

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
AUGUST 5, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:07 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

PRESENTATION BY PRESIDING CIRCUIT JUDGE CHARLES PRICE

Presiding Circuit Judge Charles Price updated the Commission regarding the Public Defender's Office. Members of the Indigent Defense Advisory Committee were also present. Judge Price presented a proposed budget for the Public Defender's Office and requested that the Commission provide the office space. Judge Price presented duties of the Director for the Public Defender's Office and a process for selecting nominees for appointment as Public Defenders. Judge Price also presented a list of judicial circuits in Alabama that have Public Defender Offices.

Chairman Dean asked the administration to research what other counties are doing for these programs. After discussion, the Commission agreed for Judge Price to advertise for the position of Director of the Public Defender's Office.

PRESENTATION BY CEO BRENDA ALLEN WITH LIFE TIME RESOLUTIONS

Life Time Resolutions CEO Brenda Allen briefed the Commission regarding the program and requested funding for playground equipment in the amount of \$25,339. After discussion, the Commission asked Ms. Allen to let them know what the City of Montgomery will contribute for the equipment.

PRESENTATION BY ASSISTANT CHIEF PROBATE CLERK MALCOLM RICHARD AND EXECUTIVE ASSISTANT THOMAS BELL

Assistant Chief Probate Clerk Malcolm Richard introduced the Probate Judge's Executive Assistant Thomas Bell. Mr. Richard informed the Commission that they have a potential

candidate for the Director of Elections position and requested to hire him at Pay Grade A11, Step 10. Commission Polizos expressed that he was not willing to waive rules on this item at this time.

Mr. Richard informed the Commission that Montgomery County Archivist Kevin Hollis has experience in grant writing and is in the process of applying for grants that have no matching funds right now. He stated that they may be requesting the Commission's support in the future for these grants.

PRESENTATION BY EXECUTIVE ASSISTANT TO THE MAYOR ANITA ARCHIE

Executive Assistant to the Mayor Anita Archie briefed the Commission regarding the Montgomery Internal Medicine Residency Program. Ms. Archie presented a letter dated August 9, 2012, from Mayor Strange and Chairman Dean regarding the City and County's commitment to financially support the school in an amount up to \$500,000 annually. Based on prior discussions, the City would pay \$300,000 and the County would pay \$200,000. The Commission agreed to place this item on the next Thursday Memo for further discussion at the next meeting.

PRESENTATION BY COMMUNITY DEVELOPMENT DIRECTOR SARA BYARD WITH CENTRAL ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION, MONTGOMERY AREA CHAMBER OF COMMERCE SENIOR VICE PRESIDENT OF CORPORATE DEVELOPMENT ELLEN MCNAIR AND MANAGER OF CORPORATE DEVELOPMENT CHARLIE BASS

Central Alabama Regional Planning and Development Commission Community Development Director Sara Byard briefed the Commission regarding the status of the CDBG Economic Development Grant for DAS North America, Inc. Also present were Montgomery Area Chamber of Commerce Senior Vice President of Corporate Development Ellen McNair and Manager of Corporate Development Charlie Bass.

Ms. Byard requested an informal concurrence with the establishment of a review committee for proposals for Engineering Services concerning water and sewer improvements for DAS North America, Inc. She proposed that the review committee be comprised of the Commission Chairman, Vice Chairman and County Administrator. Chairman Dean asked that Commissioner Ingram serve on the committee in place of the Chairman. After discussion, the Commission agreed to place the award of the Request for Proposal on the next agenda.

Ms. Byard explained that an administrative contract between the County and CARPDC would need to be executed once the grant award letter and agreement are received. After discussion, the Commission agreed to place this contract on the next agenda.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE HOWELL

Juvenile Court Administrator Bruce Howell updated the Commission regarding the proposed temporary relocation of juveniles during the Youth Facility Renovation Project. Sheriff D.T.

Marshall requested a written proposal from Mr. Howell regarding the use of the old jail. After discussion, the Commission agreed to proceed with the relocation if the Sheriff agrees with the written agreement.

Mr. Howell briefed the Commission regarding two Position Fill Requests for Cooks (Part-Time), Position Numbers 910442006 and 910442008. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake reminded the Commission that construction is scheduled to begin on the Hickory Grove Road resurfacing project in October 2013. He noted that the required widening has been completed on the Carter Hill Road resurfacing project, and it is scheduled for the September 2013 ALDOT letting. He stated that plans are in progress for resurfacing of Hayneville Ridge Road and the resurfacing of Butler Mill Road will be accomplished in 2014.

Commissioner Ingram asked that the right-of-way be mowed along Payne Road to provide adequate sight distance for vehicles turning from Payne Road on to Ray Thorington Road. Also, Mr. Speake reviewed a list of road improvement projects for which Governor Bentley has approved and funded under Round III of ATRIP. Montgomery County received funding for resurfacing Wares Ferry Road under Round III of ATRIP.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Budget Change Request Number 31 from County Commission Appropriations and Budget Change Request Number 1 from Risk Management. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims briefed the Commission regarding the ratification of three Cooperative Agreements for the FY 2010 State Homeland Security Grant Program, Grant Numbers 0CBS, 0ICL and 0LEL. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims presented a Cooperative Agreement for the FY 2011 State Homeland Security Grant Program, Grant Number 1ICL and a Cooperative Agreement for the FY 2013 State Homeland Security Grant Program, Grant Number 3ETF. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims briefed the Commission regarding items on the agenda.

DISCUSSION BY THE COMMISSION

Commissioner Polizos requested a \$500 miscellaneous appropriation from his account to Alabama Junior Miss, Inc., d/b/a Distinguished Young Women of Alabama, for expenses used during the Distinguished Young Women of Montgomery County Program.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims reminded the Commission that the 4-H Students will be leading the Pledge of Allegiance during the Formal Session and afterwards they would like to recite the 4-H Pledge.

Administrator Mims informed the Commission that Montgomery Public Safety Director Chris Murphy will be introducing the new City/County EMA Director, Calvin Brown, at the August 19, 2013, Commission meeting.

DISCUSSION BY THE COMMISSION

Commissioner Ingram asked the Commission to further consider Probate Judge Reed's request to hire the Director of Elections at an accelerated pay step. After further discussion, the Commission agreed to waive rules and add Judge Reed's request to hire the Director of Elections at Pay Grade A11, Step 10 to the agenda.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci requested approval for the City County Personnel Office to include the County with the City in their review of the job descriptions and titles for the two Information Systems departments. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Ialacci briefed the Commission regarding a Purchase Order to Verizon Wireless for equipment and services for Montgomery County. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY CHIEF APPRAISER CLAY HENLEY AND APPRAISAL MAPPING SUPERVISOR TODD GRANT

Chief Appraiser Clay Henley and Appraisal Mapping Supervisor Todd Grant briefed the Commission regarding a Contract for GAMA and ISV with Keet Consulting Services, LLC, concerning GIS software, training and support. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS BY COUNTY ATTORNEY THOMAS T. GALLION, III

County Attorney Thomas T. Gallion, III, updated the Commission regarding a revised Public Benefit Agreement with AT&T Alabama regarding the use of the County's public rights of way to provide an IP network upgrade. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS BY ADMINISTRATOR MIMS, DEPUTY ADMINISTRATOR MITCHELL
AND MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Deputy Administrator Mitchell briefed the Commission regarding a Memorandum Lease Agreement with Alabama Power Company concerning parking spaces at the corner of Washington Avenue and South McDonough Street. After discussion, the Commission agreed to place this item on the next agenda.

Manager of Public Affairs DiDi Henry briefed the Commission regarding sponsorship of AUM's Business Breakfast Series 2013-2014 in the amount of \$1,000. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Mitchell briefed the Commission regarding a Bid Award for pest control service, Bid No. 51100-13B-024. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a memorandum from Sheriff D.T. Marshall requesting to reallocate two Clerk II positions in the Detention Facility to a Payroll Clerk Position for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented two Position Fill Requests for Corrections Officer Trainee/ Corrections Officers, Position Numbers 025 and 038 for the Detention Facility. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY ADMINISTRATIVE ASSISTANT RHONDA CAPE WITH THE
DISTRICT ATTORNEY'S OFFICE

Administrative Assistant Rhonda Cape with the District Attorney's Office informed the Commission that they have a potential candidate for the Legal Support Assistant position and requested to hire her at Pay Grade A05, Step 6. After discussion, the Commission agreed to waive rules and add this item to the agenda.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Commissioner Williams at the request of Commissioner Polizos.

The Pledge of Allegiance was led by 4-H Students.

County Administrator Mims called Roll to Establish Quorum and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Ingram, Polizos, and Williams. Also present were County Attorney Thomas T. Gallion, III, and County Engineer George C. Speake.

Mr. Ingram made a motion to approve the Minutes of the Regular Meeting of July 15, 2013. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

CONSENT AGENDA

The Administrator presented the Accounts Payable and Payroll Checks Authorization for Approval.

Mr. Polizos made a motion to approve the Accounts Payable and Payroll Checks, as presented by the Administrator. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 7, are attached to these Minutes.)

NEW BUSINESS

ROLLING HILLS/LAKES VOLUNTEER FIRE DEPARTMENT – APPROVED BOARD MEMBER APPOINTMENTS

The Administrator presented the following memorandum:

August 1, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Rolling Hills/Lakes Volunteer Fire Department Appointments

Attached is a letter from Rolling Hills Lakes Volunteer Fire Department Board President Philip Burwell, in which he submitted their list of proposed board members and officers. He is requesting reappointment of all members whose terms expired in 2013 with two exceptions. Tim Martin is replacing William Trotman whose term expired in 2013. Steve Diermayer is replacing Richard Fagan, whose term expires in 2014.

During the July 15, 2013 County Commission meeting, the Commission discussed these reappointments and agreed to place them on the next agenda.

I am requesting approval of these appointments.

Attachments

End of Memorandum

Mr. Polizos made a motion to approve board member appointments of Don Schofield, Greg Brannon, Gerri Walley, Tom Shanks, Tim Martin, James Labadie, and Kirk Skinner with terms expiring February 28, 2015 and Steve Diermayer with a term expiring February 28, 2014. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Board Members' Appointment Page, Letter and Rolling Hills Lakes V.F.D. Board Members Page, Agenda Pages 1-2 through 1-5, are attached to these Minutes.)

RISK MANAGEMENT – APPROVED CHANGES TO THE MONTGOMERY COUNTY HEALTHCARE PLAN

The Administrator presented the following memorandum from Risk Manager Scott Kramer:

July 19, 2013

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Risk Manager

SUBJECT: Healthcare Plan Contribution Changes

On July 15, 2013, I met with the Commission to discuss my recommended changes for the Healthcare Plan effective October 1, 2013. Questions were addressed concerning different proposals related to the proper funding for healthcare costs. The overall trend over the last few years has been favorable with the focus on wellness programs.

However, the implementation of the Affordable Care Act over the next year will increase the overall cost to all employers. Specifically, the Comparative Effective Research and the Transitional Reinsurance Program fees contained in this Act will account for an estimated 2% increase (approximately \$130,000) in healthcare costs. In addition, I would anticipate other additional costs related to utilization.

As such I am requesting consideration be given to raise the employee and retiree (under 65) contributions by \$5/month for individual and \$10/month for family coverage as outlined on the following schedule. The retiree (over 65) contributions will increase by \$5/month for individual and family coverage. In addition, my recommendation is to raise the County contribution from

\$525/month to \$565/month. As the County Commission agreed with the original proposal to be resubmitted for consideration, I am recommending this item be placed on the next agenda.

CC: John Mitchell

End of Memorandum

Mr. Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Health Care Proposed Contribution Changes, Agenda Page 2-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

The Administrator requested approval of the following miscellaneous appropriations reprogramming requests:

August 5, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) to:

NC-2013-109: City of Montgomery, to be used by BONDS to Support the County Downs Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Polizos)

End of Memorandum

During the County Commission Meeting this date, Chairman Dean requested that the Following Miscellaneous Appropriations Reprogramming Requests be added and his fellow Commissioners concurred:

C-2013-121: Alabama Junior Miss, Inc., d/b/a Distinguished Young Women of Alabama, for Expenses used during the Distinguished Young Women of Montgomery County Contest - \$500; (Polizos)

NC-2013-110: City of Montgomery, to be used by BONDS to Twin Gates Community Organization, with Funding for their Back-to-School Program - \$500; (Dean)

NC-2013-111: City of Montgomery, to be used by BONDS to Southlawn Community Organization, with Funding for their Back-to-School Program - \$500; (Dean)

Mr. Ingram made a motion to approve the requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

COUNTY COMMISSION – APPROVED PAYMENT OF INVOICE FROM RUSHTON, STAKELY, JOHNSTON & GARRETT, P.A., REGARDING LEGAL FEES CONCERNING THE DAS NORTH AMERICA, INC., PROJECT

The Administrator presented the following memorandum:

August 1, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Payment of Invoice regarding Legal Fees for DAS North America, Inc., Project

During the July 15, 2013 County Commission meeting, the Commission agreed to place an Invoice from Rushton, Stakely, Johnston & Garrett, P.A., regarding Legal Fees concerning the DAS North America, Inc., Project on the next agenda.

I am requesting approval of this item.

Attachment

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Letter, Statement Summary, and Statement, Agenda Pages 4-2 through 4-10, are attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUEST FOR A CLERK TYPIST II,
POSITION NUMBER 900012009

The Administrator presented the following memorandum from Juvenile Court Administrator Bruce R. Howell:

MEMORANDUM

To: Mr. Donnie Mims
From: Bruce R. Howell, Court Administrator
Date: July 31, 2013
Re: Clerk-Typist Fill Request

We have a Clerk-Typist II vacancy in our Intake Division due to the promotion of Jessica Smith to Detention Officer. Due to the importance of this position to Intake and our limited clerical staff at the Youth Facility it is necessary that this position be filled quickly. I am requesting that this be considered on the formal agenda at the August 5th County Commission meeting.

