

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JUNE 19, 2017

AGENDA

INFORMATION SESSION

Call to Order Welcome at 8:00 a.m.

Prayer

Reports from Staff:

**County Administrator
Deputy Administrator
County Engineer
Chief Information and Technology Officer
County Attorney**

Comments from Scheduled Attendees:

**Acting Juvenile Court Administrator Beverly Wise and Juvenile Detention Director
Brandi Alexander
Marketing/Public Relations Specialist Felicia Taylor with Alabama State University
Executive Director Paul Brown with Community Corrections
Minority Business Initiative Consultant Carmen Moore-Zeigler**

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Harris

Pledge of Allegiance Led by Chairman Dean

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of June 5, 2017

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

RESOLUTIONS:

1. Consider Adoption of Resolution Recognizing July 7, 2017 as “Reverend Richard C. Boone Day in Montgomery County”, County Commission
2. Consider Adoption of Resolution Recognizing July 15, 2017 as “Driving Force Women’s Golf Club Day 2017 in Montgomery County”, County Commission

NEW BUSINESS:

3. Consider Authorization of the Appointment of Mr. Jimmy Smitherman as a Member-At-Large to the Mid-South Resource Conservation and Development Council, Inc., County Commission
4. Consider Authorization of Continuation of Previous Grant with ADECA, for the Violence Against Women Prosecution Unit Project, District Attorney’s Office
5. Consider Authorization to Pursue a Community Oriented Policing Services (COPS) Grant, Sheriff’s Office
6. Consider Authorization of Subscription to the Brainstorm Quick Help App concerning Microsoft O365 End-User-Training Program, Information Systems
7. Consider Authorization to Recognize and Deny a Claim filed by Brandon Martin, County Commission
8. Consider Authorization of Miscellaneous Appropriations Reprogramming Requests, County Commission
9. Consider Authorization of Budget Change Request Number 50 to the Rosa Parks Museum, Troy University for the 2017 Juneteenth Celebration in the Amount of \$2,000, County Commission Appropriations
10. Consider Authorization of Budget Change Request Number 51 to Young Life for the Younglife Camp in the Amount of \$12,000, County Commission Appropriations
11. Consider Authorization of Budget Change Request Number 52 to Have a Heart 4 Children for Operational and Programmatic Expenses in the Amount of \$5,000, County Commission Appropriations
12. Consider Authorization of Budget Change Request Number 7, Engineering Department
13. Consider Authorization of Budget Change Request Number 4, Probate Judge’s Office (Elections)

14. Consider Authorization of Budget Change Request Number 2, Tax & Audit Department
15. Consider Authorization of Four (4) Part-Time Public Safety Communication Dispatcher Positions and Related Position Fill Requests, Sheriff's Office
16. Consider Authorization of Position Fill Request – Board of Registrars (1)
 - Administrative Support Specialist, Position Number 290015005
17. Consider Authorization of Position Fill Request – Community Corrections (1)
 - Community Corrections Officer, Position Number 300359005
18. Consider Authorization of Position Fill Request – Detention Facility (2)
 - Corrections Officer Sergeant, Position Number 500421057
 - Corrections Officer Trainee, Position Number 500419149
19. Consider Authorization of Position Fill Request – Tax & Audit (1)
 - Administrative Support Associate, Position Number 810013009
20. Consider Authorization of Retired RSA Employee/Clerical/Semi-Skilled NE Position and Related Position Fill Request, Position Number 0077, Youth Facility
21. Consider Travel/Training Requests (5)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

JUNE 19, 2017

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session may be conducted until 12:00 Noon.

JULY 4, 2017

County Holiday (Independence Day)

JULY 10, 2017

Regular County Commission Meeting
4:00 p.m. - Information Session
5:30 p.m. - Formal Session
Frazer United Methodist Church
6000 Atlanta Highway, Montgomery, AL
After Conclusion of the Formal Session, an
Information Session may be conducted

JULY 24, 2017

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session may be conducted until 12:00 Noon.

AUGUST 7, 2017

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session may be conducted until 12:00 Noon.

AUGUST 21, 2017

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session may be conducted until 12:00 Noon.

AGENDA

JUN 19 2017

6-19-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-2-17

Check Number	To	Check Number
269193		269235
Total Checks Paid		\$99,200.37

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

AGENDA

JUN 19 2017

6-19-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-2-17

Check Number	To	Check Number
269236		269294
Total Checks Paid		\$118,843.19

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

AGENDA

JUN 19 2017

6-19-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-6-17

Check Number	To	Check Number
269295		269354
Total Checks Paid		\$949,752.84

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

AGENDA

JUN 19 2017

6-19-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-9-17

Check Number	To	Check Number
269355		269438
Total Checks Paid		\$670,985.90

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
6/9/17

Payroll Check Number	128023	To	Payroll Check Number	128094	\$ 53,907.84
Direct Deposits					\$ 874,016.49
Payroll Check Number	128095	To	Payroll Check Number	128117	\$ 260,641.07
Direct Deposits					\$ 402,103.78
Federal Deposits					\$ 339,766.89
Total Payroll Paid					\$ 1,930,436.07

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

Resolution

WHEREAS, Richard C. Boone was born on July 7, 1937 in Calhoun, Alabama, and was the son of Dave and Leona Boone; and

WHEREAS, Rev. Boone attended Alabama State University where he majored in History and Political Science. He also attended Phillips Theological Seminary in Atlanta, Georgia and received a Master's Degree of Theology; and

WHEREAS, on March 24, 1965 he organized 800 students from the campus of Alabama State University to come to a field which was once the site of Young Forte Village and the Cedar Park Housing Project, to join some 25,000 Selma- to-Montgomery marchers on the fourth day of their five day journey; the next day the group arrived in front of Alabama's capitol to demand their right to vote; and

WHEREAS, Rev. Boone was the Field Director for the Southern Christian Leadership Conference (SCLC), in which he worked to challenge discrimination throughout Alabama. He worked in Selma before, during, and after the Selma to Montgomery March, and, after Bloody Sunday and Turn Around Tuesday, he was asked to return to Alabama State University to coordinate students' support for the Selma to Montgomery March.

WHEREAS, for half-a-century, beginning on the campus of Alabama State University, the Rev. Richard C. Boone championed human rights and joined young activists visiting Montgomery to organize for the Student Non-Violent Coordinating Committee (SNCC).

WHEREAS, in the late 1960's, Reverend Boone organized the Alabama Action Committee (AAC), through which he challenged area stores that would not hire minorities and waged a vigorous campaign against police brutality and judicial injustices; and

WHEREAS, Reverend Boone and the AAC received approval for food stamp program from the Board of Revenue and the County Commission in 1967;

WHEREAS, Rev. Boone served as a Chaplain (Major) in the U.S. Army for over ten years from 1979-1990, conducting services in California, Germany, and Louisiana he returned home with his wife, (Activist and Educator) Mary Gambles Boone to continue their work in civil and human rights until he passed, October 10, 2013 at the age of 76; and

WHEREAS, in 2013, State Representative Thad McClammy introduced a proclamation, signed by then Governor Robert Bentley, designating a portion of the West Fairview as Rev. Richard Boone Blvd, along the Selma to Montgomery National Historic Trail;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim Friday, July 7, 2017 as *Revered Richard C. Boone Day* in Montgomery County, Alabama.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 19th day of June, 2017.

CHAIRMAN ELTON N. DEAN, SR.

VICE CHAIRMAN RONDA M. WALKER

COMMISSIONER ISAAH SANKEY

COMMISSIONER DANIEL HARRIS, JR.

COMMISSIONER DOUG SINGLETON

Resolution

WHEREAS, Driving Force Women's Golf Club (DFWGC) was officially founded in 2007 and is now celebrating its 10th Anniversary with several planned pre-celebration activities to include the Sixth Annual Margie L. Lee Mars and Venus Golf Tournament in November and 10th Anniversary Annual Banquet, also in November. Kick off activities for Driving Force Women's Golf Club 10th Anniversary Celebration will be held on July 15th with a "TEE IT UP FORE KIDS" Golf Clinic at Gateway Golf Course; and

WHEREAS, the idea of creating the Golf Club began in the spring of 2006 when Sandy Osborne convinced Alabama State University's First Lady, Margie L. Lee, to take golf lessons with her. That challenge resulted in Margie's vision for the first African American women's golf league in Montgomery, Alabama. After which, four ladies went on a retreat to discuss the possibilities of Margie's vision: Margie L. Lee, Sandy Osborne, Hattie Robinson and Dr. Essie McGhee; and

WHEREAS, the mission of the women of the Golf Club is to enhance their knowledge about the game of golf, improve golf skills, enjoy camaraderie with other Driving Force Women's Golf Club members, enter into competition with other clubs or groups and expose and mentor youth golfers to all aspects to the game of golf; and

WHEREAS, for the past 10 years, the Golf Club has been instrumental in introducing golf to African American women in central Alabama and providing a structured format in which to learn to play the game and compete with other women's golf organizations throughout the south. We are a recognized league in our community and has attracted a diverse membership to include Korean and Caucasian women who have learned the value, business importance and fellowship of the game; and

WHEREAS, since their founding in 2007, the Golf Club has had many notable accomplishments such as becoming the first and largest organized woman golf club in Montgomery and the State of Alabama with a diverse membership of approximately 60 members, becoming a member of the Alabama Golf Association, becoming a competitive women's league in Montgomery, competing in an annual Alabama/Georgia Shoot Out with Brown's Mills Women's Golf Club, since 2008 and organized and hosted the first Mars and Venus two-person golf tournament in 2012, which was re-named the Margie L. Lee Mars and Venus Golf Tournament; and

WHEREAS, the Golf Club has volunteered and supported various local golf tournaments such as: ASU President's Tournament, The Dr. Willie Strain Sickle Cell Tournament, James A. Shannon Golf Classic, Cleveland Avenue YMCA Golf Tournament, John K. Knight Charity Golf Tournament, Calhoun Celebrity Golf Tournament, Tuskegee Homecoming Golf Tournament, Omega Psi Phi Fraternity, Inc. Golf Tournaments and other charity tournaments; and

WHEREAS, the Golf Club supports local community events, such as the Cleveland Avenue YMCA, "Back-To-School Drive" for school supplies; Coat and Baby Clothes Drive for the Alabama Department of Human Resources, the Community Pantry "Can Food Drive", volunteered for the First Tee for young golfers in Montgomery and supports Leo Golf for Youth;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim Saturday, July 15, 2017 as *Driving Force Women's Golf Club Day* in Montgomery County, Alabama.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 19th day of June, 2017.

