report should accompany all line items above.

2. Electronic links can be submitted in lieu of paper copies of any requested policies.

The County is not required to include expenses that are above and beyond the total amount (federal award and match requirement). However, if documentation submitted shows expenses that exceed the total amount, please identify the specific EMPG expenditures by highlighting or circling the items.

Please ensure the local entities use measures to protect confidential information being submitted in the supporting documentation. Please redact the following types of confidential information before submission to our agency; individual deductions, tax status and information, garnishment details, social security numbers, and home street addresses.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 4/30/2020

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. ***Be advised that completion of this form does not complete the EHP review process.*** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: (<https://www.fema.gov/media-library/assets/documents/90195>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: _____

Grant Program: _____

Grantee: _____

Grantee POC: _____

Mailing Address: _____

E-Mail: _____

Sub-Grantee: _____

Sub-Grantee POC: _____

Mailing Address: _____

E-Mail: _____

Estimated cost of project: _____

Project title: _____

Project location (physical address or latitude-longitude): _____

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. ☐ **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. ☐ **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. ☐ **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. ☐ **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. ☐ **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. ☐ **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. ☐ **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. ☐ **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*
- a. Specify the equipment, and the quantity of each: _____
- b. Provide the Authorized Equipment List (AEL) number(s) (if known): _____
- c. Complete Section D.
2. ☐ **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*
- a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): _____
- b. Provide the location of the training (physical address or latitude-longitude): _____
- c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? ☐ Yes ☐ No
- If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): _____
 - If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): _____
 - Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? _____
 - If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: _____
 - If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): _____
- d. Would any equipment or structures need to be installed to facilitate training? _____
- If yes, complete Section D
3. ☐ **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** **If so, Complete Section D.**

4. ☐ **Generator installation.**

- a. Provide capacity of the generator (kW): _____
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas): _____
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): _____
- d. Complete Section D.

5. ☐ **New construction/addition.**

- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): _____
- b. Provide technical drawings or site plans of the proposed project: ☐ Attached
- c. Complete Section D.

6. ☐ **Communication towers, antennas, and related equipment.**

- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): _____
- b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: _____

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: _____
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: _____
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: _____
- e. Would the tower be free-standing or require guy wires? ☐ Free standing ☐ Guy wires
- If guy wires are required, state number of bands and the number of wires per band: _____
- Explain why a guyed tower is needed to meet the requirements of this project: _____
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? _____
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): _____
- h. Describe the frequency and seasonality of fog/low cloud cover: _____

i. Provide a list of habitat types and land use at and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh: _____

j. Is there evidence of bird roosts or rookeries present within ½ mile of the proposed site? ☐ Yes ☐ No

• Describe how presence/absence of bird roosts or rookeries was determined: _____

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable: _____

l. Distance to nearest existing telecommunication tower: _____

m. Have measures been incorporated for minimizing impacts to migratory birds? ☐ Yes ☐ No

• If yes, Describe: _____

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower? ☐ Yes ☐ No

• If yes, provide Registration #: _____

• If no, why? _____

o. Has the FCCE106 process been completed? ☐ Yes ☐ No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed? ☐ Yes ☐ No

• If yes, Describe: _____

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)? ☐ Yes ☐ No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter: _____

r. Complete Section D.

7. ☐ **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description: _____

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. ☐ Project Installation

- a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

- b. Would ground disturbance be required to complete the project or training? ☐ Yes ☐ No

- If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

- If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development):

- c. Would the equipment use the existing infrastructure for electrical distribution systems? ☐ Yes ☐ No

- If no, describe power source and detail its installation at the site:

2. ☐ Age of structure/building at project site

- a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built:

- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s):

- b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? ☐ Yes ☐ No

- If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map:

- c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/>

☐ Yes ☐ No

- If yes, identify the name of the historic property, site and/or district and the National Register document number:

3. ☐ **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site: ☐ Required
 - Labeled, color photograph of each location where equipment would be attached to a building or structure: ☐ Required
 - Labeled, color aerial photographs of the project site: ☐ Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): ☐ Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): ☐ Attached
- b. Are there technical drawings or site plans available? ☐ Yes ☐ No
- If yes, attach: ☐ Attached

Appendix A has guidance on preparing photographs for EHP review

4. ☐ **Environmental documentation**

- a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)? ☐ Yes ☐ No
- If yes, attach documentation with this form: ☐ Attached
- b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)? ☐ Yes ☐ No
- If yes, attach documentation with this form: ☐ Attached
- c. Was a NEPA document prepared for this project? ☐ Yes ☐ No
- If yes, what was the decision? (Check one, and please attach):
 - ☐ Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or
 - ☐ Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: _____

Date Attached: _____

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.



Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

Appendix A. Supporting Photographs for EHP Grant Submissions

Ground-level photograph with equipment close-up. Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,1 this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

New CCTV
Camera



Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up. The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

Trenching from
generator to
building's
electrical service:
22 ft x 18 in x 6
in.

Generator Pad,
4 ft x 10 ft x 8 in



Figure 4. Ground-level photograph showing proposed ground disturbance area.