Thank you for your consideration!

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 5-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (14)

The Administrator recommended the following Travel/Training Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. Finance Department	Request Numbers 11 and 12
2. Probate Judge's Office	Request Number 11
3. Tax & Audit Department	Request Number 10
4. Sheriff's Office	Request Numbers 27, 28, and 30
5. Detention Facility	Request Number 9
6. Youth Facility	Request Number 16
7. Engineering Department	Request Number 7
8. Community Corrections	Request Number 11
9. District Attorney's Office	Request Numbers 55 and 56
10. Revenue Commissioner's Office	Request Number 8

Mr. Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 6-1 through 6-14, are attached to these Minutes.)

WAIVED RULES

Chairman Dean requested to waive rules and add the following items to the agenda, and his fellow Commissioners concurred:

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (2)

The Administrator recommended the following Budget Change Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>BUDGET CHANGE REQUESTS</u>
1. County Commission Appropriations	Request Number 31
2. Risk Management	Request Number 1

Mr. Ingram made a motion to approve the budget change requests. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 7-1 and 7-2, are attached to these Minutes.)

OMNIBUS VOTE

Administrator Mims requested that the Commission omnibus the following three items, and the Commission concurred. Mr. Ingram made a motion to approve the three agenda items. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

SHERIFF'S OFFICE – APPROVED RATIFICATION OF COOPERATIVE AGREEMENTS FOR THE FY 2010 STATE HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBERS 0CBS, 0ICL AND 0LEL

The Administrator presented the following memorandum from Chief Deputy Derrick Cunningham:

July 19, 2013

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Chief Deputy Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: Homeland Security Grant

Pursuant to our recent conversations, this is the grant for \$65,000 to reimburse us for the majority of the cost on the Crime Scene Investigation equipment. As we have discussed the funds on this grant must be disbursed prior to July 31, 2013. In addition, this grant must be approved before July 31, 2013.

Your assistance in this matter will be appreciated.

End of Memorandum

As approved in the Omnibus Vote, Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Cooperative Agreement and Memorandum, Agenda Pages 8-2 through 8-15, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED COOPERATIVE AGREEMENT FOR THE FY 2011 STATE HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBER 1ICL

The Administrator presented the following memorandum from Chief Deputy Derrick Cunningham:

July 22, 2013

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Chief Deputy Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: Homeland Security Grant

Please place this grant on the next agenda of the Montgomery County Commission. Upon approval by the Commission, please have Mr. Dean sign this grant.

Your assistance in this matter will be appreciated.

End of Memorandum

As approved in the Omnibus Vote, Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Cooperative Agreement and Quote, Agenda Pages 9-2 through 9-14, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED COOPERATIVE AGREEMENT FOR THE FY 2013
STATE HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBER 3ETF

The Administrator presented the following memorandum from Chief Deputy Derrick Cunningham:

July 22, 2013

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Chief Deputy Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: Homeland Security Grant

Please place this grant on the next agenda of the Montgomery County Commission. Upon approval by the Commission, please have Mr. Dean sign this grant.

Your assistance in this matter will be appreciated.

End of Memorandum

As approved in the Omnibus Vote, Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Cooperative Agreement and Quote, Agenda Pages 10-2 through 10-14, are attached to these Minutes.)

End of Omnibus Vote

PROBATE JUDGE'S OFFICE – APPROVED ACCELERATED PAY INCREASE FOR
ELECTIONS DIRECTOR DANIEL BAXTER TO PAY GRADE A11, STEP 10

The Administrator presented the following memorandum from Probate Judge Steven L. Reed:

MEMORANDUM

TO: County Commissioner Chairman Elton Dean

FROM: Steven L. Reed, Probate Judge

SUBJECT: Pay Grade Change

DATE: July 22, 2013

CC: County Administrator Donald L. Mims

I write today requesting that Mr. Daniel Baxter my Elections Director, be placed into the salary position (A11-step 10) commensurate with his educational credentials, work history, and professional experience.

Mr. Baxter holds an Associate Degree in Liberal Arts from Wayne County Community College, a Bachelor degree in Political Science from University of Detroit Mercy, and has performed Graduate Studies in History at Wayne State University. His skill set includes twenty-nine years of extensive work in election policy, conducting elections and election education.

In closing, as you review Mr. Baxter's educational and work backgrounds you will see that he is qualified and deserving of this pay grade. If you need any further information, please contact me.

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Cost Sheet, Agenda Page 11-2, is attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED ACCELERATED PAY INCREASE FOR
LEGAL SUPPORT ASSISTANT LYNDE CROWDER TO PAY GRADE A05, STEP 6

The Administrator requested approval of an accelerated pay increase for Legal Support Assistant Lynde Crowder to Pay Grade A05, Step 6 for the District Attorney's Office.

The following letter from Administrative Assistant to the District Attorney Rhonda B. Cape was submitted after the meeting:

August 5, 2013

Chairman Elton N. Dean, Sr.
Montgomery County Commission
Montgomery County Annex III
101 S. Lawrence St.
Montgomery, AL 36104

RE: Legal Support Assistant Accelerated Pay Request

Dear Chairman Dean:

The Commission approved a position fill request for a Legal Support Assistant in our Juvenile Division at the commission meeting on July 15. Ms. Lynde Crowder has been identified as the most qualified applicant, having almost six years of courtroom related experience and many

additional years of secretarial work history. Therefore, I am requesting the Commission approve an accelerated pay rate of A05-06. This amount is in our budget.

I ask the Commission to waive rules at the August 5 meeting and approve this request. I am available to discuss this with the Commission.

Thank you for your help in this matter.
Sincerely,

/s/ Rhonda B. Cape
Administrative Assistant

cc: Donnie Mims, County Administrator

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

COMMENTS BY COMMISSIONERS AND ATTENDEES

Billy W. Henderson, a resident of the Selbrook Community, requested that the County cut the grass in the drainage ditch beside and behind his house. He stated that the drainage ditch runs into the Catoma Creek. He informed the Commission that the County has been cutting the grass twice a year for the 30 years he has been living in the community. County Engineer George C. Speake told Mr. Henderson that he asked his supervisor if he has had anyone cut the grass, and he said that no one has done it. Attorney Gallion informed Mr. Henderson that the Commission cannot do anything on private property because it is against the law, and they could go to jail if they did. He suggested that Mr. Henderson talk to the developer of Selbrook. County Engineer Speake informed Mr. Henderson that according to the Selbrook Plats, that section of property is an easement that belongs to him. Mr. Henderson said that it is not his property but he would take care of it if someone would show him that it is his property. Chairman Dean asked Assistant Chief Probate Clerk, Malcolm Richard, to help Mr. Henderson and then stated that Chief Appraiser Clay Henley could also assist in helping Mr. Henderson. County Engineer Speake clarified that engineering maintains the streets, not the properties. Chairman Dean expressed his appreciation to Mr. Henderson for coming to the Commission and sharing his concerns.

County Extension 4-H and Youth Development Agent Brenda Henson addressed the Commission and stated that the 4-H students are here as part of Career Camp. The students will be going to Mobile and then Auburn in the next few weeks. Chairman Dean asked for a student to explain what the 4-H Club means to them. Student Micha Oliver told the Commission that he has been in 4-H for three to four years and has had fun meeting new people. He explained that 4-H has given him a lot of opportunities to get involved in the community. Chairman Dean said that he was glad that the students had visited today and asked that they come again. Ms. Henson thanked the Commission.

Commissioner Ingram said that it was good to see everyone this morning and thanked them for attending today's meeting. He noted that it is a great group of young men and ladies here from the 4-H Club. He wished everyone a good week.

Commissioner Williams told the audience good morning and that it was good to see everyone. He requested that a 4-H student show him the hand gestures that go along with their special pledge. He said that he couldn't remember from when he was in the 4-H Club. Student, Jonathan Scroggins, stood up to demonstrate. Commissioner Williams said that it was good to have the 4-H students at today's meeting.

4-H student, Akili Pitts, requested to address the Commissioners. She stated that she is 14 years old and asked if the role the Commissioners play in Government is important. Commissioner Williams stated that it is very important and that the Commission takes care of business in the unincorporated areas of Montgomery, outside the city limits. He added that the Commission takes care of the business with a \$97 million dollar budget annually. Attorney Gallion told the student that the county is older than the city and older than the state.

Commissioner Polizos said that it was good to see a nice group of kids today. He told the 4-H students that they will only get out of the 4-H Club what they put into it. He told them that the Commissioners give from their hearts and souls, and that they should do the same. He added that it was good to see everybody today.

Chairman Dean stated that the 4-H Club is good for the youth in Montgomery. He encouraged them to continue in the club, stay focused and always participate. He noted that they will get something good out of participating and it will keep them out of trouble. He then recognized Ms. Maxine Crawford, who also attended today's meeting.

Vice Chairman Harris wished the audience a good morning and thanked them for coming to today's meeting. He told the 4-H students that he hopes that their visit to the County Commission meeting was a learning experience. He recognized Ms. Maxine Crawford and asked if she was here with the 4-H students. She stated that she was not here with the students but that she wanted to attend today's meeting. Vice Chairman Harris said that he didn't participate in the 4-H Club when he was younger. He thanked the students for attending today's meeting and encouraged them to attend future meetings.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

Commissioner Polizos did not return to the Information Session.

COMMENTS FROM COUNTY ATTORNEY THOMAS T. GALLION, III

County Attorney Thomas T. Gallion, III, briefed the Commission regarding a lawsuit with CSX, an interstate rail carrier, regarding Alabama's sales and use taxes. Attorney Gallion stated that he is determining how it will affect the County.

County Attorney Gallion and Sheriff D.T. Marshall also discussed the new gun laws for Alabama.

PRESENTATION BY FINANCE DIRECTOR SHERRILL THOMAS

Finance Director Sherrill Thomas presented and discussed a revised 2013 General Fund Budget Worksheet and informed the Commission that a Budget Review would be held on Monday, August 12, 2013.

DISCUSSION BY THE COMMISSION

Commissioner Williams encouraged the Commission to pay the full dues to Central Alabama Regional Planning and Development Commission. After discussion, Chairman Dean stated that the County does need to pay full dues.

COMMENTS BY ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell briefed the Commission regarding a mechanical upgrade for Annex III in the amount of \$41,493, and requested to add an amendment to the existing contract with Climate Services for this needed upgrade. After discussion, the Commission agreed to place this amendment on the next agenda.

Administrator Mims noted that the old Purchasing area in Annex III could possibly be used in the future as an office for the Director of the Public Defenders' Office.

DISCUSSION BY THE COMMISSION

Commissioner Williams inquired as to the status of an opinion regarding compensation of Elected Officials. Attorney Gallion stated that the issue is still being researched.

MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry briefed the Commission regarding the 2014 goals of the Public Affairs Office and reviewed upcoming events on the commission calendar.

COMMENTS FROM COUNTY ATTORNEY THOMAS T. GALLION, III

County Attorney Thomas G. Gallion, III, informed the Commission that the drainage problems in the Lagos del Sol neighborhood is not considered a health nuisance according to the Alabama Department of Health and there is nothing that the County can do for the neighborhood. He also suggested that County Engineer George Speake meet with the City Engineer to discuss Old Selma Road and Hunter Station.

Chairman Dean asked the administration to schedule a meeting with the Mayor, City Council and County Commission meet to discuss “No Man’s Land” areas.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims informed the Commission that the Montgomery County Extension Office Luncheon and Annual Report to the County Commission would be held at 12:15 p.m., Monday, August 19, 2013.

Administrator Mims presented emails from Sybil Kornman with Community Advocate, LLC regarding a pyrolysis plant, solar panels and paving enzyme. After discussion, the Commission agreed for Ms. Kornman to visit with them during the August 19, 2013, Commission meeting.

ADJOURNMENT

Commissioner Ingram made a motion to adjourn the meeting of the Montgomery County Commission on August 5, 2013, at 11:44 a.m. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

08-05-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-19-13

Check Number	To	Check Number
236564		236654
Total Checks Paid		\$302,453.97

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 07-19-13

Check Number	To	Check Number
236655		236732
Total Checks Paid		\$960,149.19

**INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER**

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 07-26-13

Check Number	To	Check Number
236734		236814
Total Checks Paid		\$186,576.15

CHECK #	PAYEE	AMOUNT	DATE
236733	Postmaster Bulk Mailing	\$2,933.80	07/24/13

**INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER**

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-26-13

Check Number	To	Check Number
236815		236903
Total Checks Paid		\$673,512.51

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-02-13

Check Number	To	Check Number
236904		236983
Total Checks Paid		\$281,318.54

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

08-05-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-02-13

Check Number	To	Check Number
236984		237054
Total Checks Paid		\$880,193.87

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
07/26/13

Agenda**AUG - 5 2013**

Payroll Check Number	116908	To	Payroll Check Number	117043	\$ 89,127.87
Direct Deposits					\$ 753,389.20
Payroll Check Number	117044	To	Payroll Check Number	117070	\$ 243,323.54
Direct Deposits					\$ 316,718.29
Federal Deposits					\$ 308,702.45
Total Payroll Paid					\$ 1,711,261.35

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS PAID
ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE PAYROLL CHECK REGISTER

Rolling Hills/Lakes VFD

Members:**Term Expires:****President:**

Philip B. Burwell
(Send Reappt Requests)

1545 Mt. Zion Rd
Ramer, 36069

H 286-1888
C 303-2622

2/28/2014

* **Vice President:**

Don Schofield

5836 Trotman Rd
36116

H 281-6864
C 303-9068
E dvschofield@charter.net

2/28/2013
15

* **Treasurer:**

Greg Brannon

7453 Murifield Loop
36116

H 281-9591
C 799-4234

2/28/2013
15

* **Secretary:**

Gerri Walley

7054 Knoll Loop
36116

H 288-2078
C 312-1526

2/28/2013
15

Board Members:

Troy Harris

7400 Fairway Dr.
36116

H 613-7981

2/28/2014

Lomack Bean

548 Mizell Dr.
36116

C 221-6671

2/28/2014

* Tom Shanks

6972 Woodley Road
36116

H 288-3493

2/28/2013
15

Alfonso Patterson

4651 Vanderbilt Dr.
36116

H 281-2134

2/28/2014

Tim Martin

~~William Trotman~~

~~316 Overlook Dr.
Ramer, 36069~~

~~C 657-8447~~

2/28/2013
15

Dr. Jan Wercinski

354 Mizell Rd
36116

H 284-2322
E jwercincki@aol.com

2/28/2014

Steve Diermayer

~~Richard Fagan~~

~~1180 Meriwether Rd.
Pike Rd. 36064~~

~~H 288-3537
C 201-4122~~

2/28/2014

* James Labadie

7466 Fairway Drive
36116

H 284-3463
C 538-6911

2/28/2013
15

* Dr. Kirk Skinner

156 Rolling Lakes Rd.
36116

H 288-0093

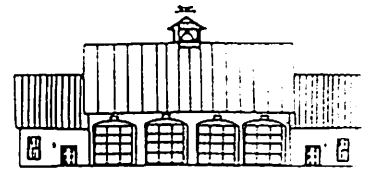
2/28/2013
15

TERMS: 2 YEARS

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061

February 18, 2013

Mr. Donald Mims

Dear Mr. Mims,

Enclosed is a list of the results of our annual election.