JUN 19 2017

June 1, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Mid-South Resource Conservation and Development Council, Inc.

Under the Constitution and Bylaws of the Mid-South Resource Conservation and Development Council, Inc., the County Commission appoints a member to the Council as its representative and the Soil and Water Conservation District appoints a member to the Council as its representative. I am the Commission's appointed representative. Raymond Boykin is the Soil and Water Conservation District's appointed representative.

In addition, the County Commission and the Soil and Water Conservation District **jointly** appoint two members-at large. The Commission recently appointed John Mitchell as a member-at-large. The Soil and Water Conservation District appointed Jimmy Smitherman as a member-at-large and requests that the Commission approve his appointment.

These four appointees form the Montgomery Committee and are all members of the Mid-South Council. Other counties included in the Mid-South Council are Autauga, Bullock, Butler, Elmore, Lee, Lowndes and Macon.

I request that approval of the appointment of Jimmy Smitherman as a member-at-large to the Mid-South Resource Conservation and Development Council, Inc., be placed on the next agenda.



www.mc-ala.org/da

Daryl D. Bailey
District Attorney
Fifteenth Judicial Circuit of Alabama
251 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667



(334)832-2550

AGENDA

JUN 19 2017

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Rhonda B. Cape
Chief Administrator

DATE: June 15, 2017

RE: Violence Against Women Prosecution Grant

The Montgomery County District Attorney's Office is applying to ADECA for a continuation of the Violence Against Women Prosecution Grant. The County Commission serves as the sub grantee. The grant start date will be January 1, 2018. The District Attorney's Office provides the matching funds so there is no cost to the County General Fund.

Please place this grant application request on the Montgomery County Commission agenda for Monday, June 19.

Thank you for your continued support for the VAW Prosecution Unit.

attachment

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – General Application Narrative

1. The service to be provided is specialized prosecution and related services to female victims of domestic violence and other violent and sexual crimes to ensure they receive all of the tools and assistance they need for both immediate and long-term safety and wellbeing, to follow through with prosecution of their offenders, and to ensure coordination with law enforcement and other agencies to hold perpetrators of violence against women accountable for their actions. Domestic violence, stalking, sexual assault, and human trafficking continue to be sensitive issues requiring a multi-faceted approach in Montgomery. It is essential that victims get access to the best services available, including comprehensive victim advocacy and victim services cross-referrals.
 - a. The main purpose of the District Attorney Violence Against Women Prosecution Unit (VAWPU) is to provide a Deputy District Attorney (DDA) to prosecute violence against women by representing victims in court and grand jury proceedings.
 - b. Along with prosecution comes victim's services, provided a Victim Services Officer (VSO) along with the DDA, who communicates with victims about their cases, informing them of court dates, discussing their cases and their specific needs, and referring them to other appropriate service providers depending on their individual needs.
 - c. The DA VAWPU collaborates with other agencies to ensure that victims receive the full gamut of available services.
 - d. The DA VAWPU also engages in numerous community outreach and educational programs as well as speaking to the media with the goal of educating the public about the issues of domestic violence, sexual assault, human trafficking, and other violent crimes against women.
2. The target service area is Montgomery County, a mix of urban and rural areas with a population of roughly 226,349. The City of Montgomery has a population of approximately 200,022, and is home to eight colleges and universities. Women make up 52.6% of Montgomery County's population, and 22.5% of people in the county live under the poverty level. In 2016, the Montgomery Police Department made contact with 1,489 victims of domestic violence and fielded over 3,000 calls regarding domestic violence incidents. In 2016, the Montgomery County Sheriff's Office fielded 372 domestic violence calls. These numbers show the continuing need for the DA VAWPU.
 - a. The DA VAWPU provides both prosecution and victim services to female victims of violent felonies that occur in Montgomery County. The DA VAWPU also provides these services to female victims of misdemeanor domestic violence occurring within Montgomery County in District Court and to prosecute misdemeanor crimes of violence against women occurring within the municipality of the City of Montgomery, which are transferred to District Court through a special program called TARGET.

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – General Application Narrative

3. Achievements from the last grant cycle include
 - a. The VAWPU prosecuted 615 court hearings in misdemeanor violence against women cases and 629 court hearings in felony violence against women cases.
 - b. Services provided through STOP grant funding included dedicated prosecution in six Circuit Courts by a trained DDA of violence against women felonies that occur in Montgomery County. STOP funding allows this DDA to prosecute misdemeanor crimes of violence against women. STOP grant funding also provides a dedicated Victim Service Officer (VSO) who regularly communicates with the victims about their cases, oftentimes attends court with the victims, and refers victims to needed services.
 - c. Participated in various community outreach and educational opportunities
 - i. The VAWPU DDA and VSO attended multiple Domestic Violence task force meetings. The DDA trained volunteers for the One-Place Family Justice Center (FJC), spoke at the ACADV Hold Up the Light Domestic Violence Awareness, spoke at the One Place Family Justice Center Illuminating the Impact of Domestic Violence on the Workplace meeting, assisted planning and attended the sixth anniversary event for One Place Family Justice Center (FJC), and provided information to the public on violence against women services at the 2016 Alabama National Fair.
 - d. Utilizing an evidence based prosecution style
 - i. The DA VAWPU routinely uses additional evidence aside from victim testimony including 911 calls, photographs, jail phone calls, text messages, phone calls logs, and eyewitness and law enforcement testimony. This evidence is typically collected by law enforcement and requested by the DDA and VSO in order to enhance prosecution of violence against women offenders.
 - e. The DDA and VSO have participated in multiagency domestic violence homicide reviews as part of the High Alert Lethality Team (HALT).
4. The DA VAWPU collaborates with other service providers, law enforcement, and others within the criminal justice system to provide victim services.
 - a. The DA VAWPU helps to provide wraparound services to victims of violence against women, which increases their likelihood of following through with prosecution and receiving available services. The Unit's location at One Place Family Justice Center (FJC) ensures daily collaboration with other victim services agencies to provided holistic services to victims. The FJC has multiple on-site partners (including the Montgomery Police Department's Domestic Violence Unit, the Family Sunshine Center, Legal Services of Alabama, the Family Violence Clinic of the Faulkner University Jones School of Law, Standing Together Against Rape program of the Light House Counseling Center, a Montgomery city magistrate, and Willow the Courthouse Facility dog), as

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – General Application Narrative

well as numerous offsite partners. Being housed together in one facility allows weekly meetings to discuss cases and share information between agencies to allow not only effective investigations and prosecutions of crime, but to ensure that victims receive all other services, both for immediate needs, such as short-term housing, and for long-term needs, such as counseling and permanent protection from abuse orders. This collaboration not only helps ensure that victims receive these crucial services, but helps service providers (including the DA VAWPU) keep current contact information for victims to better communicate with them about their cases and ensures that victims are not falling through the cracks. This collaboration also provides enhanced security for victims, so that they can speak with service providers and even sign arrest warrants all in one secure facility.

- b. DDA Mayweather-Jones is the current co-chair of the Montgomery County Domestic Violence Task Force which is comprised of representatives of dozens of agencies within the County. The Task Force meets monthly to discuss issues related to domestic violence and strives to complete at least one task every month to fight domestic violence. The DDA and VSO attend the meetings.

The Montgomery County District Attorney plans to ensure the long-term sustainability of the DA VAWPU by committing the resources of a legal assistant, and office space to the Unit as part of the Family Justice Unit along with the Child & Elder Abuse DDA to help it accomplish its mission of holistic prosecution and victim advocacy. The sensitive nature of violence against women cases is evident to the District Attorney's Office, as well as the various partners through the FJC and Montgomery County Domestic Violence Task Force, and it is apparent that maintaining a specialized DDA and VSO for these cases is crucial for successful prosecution.

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – VAWA STOP Appendix

1. The proposed goals and objectives are
 - a. To improve the criminal justice system as it concerns the prosecution of violence against women
 - i. By providing specialized vertical prosecution of all domestic violence, stalking, sexual assault, and human trafficking cases.
 - ii. By making contact early and keeping communication open with victims of these crimes in order to ensure that they continue to follow through with prosecution. Lack of victim cooperation is one of the biggest hurdles to prosecution of domestic violence cases, so the DDA and VSO will seek to decrease the number of cases dismissed for failure to prosecute by the victim.
 - iii. By assessing the needs of each individual victim and directing/ helping them to make contact with additional service providers that will help them maintain financial independence from their abusers and receive counseling to prevent reconciliation with their abusers.
 - iv. In an effort to help victims be safe after coming forward to report crimes, the DDA will seek heightened bonds against violence against women offenders, as well as filing motions to revoke bond and/or probation as appropriate.
 - v. While the DDA cannot control the ultimate outcome of court proceedings, the DDA and VSO will attempt to make contact with each victim, discuss the respective case with each victim with which contact can be made in order to seek the best possible resolution, and discuss additional service providers with each victim and assist those victims requiring additional services in every way possible.
 - vi. The DDA and VSO will consult with other service providers to remain knowledgeable about the most current victim services information.
 - vii. The DDA will meet with and train law enforcement about applicable laws in order to ensure that defendants are properly charged. The DDA will also be on call for law enforcement to consult.
 - b. To change public attitudes concerning violence against women
 - i. The DDA will provide public speaking, training, public service announcements or other forms of outreach and communication to help change the public's biases concerning violence against women and to educate them on resources available to victims
 - ii. The DDA and/or VSO will take on at least four speaking engagements and/or media appearances on these topics in order to better educate the public about these issues, the law, and the services available.
 - c. To establish a community-based response concerning violence against women

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – VAWA STOP Appendix

- i. By actively participating in task forces, community groups, and promoting law reform
 - ii. The DDA will continue to serve as co-chair of the Montgomery County Domestic Violence Task Force in order to maintain relationships with all involved agencies. The VSO will regularly attend these meetings. The DDA will be involved in the Alabama Human Trafficking Task Force to cultivate relationships with both local and federal agencies.
2. The services rendered will be prosecution and related services to female victims of violent crime. This will include frequent communication with victims through the duration of prosecution of offenses, informing victims of their rights, and placing them in direct contact with other service providers.
3. The specific tasks and activities that grant funded staff will conduct during this project:
 - a. Providing vertical prosecution of violence against women crimes and associated victim services by
 - i. Representing victims at preliminary hearings, grand jury proceedings, status and sentencing hearings, as well as trial.
 - ii. Communicating with victims in advance of court hearings, either by telephone or face to face meeting, depending on the individual needs of the victim.
 - iii. Making contact with victims within a week upon receiving a case from law enforcement in 95% of cases
 - iv. Maintaining consistent communication and an open door policy with victims, conducting specific victim preparation meetings
 - b. Public outreach
 - i. Speaking to students at local colleges and schools, and other groups through various public avenues regarding violence against women, how to recognize these crimes, how to report the crimes, what the law is, and what victim services are available to victims and their family members. Assist in events with the Task Force to bring awareness to area organizations about dealing with domestic violence and resources available for use to get victims the help and counseling they need. Host programs at the FJC open to the public to discuss domestic violence in the Montgomery community and have survivors share their stories.
 - c. Community based response
 - i. Provide training seminars to local law enforcement agencies on the law, investigation and prosecution, and advocacy in relation to domestic violence, stalking, sexual assault, strangulation, and human trafficking cases. Provide information to local agencies in the community that help victims of domestic violence, stalking, sexual assault, strangulation and human trafficking cases.