Appendix A. Supporting Photographs for EHP Grant Submissions

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.



Any County Tower, State: 12.3456° N, 34.5678° W

Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

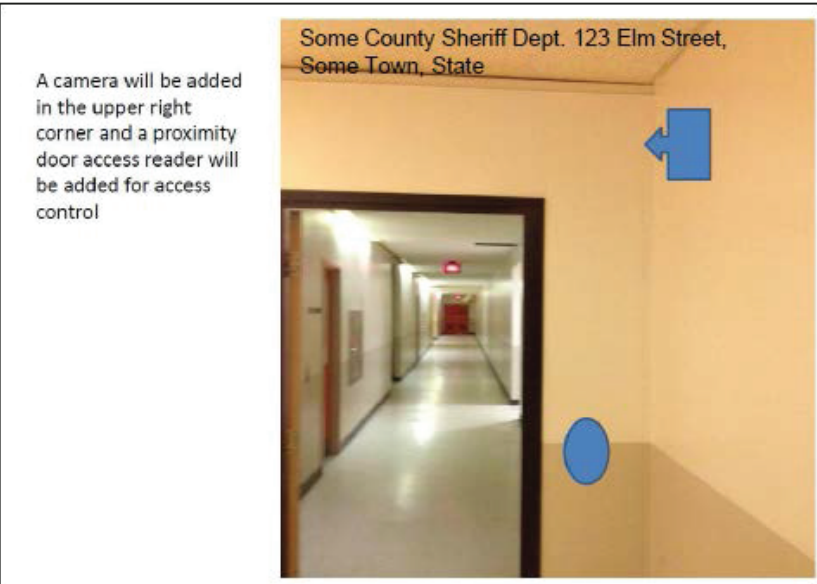


Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

1 Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.



LEGISLATIVE SPONSORS

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| ☐ COMMISSIONER ELAINE LUCAS | ☐ COMMISSIONER MALLORY C. JONES, III |
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| ☐ COMMISSIONER VIRGIL WATKINS, JR. | ☐ COMMISSIONER BRENDA LYN BAILEY |
-

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION TO AUTHORIZE THE MAYOR TO TRANSFER CERTAIN REAL PROPERTY TO THE URBAN DEVELOPMENT AUTHORITY; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the Macon-Bibb County Urban Development Authority (the “Authority”) has been established to create, plan, and implement a program of economic development and revitalization in the urban areas of Macon-Bibb County; and

WHEREAS, Macon-Bibb County presently owns the real property identified as Tax Parcel # RS10-0010, totaling 12.44 acres, more or less (the “Property”), as shown on Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the Property is not currently used by Macon-Bibb County; and

WHEREAS, it is the opinion of the Macon-Bibb County Commission that the aforementioned Properties could be to improve the quality of life for residents of Macon-Bibb County and as a tool to spur additional development in the proximity of said premises by being put to a beneficial use; and

WHEREAS, the possible benefits offered by marketing this property would include, but not be limited to, (1) returning these properties to the Macon-Bibb County tax rolls; and (2) encouraging the development or redevelopment of additional facilities in the area; and

WHEREAS, it is the intention of the Macon-Bibb County Commission to convey the parcels depicted in Exhibit A to the Macon-Bibb County Urban Development Authority, with the instruction to market said parcels for beneficial use and development; and

WHEREAS, the transfer of this Property will enable the Authority to advance its mission of development and redevelopment in the Downtown areas of Macon-Bibb County, Georgia; and

WHEREAS, the Macon-Bibb County Commission finds that this Resolution is necessary and proper to promote or protect safety, health, peace, security, and general welfare of Macon-Bibb County and its inhabitants.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission and it is hereby so resolved by the authority of the same that the Mayor is authorized to convey the real property identified as Tax Parcel # RS10-0010 to the Urban Development Authority.

BE IT FURTHER RESOLVED the Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibits hereto after the adoption hereof, the Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

BE IT FURTHER RESOLVED the Commission grants the Mayor the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution.

BE IT FURTHER RESOLVED that except as specifically provided herein, any and all ordinances or resolutions or parts of ordinances or resolutions in conflict with this Resolution shall be and the same hereby are repealed, and this Resolution shall be in full force and effect from and after its adoption.

BE IT FURTHER RESOLVED that in the event that this Resolution or part thereof is found by any court of competent jurisdiction to be substantively more appropriately denominated an act of ordinance by the Macon-Bibb County Commission, it is the intent of this Commission that this Resolution or such portion thereof shall be considered to have been adopted as an ordinance of the Macon-Bibb County Commission. Where any law bearing on the subject matter of this Resolution calls for the taking of any legislative action by the governing authority of Macon-Bibb County, and such law specifies for such action to be taken by resolution or by ordinance, it is the intent of this Commission that this Resolution satisfy such requirement, and that this Resolution be construed accordingly.

BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this ____ day of _____, 2024.

By: _____
LESTER M. MILLER, Mayor

(SEAL) Attest: _____
JANICE S. ROSS, Clerk of Commission

EXHIBIT A