We will have the same board members and officers this year as last. The terms are the only difference.

I believe you might find our chiefs annual report to be of interest. We received the featured truck in march. We will take delivery of a new Ford F550 Brush truck this March.

Please call me with any questions; 334-303-2622

Best to you and yours,

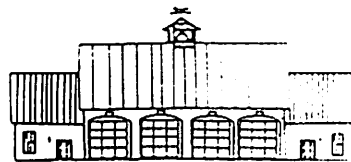
Philip B. Burnell

2013 FEB 20 AM 8:50
MONTGOMERY, ALA
36116-6061

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061

Rolling Hills Lakes V.F.D.

—Board Members—

Updated 2-16-13

President:

Term Expires

Philip B. Burwell 1545 Mt. Zion Rd Home 286-1888 2-18-14
Ramer, Ala. 36069 Cell 303-2622

Vice President:

Don Schofield 5836 Trotman Rd. Home 281-6864 2-18-15
36116 Cell 300-9068

Treasurer:

Greg Brannon 7453 Murifield Loop Home 281-9591 2-18-15
36116 Cell 799-4234

Secretary:

Gerre Walley 7054 Knoll Loop Cell 783-0244 2-18-15

Alfonso Patterson 4651 Vanderbilt Dr. Home 281-2134 2-18-14
36116

Dr. Jan Wercinski 354 Mizell Rd. Home 284-2322 2-18-14

	36116	
James Labadie	7466 Fairway Dr. 36116	Home 284-3463 2-18-15 Cell 538-6911
Tommy Shanks	6972 Woodley Rd. 36116	Cell 312-1526 2-18-15
Troy Harris	7400 Fairway Dr. 36116	Home 613-7981 2-18-14
Lomack Bean	548 Mizell Rd. 36116	Cell 221-6671 2-18-14
Dr. Kirk Skinner	156 Rolling Lakes Rd. 36116	Home 288-0093 2-18-14
Steve Diermayer	935 Meriwether Rd. Pike Road, Al. 36064	Cell 414-3246 2-18-14
Tim Martin	304 Crimson Dr. Pike Rod. Al. 36064	Cell 201-3210 2-18-15

Montgomery County Commission Health Care Proposed Contribution Changes (effective 10/1/13)

<u>Current Monthly Contribution Levels</u>	<u>Proposed Monthly Contribution Levels</u>
1) Single employee - \$45	1) Single employee - \$50
2) Family employee - \$215	2) Family employee - \$225
3) Single retiree < 65 - \$45	3) Single retiree < 65 - \$50
4) Family retiree < 65 - \$215	4) Family retiree < 65 - \$225
5) Single retiree > 65 - \$30	5) Single retiree > 65 - \$35
6) Family retiree > 65 - \$80	6) Family retiree > 65 - \$85
7) Surviving Spouse	7) Surviving Spouse
- < age 65 - \$325	- < age 65 - \$325
- > age 65 - \$210	- > age 65 - \$210
8) County - \$525	8) County - \$565

J. THEODORE JACKSON, JR.
JAMES W. GARRETT, JR.
THOMAS H. KLEIN
RICHARD B. GARRETT
JUDITH W. BUTZ
DENNIS R. BAILEY
RONALD G. DAVENPORT
FRED W. TYSON
T. KENT GARRETT
FRANK J. STAKELY
WILLIAM S. HAYNES
HILL CRUMP WELLS
PAUL M. JAMES, JR.
CHRIS S. SIMMONS
ROBERT D. WARD, JR.
DANIEL L. LINDSEY, JR.
PATRICK M. SHIGON
WILLIAM L. ESKRIDGE

LAW OFFICES

RUSHTON, STAKELY, JOHNSTON & GARRETT

A PROFESSIONAL ASSOCIATION

184 COMMERCE STREET
MONTGOMERY, ALABAMA 36104

MAILING ADDRESS:
P.O. Box 270
Zip 36101-0270

TELEPHONE: (334) 206-3100
WEB SITE ADDRESS: <http://www.rushtonstakely.com>

BENJAMIN C. WILSON
L. PLYTON CHAPMAN, III
ALAN T. HARGROVE, JR.
AUSTIN HULLAKER, JR.
RICHARD L. MCBRIDE, JR.
R. MAC FREEMAN, JR.
JAMES R. DICKENS, JR.
R. BRETT GARRETT
BETHANY L. BOUGER
T. GRANT SEATON, JR.
STEPHEN P. DEES
J. EVANS BAILEY
J. LADD DAVIS
JESSICA S. PITTS
AMANDA C. HINES
PHILIP A. SELLERS, II

WRITER'S DIRECT DIAL NUMBER: (334) 206-3293
WRITER'S FACSIMILE: (334) 481-0824
WRITER'S E-MAIL ADDRESS: CSS@rushtonstakely.com

July 9, 2013

Mr. Lloyd Faulkner, Finance Director
City of Montgomery
Post Office Box 1111
Montgomery, Alabama 36101-1111

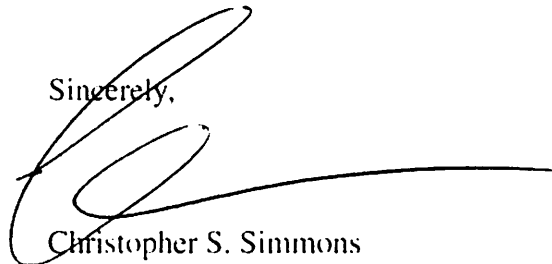
Mr. Donald Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102

RE: *DAS North America, Inc*

Dear Lloyd and Donnie:

Please find enclosed our statement for services rendered from April 30, 2012 through June 14, 2013 with respect to the Memorandum of Understanding, Project Agreement and other agreements and work relating to the incentives for DAS North America, Inc. As you will note, we split the bill up according to the percentages given to us. Should you have any questions, please feel free to contact me. As always, we appreciate the opportunity to be of service in this matter.

Sincerely,



Christopher S. Simmons

CSS/vwa

cc: Mayor Todd Strange
Ellen G. McNair

Rushton, Stakely, Johnston & Garrett, P.A.

P. O. Box 270
184 Commerce Street
Montgomery, AL 36101-0270
(334) 206-3100
Fax #(334) 262-6277

FEDERAL ID #63-0659075

June 27, 2013

City of Montgomery
Attn: Lloyd Faulkner, Finance Director
P. O. Box 1111
Montgomery, AL 36101-1111

Montgomery County, Alabama
c/o Donald Mims, Administrator
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102

INVOICE # : 410530
Prod: CSS
Client: 0390

RE: 0390-0071 DAS North America, Inc.

STATEMENT SUMMARY

Total Fees for this Statement:	\$26,437.50
Total Disbursements for this Statement:	\$630.69

Total Due:	\$27,068.19*
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* Amount Due from City of Montgomery (60%): \$16,240.91

* Amount Due from Montgomery County, Alabama (40%): \$10,827.28

Rushton, Stakely, Johnston & Garrett, P.A.

P. O. Box 270
184 Commerce Street
Montgomery, AL 36101-0270
(334) 206-3100
Fax #(334) 262-6277

FEDERAL ID #63-0659075

June 27, 2013

City of Montgomery
Attn: Lloyd Faulkner, Finance Director
P. O. Box 1111
Montgomery, AL 36101-1111

Montgomery County, Alabama
c/o Donald Mims, Administrator
Montgomery County Commission
P. O. Box 1667
Montgomery, AL 36102

INVOICE # : 410530
Prod: CSS
Client: 0390

RE: 0390-0071 DAS North America, Inc.

STATEMENT

For Professional Services Rendered through June 27, 2013:

04/30/2012	CSS	Conference with Jeff Blitz reviewing e-mail.	0.30 hrs
04/30/2012	JWB	Telephone conference with Ellen McNair and Justice Smyth; E-mail from Ellen McNair forwarding Agreement.	0.30 hrs
05/07/2012	CSS	Receipt and review of memorandum of understanding; conference with Jeff Blitz.	0.80 hrs
05/08/2012	CSS	Drafting Project Agreement; conference with Jeff Blitz.	3.50 hrs
05/14/2012	CSS	Conference with Jeff Blitz; Meeting with Jeff Blitz, Ellen McNair and Justice Smyth.	1.30 hrs
05/14/2012	JWB	Review Project Agreement; meet with Ellen McNair, Justice Smyth and Chris Simmons to review draft of Project Agreement.	1.25 hrs
05/22/2012	CSS	E-mail message to Justice Smyth.	0.10 hrs
05/23/2012	CSS	Continued work on Project Agreement.	1.00 hrs
05/24/2012	CSS	Continue work on drafting Project Agreement revisions and transmittal of the same.	1.50 hrs
05/29/2012	CSS	E-mails with Ellen McNair; follow up regarding Project Agreement.	0.40 hrs
05/31/2012	CSS	Revising Project Agreement.	1.00 hrs
05/31/2012	JWB	Telephone conference with Justice Smyth re: Project Agreement; E-mail from Ellen McNair re: Project Agreement/split.	0.10 hrs
06/01/2012	CSS	Conference with Jeff Blitz, Justice Smyth and Ellen McNair revising Project Agreement.	2.20 hrs
06/01/2012	JWB	Review file; meet with Ellen McNair, Justice Smyth and Chris Simmons to review draft of Project Agreement.	1.50 hrs

06/07/2012	CSS	Continue work on revisions to Project Agreement; transmitted e-mails with Ellen McNair; telephone discussion with Justice Smyth; telephone call to Justice Smyth.	1.30 hrs
06/21/2012	CSS	Conference with Jeff Blitz and emails with Ellen McNair.	0.40 hrs
06/21/2012	JWB	E-mail from Chris Simmons re: additional land; conference with Chris Simmons re: same.	0.25 hrs
06/22/2012	CSS	Conference call regarding Project Agreement; follow-up revisions of Project Agreement and conference with Jeff Blitz.	1.40 hrs
06/22/2012	JWB	Conference call with Ellen McNair, Justice Smyth and Chris Simmons re: additional land; revise Project Agreement and e-mail same to Ellen McNair for review.	1.25 hrs
06/26/2012	CSS	Receipt and review of email; brief conference with Jeff Blitz.	0.20 hrs
08/03/2012	CSS	E-mail and conference with Jeff Blitz.	0.10 hrs
10/29/2012	CSS	E-mail to Ellen McNair; receipt and review of response e-mail from Ellen McNair.	0.30 hrs
01/23/2013	CSS	E-mails from Justice Smyth.	0.20 hrs
01/28/2013	CSS	Review of email and documents from Justice Smyth.	0.90 hrs
01/29/2013	CSS	Preparing for and participating in meeting with DAS project officials.	1.40 hrs
02/18/2013	CSS	Conference with Jeff Blitz regarding taxation of property.	0.20 hrs
03/21/2013	CSS	Email and telephone discussion with Justice Smyth; receipt and review of email from Ellen McNair.	0.30 hrs
03/22/2013	CSS	Conference with Jeff Blitz; receipt and review of emails relating to summary of DAS meeting.	0.50 hrs
03/22/2013	JWB	E-mails from Ellen McNair re: Project Agreement, etc.; conference with Chris Simmons re: same.	0.25 hrs
03/23/2013	CSS	Reviewing summary; revising Project Agreement as to summary.	1.00 hrs
03/25/2013	CSS	E-mail message relating to Project Agreement.	0.10 hrs
03/26/2013	CSS	Continued work on Project Agreement; conference with Jeff Blitz.	0.60 hrs
03/27/2013	CSS	Conference call with Jeff Blitz and Ellen McNair; revising Project Agreement.	1.20 hrs
03/27/2013	JWB	E-mail from Chris Simmons re: Project Agreement; conference with Chris Simmons and Ellen McNair re: same.	0.50 hrs
03/28/2013	CSS	Follow-up with e-mails from Ellen McNair.	0.20 hrs
03/29/2013	CSS	Telephone discussion with Ellen McNair; receipt and review of various e-mails; revising Project Agreement.	1.10 hrs
04/01/2013	CSS	E-mail message from Ellen McNair.	0.10 hrs
04/02/2013	CSS	E-mail messages from Ellen McNair and response thereto.	0.10 hrs
04/08/2013	CSS	Receipt and review of e-mail from Ellen McNair.	0.10 hrs