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – VAWA STOP Appendix

- ii. Facilitate coordination between law enforcement agencies and victim services agencies
- 4. There are many long-term benefits to successful completion of this project. One major outcome will be greater consistency and continuity in prosecution and advocacy of violence against women cases, as well as greater victim trust in the criminal justice system. This will ultimately reduce recidivism and increase victim participation in prosecution while helping to reduce the number of violent crimes against women.
 - a. A safer community for women
 - i. More successful prosecution of violence against women offenders keeps these offenders off the streets
 - ii. More successful prosecutions sends the message that violence against women will not be tolerated, and may lead to a decrease in the occurrences of these crimes if offenders know that they will be arrested, taken to court, and possibly incarcerated
 - b. A more educated community
 - c. Giving victims the education and tools they need to leave their abusers and break the chain of abuse by learning how to identify and avoid abusive relationships will lead to a decrease in violent crimes against women.
- 5. The project will be tracked and evaluated through statistical data in regards to prosecution and community outreach efforts.
 - a. The number of collaborative meetings attended and number of court hearings and victim meetings attended will be tallied monthly and quarterly. This will measure the success of the proposed project.
 - b. The DDA and VSO will use a number of recording tools including, but not limited to, Microsoft Excel and Word, monthly reporting and quarterly reporting templates.
 - c. The VSO will collect and maintain the statistical data.
 - d. The statistical data will be collected each month in preparation for a quarterly grant report. The data will be collected by tabulating the number of court hearings, victim preparation meetings in advance of grand jury and court proceedings, and the number of task force meetings the DDA attends, as well as the number of public speaking engagements, and any other task that meets the objectives of this project.
- 6. Volunteers collaborate with the DA VAW unit in a variety of ways.
 - a. Volunteers staff the reception desk of the Family Justice Center where the DA VAW is housed. These volunteers initiate the intake process with victims in order to direct them to service providers for their specific needs, including the DA VAW unit. These volunteers also answer the phones and direct calls to the appropriate parties.
 - b. The DA VAW unit sometimes utilizes law students as unpaid interns during the summers or for a semester of class credit. These interns assist with court preparation, legal research, and victim meetings.

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – VAWA STOP Appendix

- c. The DA VAW unit works with Willow the Courthouse Facility Dog, and her handler, who is a volunteer, to provide comfort for victims during court preparation, grand jury proceedings, and court hearings.



building better alabama communities
Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Budget

Program Name: VAWA

Subgrantee: Montgomery County Commission
Subgrantee #: _____
Funding Period: 1/1/2018 through 12/31/2018
Beginning Date End Date

**Budget
Totals**

Salaries: \$ 82,970.88
Total Fringe: \$ 39,694.10
Total Personnel: \$ 122,664.98

Total Professional Services: _____

Total Travel Expenses: _____

Total Operating Expenses: _____

Equipment Expenses:

Budget Reference (Description)	Unit Price	Quantity	
		1	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Total Equipment Expenses: \$ -

In-Kind Services:

Personnel: \$ -
Professional: -
Travel: -
Operating: -
Equipment: -

Total In-Kind Services: \$ -

Total Project Cost: \$ 122,664.98

Project with 20% Match:	\$ 122,664.98
For ADECA use only: (Cash Split Ratio)	
ADECA/LETS (GMS %):	74.9999959%
Subgrantee (GMS %):	25.0000041%
For ADECA use only: (Cash and In-Kind Split Ratio)	
ADECA/LETS (GMS %):	74.9999959%
Subgrantee (GMS %):	25.0000041%

ADECA/LETS Share: 75.00% \$ 91,998.73
Cash Match: 25.00% \$ 30,666.25
In-Kind Match: 0.00% \$ -
(VOCA Only) Match Waiver: 0.00% \$ 0.00
Total Match: 25.00% \$ 30,666.25
Net Project: 100.00% \$ 122,664.98

Signature: _____

(Certified Official)

Date: 6/15/17

4-10

Program Name: VAWA

(VOCA Only) Purpose Area:

Category Totals

Salaries Total:	\$ 82,970.88
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Fringe Benefits Total: \$ 39,694.10

\$ 122,664.98

4-11

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – Budget Narrative Section

Program: VAWA

PERSONNEL - Salaries

1. Terri Mayweather-Jones, Deputy District Attorney (DDA) – 100%, \$55,532.00 annual, paid semi-monthly, Full-Time

The Deputy District Attorney will serve as the vertical prosecutor for felony violence against women cases and for misdemeanor cases set on the dedicated domestic violence docket; represent the VAWPU in public functions and conduct unit meetings to maintain focus and identify areas of significant concern.

This position is tied to the goals and objectives that are described within the VAWA Appendix.

2. Shawn Johnson, Victim Services Officer (VSO) – 100%, \$27,439.00 annual, paid semi-monthly, Full-Time

The Victim Services Officer (VSO) will contact victims, facilitate and schedule regular victims' meetings, assist law enforcement agencies in early contact with victims, and to provide appropriate materials and information to victims. The VSO will also provide clerical support, research assistance in trial preparation, maintain records for evaluation procedures, and provide support for community liaison efforts for the Unit as a whole.

This position is tied to the goals and objectives that are described within the VAWA Appendix.

PERSONNEL – Fringe:

FICA is calculated at 7.65% of gross salaries (\$6,347.27). Retirement is calculated at 13.29% of gross salaries (\$11,026.83). Health Insurance is calculated at \$930 per person per month. Funding for twelve months of health insurance is requested for the DDA and for the VSO (\$22,320.00).

Professional Services: N/A

Travel: N/A

Operating Expenses: N/A

Equipment Expenses: N/A

Total Grant Amount: \$122,664.98

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Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – Budget Narrative Section

The pay periods and associated pay dates are as follows:

<u>Pay Period</u>	<u>Pay Date</u>
January 1 – 15, 2018	February 1, 2018
January 16 – 31, 2018	February 16, 2018
February 1 – 15, 2018	March 1, 2018
February 16 – 28, 2018	March 16, 2018
March 1 – 15, 2018	March 30, 2018
March 16 – 31, 2018	April 16, 2018
April 1 – 15, 2018	May 1, 2018
April 16 – 30, 2018	May 16, 2018
May 1 – 15, 2018	June 1, 2018
May 16 – 31, 2018	June 15, 2018
June 1 – 15, 2018	June 29, 2018
June 16 – 30, 2018	July 16, 2018
July 1 – 15, 2018	August 1, 2018
July 16 – 31, 2018	August 16, 2018
August 1 – 15, 2018	August 31, 2018
August 16 – 31, 2018	September 14, 2018
September 1 – 15, 2018	October 1, 2018
September 16 – 30, 2018	October 16, 2018
October 1 – 15, 2018	November 1, 2018
October 16 – 31, 2018	November 16, 2018
November 1 – 15, 2018	November 30, 2018
November 16- 30, 2018	December 14, 2018
December 1 – 15, 2018	December 31, 2018
December 16 – 31, 2018	January 16, 2019

Budget Prepared By:

Name: Rhonda Cape
Address: 100 S. Lawrence St.
Montgomery, AL 36104
Phone #: 334 832-2550

Sherrill R. Thomas
101 S. Lawrence St.
Montgomery, AL 36104
334 832-1268

Rhonda Cape 6/15/17
Signature Date

Sherrill R. Thomas 6/15/17
Signature Date

C E R T I F I C A T I O N

Subrecipient Name: Montgomery County Commission

Program(s): Violence Against Women Act

Agreement Number: _____ DUNS Number: 99839086

FEIN Number: 63-6001653

Signature: Sherrill R. Thomas

Typed Name: Sherrill R. Thomas

Title: Financial Officer

Signature: Rhonda B. Cape

Typed Name: Rhonda B. Cape

Title: Project Director

This is to certify that the above persons are authorized to sign reports or requests for payments and other legal instruments associated with the grant agreement number referenced above, as submitted to the Alabama Department of Economic and Community Affairs, as part of a condition for the payment of funds to the agency. Any one of the three signatures on this certification may be accepted.

Elton N. Dean, Sr.
Authorized Official

OFFICIAL SEAL
(If Available)

Authorizing Official (Signature)

101 S. Lawrence St.

Montgomery, AL 36104
Address

Date: _____

Mailing Address for General Information:

101 S. Lawrence St.
Montgomery, AL 36104

Mailing Address for Checks
if Different from General Mail

Phone Number: (334) 832-1259



State of Alabama Disclosure Statement

(Required by Act 2001 - 955)

Entity Completing Form

Montgomery County Commission

Address

101 S. Lawrence St.

City, State, Zip

Montgomery, AL 36104

Telephone Number

334 832-1259

State Agency / Department that will receive goods, services or is responsible for the grant award

Alabama Department of Economic and Community Affairs

Address

401 Adams Avenue / P.O. Box 5690

City, State, Zip

Montgomery, AL 36103-5690

Telephone Number

334-242-5897

This form is provided with:

☐

Contract

☐

Proposal

☐

Request for Proposal

☐

Invitation to Bid

☒

Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency / Department in the current or last fiscal year?

☐

Yes

☒

No

If yes, identify below the State Agency / Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

State Agency / Department	Type of Good or Service	Amount Received
---------------------------	-------------------------	-----------------

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency / Department in the current or last fiscal year?

☒

Yes

☐

No

If yes, identify the State Agency / Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

State Agency / Department	Date Grant Awarded	Amount Received
ADECA VAWA	16-WF-PR-006, 12/06/2016	\$90,000.00
ADECA VAWA	15-WF-PR-005, 02/01/2016	\$84,645.00
ADECA VAWA	14-WF-PR-003, 02/17/2015	\$85,500.00

1. List below the name(s) and address(es) of all public officials / public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Public Official/Employee	Address	State Department/Agency
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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Family Member	Address	Name of Public Official / Public Employee	State Department/ Agency Where Employed
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If you identified individuals in items one and /or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

Name of Paid Consultant/Lobbyist	Address
----------------------------------	---------

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000, is applied for knowingly providing incorrect or misleading information.

Signature	Date
-----------	------

Notary's Signature	Date	Date Notary Expires
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Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

State of Alabama Disclosure Statement
Continuation Page 3

State Agency/Department		Date Grant Awarded	Amount Received
Dept of Justice, OVAW	2011-WE-AX-0028	9/26/2011	1,301,319.00
ADECA Byrne JAG	15-DJ-01-005	5/10/2017	20,787.25

Resolution of Applicant for Matching Funds

Whereas, the State of Alabama, through the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, under the Omnibus Crime Control and Safe Streets Act of 1968, (PL 90-351 as amended and other appropriate federal authorizations, is offering financial aid to combat rising crime, improve the criminal justice system, assist victims of crime, and assist in the problems of juvenile justice; and

Whereas, the Montgomery County Commission
hereinafter referred to as Applicant, is of the opinion that it would be beneficial to make application for such assistance and

Whereas, said applicant agrees to be accountable for providing the cash match toward the total cost of said project,

NOW, THEREFORE, BE IT RESOLVED by the Applicant
that, Elton N. Dean, Sr., in his/her official capacity
as Chairman, be authorized to make
application to the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, for said financial Assistance.

Adopted this the 19th day of June, 2017

I, Donald L. Mims, County Administrator
(Name) (Title)

In and for the Montgomery County Commission

Do hereby certify that the above is a true and correct copy of a resolution adopted at their regular meeting of June 19, 2017, and the same appears in the minutes of said meeting.

Witness by hand and official seal of the Montgomery County Commission

This the 19th day of June, 2017

(Name)
County Administrator
(Title)

ADECA
Law Enforcement and Traffic Safety
401 Adams Avenue
Montgomery, Alabama 36103-5690

GRANT APPLICATION
Division Standard Subgrant Conditions
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Standard Subgrant Conditions and Assurances – Applicant understands and agrees that a subgrant received as a result of this application shall be subject to and incorporate the following assurances and conditions of the federal funding agency from which the grant funds originate and the Law Enforcement and Traffic Safety (LETS) Division of the Alabama Department of Economic and Community Affairs (ADECA).

1. **OMB UNIFORM GUIDANCE FOR FEDERAL FINANCIAL AWARDS.** For any and all contracts or grants made by a non-Federal entity under a Federal award, the non-Federal entity must comply with 2 CFR Part 200, the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which includes but is not limited to, Subpart B (2 CFR 200.100), General Provisions; Subpart C (2 CFR 200.200), Pre-Federal Awards Requirements and Contents of Federal Awards; Subpart D (2 CFR 200.300), Post Federal Award Regulations; Subpart E (2 CFR 200.400), Cost Principles; Subpart F (2 CFR 200.500), Audit Requirements; and all accompanying Appendices.

For any and all contracts made by a non-Federal entity under a Federal award, 2 CFR 200.326 requires the following contract provisions (as found in Appendix II to Part 200) be included and adhered to as applicable and unless specifically excluded by other Federal regulations:

2. **TERMINATION.** A clause addressing a termination for cause and convenience must be included in all contracts in excess of \$10,000. The following provisions apply to termination under this grant agreement, whether termination by the Department or by the Subrecipient. The performance of work under this agreement may be terminated in whole or in part for the following circumstances:

Termination for Convenience. This agreement may be terminated by either party with thirty (30) days written notice. Said notice shall specify the reasons for requesting such termination. If the Department determines that continuation of the work will serve no useful public purpose, this Agreement may be terminated by the Department and the Subrecipient shall be entitled to necessary expenses incurred through the date of termination or the date services are last provided, whichever occurs first.

Termination for Cause. If, through any cause, the Subrecipient shall fail to fulfill in a timely manner its obligations under this Agreement, or if the Subrecipient shall violate any of the covenants, agreements or stipulations of this Agreement, and such failure or violation is not corrected within fifteen (15) days after such notice is given by the Department to the Subrecipient, the Department shall thereupon have the right to immediately terminate or suspend this Agreement by giving written notice to the Subrecipient of such termination or suspension and specifying the effective date thereof.

In the event of termination, for either convenience or cause, all property, finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, computer tapes, computer programs, and reports prepared by the Subrecipient under this Agreement shall, at the option of the Department, and if in accordance with applicable State and Federal regulations, become the property of the Department. The Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, the Subrecipient shall not be relieved of liability to the Department for damages sustained by the Department by virtue of any breach of the Agreement by the Subrecipient and the Department may withhold any payments to the Subrecipient for the purpose of setoff until such time as the exact amount of damages due the Department from the Subrecipient is determined.

3. **HEARING ON APPEAL.** The Subrecipient shall have the right to appeal any determination to terminate made by the Department; however, if the Subrecipient has failed to submit his appeal, in writing, within ten (10) calendar days from written notice of the termination and/or has failed to request and receive approval from the Department for extension of such, then he shall have no further right of appeal.

The hearing shall be conducted at the Department's offices in Montgomery, Alabama, or any other appropriate location at the Department's discretion, with a written notification of the time, place, and subject matter by the Department to the Subrecipient.

4. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment of performance of experimental, developmental, or research work under that "funding agreement," the recipient or Subrecipient must comply with the requirements of 37 CFR 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

5. **CLEAN AIR ACT and FEDERAL WATER POLLUTION CONTROL ACT.** In the event this contract or grant award is for an

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amount in excess of \$150,000, the Contractor or Subrecipient shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401-7671q, and the Federal Water Pollution Control Act, 33 U.S.C. 1251-1387. The Department shall report any suspected or reported violation to the Federal awarding agency and to the Environmental Protection Agency.

6. **ENERGY CONSERVATION.** The Contractor or Subrecipient shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. 6201 *et seq.*

7. **DEBARMENT AND SUSPENSION.** The Subrecipient is prohibited from using any contractor or subcontractor that has been debarred, suspended, or otherwise excluded from participation in federal assistance programs (Executive Orders 12549 and 12689).

The Subrecipient shall require participants in lower tier covered transactions to include the certification on Government-wide Debarment and Suspension (Non-Procurement) for it and its principals in any proposal submitted in connection with such lower tier covered transactions (See Code of Federal Regulations, 2 CFR Part 180.300). The Excluded Parties List System is available for access from the System of Award Management website at <https://www.SAM.gov>.

The Subrecipient certifies, by entering into this Agreement, that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed from debarment, declared ineligible, or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency, or political subdivision of the State. The term "principal" for purposes of this Agreement means an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Recipient.

The Subrecipient certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. Subrecipients shall immediately notify the Department if any sub-contractor becomes debarred or suspended, and shall, at the Department's request, take all steps required by the Department to terminate its contractual relationship with the sub-contractor for work to be performed under this Agreement.

8. **BYRD ANTI-LOBBYING ACT.** Contractors and Subrecipients shall comply with the Byrd Anti-Lobbying Act, 31 U.S.C. 1352, and shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

9. **PROCUREMENT OF RECOVERED MATERIALS.** 2 CFR 200.322 provides that a non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency ("EPA") at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of completion, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

ADDITIONAL CLAUSES. In addition to the above clauses, the Contractor or Subrecipient agrees with, and shall adhere to, the following:

10. **TOBACCO SMOKE.** Public Law 103-227, Title X, Part C, also known as the Pro-Children Act of 1994 (20 U.S.C. 6083) prohibits smoking in any portion of any indoor facility owned or leased or contracted for by an entity used routinely or regularly for the provision of health, daycare, education, or library services to children under the age of 18 if the services are funded by federal programs either directly or through state or local governments by federal grant, contract, loan or loan guarantee.

11. **DRUG-FREE WORKPLACE REQUIREMENTS.** In accordance with provisions of Title V, Subtitle D of Public Law 100-690 or Public Law 111-350 (41 U.S.C. 8101 *et seq.*), the "Drug-Free Workplace Act of 1988," all grantees must maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating these prohibitions. Failure to comply with these requirements may be cause for debarment.

12. **TRANSPARENCY ACT.** Awards under Federal programs are included under the provisions of P.L. 109-282, the "Federal Funds Accountability and Transparency Act of 2006" ("FFATA"). Under this statute, the State is required to report information regarding

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executive compensation and all subgrants, contracts and subcontracts in excess of \$25,000 through the Federal Subaward Reporting System (<https://www.fsrs.gov/>) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A. Therefore, all Subrecipients, who meet this threshold, will be required to furnish this information to the division within ADECA which is funding the Subrecipient agreement. Specific reporting processes will be provided by the applicable ADECA division to Subrecipients.

13. **POLITICAL ACTIVITY.** The Subrecipient shall comply with the Hatch Act (5 U.S.C. 1501, *et seq.*) regarding political activity by public employees or those paid with Federal funds. None of the funds, materials, property, or services contributed by the Subrecipient or the Department under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate in public office.

14. **HUMAN TRAFFICKING PROVISIONS.** This award is subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 U.S.C. 7104).

15. **PURCHASES OF AMERICAN-MADE EQUIPMENT AND PRODUCTS.** As stated in Section 507 of Public Law 103-333 it is the sense of Congress that to the extent practicable, all equipment and product purchases with funds from this Agreement should be American made.