04/25/2013	CSS	E-mail to Ellen McNair and response thereto.	0.10 hrs
05/03/2013	CSS	Receipt of e-mail from Justice Smyth.	0.10 hrs
05/06/2013	CSS	Drafting revisions to Project Agreement; transmitting the same.	1.20 hrs
05/09/2013	CSS	Follow-up on emails re: DAS Project Agreement; conference with Jeff Blitz.	0.30 hrs
05/10/2013	CSS	Conference with Jeff Blitz; telephone conference call with William Martin and Lister Hubbard; telephone calls with Justice Smyth and Donnie Mims.	0.75 hrs
05/10/2013	JWB	Conference with Chris Simmons; conference calls with Chris Simmons, William Martin and Lister Hubbard; call to Donnie Mims.	0.75 hrs
05/14/2013	CSS	Receipt of email from William Martin containing changes to DAS Project Agreement; conference with Jeff Blitz and emails re: call; brief review of changes.	0.50 hrs
05/14/2013	JWB	E-mail from William Martin re: revised draft of Agreement.	0.25 hrs
05/15/2013	CSS	Emails relating to changes; reviewing blacklined changes; two conferences with Jeff Blitz on real estate changes; conference call with Ellen McNair, Donnie Mims, Justice Smyth, Tommy Gallion and Jeff Blitz; review of additional follow-up emails.	1.50 hrs
05/15/2013	JWB	E-mails to Ellen McNair, Justice Smyth and Donnie Mims re: revised Project Agreement received from William Martin; conference call with Ellen McNair re: same; conference call with Ellen McNair, Justice Smyth, Donnie Mims, Tommy Gallion and Chris Simmons.	1.50 hrs
05/16/2013	CSS	Receipt and review of email re: County; meeting with Jeff Blitz and Ellen McNair; receipt and review of emails re: DAS project.	2.00 hrs
05/16/2013	JWB	E-mail from Justice Smyth re: Summary; telephone conference with Rick Clay; telephone conference with Derril Strickland; E-mail from Jason Price re: Plat; prepare for meeting; conference with Ellen McNair and Chris Simmons; telephone conference with William Martin; following telephone conference with Derril Strickland; E-mail to Ellen McNair re: same; E-mails from Derril Strickland and Tommy Tyson re: Plat; E-mail from Ellen McNair re: questions from James Uhm.	2.75 hrs
05/17/2013	CSS	Reviewing mark-ups and emails relating to real estate; conference call with Ellen McNair and Jeff Blitz.	0.80 hrs

05/17/2013	JWB	E-mails from George Speake re: Plat; E-mail to George Speake re: Project Agreement/easement; E-mail from Derril Strickland re: Plat and Planning Commission meeting; E-mail from George Speake re: Project Agreement/easement; E-mail from Ellen McNair re: Plat and Planning Commission meeting; E-mail from Ellen McNair re: grant application; E-mail from Ellen McNair re: Declaration; E-mail to George Speake re: drainage plans, etc.; telephone conference with Ellen McNair; telephone conference with Derril Strickland; telephone conference with Donnie Mims; conference call with Ellen McNair and Chris Simmons; E-mail from Donnie Mims; E-mail to William Martin.	3.25 hrs
05/19/2013	CSS	Working on revisions to Project Agreement.	0.90 hrs
05/20/2013	CSS	Continued work on changes to Project Agreement; review and insertion of real estate changes; telephone discussion with Justice Smyth; receipt and review of emails relating to real estate and changes; conference with Jeff Blitz.	2.40 hrs
05/20/2013	JWB	E-mails from and to Derril Strickland re: recordation of Plat; E-mails from and to Ellen McNair re: same; revise paragraphs 3.2 through 3.9 of the Project Agreement and e-mail same to Chris Simmons for review; telephone conference with Chris Simmons; work on transaction.	2.75 hrs
05/21/2013	CSS	Continued work revising documents; receipt and review of various emails regarding grants and real estate matters; conferences with Jeff Blitz; telephone discussion with Justice Smyth; telephone discussion with Ellen McNair.	3.70 hrs
05/21/2013	JWB	E-mail from Chris Simmons re: Project Agreement; review Project Agreement; meet with Chris Simmons; E-mails to and from George Speake; E-mail from Ellen McNair re: meeting with Mayor and ADECA (Jim Byard); E-mail from Sara Byard of CARPDC re: McNair notes and environmental; E-mails to and from Derril Strickland re: recordation of Plat; E-mail from Ellen McNair forwarding letter from ADECA re: Community Development Block Grant; E-mail from Chris Simmons re: further revised Project Agreement.	2.25 hrs
05/22/2013	CSS	Reviewing comments received from William Martin; conferences with Jeff Blitz; drafting revisions to Project Agreement per comments and discussion.	4.20 hrs
05/22/2013	JWB	Work on transaction; telephone conference with Tommy Nix; E-mails to William Martin.	0.75 hrs
05/23/2013	CSS	Preparing for meeting, and conference with Jeff Blitz and receipt and review of emails; meeting with Jeff Blitz, William Martin, Ellen McNair, James Uhm and Justice Smyth; drafting revisions to Project Agreement; drafting legal notices for paper for City and County; emails regarding the same.	5.70 hrs

05/23/2013	JWB	Prepare for meeting; meeting with Ellen McNair, William Martin, et al., re: Project Agreement; E-mails from Richard Calhoun re: entity documents; E-mails to Ellen McNair and Justice Smyth re: same; E-mail from Ellen McNair re: additional DAS IA request; review and revise Article 3 of Project Agreement; conference with Chris Simmons re: same.	5.00 hrs
05/24/2013	CSS	Continued work on revisions to Project Agreement; conferences with Jeff Blitz; transmittal of document; receipt of email from William Martin.	3.60 hrs
05/24/2013	JWB	Work on transaction; review and revise Deed; review and revise Mortgage; conferences with Chris Simmons re: same; E-mails to and from Derril Strickland; E-mail from Jason Price re: Survey; review and revise Project Agreement; conferences with Chris Simmons re: same; E-mail from William Martin re: recorded Easements; E-mail to Ellen McNair, Justice Smyth, Tommy Gallion, Donnie Mims and Chris Simmons re: same.	4.75 hrs
05/28/2013	CSS	Reviewing memorandum of changes; various conferences and telephone calls; various emails; review James Uhm comments; revising Project Agreement.	4.80 hrs
05/28/2013	JWB	Review comments received from William Martin; E-mail to William Martin re: same; E-mail from James Uhm re: Project Agreement; E-mail from William Martin re: further comments to Project Agreement; E-mail from James Uhm re: same; review comments from William Martin re: Project Agreement; revise Project Agreement; conference call with Chris Simmons re: revisions to Project Agreement.	2.50 hrs
05/29/2013	CSS	Drafting Authority Resolution; receipt, review and response to emails; revising Project Agreement per responses and telephone calls; various conferences and conference calls.	3.50 hrs
05/29/2013	JWB	E-mail from Jason Price re: revised boundary Survey; E-mail from William Martin re: comments to Project Agreement; E-mails from Ellen McNair re: CDBG grant; E-mail from Chris Simmons re: response to William Martin's comments re: Project Agreement; E-mail from James Uhm re: same; E-mail from William Martin forwarding further comments to Project Agreement; conference call with Ellen McNair and Chris Simmons re: same.	1.25 hrs
05/30/2013	CSS	Various telephone calls and emails; revising Project Agreement for County agenda; work on City Resolution.	3.00 hrs

05/30/2013	JWB	Review William Martin's comments to Deed and revise Deed; review William Martin's comments to Mortgage and revise Mortgage; E-mail from William Martin re: comments to Survey; E-mail from Mayor Strange re: comments to Project Agreement; E-mail revised Deed and Mortgage to William Martin and Chris Simmons for review and comment; E-mails to and from Jason Price re: Survey; conference with Chris Simmons re: issues on Project Agreement; conference call with William Martin and Chris Simmons; E-mail from Chris Simmons re: revised Project Agreement.	2.25 hrs
05/31/2013	CSS	Continued work on Resolution; receipt and review of various emails; telephone discussion with Brenda Blalock; transmittal of Resolution; receipt of e-mail from William Martin.	1.00 hrs
05/31/2013	JWB	E-mail from Chris Simmons re: Resolution and Project Agreement; E-mail from William Martin re: comments to Project Agreement.	0.20 hrs
06/03/2013	CSS	Telephone discussion with Ellen McNair; emails regarding authorization issues; receipt and review of comments to Project Agreement.	1.00 hrs
06/03/2013	JWB	E-mail from Ellen McNair forwarding DAS North America letter to Marshall Design-Build, LLC and City Council Meeting; E-mail from Ellen McNair re: Project Agreement; E-mail from Chris Simmons re: Project Agreement.	0.20 hrs
06/04/2013	CSS	Receipt and review of emails; conference with Jeff Blitz; telephone discussion with Justice Smyth.	0.50 hrs
06/04/2013	JWB	Revise Deed; E-mail from Jason Price re: legal description; E-mails to and from William Martin re: Deed and Mortgage; work on transaction.	1.00 hrs
06/05/2013	CSS	Receipt, review and response to email regarding revisions to Project Agreement; making revisions to Project Agreement and transmittal; receipt and review of DAS authorization documents; two telephone discussions with Justice Smyth.	1.60 hrs
06/05/2013	JWB	E-mail from Chris Simmons re: Project Agreement; E-mail from Chris Simmons re: further revised Project Agreement; E-mail from Richard Calhoun forwarding DAS North America, Inc.'s Consent.	0.10 hrs
06/06/2013	CSS	Assembling Project Agreement; drafting instruction letter; telephone discussion with Justice Smyth; drafting transmittal letters to Tommy Gallion, William Martin and Justice Smyth.	0.60 hrs
06/07/2013	CSS	Conference with Jeff Blitz; receipt of emails	0.20 hrs
06/07/2013	JWB	E-mails to and from Derril Strickland re: execution of Plat.	0.10 hrs
06/10/2013	CSS	Receipt and review of email from Ellen McNair.	0.10 hrs
06/11/2013	CSS	Receipt and review of emails relating to grant status and plat recording.	0.10 hrs

06/11/2013	JWB	E-mails to and from Ellen McNair re: recordation of Plat and installation of water and sewer line extension.	0.20 hrs
06/13/2013	CSS	Review contract provisions; conference with Jeff Blitz; receipt and review of emails relating to status; review of publication affidavits	0.40 hrs
06/14/2013	CSS	receipt and review of emails from Ellen McNair, Jeff Blitz and Justice Smyth.	0.10 hrs
06/14/2013	JWB	E-mails from and to Derril Strickland re: recordation of Plat and grant/funding for water and sewer.	0.10 hrs

Chris Simmons	68.45 hrs @	\$250.00 /hr	\$17,112.50
Jeffrey Blitz	37.30 hrs @	\$250.00 /hr	\$9,325.00
Total Fees			\$26,437.50

For Disbursements Incurred:

Long distance calls	\$1.00
Copies	\$2.80
Delivery	\$1.13
Postage	\$13.76
Publication	\$612.00
Total Disbursements Incurred	\$630.69

For Professional Services	105.75	\$26,437.50
For Disbursements Incurred		\$630.69
Total This Invoice		\$27,068.19
Total Due		\$27,068.19

INVOICE # : 410530

IRS # : 63-0659075

POSITION FILL REQUEST

COMPLETED ACTION DATES

1. ___ dept request
2. ___ admin review
3. ___ pers dept
4. ___ cert to admin
5. ___ dept selection
6. ___ final review

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Lynn Peavey, Administrative Secretary

1. POSITION TITLE: Clerk-Typist II (to replace Jessica Smith)

POSITION NUMBER: 900012009

PROPOSED EFFECTIVE DATE: 7/8/2013

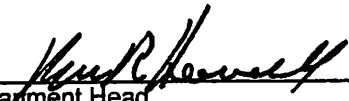
TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER (X) TRANSFER Pay step to be based upon City and County of Montgomery Personnel Rules and Regulations, Rule VI, Section 10(c) Transfers.

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A03 (\$24,414/\$938.99/\$11.7374)



Department Head

6/25/2013

Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE: _____

Appointing Authority

Date

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG - 5 2013

Request # 11

Date: July 30, 2013
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

[Signature]

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: December 3, 2013 Return Date: December 4, 2013
Conference Leave (Days / Hours): 16 hours
Purpose of Travel: Auburn University Tax Professionals Seminar
Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Mike Knighten 4. _____
2. Sherrill Thomas 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$310.00 Advance Registration Required: \$310.00

Department Name: Finance Department Fund Name: General

Additional Comments: _____
Will be paid from the 2014 Budget

To: Sherrill R. Thomas, Finance Director
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$310.00 and advance registration of \$310.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$1,586.62</u>
Budget Available:	<u>\$1,413.38</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$1,413.38</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/30/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG - 5 2013

Request # 12

Date: July 31, 2013
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: August 20, 2013 Return Date: August 20, 2013
Conference Leave (Days / Hours): 8 hours
Purpose of Travel: Warren Averett Accounting & Auditing Update
Qualifies toward 40 hours of CPE required annually for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00

Department Name: Finance Department Fund Name: General

Additional Comments: _____

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,000.00</u>
Approved Requests:	<u>\$1,586.62</u>
Budget Available:	<u>\$1,413.38</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$1,413.38</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/31/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG - 5 2013

Request # 11

Date: July 23, 2013
To: Donald L. Mims, Administrator
From: Judge Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Troy University, Montgomery, AL
Departure Date: August 16, 2013 Return Date: August 16, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend Alabama Museums Association's Oral History Workshop

Traveler (s) Name: 1. Kevin Hollis 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$15.00 Advance Registration Required: \$15.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: _____

To: Judge Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$15.00 and advance registration of \$15.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51300.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,014.00</u>
Approved Requests:	<u>\$9,998.90</u>
Budget Available:	<u>\$15.10</u>
Current Requests:	<u>\$15.00</u>
Budget Balance:	<u>\$0.10</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

AUG - 5 2013

Request # 10

Date: July 17, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request *TH*

Request approval to be granted for the following:

Destination: Orange Beach, Alabama

Departure Date: August 20, 2013

Return Date: August 23, 2013

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Attend 2013 ACCA Annual Convention & participate in CROAA training sessions.
Attendee will earn 20 CPE hours to apply toward her ALTIST Certified Revenue
Examiner (CRE) certification. Attendee is the current President for CROAA.