16. **MANDATORY DISCLOSURES.** Pursuant to 2 CFR 200.113, the Subrecipient must disclose, in a timely manner, in writing to the Department all violations of Federal criminal law involving fraud, bribery, or gratuity violations.

17. **NOT TO CONSTITUTE A DEBT OF THE STATE.** It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment No. 26.

18. **CONFLICTING PROVISION.** If any provision of this Agreement shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this Agreement, be enacted, then that conflicting provision in the Agreement shall be deemed null and void.

19. **IMMUNITY AND DISPUTE RESOLUTION.** The parties to this agreement recognize and acknowledge that ADECA is an instrumentality of the State of Alabama, and as such, is immune from suit pursuant to Article I, Section 14, Constitution of Alabama 1901. It is further acknowledged and agreed that none of the provisions and conditions of this Agreement shall be deemed to be or construed to be a waiver by ADECA of such Constitutional Immunity. The Subrecipient's sole remedy for the settlement of any and all disputes arising under the terms of the agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama pursuant to § 41-9-60 *et seq.*, Code of Alabama 1975.

For any and all disputes arising under the terms of this Grant Agreement, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation.

20. **DISCLAIMER.** ADECA specifically denies liability for any claim arising out of any act or omission by any person or agency receiving funds from ADECA whether by contract, grant, loan, or by any other means.

No Subrecipient, Contractor, or agency performing services under any agreement, contract, grant or any other understanding, oral or written, other than an actual employee of ADECA, shall be considered an agent or employee of the State of Alabama or ADECA or any division thereof. The State of Alabama, ADECA, and their agents and employees assume no liability to any Subrecipient, contractor or agency, or any third party, for any damages to property, both real and personal, or personal injuries, including death, arising out of or in any way connected with the acts or omissions of any Subrecipient, contractor or agency, or any other person.

21. **ACCESS TO RECORDS.** Subrecipient gives assurances to maintain such data and information and submit such reports, in such form, at such times, and containing such information as the State/Federal grantor may require. The ADECA, the Comptroller General of the United States, or any of the duly authorized representatives of the federal funding agency, shall have access for purpose of audit and examinations to any books, documents, papers, and records of the Subrecipient and to relevant books and records of Subrecipient contractors, as provided under Public Law 98-473, "Victims of Crime Act of 1984"; Public Law 93-415, "The Juvenile Justice and Delinquency Prevention Act of 1974"; Public Law 108-79, "The Prison Rape Elimination Act"; Public Law 106-561, Public Law 107-273, Public Law 108-405, "The Paul Coverdell National Forensic Sciences Improvement Act"; Public Law 103-322, "The Violent Crime Control and Law Enforcement Act of 1994"; Public Law 100-690, "The Anti-Drug Abuse Act of 1988"; Public Law 104-034, "The Local Government Law Enforcement Block Grants Act of 1995"; Public Law 108-447, "The Consolidated Appropriations Act of 2005"; Public Law 109-162, "The Violence Against Women and Department of Justice Reauthorization Act of 2005"; Public Law 107-110, the "Child Abuse Prevention and Treatment Act of 1996"; and Public Law 89-564, "The Highway Safety Act of 1966". Records of the Subrecipient and contractors includes books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents. If an audit is required and/or performed, records pertinent to the award shall be retained for at least three years following the closure of

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the most recent audit report. If no audit is required and/or performed, records must be retained for a period of at least three (3) years from the date of submission of the Final Financial Report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

22. ASSIGNABILITY. The Subrecipient shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Department thereto. Provided, however, that claims for money due, or to become due to the Subrecipient from the Department under this Agreement may be assigned to a bank, a trust company, or other financial institution through a valid court order and without such approval. Notice of such assignment or transfer shall be furnished promptly to the Department.

23. CONTINGENCY CLAUSE. It is expressly understood and mutually agreed that any Department commitment of funds herein shall be contingent upon receipt and availability by the Department of funds under the program for which this Grant Agreement is made. If this agreement involves Federal funds, the amount of this Grant Agreement will be adjusted by the amount of any federal recessions and/or deferrals.

Payments made by the Department under the terms of this Agreement shall not constitute final approval of documents submitted by the Subrecipient or of procedures used in formulating requests for payment to the Subrecipient. Funds appropriated and obligated to this award are available for reimbursement of costs until the end of the performance period set forth in the Grant Agreement.

24. CONFLICT OF INTEREST. A conflict of interest, real or apparent, will arise when any of the following has a financial or other interest in the firm or organization selected for award: (1) the individual, (2) any member of the individual's immediate family, (3) the individual's partner, or (4) an organization which employs or is about to employ any of the above. The Subrecipient certifies by signing this agreement that no person under its employ or control who presently performs functions, duties, or responsibilities in connection with the Department of grant-funded projects or programs has any personal and/or financial interest, direct or indirect, in this agreement nor will the Subrecipient hire any person having such conflicting interest. The Subrecipient further certifies that it will maintain a written code of standards governing the performance of persons engaged in the award and administration of contracts and subgrants.

25. INDIRECT COST. In accordance with 2 CFR 200.331(a)(1)(xiii) and (a)(4), and 2 CFR 200.414, subrecipients of federal awards may charge indirect costs to the award unless statutorily prohibited by the federal program and in accordance with any applicable administrative caps on federal funding. ADECA will not negotiate indirect cost rates with subrecipients, but will accept a federally negotiated indirect cost rate or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.68. If requesting the 10% de minimis rate, subrecipients must submit a certification that the entity has never received a federally approved indirect cost rate. Subrecipients are allowed to allocate and charge direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but not charged as both or inconsistently charged to the federal award. Once chosen, the method must be used consistently for all federal awards until such time as a negotiated rate is approved by the subrecipients' federal cognizant agency.

26. AUDIT REQUIREMENTS. All Subrecipients of federal funds must follow the Audit requirements identified in the Office of Management and Budget Uniform Administrative Requirements, 2 CFR Part 200, Subpart F – Audit Requirements. Additionally, if any Subrecipient receives more than \$500,000, collectively, in State General Fund appropriations in their fiscal year, from ADECA, they must have an audit in accordance with Government Auditing Standards (the Yellow Book) and Generally Accepted Auditing Standards established by the AICPA.

Nothing contained in this agreement shall be construed to mean that ADECA cannot utilize its auditors regarding limited scope audits of various ADECA funds. Audits of this nature shall be planned and carried out in such a way as to avoid duplication or not to exceed the audit coverage limits as stated in the Uniform Administrative Requirements.

Copies of all required audits must be submitted to:

Alabama Department of Economic and Community Affairs (ADECA)
ATTENTION: Chief Audit Executive
401 Adams Avenue
P.O. Box 5690
Montgomery, Alabama 36103-5690

And an additional copy to:

Alabama Department of Examiners of Public Accounts
ATTENTION: Audit Report Repository
P. O. Box 302251
Montgomery, Alabama 36130-2251

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All entities that have a single audit must submit the reporting package and data collection form to the Federal Audit Clearinghouse in accordance with 2 CFR Part 200, Subpart F §200.512.

27. **AUDIT EXCEPTIONS/UNRESOLVED QUESTIONED COSTS/OUTSTANDING DEBTS.** The Subrecipient certifies by signing this agreement that it does not have any unresolved audit exceptions, unresolved questioned costs or finding of fiscal inadequacy as a result of project monitoring. It further certifies that no money is owed to any division of ADECA or to the Federal government under any program where it has not arranged a repayment plan.

28. **SUSPENSION OF PAYMENTS.** Payments under this Agreement may be suspended in the event that there is an outstanding audit exception under any program administered by any division of ADECA, or in the event there is an amount owing to any division of ADECA, or an amount owing to the Federal government under any program administered by any division of ADECA that is not received in a reasonable and timely manner.

Should the Subrecipient incur an unresolved audit exception or have unresolved questioned costs or finding of fiscal inadequacy as a result of any project monitoring by any division of ADECA, then ADECA shall not enter into any other contract, agreement, grant, etc., with said grantee until the audit exception or questioned cost or finding of fiscal inadequacy has been resolved.

ADECA shall not enter into another contract, agreement, grant, etc., with any individual, agency, company, or government under any program administered by any division of ADECA that has not arranged a repayment schedule.

29. **DISCLOSURE STATEMENT.** Unless otherwise exempt under § 41-16-82, Code of Alabama 1975, a disclosure statement must be submitted to ADECA for any and all proposals, bids, contracts or grant proposals in excess of \$5,000.

30. **COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS.** In addition to the provisions provided herein, the Subrecipient shall be responsible for complying with any and all other applicable laws, ordinances, codes and regulations of the Federal, State and local governments, including, but not limited to, the Alabama Competitive Bid Law (§ 41-16-1 *et seq.*, Code of Alabama 1975), the Alabama Public Works Law (§ 39-1-1 *et seq.*, Code of Alabama 1975), any State permitting requirements, the Alabama Open Meetings Act (§ 36-25a-1 *et seq.*, Code of Alabama 1975), and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (§ 31-13-1, *et seq.*, Code of Alabama 1975).

By signing this grant, the parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

31. **Authority of Authorizing Official:** It possesses legal authority to apply for the subgrant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Subrecipient's governing body, authorizing the filing of the application, including all understandings and assurances contained therein; and directing and authorizing the person identified as the official representative of the Subrecipient to act in connection with the application and to provide such additional information as may be required.

32. **Funds Management:** Subrecipient assures that funds accounting, monitoring, and such evaluation procedures as may be necessary to keep such records as the State/Federal grantor agency shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received.

33. **Subgrant Fiscal Reports:** Subrecipients shall submit a Subgrant Fiscal Report for each quarter. Submission dates are as follows:

Period Covered	Report Due
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

Subrecipients have 60 days from the termination date of the subgrant to pay all encumbrances incurred during the subgrant period and submit a "Final Subgrant Fiscal Report". If quarterly reports are not filed on time, funds may be withheld until they are received.

34. **Subgrant Narrative Progress Report:** Subrecipient shall submit a Narrative Progress Report, Subgrant Narrative Progress Report, or a specialized form provided in conjunction with an award for a specialized program, on a quarterly basis with the due **4-23**

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dates identical to those above for the Quarterly Fiscal Report. The last quarterly report should become an "Annual Performance Report" whereby an assessment of the impact of the activities carried out under the subgrant is made. This report shall describe the activity undertaken and the results achieved. It shall include the data gathered on the approved performance indicators identified within the subgrant application or identified within a "Program Brief" detailing the program for which the application was submitted to implement.

35. Published Material: All published material and written reports submitted under this subgrant or in conjunction with the third party agreements under this subgrant will be originally developed material unless otherwise specifically provided for in the subgrant document. Material not originally developed included in reports will have the source identified either in the body of the report or in a footnote, whether the material is in a verbatim or extensive paraphrase format. All published material and written reports shall give notice that funds were provided under the particular State/Federal subgrant.

36. Title of Property: Title of property acquired in whole or in part with subgrant funds in accordance with approved budgets shall vest in the Subrecipient, subject to divestment at the option of the ADECA LETS Division, where its use for project or criminal justice purposes is discontinued. Subrecipients shall exercise due caution in the use, maintenance, protection, and preservation of such property during the period of project use.

37. Non Supplanting Certification: Subrecipient understands and hereby certifies that Federal funds made available will not be used to supplant State or local funds but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made for grant-related activities. Further, that matching funds required to pay the non-Federal portion of the cost of the project, for which subgrant funds are made available, shall be in addition to funds that would otherwise be made available for law enforcement, criminal justice, victim assistance and drug enforcement. Federal funds must supplement State and local funds, not supplant them.

38. Discrimination Prohibited: No person shall, on the grounds of race, religion, color, national origin, sex, gender identity, sexual orientation, handicap, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under or denied employment in connection with subgrants awarded by the ADECA LETS Division pursuant to funding from the U. S. Department of Justice, the U. S. Department of Education, the U. S. Department of Health and Human Services, the National Highway Traffic Safety Administration, or the U. S. Department of Transportation. Recipients of these federal funds are also subject to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (prohibiting discrimination in federally-funded programs on the basis of race, color, or national origin); Section 504 of the Rehabilitation Act of 1973, 2 U.S.C. 794 (prohibiting discrimination in such programs on the basis of handicap); the Age Discrimination Act of 1975, 42 U.S.C. 8108, et seq., and the Department of Justice Nondiscrimination Regulations at 28 CFR, Part 42, Subparts C, D and G. Recipients of funds are also subject to Title I (employment of qualified disabled individuals), Title II (equal benefits of programs, services and activities to disabled individuals), and Title III (public accommodations to disabled individuals for services and activities). This grant condition shall not be interpreted to require the imposition in grant-supported projects of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in a law enforcement agency.

In the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, handicap, or limited English proficiency against a recipient of funds, the Subrecipient will forward a copy of the finding to the appropriate federal funding agency from which the program is funded, as well as to the ADECA LETS Division within 30 days of receiving notice.

No agency or victim assistance program shall discriminate against victims because the victim disagrees with the way the State is prosecuting the criminal case.

39. Equal Employment Opportunity Program: Subrecipient agrees to formulate, as required, an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. 42.301 et. seq. and certifies to the State that it, if required, has a current EEOP on file which EEOP will be provided to the State, if and when requested.

40. Continuation Funding: Subrecipient understands that the awarding of this grant in no way assures or implies continuation of funding beyond the project duration indicated on the subgrant award document.

41. Project Income: All interest in other income earned by the Subrecipient with respect to grant funds or as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, etc.) must be accounted for.

42. Procurement Standards: Subrecipients must comply with the State Bid Law when applicable and the Federal procurement requirements as stated in 2 CFR 200.317 through 2 CFR 200.324."

43. Accounting Requirements: Subrecipient agrees to record all project costs, both the ADECA LETS Division's and matching share, following generally accepted accounting procedures. A separate account number or cost recording system must separate all

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project costs from the Subrecipient's other or general expenditures. Adequate documentation for all project costs, both the ADECA LETS Division's and matching share, must be maintained. Such financial records and supporting documentation must be retained and available for audit purposes. For record retention requirements, please refer to Item #2 on Page One of these conditions. Adequate documentation is defined as follows for each major budget category:

- a. Personnel: Documentation must indicate payroll period, payment rate, hours per day, signature of employee and approval of supervisor.
 - b. Professional Services: For individuals, documentation must indicate time period, payment rate, hours per day, signature of consultant and approval of project director. For organizations, documentation must be a detailed billing indicating service performed or product delivered, payment rate consistent with contractual agreement and approval by project director.
 - c. Travel: Documentation must be detailed, signed by the employee and approved by the employee's supervisor.
 - d. Supplies and Operating Expenses and Equipment: Documentation includes audited vendor invoices approved by the project director.
44. Equipment: Equipment purchased with Federal funds must continue to be used for its intended purpose as prescribed by the applicable authorizing legislation after the end of the project. If the use is discontinued, a refund may be due the ADECA LETS Division. The refund will be computed on resale value in accordance with the original matching ratio.
45. Allowable Cost: The allowance of costs incurred under any grant shall be determined in accordance with the general principles of allowance and standards for selected costs set forth in 2 CFR Part 200, as further defined and delineated in the "Department of Justice Financial Guide", "Education Department General Administrative Regulations", "Highway Safety Grant Management Manual", and in the ADECA LETS Division Guidelines.
46. Expiration of the ADECA LETS Division Funds: Regulations require that active grant funds for a fiscal year which are not expended or obligated by the Subrecipient at the end of the grant period will lapse and revert to the ADECA LETS Division. Obligations outstanding as of the termination of the subgrant shall be liquidated and a "Final Financial Report" submitted within 60 days from termination date.
47. Expenses Not Allowable: Grant funds may not be expended for (a) items not part of the approved budget or separately approved by the ADECA LETS Division, (b) purchase of land; (c) purchase of buildings or improvements thereon, or payment of real estate mortgages, or taxes, unless specifically provided for in the grant agreement; or (d) dues to organizations or federations; (e) entertainment; (f) purchase of equipment unless provided for in the grant agreement; or (g) indirect (overhead) costs.
48. Subgrant Adjustments: Subrecipients must obtain prior written approval from the ADECA LETS Division for major project changes. These include (a) changes of substance in project activities, designs, or research plans set forth in the approved application; (b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the approved project budget; and (d) project period extension.
49. Utilization and Payment of Funds: Funds awarded are to be expended only for purposes and activities covered by the Subrecipient's approved project plan and budget. Depending on the rules for each federal funding source, project funds may be made available through a fund advance and reimbursement procedure. Payments will be adjusted to correct previous over-payments or under-payments.
50. Termination of Aid: This grant may be terminated or fund payments discontinued by the ADECA LETS Division where it finds a substantial failure to comply with the provisions of PL 94-503 or regulations promulgated, including these grant conditions or application obligations, but only after notice and hearing and pursuant to all procedures set forth in Sections 510 and 511 of PL 94-503, and to PL 107-110, and to all procedures set forth in 34 CFR 80.43 and 20 USC 3474..
51. Foreign Travel: Travel outside the continental United States will not be approved for funding.
52. Copyrights: Where activities supported by this grant produce original books, films, or other copyrightable material, the grantee may copyright such, but federal funding agencies reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish, and use such materials, and to authorize others to do so.
53. Bonuses or Commissions: The Subrecipient is prohibited from paying any bonus or commission to any individual for the purpose of obtaining approval of an application for the ADECA LETS Division assistance.
54. Freedom of Information Act: Pursuant to the Federal Freedom of Information Act (FOIA), 5 U.S.C. 552, and Section 521 of the Omnibus Crime Control And Safe Streets Act, all records, papers, and other documents required to be maintained by recipients of
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federal funds, including Subrecipients and contractors, relating to the receipt and disposition of such funds, are required to be made available to the federal funding source. The FOIA also sets out that these records are to be made available to the public and press under the terms and conditions of the FOIA.

55. Environmental Impact: Any application for subgrants or subcontracts, involving environmental changes or problems, must include either an environmental evaluation or a detailed environmental analysis as required by Section 102 (2) (c) of the National Environmental Policy Act.

56. Age Discrimination in Employment Act of 1967: Any application for subgrants or subcontracts, involving the employment of personnel, must be in compliance with the Federal "Age Discrimination in Employment Act of 1967" (29 U.S.C. 621 et seq.), which, in brief form, sets out: "Sec. 4(a) It shall be unlawful for an employer – (1) to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's age; (2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's age; or (3) to reduce the wage rate of any employee in order to comply with this Act".

57. Criminal Penalties: Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance pursuant to federal grant funding, whether received directly or indirectly from the ADECA LETS Division, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to federal grant funding or in any record required to be maintained pursuant to federal grant funding shall be subject to prosecution under the provisions of 18 U.S.C. 1001. Any law enforcement program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to federal grant funding, whether received directly or indirectly from the ADECA LETS Division, shall be subject to the provisions of 18 U.S.C. 361.

58. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving, 74 Fed. Reg. 51225 (October 1, 2009), Subrecipients of the Victims of Crime Act are encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by the this subgrant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

59. Client-Counselor Confidentiality: Maintain confidentiality of client-counselor information, as required by state and federal law.

60. VOCA Specific: Comply with Federal Rules Regulating Grants: Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

61. VOCA Specific: Confidentiality of Research Information: Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.

62. VOCA Specific: Demographic Data: Victims of Crime Act regulations require that information on race, sex, national origin, age and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.

63. VOCA Specific: All non-profit sub-recipients of VOCA Assistance funding under this award must make their financial statements available online (either on the sub-recipient's or another publicly available website). Organizations that have Federal 501(c)(3) tax status will be considered in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

64. VOCA Specific: All non-profit sub-recipients must certify their non-profit status. Sub-recipients may certify their non-profit status by submitting a statement to the ADECA affirmatively asserting that the sub-recipient is a non-profit organization, and

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indicating that is has on file, and available upon audit, either – 1) a copy of the recipient's 501(c)(3) designation letter; 2) a letter from the recipient's state taxing body or state attorney general stating that the recipient is a non-profit organization operating within the state; or 3) a copy of the recipient's state certificate of incorporation that substantiates its non-profits status. Sub-recipients that are local non-profit affiliates of a state or national non-profit should have available proof of (1), (2) or (3), and a statement by the state or national parent organization that the recipient is a local non-profit affiliate.