Traveler (s) Name: 1. Terri Henderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify)

Total (est.) Cost: \$1,200.00

Advance Registration Required: \$185.00

Department Name: Tax & Audit

Fund Name: 001-51800-265

Additional Comments: Estimated costs \$225.00 mileage, \$550.00 lodging, \$240.00 meals, and registration
fee of \$185.00. Registration fee will be paid to the ACCA in advance by attendee
at point of online registration.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.00 and advance registration of \$185.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,000.00</u>	
Approved Requests:	<u>\$3,580.00</u>	
Budget Available:	<u>\$4,420.00</u>	
Current Requests:	<u>\$1,200.00</u>	
Budget Balance:	<u>\$3,220.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 27

Agenda

AUG - 5 2013

Date: July 19, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 28, 2013 Return Date: August 30, 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: AL Law Enforcement Conference

Traveler (s) Name: 1. Captain Jon Briggs 4. _____
2. Captain Trent Beasley 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$1,300.00 Advance Registration Required: \$400.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,300.00 and advance registration of \$400.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$14,994.47</u>	
Budget Available:	<u>\$10,005.53</u>	
Current Requests:	<u>\$1,300.00</u>	
Budget Balance:	<u>\$8,705.53</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/22/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 28

Agenda

AUG - 5 2013

Date: July 26, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Shalimar, FL
Departure Date: September 8, 2013 Return Date: September 13, 2013
Conference Leave (Days / Hours): 6 days
Purpose of Travel: Introduction to the Science of Friction Ridge Examination

Traveler (s) Name: 1. Tracey Bass 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$1,750.00 Advance Registration Required: \$600.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,750.00 and advance registration of \$600.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$16,294.47</u>	
Budget Available:	<u>\$8,705.53</u>	
Current Requests:	<u>\$1,750.00</u>	
Budget Balance:	<u>\$6,955.53</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 30

Agenda

AUG - 5 2013

Date: July 26, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: September 16, 2013 Return Date: December 9, 2013
Conference Leave (Days / Hours): 12 weeks
Purpose of Travel: K-9 Instructor School

Traveler (s) Name: 1. Deputy Tim Heath 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$4,250.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: Registration has been paid from K-9 Budget
Lodging \$2,250 (\$375 2013 FY) Meals \$2,000 (\$350 2013 FY)
\$3,575 of the expense will be paid from the 2014 Budget

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$4,250.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$20,364.47</u>	
Budget Available:	<u>\$4,635.53</u>	
Current Requests:	<u>\$725.00</u>	
Budget Balance:	<u>\$3,910.53</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

Date: July 30, 2013
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Agenda

AUG - 5 2013

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: September 9, 2013 Return Date: September 11, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: PREA Training - Investigating Sexual Assault in a Confined Setting

Traveler (s) Name: 1. Lt. James Thrift 4. _____
2. Sgt. Rodney Brooks 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$200.00 Advance Registration Required: _____

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$3,759.69</u>
Budget Available:	<u>\$11,240.31</u>
Current Requests:	<u>\$200.00</u>
Budget Balance:	<u>\$11,040.31</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/30/2013

cc: Finance Director / Buyer

6-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

Agenda

AUG - 5 2013

Date: July 24, 2013
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, Ala.
Departure Date: August 15, 2013 Return Date: August 17, 2013
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Attend Grief and Loss Conference

Traveler (s) Name: 1. Linda Parsley-Engle 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$50.00 Advance Registration Required: _____

Department Name: Youth Facility Fund Name: 001-52604-265

Additional Comments: _____

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$50.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52604.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$2,637.00</u>	
Budget Available:	<u>\$2,363.00</u>	
Current Requests:	<u>\$50.00</u>	
Budget Balance:	<u>\$2,313.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

Agenda

AUG - 5 2013

Date: July 22, 2013
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Renaissance Hotel and Spa, Montgomery, AL
Departure Date: August 20, 2013 Return Date: August 20, 2013
Conference Leave (Days / Hours): 1 day/8 hrs.
Purpose of Travel: Attend seminar on Temporary Traffic Control

Traveler (s) Name: 1. George C. Speake 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$125.00 Advance Registration Required: \$125.00

Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600-265

Additional Comments: _____

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$125.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$4,450.00</u>	
Budget Available:	<u>\$550.00</u>	
Current Requests:	<u>\$125.00</u>	
Budget Balance:	<u>\$425.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2013

cc: Finance Director / Buyer

6-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Agenda

AUG - 5 2013

Date: July 30, 2013
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 1124 Eastern Blvd, Montgomery, AL 36117

Departure Date: August 22, 2013

Return Date: August 24, 2013

Conference Leave (Days / Hours): 3 days

Purpose of Travel: To attend the 27th Annual Conference-Together We Can Make a Difference

Traveler (s) Name: 1. ReBecca Johnson 4. _____
2. Derrin H. McNear 5. _____
3. Shonda Grissett 6. _____

Check Mode of Transportation:

County Vehicle

x

Commercial Air

Private Vehicle

Other (Specify)

Total (est.) Cost: \$150.00

Advance Registration Required: \$150.00

Department Name: Community Corrections

Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$150.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,650.00</u>
Approved Requests:	<u>\$11,988.25</u>
Budget Available:	<u>\$661.75</u>
Current Requests:	<u>\$150.00</u>
Budget Balance:	<u>\$511.75</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/31/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 55

Agenda

AUG - 5 2013

Date: July 23, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 28, 2013 Return Date: August 30, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend: Alabama Law Enforcement Conference

Traveler (s) Name: 1. Azzie Taylor 4. Kenney Gibbs
2. Tim Tyler 5. Scott Green
3. Brittney Bucak 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$4,830.00 Advance Registration Required: \$1,000.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

To: Ellen Brooks
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$4,830.00 and advance registration of \$1,000.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$45,000.00</u>
Approved Requests:	<u>\$36,750.71</u>
Budget Available:	<u>\$8,249.29</u>
Current Requests:	<u>\$4,830.00</u>
Budget Balance:	<u>\$3,419.29</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/25/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 56

Agenda

AUG - 5 2013

Date: July 23, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 28, 2013 Return Date: August 30, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend: Alabama Law Enforcement Conference

Traveler (s) Name: 1. Ellen Brooks 4. _____
2. Daryl Bailey 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$1,932.00 Advance Registration Required: \$400.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: The attendees would like the option of using either vehicle.

To: Ellen Brooks
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,932.00 and advance registration of \$400.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$36,750.71</u>	
Budget Available:	<u>\$8,249.29</u>	
Current Requests:	<u>\$6,762.00</u>	
Budget Balance:	<u>\$1,487.29</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/25/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

Date: July 29, 2013
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Agenda
AUG - 5 2013

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: September 25, 2013 Return Date: September 27, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Basic Mapping

Traveler (s) Name: 1. Janet Buskey 4. _____
2. Allyson Holland 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$450.00 Advance Registration Required: \$450.00

Department Name: Revenue Commissioner Fund Name: Manufactured Home Trust

Additional Comments: _____

To: Janet Buskey, Revenue Comm.
From: Donald L. Mims, Administrator

The above request is app. 08/05/13 reimbursement of actual and necessary expenses in the
approximate amount of \$450.00 and advance registration of \$450.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>781-51501.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$6,000.00</u>
Approved Requests:	<u>\$5,161.61</u>
Budget Available:	<u>\$838.39</u>
Current Requests:	<u>\$450.00</u>
Budget Balance:	<u>\$388.39</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 7/29/2013

cc: Finance Director / Buyer

6-14

AUG - 5 2013

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

DEPARTMENT:	County Comm Appropriat	REVIEWED:	S. Thomas	7/31/2013
DATE:	7/31/2013	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

JUSTIFICATION: Budget for two Homeland Security Grants for rapid response training.

AUG - 5 2013

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

↑

7/29/2013

Date _____

Date _____

To realign budget line items within Workers Compensation and Risk Management budgets.

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Grantee Name & Address: Montgomery County Sheriff's Department 115 S. PERRY ST MONTGOMERY, AL 36104-4243		2. Issuing Office & Address: Alabama State Law Enforcement Agency PO Box 304115 Montgomery, AL 36130-4115	
3. FY 2010	4. Amount of: Federal: \$63,722.42 Total: \$63,722.42	5. Effective Dates Begin: 7/8/2013 End: 7/31/2013	6. Grant Number: OCBS

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama State Law Enforcement Agency is herein referred to as ALSLEA, and FY 2010 is herein referred to as the Agreement Fiscal Year.

1. **Applicable Federal Regulations:** The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.
2. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.
3. **Audit Requirements:** The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by ALSLEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.
4. **Non-Supplanting Agreement:** The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

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**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Grantee Name & Address: Montgomery County Sheriff's Department 115 S. PERRY ST MONTGOMERY, AL 36104-4243		2. Issuing Office & Address: Alabama State Law Enforcement Agency PO Box 304115 Montgomery, AL 36130-4115	
3. FY 2010	4. Amount of: Federal: \$884.58 Total: \$884.58	5. Effective Dates Begin: 7/8/2013 End: 7/31/2013	6. Grant Number: 0ICL

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama State Law Enforcement Agency is herein referred to as ALSLEA, and FY 2010 is herein referred to as the Agreement Fiscal Year.

1. **Applicable Federal Regulations:** The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.
2. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.
3. **Audit Requirements:** The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by ALSLEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.
4. **Non-Supplanting Agreement:** The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

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**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Grantee Name & Address: Montgomery County Sheriff's Department 115 S. PERRY ST MONTGOMERY, AL 36104-4243		2. Issuing Office & Address: Alabama State Law Enforcement Agency PO Box 304115 Montgomery, AL 36130-4115	
3. FY 2010	4. Amount of: Federal: \$393.00 Total: \$393.00	5. Effective Dates Begin: 7/8/2013 End: 7/31/2013	6. Grant Number: 0LEL

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama State Law Enforcement Agency is herein referred to as ALSLEA, and FY 2010 is herein referred to as the Agreement Fiscal Year.

1. **Applicable Federal Regulations:** The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. **Audit Requirements:** The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by ALSLEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. **Non-Supplanting Agreement:** The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

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**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

5. **Project Implementation:** The sub-grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR).
6. **Written Approval of Changes:** Any mutually agreed upon changes to this sub-grant must be approved, in writing, by ALSLEA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
7. **Individual Consultants:** Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.
8. **Bidding Requirements:** The sub-grantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all homeland security related financial matters, including personnel and travel costs. Subgrantees must comply with the provisions in this guide. This guide has been distributed by ALSLEA annually during the past several years and is available upon request. Personnel and travel costs must also be consistent with the jurisdiction's policies and procedures, and must be applied uniformly to both federally financed and locally financed activities of the agency. In the absence of jurisdictional requirements, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. However, at no time can the agency's travel and lodging expenses rates exceed the federal rates established by the U.S. General Services Administration (GSA). Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are normally not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Grant funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of grant funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantees approved project plan and budget. Items must be in the sub-grantee's approved grant budget and documented in the budget detail worksheet in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.
12. **Recording and Documentation of Receipts and Expenditures:** Sub-grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Equipment purchases may only include items approved in the AEL (Authorized Equipment List). Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
13. **Financial Responsibility:** The financial responsibility of sub-grantees must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
- c. The accounting system should provide accurate and current financial reporting information; and,
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

14. Property Control:

- a. Effective control and accountability must be maintained for all property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-grantees should ensure proper use, maintenance, protection and preservation of such property.
- b. Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- c. Use and Disposition: Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. Theft, destruction, or loss of property shall be reported to ALSLEA immediately. Property will only be transferred for property disposal if it is certified as no longer serviceable and coordinated in advance with ALSLEA.
- d. Vehicles: The AEL, section 12 (Vehicles) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. These vehicles may not be used for routine administration or daily operations. The mileage for all vehicles purchased with homeland security grant funds will be checked annually during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.
- e. Equipment: The sub-grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the ALSLEA logo and the above phrasing may be obtained by contacting the ALSLEA.

- 15. Performance: This grant may be terminated or fund payments discontinued by ALSLEA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by ALSLEA. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from ALSLEA, the sub-grantee shall reimburse ALSLEA the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse ALSLEA for payments made.
- 16. Deobligation of Grant Funds: All expenditures of grant funds must be completed and the grant closed out within thirty (30) calendar days of the end of the grant period. Failure to close out the grant in a timely manner will result in an automatic deobligation of the remaining grant funds by ALSLEA.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
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17. Americans with Disabilities Act of 1990 (ADA): The sub-grantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.
19. Utilization of Minority Businesses: Sub-grantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
21. Debarment Certification: With the signing of the grant application, the sub-grantee agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.
22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency sub-grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when ALSLEA determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the grant, or government-wide suspension or debarment.
23. Publications: The sub-grantee agrees that all publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The sub-grantee also agrees that one copy of any such publication will be submitted to ALSLEA to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. ALSLEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.
24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
25. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by ALSLEA Guidelines or "Special Conditions" placed on the grant award.
26. Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by ALSLEA. Failure to comply could result in a "Stop Payment" being placed on the grant.
27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with ALSLEA at annual program briefings and documented/approved in budget detail worksheets. Specific provisions are provided below.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- a. **Equipment Storage:** Rental or leasing of space for a newly acquired allowable equipment items is allowable. Grant funds may be used to cover only the portion of the rental/lease period that occurs during the grant project period. Supplanting of previously planned or budgeted activities is strictly prohibited.
- b. **Exercises:** Rental or leasing of space for design, development, conduct and evaluation of exercises is allowable. This includes the costs related to the rental of space/locations for both exercise planning and conduct.
- c. **Office Space:** Leasing of office space is generally not authorized. In certain cases, it may be approved based on the requirements for hiring new personnel. The request to lease space for new personnel must be coordinated in advance with ALSLEA. If approved, the total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the sub-grantee regarding current market costs for space in the same locale should be made available upon request by the State Administrating Agency (ALSLEA) or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the sub-grantee or if the sub-grantee has a substantial financial interest in the property. The total square footage covered by the lease, total square footage being charged to the grant (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (ALSLEA). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot be used for mortgage payments as this is unallowable.