It is understood and agreed by the undersigned that the subgrant received as a result of this application is subject to the above conditions.

Signature of Authorized Official

Date

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

- 1 By signing and submitting this proposal, the prospective lower-tier participant is providing the certification set out below.
2. This certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

This certification is required by the regulations implementing Executive Order 12549, Debarment and suspension, 28 CFR Part 67, Section 67.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160 - 19211)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in these certification, such prospective participant shall attach an explanation to this proposal.

Elton N. Dean, Sr., Chairman

(Type or Print Name and Title of Authorized Representative)

(Signature of Authorized Representative)

Date

Montgomery County Commission

(Name of Organization)

101 S. Lawrence St., Montgomery, AL 36104

(Address of Organization)

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Certification Regarding Lobbying

Each applicant shall file this certification and disclosure form if applicable, with each submission that initiates agency consideration of such applicant for an award of a Law Enforcement and Traffic Safety contract, grant or cooperative agreement of \$100,000 or more

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

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

- (1) No 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 Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here _____ and complete and submit Standard Form #LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly.

Signature of Authorized Official

Date

Chairman, Montgomery County Commission
Title

Certification Regarding Drug Free Workplace Requirements Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 28 CFR Part 67, subpart F. The regulation, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment (see 28 DFR part 67, Sections 67.615 and 67.620).

The grantee certifies that it will provide a drug free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing a drug free awareness program to inform employees about --
 - 1. The dangers of drug abuse in the workplace.
 - 2. The grantee's policies of maintaining a drug free workplace.
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs.
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - 1. Abide by the terms of the statement.
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - 1. Taking appropriate personnel action against such an employee, up to and including termination.
 - 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Place(s) of Performance: The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (Street Address, City, County, State, Zip Code):

100 S. Lawrence St.	Montgomery	Montgomery	AL	36104
Street Address	City	County	State	Zip Code
251 S. Lawrence St.	Montgomery	Montgomery	AL	36104
Street Address	City	County	State	Zip Code
530 S. Lawrence St.	Montgomery	Montgomery	AL	36104
Street Address	City	County	State	Zip Code

Montgomery County Commission

Organization Name

Applicant or Grant Number

Elton N. Dean, Sr., Chairman

Name and Title of Authorizing Representative

Signature

Date

State of Alabama
Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division

Equal Employment Opportunity Program Certification

I, Elton N. Dean, Sr. (Authorized Official), certified that the Applicant/Subgrantee

Montgomery County Commission

has formulated an Equal Employment Opportunity Program in accordance with 28 CFR 42.301, et seq., subpart E, and that it is on file in the office of:

Name: Donald L. Mims

Title: County Administrator

for review or audit by officials of ADECA or the Grant Agency as required by relevant laws and regulations

(Signature of Authorized Official)

(Date)

NOTE: If your organization is required to develop an EEOP plan, the above certification must be completed. If a plan is not required, then the below certification must be completed. The signed certification must be returned to ADECA Law Enforcement and Traffic Safety Division.

I, _____ (Authorized Official), certify that the Applicant/Subgrantee

_____ is not required to formulate an Equal Employment Opportunity Program in accordance with relevant laws and regulations

(Signature of Authorized Official)

(Date)

State of Alabama
Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division

Financial Questionnaire

Section I. General Information

1. Subgrantee: <u>Montgomery County Commission</u>	Subgrant Number : _____
2. Financial Officer : <u>Sherrill R. Thomas</u>	Telephone Number : <u>334 832-1268</u>
3. Contact Person : <u>Rhonda B. Cape</u>	Telephone Number : <u>334 832-2550</u>

The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust that accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP guideline manual entitled *Financial and Administrative Guide for Grants* and the ADECA Law Enforcement and Traffic Safety Manual entitled *Subgrantee Administrative Manual*.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each subgrant awarded and the expenditure of funds for each subgrant, for each action program and for each subgrant awarded by the State
- (2) Entries in accounting reports should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) 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.

Section II. Accounting System

- | | | |
|--|---|--|
| 1. ☐ Manual | ☒ Automated | Which best describes the accounting system? |
| 2. ☒ Yes | ☐ No | Does the organization use a double entry system in accounting for program funds? |
| 3. ☒ Yes | ☐ No | Does the accounting system identify the receipt and expenditures of program funds separately for each subgrant? |
| 4. ☒ Yes | ☐ No | Does the accounting system provide for the recording of expenditures for each subgrant by the component project and budget cost categories shown in the approved budget? |
| 5. ☒ Yes | ☐ No | Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? |
| 6. | | Does the accounting / financial system include budgetary controls to preclude incurring obligations in excess of: |
| ☒ Yes | ☐ No | a. Total funds available for a subgrant? |
| ☒ Yes | ☐ No | b. Total funds available for a budget cost category (e.g., Personnel, Travel, Operating Expense, etc.) |
| 7. ☒ Yes | ☐ No | Is the organization generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination of allowance of costs in connection with Federal contracts/grants/subgrants? |

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Financial Questionnaire (continued)

Subgrantee: Montgomery County Commission
Subgrant Number : _____

Section III. Fund Control

1. ☒ Yes ☐ No Is a separate bank account maintained for subgrant funds?
2. ☒ Yes ☐ No If Federal subgrant funds are commingled with organization funds, can the Federal subgrant funds and related costs and expenses be readily identified?
3. ☒ Yes ☐ No Are the officials of the organization bonded?

Section IV. Additional Information

☒ Yes ☐ No Did an independent certified public accountant (CPA) ever examine the financial statements?

1. Date of the last audit 08/01/2016
2. Dates covered by the last audit From 10/01/2014 to 09/30/2015
3. Date of the next audit 08/01/2017
4. Dates covered by the next audit From 10/01/2015 to 9/30/2016

Use the following space for any additional information. Indicate the section and item numbers if there is a continuation.

Section V. Applicant Certification

I certify that the above information is complete and correct to the best of my knowledge

Sherill B. Thomas
Signature

6/15/17
Date

Financial Officer _____

Title _____

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Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Elton N. Dean, Sr.	Chairman
Typed Name of Authorized Representative	Title
Telephone Number	(334) 832-1259

Signature of Authorized Representative	Date Signed

Montgomery County Commission	
Agency Name	

REQUEST FOR Dun & Bradstreet DUNS Number

As required by the U.S. Department of Justice, Department of Health and Human Services, and the National Highway Traffic Safety Administration, we are required to obtain the Dun Bradstreet DUNS number for any Law Enforcement and Traffic Safety Division agreements. Additionally, the contractor's DUNS number must also be registered with the U.S. System for Award Management (SAM).

Dun Bradstreet provides a DUNS Number, a unique nine digit number, for each physical location of your business.

DUNS Number assignment is FREE for all businesses required to register with the U.S. Federal Government for contracts or grants.

You may request your DUNS Number via the Web. If one does not exist for your business location, it can be created within 1 business day. You may also request your DUNS Number by phone. U.S. and U.S. Virgin Islands: 1.866.705.5711, and Alaska and Puerto Rico: 1.800.234.3867 (Select Option 2, then Option 1).

If you do not have a DUNS Number, please use the link below to access the SAM website, which includes a link to DB in order to secure the number, which will then need to be registered by you as noted above.

Contractor Name / Address:

SAM Website:

Montgomery County Commission

www.sam.gov

101 S. Lawrence St.

PO Box 1667

DUNS Number:

Montgomery, AL 36104

099839086

Certification: I hereby certify that the above DUNS Number is for our business location and it has been registered at <http://www.sam.gov> and will remain current during the term of the contract.

Sherrill R. Thomas

Signature

6/15/17

Date

Sherrill R. Thomas

Name (Print)

Finance Director

Title

LETS Staff Verification - Initials: _____

Date: _____ ☐ Rev: 06/12

4-37

INTERAGENCY CONSULTATION AGREEMENT

This agreement between the agencies below is entered into on this 19th day of June, 2017, as required by the Office on Violence Against Women and the Alabama Department of Economic and Community Affairs.

WHEREAS, Montgomery County Commission (Subgrantee) is applying to ADECA for a subgrant under the STOP Violence Against Women Act (VAWA) Formula Grant Program; and

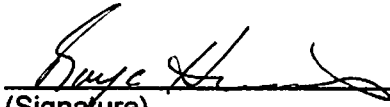
WHEREAS, the subgrantee applicant has consulted with the appropriate victim service organizations during the course of the development of our subgrant application in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence;

IN WITNESS WHEREOF, the parties acknowledge this Agreement as evidenced by their signatures below.

BY: _____
(Signature)

Elton N. Dean, Sr., Chairman
(Print Name & Title)

Montgomery County Commission
(Subgrantee Agency Name)

BY:  _____
(Signature)

Kaye Harris, Executive Director
(Print Name & Title)

One Place Family Justice Center
(Victim Service Agency Name)

Please attach documentation to show dates and content of planning meetings.



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

JUN 19 2017

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

MEMORANDUM

To: Elton Dean, Chair, Montgomery County Commission

From: Regina Walker, Grant Manager, Montgomery County Sheriff's Office *R.W.*

Subject: Approval to pursue Community Oriented Policing Services (COPS) Grant

Date: May 30, 2017

We are requesting the County Commission's approval to pursue the Community Oriented Policing Services (COPS) Grant. This is a twenty-four month grant and there is no local match required for this solicitation. Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, and best practices.

If funded, we will use these funds for the development of partnerships and problem-solving techniques that will proactively address conditions that threatens public safety, i.e. crimes (violent and non-violent) and other social disorder.

RW/dc

cc: Derrick Cunningham, Sheriff

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219
OFFICE 334.832.4960
FAX 334.832.7113

WWW.MONTGOMERYSHERIFF.COM

DETENTION FACILITY
225 SOUTH McDONOUGH STREET
MONTGOMERY, ALABAMA 36104

OFFICE 334.832.1386
FAX 334.265.0990

5-1

JUN 19 2017

Interoffice Memo

To: County Commission

From: Lou Ialacci

Cc: Donnie Mims, Florence Cauthen, Tammy Nix, Rodney Smith

Date: June 9, 2017

RE: Microsoft Office 365 End-User Training

I request the ninety (90) day complimentary Subscription to the Brainstorm Quick Help app offered by Microsoft presented in the work session June 5, 2017 be placed on the formal agenda of the Montgomery County Commission meeting scheduled for June 19, 2017.