28. **Suspension or Termination of Funding:** ALSLEA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a sub-grantee for any of the following reasons:
- a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.
 - b. Failure to adhere to the requirements, standard conditions or special conditions of this grant, including property accountability and vehicle usage.
 - c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been approved for funding.
 - d. Failure to submit reports on a semi-annual basis and as otherwise required.
 - e. Filing a false certification in this application or other report or document.
 - f. Other good cause shown.
29. **National Incident Management System (NIMS):** The State met the NIMS compliance requirements in order to receive FY12 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups by the annual deadline are also eligible to receive FY12 homeland security grant funding.
- a. County subgrantees of FY12 homeland security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the annual NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.
 - b. If a County allocates or uses FY12 HS funding for a city, town or agency that is not NIMS compliant, then ALSLEA will not be able to process the reimbursement request and it will be returned without action.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
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30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the sub-grantee agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The sub-grantee agrees to submit a Budget Detail Worksheet to the Alabama Department of Homeland Security (ALSLEA) and must await formal approval of the worksheet in writing from AL DHS prior to obligating funds, making commitments, or purchasing any of the items requested. The worksheet submitted by the sub-grantee will provide a complete and detailed description of the items (equipment, training, and exercises) to be purchased and will also provide a valid estimate of the actual quantities and costs involved. Care should be taken to ensure the items requested on the worksheet are allowable in accordance with the US DHS grant guidance, and if equipment, listed on the current version of the Authorized Equipment List (AEL). Copies of the fiscal year grant guidance and the current version of the AEL are available on the ALSLEA web site. Additionally, a revised worksheet must be submitted for addition or deletion of all items from the original worksheet. If additions, deletions, or changes in cost total \$5000.00 or more, a new sign-off sheet by stakeholders is also required. Electronic copies of budget detail worksheet must be submitted within 60 days of receipt of this grant. The electronic budget detail worksheet is a requirement in addition to the paper copies that may have been submitted previously.
- b. Special Instructions: In regard to law enforcement, the sub-grantee agrees to spend the appropriate percentage of this grant in compliance with US DHS grant guidance and ALSLEA special instructions. Additionally, the amount to be spent and the percentage for the expenditures for law enforcement will be documented in a letter and attached to the budget detail worksheet.
32. Metropolitan Medical Response System (MMRS):
- a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security Strategies. The responsibilities of MMRS sub-grantees are to:
- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
 - Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework
 - Promote sub-State regional coordination of mutual aid with neighboring localities
 - Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events
 - Validate the sub-grantee's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- b. Detailed budget worksheets will document program expenses as prescribed in other sections of the grant guidance. Detailed budget worksheets will be prepared and provided to AL DHS for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.
33. Homeland Security Exercises: All exercises conducted with HSGP funding must be NIMS compliant and must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The Alabama Emergency Management Agency serves as the single point of contact for homeland security and emergency management related exercises within the state. All exercises must be coordinated in advance with Sam Guerrero or the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP grant guidance, grant recipients must ensure that an After Action Report and an Improvement Plan are prepared for each exercise conducted with US DHS and FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise point of contact and submitted to the FEMA secure portal within 60 days following each exercise.
34. Overtime and Backfill: Sub-grantees must read and comply with the funding restrictions provided in FY12 HSGP grant guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not normally be authorized and all requests for overtime must be coordinated in advance and approved by AL DHS.
- a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with Federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to spend FY12 HSGP funds on operational overtime costs prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses are *not allowed* except as part of the standard National Guard deployment package.
35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with AL DHS and documented/approved in budget detail worksheets. Additionally, subgrantees must provide to the SAA (AL DHS) appropriate documentation required by HSGP grant guidance (for forwarding to FEMA) prior to draw down of funds. Subgrantees must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects that were initiated or completed before an EHP review was concluded and used HSGP funds will be de-obligated. MMRS funds may not be used for any type of construction.
36. Special Instructions: This grant is for the purchase of a crime scene digitizer and software.

CERTIFICATION BY COUNTY HOMELAND SECURITY POINT OF CONTACT (POC)

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subgrantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Derrick Cunningham

Title: Chief Deputy

Agency Address: 115 South Perry St. Montgomery, AL 36104

Phone Number: (334) 832-1646

Fax Number: (334) 832-7113

Mobile Number: (334) 850-1329

E-Mail Address: DerrickCunningham@mc-ala.org

Signature: [Signature]

Date: 7/18/13

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subgrantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Elton N. Dean, Sr.

Title: Chairman

Agency Address: 101 S. Lawrence Street, Montgomery, AL 36117

Phone Number: 334 - 332-4950

Signature: Elton N. Dean, Sr.

Date: 7/24/13

NOTE: THE POC AND THE COUNTY OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON.
STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS
WITHOUT ALSLEA APPROVAL.

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Secretary, Alabama State Law Enforcement Agency

Signature: [Signature]

Date:

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) 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 State Funding Agency (SCEMD) 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 by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

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

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

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

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

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

**3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES
RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.**

As required by the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

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

- (1) 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;
- (2) Establishing an on-going drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) 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 (1);
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) 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;
- (5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) 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
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- APPLICABLE TO GRANTEES
RECEIVING \$50,000 OR MORE.**

As required by the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

- 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 the State Funding Agency.

ACCEPTANCE OF AUDIT REQUIREMENTS

We agree to have an audit conducted in compliance with OMB Circular A-133, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

Alabama State Law Enforcement Agency
Accounting Office
Post Office Box 304115
Montgomery, Alabama 36130-4115

The following is information on the next organization-wide audit which will include this agency:

1. *Audit Period:	Beginning		Ending		
2. Audit will be submitted to ALSLEA Accounting Office by:					
				(Date)	

NOTE: The audit or written certification must be submitted to ALSLEA, *no later than the ninth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133.

Any information regarding the OMB Circular audit requirements will be furnished by ALSLEA, upon request.

***NOTE:** The Audit Period is the organization's fiscal or calendar year to be audited.

Failure to complete this form will result in your grant award being delayed and/or cancelled.

Form Completed By
Name: Elton N. Dean, Sr. Title: Chairman

Signature: Elton N. Dean, Sr.

MEMORANDUM FOR RECORD

Date: July 16, 2013

RE: 3D Crime/Accident Scene Software
And Scanner Package

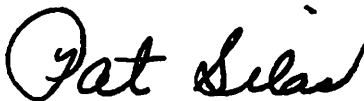
On this date, the attached quote along with a sole source letter from 3rd Tech and a memo from Assistant Chief Dave Bryan was received from the Sheriff's Office.

When talking with Assistant Chief Dave Bryan, he advised that Chief Cunningham had received a \$65,000.00 Homeland Security Grant for the purchase of this package and that the grant had to be used no later than July 31, 2013. Assistant Chief Bryan said that the total cost of the package would be \$65,719.00 and that the extra \$719.00 would be taken from the Sheriff's Office budget.

3rd Tech, Inc. is the developer and the sole source for the Scene Vision-3D software for documentation, analysis and presentation of 3D crime scene data. In addition, many techniques within the Scene Vision-3D are covered by US patents and are not available in any other software or integrated scanner-plus-software system.

The undersigned talked with Teresa Dekle, State Examiner, regarding the quote, the sole source letter from the company and the memo from Assistant Chief Bryan. Ms. Dekle advised that instead of purchasing based on sole source, she would purchase based on the exemption from the bid law regarding homeland security. Ms. Dekle advised that anything pertaining to security would be exempt based on this section of the bid law. Ms. Dekle also advised that since the grant would be expiring July 31, 2013, before the Commission would meet again, that it would be o.k. to issue a purchase order to the company and then advise the Commission at the next meeting.

In view of the above and since Section 41-16-51 (15) of the Code of Alabama exempts from competitive bidding of contractual services and purchases of products related to, or having an impact upon security plans, procedures, assessments, measures, or systems, or the security or safety of persons, structures, facilities, or infrastructures, a purchase order was issued to 3rd Tech, Inc. for the amount of \$65,719.00 for the needed software.



Pat Silas, Purchasing Manager

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Grantee Name & Address: Montgomery County Sheriff's Department 115 S. PERRY ST MONTGOMERY, AL 36104-4243		2. Issuing Office & Address: Alabama State Law Enforcement Agency PO Box 304115 Montgomery, AL 36130-4115	
3. FY 2013	4. Amount of: Federal: \$100,000.00 Total: \$100,000.00	5. Effective Dates Begin: 7/22/2013 End: 9/23/2013	6. Grant Number: 3ETF

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama State Law Enforcement Agency is herein referred to as ALSLEA, and FY 2013 is herein referred to as the Agreement Fiscal Year.

1. **Applicable Federal Regulations:** The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. **Audit Requirements:** The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by ALSLEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. **Non-Supplanting Agreement:** The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

Initial Here



**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
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5. **Project Implementation:** The sub-grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR).
6. **Written Approval of Changes:** Any mutually agreed upon changes to this sub-grant must be approved, in writing, by ALSLEA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
7. **Individual Consultants:** Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.
8. **Bidding Requirements:** The sub-grantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all homeland security related financial matters, including personnel and travel costs. Subgrantees must comply with the provisions in this guide. This guide has been distributed by ALSLEA annually during the past several years and is available upon request. Personnel and travel costs must also be consistent with the jurisdiction's policies and procedures, and must be applied uniformly to both federally financed and locally financed activities of the agency. In the absence of jurisdictional requirements, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. *However, at no time can the agency's travel and lodging expenses rates exceed the federal rates established by the U.S. General Services Administration (GSA).* Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are normally not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Grant funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of grant funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantees approved project plan and budget. Items must be in the sub-grantee's approved grant budget and documented in the budget detail worksheet in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.
12. **Recording and Documentation of Receipts and Expenditures:** Sub-grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Equipment purchases may only include items approved in the AEL (Authorized Equipment List). Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
13. **Financial Responsibility:** The financial responsibility of sub-grantees must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
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- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
- c. The accounting system should provide accurate and current financial reporting information; and,
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

14. Property Control:

- a. Effective control and accountability must be maintained for all property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-grantees should ensure proper use, maintenance, protection and preservation of such property.
- b. Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- c. Use and Disposition: Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. Theft, destruction, or loss of property shall be reported to ALSLEA immediately. Property will only be transferred for property disposal if it is certified as no longer serviceable and coordinated in advance with ALSLEA.
- d. Vehicles: The AEL, section 12 (Vehicles) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. These vehicles may not be used for routine administration or daily operations. The mileage for all vehicles purchased with homeland security grant funds will be checked annually during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.
- e. Equipment: The sub-grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the ALSLEA logo and the above phrasing may be obtained by contacting the ALSLEA.

15. Performance: This grant may be terminated or fund payments discontinued by ALSLEA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by ALSLEA. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from ALSLEA, the sub-grantee shall reimburse ALSLEA the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse ALSLEA for payments made.
16. Deobligation of Grant Funds: All expenditures of grant funds must be completed and the grant closed out within thirty (30) calendar days of the end of the grant period. Failure to close out the grant in a timely manner will result in an automatic deobligation of the remaining grant funds by ALSLEA.

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17. Americans with Disabilities Act of 1990 (ADA): The sub-grantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.
19. Utilization of Minority Businesses: Sub-grantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
21. Debarment Certification: With the signing of the grant application, the sub-grantee agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.
22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency sub-grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when ALSLEA determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the grant, or government-wide suspension or debarment.
23. Publications: The sub-grantee agrees that all publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The sub-grantee also agrees that one copy of any such publication will be submitted to ALSLEA to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. ALSLEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.
24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
25. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by ALSLEA Guidelines or "Special Conditions" placed on the grant award.
26. Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by ALSLEA. Failure to comply could result in a "Stop Payment" being placed on the grant.
27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with ALSLEA at annual program briefings and documented/approved in budget detail worksheets. Specific provisions are provided below.

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a. **Equipment Storage:** Rental or leasing of space for a newly acquired allowable equipment items is allowable. Grant funds may be used to cover only the portion of the rental/lease period that occurs during the grant project period. Supplanting of previously planned or budgeted activities is strictly prohibited.

b. **Exercises:** Rental or leasing of space for design, development, conduct and evaluation of exercises is allowable. This includes the costs related to the rental of space/locations for both exercise planning and conduct.

c. **Office Space:** Leasing of office space is generally not authorized. In certain cases, it may be approved based on the requirements for hiring new personnel. The request to lease space for new personnel must be coordinated in advance with ALSLEA. If approved, the total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the sub-grantee regarding current market costs for space in the same locale should be made available upon request by the State Administrating Agency (ALSLEA) or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the sub-grantee or if the sub-grantee has a substantial financial interest in the property. The total square footage covered by the lease, total square footage being charged to the grant (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (ALSLEA). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot be used for mortgage payments as this is unallowable.

28. **Suspension or Termination of Funding:** ALSLEA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a sub-grantee for any of the following reasons:

a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.

b. Failure to adhere to the requirements, standard conditions or special conditions of this grant, including property accountability and vehicle usage.

c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been approved for funding.

d. Failure to submit reports on a semi-annual basis and as otherwise required.

e. Filing a false certification in this application or other report or document.

f. Other good cause shown.

29. **National Incident Management System (NIMS):** The State met the NIMS compliance requirements in order to receive FY12 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups by the annual deadline are also eligible to receive FY12 homeland security grant funding.

a. County subgrantees of FY12 homeland security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the annual NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If a County allocates or uses FY12 HS funding for a city, town or agency that is not NIMS compliant, then ALSLEA will not be able to process the reimbursement request and it will be returned without action.

**COOPERATIVE GRANT AGREEMENT
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30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the sub-grantee agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The sub-grantee agrees to submit a Budget Detail Worksheet to the Alabama Department of Homeland Security (ALSLEA) and must await formal approval of the worksheet in writing from AL DHS prior to obligating funds, making commitments, or purchasing any of the items requested. The worksheet submitted by the sub-grantee will provide a complete and detailed description of the items (equipment, training, and exercises) to be purchased and will also provide a valid estimate of the actual quantities and costs involved. Care should be taken to ensure the items requested on the worksheet are allowable in accordance with the US DHS grant guidance, and if equipment, listed on the current version of the Authorized Equipment List (AEL). Copies of the fiscal year grant guidance and the current version of the AEL are available on the ALSLEA web site. Additionally, a revised worksheet must be submitted for addition or deletion of all items from the original worksheet. If additions, deletions, or changes in cost total \$5000.00 or more, a new sign-off sheet by stakeholders is also required. Electronic copies of budget detail worksheet must be submitted within 60 days of receipt of this grant. The electronic budget detail worksheet is a requirement in addition to the paper copies that may have been submitted previously.
- b. Special Instructions: In regard to law enforcement, the sub-grantee agrees to spend the appropriate percentage of this grant in compliance with US DHS grant guidance and ALSLEA special instructions. Additionally, the amount to be spent and the percentage for the expenditures for law enforcement will be documented in a letter and attached to the budget detail worksheet.
32. Metropolitan Medical Response System (MMRS):
- a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security Strategies. The responsibilities of MMRS sub-grantees are to:
- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
 - Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework
 - Promote sub-State regional coordination of mutual aid with neighboring localities
 - Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events
 - Validate the sub-grantee's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments

**COOPERATIVE GRANT AGREEMENT
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- b. Detailed budget worksheets will document program expenses as prescribed in other sections of the grant guidance. Detailed budget worksheets will be prepared and provided to ALSLEA for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.
33. Homeland Security Exercises: All exercises conducted with HSGP funding must be NIMS compliant and must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The Alabama Emergency Management Agency serves as the single point of contact for homeland security and emergency management related exercises within the state. All exercises must be coordinated in advance with Sam Guerrero or the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP grant guidance, grant recipients must ensure that an After Action Report and an Improvement Plan are prepared for each exercise conducted with US DHS and FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise point of contact and submitted to the FEMA secure portal within 60 days following each exercise.
34. Overtime and Backfill: Sub-grantees must read and comply with the funding restrictions provided in FY12 HSGP grant guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not normally be authorized and all requests for overtime must be coordinated in advance and approved by ALSLEA.
- a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with Federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to spend FY12 HSGP funds on operational overtime costs prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses are *not allowed* except as part of the standard National Guard deployment package.
35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with ALSLEA and documented/approved in budget detail worksheets. Additionally, subgrantees must provide to the SAA (ALSLEA) appropriate documentation required by HSGP grant guidance (for forwarding to FEMA) prior to draw down of funds. Subgrantees must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects that were initiated or completed before an EHP review was concluded and used HSGP funds will be de-obligated. MMRS funds may not be used for any type of construction.
36. Special Instructions: This grant is for a VirTra system simulator.

CERTIFICATION BY COUNTY HOMELAND SECURITY POINT OF CONTACT (POC)

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subgrantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name:

Derrick Cunningham

Title:

Chief Deputy

Agency Address:

115 South Perry St Montgomery, AL 36104

Phone Number:

(334) 832-1646

Fax Number:

(334) 832-7113

Mobile Number:

(334) 850-1329

E-Mail Address:

DerrickCunningham@mc-ala.org

Signature:

Derrick Cunningham

Date:

7-22-13

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subgrantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name:

Title:

Agency Address:

Phone Number:

Signature:

Date:

NOTE: THE POC AND THE COUNTY OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON.
STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS
WITHOUT ALSLEA APPROVAL.

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Secretary, Alabama State Law Enforcement Agency

Signature:

Spencer Collier

Date:

7/19/2013

Initial Here

9-9

D.C.

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 the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) 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 State Funding Agency (SCMD) 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 by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

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

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

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

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

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

**3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES
RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.**

As required by the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

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

- (1) 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;
- (2) Establishing an on-going drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) 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 (1);
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) 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;
- (5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) 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
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- APPLICABLE TO GRANTEES
RECEIVING \$50,000 OR MORE.**

As required by the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

- 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 the State Funding Agency.

ACCEPTANCE OF AUDIT REQUIREMENTS

We agree to have an audit conducted in compliance with OMB Circular A-133, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

Alabama State Law Enforcement Agency
Accounting Office
Post Office Box 304115
Montgomery, Alabama 36130-4115

The following is information on the next organization-wide audit which will include this agency:

1. *Audit Period:	Beginning		Ending			
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2. Audit will be submitted to ALSLEA Accounting Office by:		
	(Date)	

NOTE: The audit or written certification must be submitted to ALSLEA, *no later than the ninth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133.

Any information regarding the OMB Circular audit requirements will be furnished by ALSLEA, upon request.

***NOTE:** The Audit Period is the organization's fiscal or calendar year to be audited.

Failure to complete this form will result in your grant award being delayed and/or cancelled.

Form Completed By

Name:

Title:

Signature:

VirTra

Quote prepared for:

Arnaldo Mercado
Alabama State Law Enforcement Agency
525 Washington Ave.
Montgomery, AL 36104
334-549-2010 (m)
Arnaldo.mercado@le.alabama.gov

VirTra Contact

Ryan Bray | Regional Manager

office: 480.968.1488 x 5012
mobile: 602.684.2991
email: rbray@virtra.com

Date July 12th, 2013

Quote Expiration October 16th 2013

Confidential.

VirTra 300 Simulator System

Part Number	Description	Qty	Price	Total
VS300LE-1	VirTra Systems 300 LE-1 simulator uses five interconnected screens to create fully immersive active engagements in a 300 degree environment surrounding the trainees. Multi-directional audio and seamless real video create an environment and situation that will challenge trainees. Comes with LE content library, Computer Racks, UPS backup and Audio/Projection Equipment. System is configurable to fit in a variety of spaces. One year warranty and support services included.	1	\$132,189.00	\$132,189.00

Weapons Recoil Kits and Accessories

Part Number	Description	Qty	Price	Total
VTRK-G22	Micro-switch activated tetherless handgun recoil kit for the Glock 22. Includes one magazine. (All recoil kits convert real firearms which must be supplied by the customer).	2	\$4,399.00	\$8,798.00
VTRK-G22-MAG	Additional magazine for use with the tetherless VTRK-G22 recoil kits.	2	\$599.00	\$1,198.00
VSWSA-G22-AP	Adapter plate for the tetherless VTRK-G22.	1	\$489.00	\$489.00
TRK-SWMP	Tetherless handgun recoil kit for SWMP - 9 mm, or S&W .40 caliber. Includes one magazine (All recoil kits convert real firearms which must be supplied by the customer).	2	\$3,589.00	\$7,178.00
TRK-SWMP-MAG	Additional magazine for use with the tetherless TRK-SWMP recoil kits.	2	\$599.00	\$1,198.00
TRK-SWMP-AP	Adapter plate for the tetherless TRK-SWMP.	1	\$489.00	\$489.00
VATR-M16	Advanced Tetherless Rifle Recoil Kit for AR15, and M16. Incorporates laser, supports tactical reload and instructor jamming capability. Includes one wireless programmable magazine (All recoil kits convert real firearms which must be supplied by the customer).	1	\$8,379.00	\$8,379.00
VATR-M16-MAG	Advanced Refillable Rifle Magazine with pressure supply, shot counting, rechargeable battery pack and wireless communications. (For use with ATR M16. Requires Refill and Recharge Stations).	1	\$2,309.00	\$2,309.00
VSWSA-M16-AP	Adapter plate for the tetherless VATR-M16.	1	\$489.00	\$489.00
VSWSA-RCS	Recharges the internal battery for up to four VATR-M16-MAG magazines at once.	1	\$2,339.00	\$2,339.00
VSWSA-RFS	Table-top refill station for all refillable magazines. Includes automatic push button activation and one CO2 tank which must ship empty.	1	\$4,609.00	\$4,609.00

Simulator Accessories and Options

Part Number	Description	Qty	Price	Total
VSNLW-TAS	Laser-based X-26 TASER® training weapon.	1	\$4,609.00	\$4,609.00
VSNLW-OCC	Laser-based OC training device.	1	\$2,519.00	\$2,519.00
VSATU-TMAR	Trainee Monitor and Recording. Real-time monitoring, recording, and playback during debriefing sessions of trainees. Includes software and hardware that integrates into the VirTra line of simulators.	1	\$7,529.00	\$7,529.00
VSATU-LL	Hardware and software for low light training, includes 2 flashlights.	1	\$7,719.00	\$7,719.00
VSATU-TP-300	Enhanced training platform for use with the VirTra 300 systems. Required for the Breach Door and Enhanced Sound Effects.	1	\$11,489.00	\$11,489.00
VSATU-SE	Powerful amplifier and transducers that permit trainees to actually feel sounds for increased realism.	1	\$5,849.00	\$5,849.00
VSHU-BS-300	Eliminates the 5 inch black border between screens to increase immersion on VirTra 300 systems.	1	\$9,509.00	\$9,509.00
VSATU-TFII	VirTra Systems patented Threat-Fire™ Return-Fire-Simulator device delivers a safe and adjustable electrical impulse to simulate hostile fire and enhance realism during training. No eye-protection required (Requires Wireless Station).	2	\$3,529.00	\$7,058.00
VSWSA-WS	Required for wireless recoil kits and the Threat-Fire™ to connect to the VirTra simulator (Only one wireless station needed per system).	1	\$1,739.00	\$1,739.00
UPS	UPS battery back-up to protect system components (Number required depends on system purchased).	5	\$329.00	\$1,645.00

Training and Shipping

Part Number	Description	Qty	Price	Total
Installation & Training	Installation and on-site Training for up to 6 trainees.	1	\$5,900.00	\$5,900.00
Shipping & Handling	Shipping and handling expenses.	1	\$2,250.00	\$2,250.00

Total
\$237,479.00

Sales Terms and Conditions Apply. All quoted systems come with a one year Full Warranty. Additional Warranties available. VirTra Requires a tax exemption certificate to be kept on file if applicable.

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Grantee Name & Address: Montgomery County Sheriff's Department 115 S. PERRY ST MONTGOMERY, AL 36104-4243		2. Issuing Office & Address: Alabama State Law Enforcement Agency PO Box 304115 Montgomery, AL 36130-4115	
3. FY 2011	4. Amount of: Federal: \$137,479.00 Total: \$137,479.00	5. Effective Dates Begin: 7/22/2013 End: 9/23/2013	6. Grant Number: HCL

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama State Law Enforcement Agency is herein referred to as ALSLEA, and FY 2011 is herein referred to as the Agreement Fiscal Year.

1. **Applicable Federal Regulations:** The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. **Audit Requirements:** The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by ALSLEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. **Non-Supplanting Agreement:** The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

5. **Project Implementation:** The sub-grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR).
6. **Written Approval of Changes:** Any mutually agreed upon changes to this sub-grant must be approved, in writing, by ALSLEA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
7. **Individual Consultants:** Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.
8. **Bidding Requirements:** The sub-grantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all homeland security related financial matters, including personnel and travel costs. Subgrantees must comply with the provisions in this guide. This guide has been distributed by ALSLEA annually during the past several years and is available upon request. Personnel and travel costs must also be consistent with the jurisdiction's policies and procedures, and must be applied uniformly to both federally financed and locally financed activities of the agency. In the absence of jurisdictional requirements, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. *However, at no time can the agency's travel and lodging expenses rates exceed the federal rates established by the U.S. General Services Administration (GSA).* Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are normally not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Grant funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of grant funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantees approved project plan and budget. Items must be in the sub-grantee's approved grant budget and documented in the budget detail worksheet in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.
12. **Recording and Documentation of Receipts and Expenditures:** Sub-grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Equipment purchases may only include items approved in the AEL (Authorized Equipment List). Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
13. **Financial Responsibility:** The financial responsibility of sub-grantees must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
- c. The accounting system should provide accurate and current financial reporting information; and,
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

14. Property Control:

- a. Effective control and accountability must be maintained for all property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-grantees should ensure proper use, maintenance, protection and preservation of such property.
- b. Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- c. Use and Disposition: Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. Theft, destruction, or loss of property shall be reported to ALSLEA immediately. Property will only be transferred for property disposal if it is certified as no longer serviceable and coordinated in advance with ALSLEA.
- d. Vehicles: The AEL, section 12 (Vehicles) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. *These vehicles may not be used for routine administration or daily operations.* The mileage for all vehicles purchased with homeland security grant funds will be checked annually during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.
- e. Equipment: The sub-grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the ALSLEA logo and the above phrasing may be obtained by contacting the ALSLEA.

- 15. Performance: This grant may be terminated or fund payments discontinued by ALSLEA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by ALSLEA. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from ALSLEA, the sub-grantee shall reimburse ALSLEA the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse ALSLEA for payments made.
- 16. Deobligation of Grant Funds: All expenditures of grant funds must be completed and the grant closed out within thirty (30) calendar days of the end of the grant period. Failure to close out the grant in a timely manner will result in an automatic deobligation of the remaining grant funds by ALSLEA.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

17. Americans with Disabilities Act of 1990 (ADA): The sub-grantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.
19. Utilization of Minority Businesses: Sub-grantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
21. Debarment Certification: With the signing of the grant application, the sub-grantee agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.
22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency sub-grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when ALSLEA determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the grant, or government-wide suspension or debarment.
23. Publications: The sub-grantee agrees that all publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The sub-grantee also agrees that one copy of any such publication will be submitted to ALSLEA to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. ALSLEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.
24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
25. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by ALSLEA Guidelines or "Special Conditions" placed on the grant award.
26. Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by ALSLEA. Failure to comply could result in a "Stop Payment" being placed on the grant.
27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with ALSLEA at annual program briefings and documented/approved in budget detail worksheets. Specific provisions are provided below.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

a. Equipment Storage: Rental or leasing of space for a newly acquired allowable equipment items is allowable. Grant funds may be used to cover only the portion of the rental/lease period that occurs during the grant project period. Supplanting of previously planned or budgeted activities is strictly prohibited.

b. Exercises: Rental or leasing of space for design, development, conduct and evaluation of exercises is allowable. This includes the costs related to the rental of space/locations for both exercise planning and conduct.

c. Office Space: Leasing of office space is generally not authorized. In certain cases, it may be approved based on the requirements for hiring new personnel. The request to lease space for new personnel must be coordinated in advance with ALSLEA. If approved, the total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the sub-grantee regarding current market costs for space in the same locale should be made available upon request by the State Administrating Agency (ALSLEA) or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the sub-grantee or if the sub-grantee has a substantial financial interest in the property. The total square footage covered by the lease, total square footage being charged to the grant (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (ALSLEA). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot be used for mortgage payments as this is unallowable.

28. Suspension or Termination of Funding: ALSLEA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a sub-grantee for any of the following reasons:

a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.

b. Failure to adhere to the requirements, standard conditions or special conditions of this grant, including property accountability and vehicle usage.

c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been approved for funding.

d. Failure to submit reports on a semi-annual basis and as otherwise required.

e. Filing a false certification in this application or other report or document.

f. Other good cause shown.

29. National Incident Management System (NIMS): The State met the NIMS compliance requirements in order to receive FY12 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups by the annual deadline are also eligible to receive FY12 homeland security grant funding.

a. County subgrantees of FY12 homeland security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the annual NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If a County allocates or uses FY12 HS funding for a city, town or agency that is not NIMS compliant, then ALSLEA will not be able to process the reimbursement request and it will be returned without action.

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the sub-grantee agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The sub-grantee agrees to submit a Budget Detail Worksheet to the Alabama Department of Homeland Security (ALSLEA) and must await formal approval of the worksheet in writing from AL DHS prior to obligating funds, making commitments, or purchasing any of the items requested. The worksheet submitted by the sub-grantee will provide a complete and detailed description of the items (equipment, training, and exercises) to be purchased and will also provide a valid estimate of the actual quantities and costs involved. Care should be taken to ensure the items requested on the worksheet are allowable in accordance with the US DHS grant guidance, and if equipment, listed on the current version of the Authorized Equipment List (AEL). Copies of the fiscal year grant guidance and the current version of the AEL are available on the ALSLEA web site. Additionally, a revised worksheet must be submitted for addition or deletion of all items from the original worksheet. If additions, deletions, or changes in cost total \$5000.00 or more, a new sign-off sheet by stakeholders is also required. Electronic copies of budget detail worksheet must be submitted within 60 days of receipt of this grant. The electronic budget detail worksheet is a requirement in addition to the paper copies that may have been submitted previously.
- b. Special Instructions: In regard to law enforcement, the sub-grantee agrees to spend the appropriate percentage of this grant in compliance with US DHS grant guidance and ALSLEA special instructions. Additionally, the amount to be spent and the percentage for the expenditures for law enforcement will be documented in a letter and attached to the budget detail worksheet.
32. Metropolitan Medical Response System (MMRS):
- a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security Strategies. The responsibilities of MMRS sub-grantees are to:
- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
 - Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework
 - Promote sub-State regional coordination of mutual aid with neighboring localities
 - Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events
 - Validate the sub-grantee's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments

**COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- b. Detailed budget worksheets will document program expenses as prescribed in other sections of the grant guidance. Detailed budget worksheets will be prepared and provided to ALSLEA for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.
33. Homeland Security Exercises: All exercises conducted with HSGP funding must be NIMS compliant and must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The Alabama Emergency Management Agency serves as the single point of contact for homeland security and emergency management related exercises within the state. All exercises must be coordinated in advance with Sam Guerrero or the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP grant guidance, grant recipients must ensure that an After Action Report and an Improvement Plan are prepared for each exercise conducted with US DHS and FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise point of contact and submitted to the FEMA secure portal within 60 days following each exercise.
34. Overtime and Backfill: Sub-grantees must read and comply with the funding restrictions provided in FY12 HSGP grant guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not normally be authorized and all requests for overtime must be coordinated in advance and approved by ALSLEA.
- a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with Federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to spend FY12 HSGP funds on operational overtime costs prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses are *not allowed* except as part of the standard National Guard deployment package.
35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with ALSLEA and documented/approved in budget detail worksheets. Additionally, subgrantees must provide to the SAA (ALSLEA) appropriate documentation required by HSGP grant guidance (for forwarding to FEMA) prior to draw down of funds. Subgrantees must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects that were initiated or completed before an EHP review was concluded and used HSGP funds will be de-obligated. MMRS funds may not be used for any type of construction.
36. Special Instructions: This grant is for a VirTra system simulator.

CERTIFICATION BY COUNTY HOMELAND SECURITY POINT OF CONTACT (POC)

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subgrantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Derrick Cunningham

Title: Chief Deputy

Agency Address: 115 South Perry St Montgomery, AL 36104

Phone Number: (334) 832-1646

Fax Number: (334) 832-7113

Mobile Number: (334) 850-1329

E-Mail Address: DerrickCunningham@mc-ala.org

Signature: Derrick Cunningham

Date: 7-22-13

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subgrantee; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name:

Title:

Agency Address:

Phone Number:

Signature:

Date:

**NOTE: THE POC AND THE COUNTY OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON.
STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS
WITHOUT ALSLEA APPROVAL.**

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Secretary, Alabama State Law Enforcement Agency

Signature: Spencer Collier

Date: 7/19/2013

Initial Here (D.C.)
10-9

**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 the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) 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 State Funding Agency (SCMD) 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 by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

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

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

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

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

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

**3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES
RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.**

As required by the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

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

- (1) 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;
- (2) Establishing an on-going drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) 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 (1);
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) 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;
- (5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) 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
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- APPLICABLE TO GRANTEES
RECEIVING \$50,000 OR MORE.**

As required by the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

- 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 the State Funding Agency.

ACCEPTANCE OF AUDIT REQUIREMENTS

We agree to have an audit conducted in compliance with OMB Circular A-133, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

Alabama State Law Enforcement Agency
Accounting Office
Post Office Box 304115
Montgomery, Alabama 36130-4115

The following is information on the next organization-wide audit which will include this agency:

1. *Audit Period:	Beginning		Ending		
2. Audit will be submitted to ALSLEA Accounting Office by:					
				(Date)	

NOTE: The audit or written certification must be submitted to ALSLEA, *no later than the ninth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133.

Any information regarding the OMB Circular audit requirements will be furnished by ALSLEA, upon request.

***NOTE:** The Audit Period is the organization's fiscal or calendar year to be audited.

Failure to complete this form will result in your grant award being delayed and/or cancelled.

Form Completed By
Name:

Title:

Signature:

VirTra

Quote prepared for:

Arnaldo Mercado
Alabama State Law Enforcement Agency
525 Washington Ave.
Montgomery, AL 36104
334-549-2010 (m)
Arnaldo.mercado@le.alabama.gov

VirTra Contact

Ryan Bray | Regional Manager

office: 480.968.1488 x 5012
mobile: 602.684.2991
email: rbray@virtra.com

Date July 12th, 2013

Quote Expiration October 16th 2013

Confidential.

VirTra 300 Simulator System

Part Number	Description	Qty	Price	Total
VS300LE-1	VirTra Systems 300 LE-1 simulator uses five interconnected screens to create fully immersive active engagements in a 300 degree environment surrounding the trainees. Multi-directional audio and seamless real video create an environment and situation that will challenge trainees. Comes with LE content library, Computer Racks, UPS backup and Audio/Projection Equipment. System is configurable to fit in a variety of spaces. One year warranty and support services included.	1	\$132,189.00	\$132,189.00

Weapons Recoil Kits and Accessories

Part Number	Description	Qty	Price	Total
VTRK-G22	Micro-switch activated tetherless handgun recoil kit for the Glock 22. Includes one magazine. (All recoil kits convert real firearms which must be supplied by the customer).	2	\$4,399.00	\$8,798.00
VTRK-G22-MAG	Additional magazine for use with the tetherless VTRK-G22 recoil kits.	2	\$599.00	\$1,198.00
VSWSA-G22-AP	Adapter plate for the tetherless VTRK-G22.	1	\$489.00	\$489.00
TRK-SWMP	Tetherless handgun recoil kit for SWMP - 9 mm, or S&W .40 caliber. Includes one magazine (All recoil kits convert real firearms which must be supplied by the customer).	2	\$3,589.00	\$7,178.00
TRK-SWMP-MAG	Additional magazine for use with the tetherless TRK-SWMP recoil kits.	2	\$599.00	\$1,198.00
TRK-SWMP-AP	Adapter plate for the tetherless TRK-SWMP.	1	\$489.00	\$489.00
VATR-M16	Advanced Tetherless Rifle Recoil Kit for AR15, and M16. Incorporates laser, supports tactical reload and instructor jamming capability. Includes one wireless programmable magazine (All recoil kits convert real firearms which must be supplied by the customer).	1	\$8,379.00	\$8,379.00
VATR-M16-MAG	Advanced Refillable Rifle Magazine with pressure supply, shot counting, rechargeable battery pack and wireless communications. (For use with ATR M16. Requires Refill and Recharge Stations).	1	\$2,309.00	\$2,309.00
VSWSA-M16-AP	Adapter plate for the tetherless VATR-M16.	1	\$489.00	\$489.00
VSWSA-RCS	Recharges the internal battery for up to four VATR-M16-MAG magazines at once.	1	\$2,339.00	\$2,339.00
VSWSA-RFS	Table-top refill station for all refillable magazines. Includes automatic push button activation and one CO2 tank which must ship empty.	1	\$4,609.00	\$4,609.00

Simulator Accessories and Options

Part Number	Description	Qty	Price	Total
VSNLW-TAS	Laser-based X-26 TASER® training weapon.	1	\$4,609.00	\$4,609.00
VSNLW-OCC	Laser-based OC training device.	1	\$2,519.00	\$2,519.00
VSATU-TMAR	Trainee Monitor and Recording. Real-time monitoring, recording, and playback during debriefing sessions of trainees. Includes software and hardware that integrates into the VirTra line of simulators.	1	\$7,529.00	\$7,529.00
VSATU-LL	Hardware and software for low light training, includes 2 flashlights.	1	\$7,719.00	\$7,719.00
VSATU-TP-300	Enhanced training platform for use with the VirTra 300 systems. Required for the Breach Door and Enhanced Sound Effects.	1	\$11,489.00	\$11,489.00
VSATU-SE	Powerful amplifier and transducers that permit trainees to actually feel sounds for increased realism.	1	\$5,849.00	\$5,849.00
VSHU-BS-300	Eliminates the 5 inch black border between screens to increase immersion on VirTra 300 systems.	1	\$9,509.00	\$9,509.00
VSATU-TFII	VirTra Systems patented Threat-Fire™ Return-Fire-Simulator device delivers a safe and adjustable electrical impulse to simulate hostile fire and enhance realism during training. No eye-protection required (Requires Wireless Station).	2	\$3,529.00	\$7,058.00
VSWSA-WS	Required for wireless recoil kits and the Threat-Fire™ to connect to the VirTra simulator (Only one wireless station needed per system).	1	\$1,739.00	\$1,739.00
UPS	UPS battery back-up to protect system components (Number required depends on system purchased).	5	\$329.00	\$1,645.00

Training and Shipping

Part Number	Description	Qty	Price	Total
Installation & Training	Installation and on-site Training for up to 6 trainees.	1	\$5,900.00	\$5,900.00
Shipping & Handling	Shipping and handling expenses.	1	\$2,250.00	\$2,250.00

Total

\$237,479.00

Sales Terms and Conditions Apply. All quoted systems come with a one year Full Warranty. Additional Warranties available. VirTra Requires a tax exemption certificate to be kept on file if applicable.

**Probate- Director of Elections
Position Cost**

	Step 1	Step 10	2014 Budget Increase
Salary	59,179	77,977	18,798
Soc. Sec. Tax	4,529	5,966	1,437
Retirement	5,214	6,870	1,656
Workers Comp	592	780	188
Life Insurance	102	102	0
Health Insurance	6,780	6,780	0
	<u>76,396</u>	<u>98,475</u>	
Total Budget Increase			\$22,079

Previous Directors:		Gross Salary
Attorney-J. Aday	2011-2012	\$61,267 Step 2
Attorney-T. Granger	2005-2011	\$75,888 Step 9

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, August 19, 2013, at 8:00 in the morning.

Donald Z. Morris

Administrator

Elton N. Dean, Sr.

Chairman