The Subscription will automatically determinate at the end of the ninetieth day. This is a very good opportunity for all County departments to learn more about the products that are available as part of Microsoft's next generation Enterprise product.

I respectfully request the Commission approve the subscription.

Thank you for your support

Memo

To: Lou Ialacci, Chief Information Technology Officer

From: Rodney Smith, IT Manager Systems 

Date: Tuesday, May 23, 2017

Re: Brainstorm's QuickHelp Online Training for Microsoft Office 365

Recently we completed migrating all end users to the new Microsoft Office 365 cloud solution that is part of our Enterprise Agreement. During the migration Information Systems personnel who assisted the end users also spent a lot of time explaining the general benefits of Microsoft Office 365 which included questions and answers regarding Word, Excel, PowerPoint, and Outlook. During a meeting with our local Microsoft representative Rishil Patel it was mentioned that the County was qualified to receive a complimentary 90 day online training program for Microsoft Office 365 from Brainstorm. This online training offering from Brainstorm named QuickHelp would provide all County users access to training for Microsoft Office 365 products. Here are some of the key benefits and features offered in this training program:

- On-demand video-learning content, with the ability to assign playlists, customize course lists, and upload your own video content
- Built-in help-desk share feature to field Tier-1 help-desk calls
- 30 minute instructor led training sessions with live moderators. 3 sessions for 10 topics covered every month. Topics include: Yammer, Outlook, Office 365, Office 2016 Part 1, Office 2016 Part 2, Skype for Business, SharePoint collaboration, SharePoint site owners, OneDrive, and Windows 10.
- Dedicated Client Success Manager to collaborate on communication, customize FAQs, Course lists, content, etc.
- Library of LaunchTips: HTML-based email templates, highlighting video-training content specific to your users' new desktop image

The attached gift letter requires an authorized county administrator to sign acceptance of Microsoft's offer for this 90 day complimentary online training subscription for Brainstorm's QuickHelp. This offer expires if Microsoft does not receive the signed gift letter on or before June 30, 2017. Should we decide to implement this training program I would recommend that all department heads encourage their personnel to utilize this free benefit during the 90 day subscription period.



Microsoft



Office 365

May 24, 2017

Montgomery County - AL

100 S. Lawrence St., Montgomery, AL 36104

Re: Microsoft O365 End-User-Training Program

Dear Elton N. Dean, Sr.,

Microsoft is pleased to offer Agency a complimentary subscription (the "**Subscription**") to the Brainstorm® QuickHelp app as part of the Microsoft O365 End-User Training Program. The purpose of the Subscription is to help enable Agency to make better use of its existing Microsoft Office 365 licenses (the "**Purpose**"). BrainStorm's QuickHelp app will be available for use by all Office 365 users under Agency's TPID: 5031718 for a subscription period of 90 days. This 90 day subscription period begins on the date Microsoft receives a signed copy of this letter agreement (the "**Agreement**") from Agency. Microsoft must receive a signed copy of this Agreement on or before 6/30/2017 in order for Agency to receive the Subscription.

The estimated retail value of the Subscription is \$14,500.00.

The Subscription is provided for the sole use and benefit of Agency for the above described Purpose only, and is not provided for use by or for the personal benefit of any specific employee. The QuickHelp app is owned by Brainstorm Inc. and Agency's use of the QuickHelp app is subject to Brainstorm's separate terms and conditions. BrainStorm's EULA will be presented at the time of the product install.

It is Microsoft's intent that its provision of the Subscription is compliant with all applicable laws, regulations, and gift and ethics policies of Agency. Microsoft provides the Subscription without seeking promises or favoritism for Microsoft in any bidding arrangements. No exclusivity in contractual or other commitments will be expected by either party in consideration of Microsoft's provision of the Subscription. Microsoft's provision of the Subscription is made with the understanding that it will not as a result of providing the Subscription be prohibited from any procurement opportunities with the Agency or be subject to any reporting requirements. This Agreement does not imply or commit Agency or Microsoft to any follow-on acquisition action or Agency acceptance, affirmation, or endorsement of Office 365 or Brainstorm's QuickHelp app.

Agency may not distribute or transfer the Subscription to any third party without Microsoft's express written consent. This Agreement constitutes the entire agreement between Microsoft and Agency with respect to the subject matter hereof. This Agreement shall be governed by the laws of the United States, without giving effect to its conflict of law provisions. Disputes relating to this Agreement will be subject to applicable mandatory dispute resolution statutes and regulations of the United States.

Microsoft's provision of the Subscription is subject to approval by your Agency. Please have your Agency ethics officer (or designated executive, office responsible for your Agency's ethics policy, or responsible attorney) review and approve this Agreement and the Subscription.



Microsoft



Office 365

By signing below, you agree that you have the authority to bind Agency and hereby approve this Agreement. Please sign both enclosed originals of this letter, and return one executed original to my attention at the above address and please send a copy of the signed letter in one of the following ways to:

1. Fax a copy of signed document to MSUS Compliance (425) 708-0880 or
2. Scan and email copy of signed document to MSUS Compliance email address compsup@microsoft.com.

Sincerely,

ACCEPTED AND AGREED BY:

Signature
[Microsoft Employee]

Signature
Elton N. Dean, Sr.

Name (Printed)

Name (Printed)

Title

Title

Microsoft Corporation

Montgomery County Commission

Date

Date



Haskell Slaughter & Gallion, LLC

8 Commerce Street

Suite 1200

Montgomery, Alabama 36104

t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

May 31, 2017

AGENDA

JUN 19 2017

TTE

To: Donnie Mims
From: Thomas T. Gallion, III
Re: Notice of Claim regarding Brandon Martin

I have reviewed your memorandum of March 30, 2017, regarding a Notice of Claim concerning Brandon Martin.

To my knowledge MCC does not own nor operate Tulane Court. Therefore, it is my opinion that this claim should be recognized and denied.

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

May 30, 2017

MEMORANDUM

TO: Thomas T. Gallion, III
County Attorney

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Notice of Claim regarding Brandon Martin

Attached is a letter from Attorney Ryan L. Stinson with Penn & Seaborn, LLC, regarding a Notice of Claim concerning Brandon Martin.

Please review and advise by Noon, Wednesday, May 31, 2017, as to what action the County needs to take regarding this matter.

As always, thank you for your assistance.

/tn

Attachment

PENN & SEABORN
ATTORNEYS AT LAW

May 24, 2017

Via US MAIL

Montgomery County Commission
Elton N. Dean, Chairman
Post Office Box 1667
Montgomery, Alabama 36102

RE: My client: Brandon Martin
Date of Incident: December 23, 2016

Dear Chairman Dean,

Our firm has been retained to represent Brandon Martin with respect to any and all claims he may have arising out of a drive by shooting in the Victor Tulane Gardens community in Montgomery, Alabama on December 23, 2016.

As a direct result of this incident, our client suffered significant damages, including serious physical injuries. Enclosed you will find our client's itemized and verified claim for damages. If you have any questions, please contact me at your convenience.

Sincerely,
PENN & SEABORN, L.L.C.



Ryan L. Stinson

RLS/es
Enclosures

Myron C. Penn
L. Shane Seaborn
Will Partin

Charles D. Hudson

BARBOUR • BULLOCK • MONTGOMERY

pennandseaborn.com

MONTGOMERY

1971 Berry Chase Place
Montgomery, Alabama 36117
(334) 676-1626
(334) 676-1628 fax

7-3

STATE OF ALAMABA)
)
COUNTY OF)
MONTGOMERY) NOTICE OF CLAIM

TO: Montgomery County Commission
 Elton N. Dean, Chairman
 Post Office Box 1667
 Montgomery, Alabama 36102

ITEMIZED AND VERIFIED CLAIM FOR DAMAGES
FILED AGAINST THE COUNTY OF MONTGOMERY, ALABAMA

Comes now, Brandon Martin, who gives this Notice for the purpose of compliance with §§ 11-12-5, 11-12-6, 11-12-8 and 6-5-20(a) of the Code of Alabama (1975), as well as any other applicable provisions of law, files this itemized and verified claim for damages. Such claim is based upon the following:

Claimant hereby verifies that he believes the claims made herein are just, due, and unpaid. Claimant has incurred damages in the following itemized ways and amounts due to the actions and/or inactions of the County of Montgomery, Alabama and its employees.

You are hereby notified that Brandon Martin was injured on December 23, 2016, at or around 10:39pm, in a drive-by shooting while on property owned, operated, and maintained by Montgomery County, Alabama and its employees. Brandon Martin suffered a gunshot wound to his right leg while in the Victor Tulane Gardens community located at 1101 Victor Tulane Circle, Montgomery, AL 36104 on December 23, 2016 at or around 10:39pm.

Brandon Martin contends that due to aforementioned actions and/or omissions of the County of Montgomery, Alabama, he suffered a gunshot wound to his right leg, underwent surgery, spent an extended period of time at the hospital, he experienced and continues to experience pain, suffering, extensive scarring and mental anguish, and he has otherwise been injured and damaged.

CLAIM FOR RELIEF

Due to aforementioned injuries and treatment, Claimant Brandon Martin asserts a claim against the County of Montgomery, Alabama for \$100,000.00.

Brandon Martin
SIGNATURE
5/23/17
DATE

Brandon Martin
124 National Street
Montgomery, AL 36104

STATE OF ALABAMA)
)
COUNTY OF)
MONTGOMERY)

Witness my hand and seal this the 23rd day of May, 2017.

E. Harman
NOTARY PUBLIC

My commission expires: 10-15-18

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

AGENDA

JUN 19 2017

June 19, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator *DLM*

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

C-2017-66: Dream Court, Inc., for Program Services - \$1,500; (Walker)

C-2017-67: Diamond Kings Baseball Foundation, for the National Baseball Championship Tournament-\$2,000; (Dean - \$1,000, and Singleton - \$1,000)

C-2017-68: Inner Faith Economic Development Association, for the Summer Enrichment Program-\$6,000; (Dean - \$3,000, and Singleton - \$3,000)

From fund code 001-59320-494 (Commissioner's Education Miscellaneous Appropriations) to:

BOE-2017-23: BOE, Jefferson Davis High School, for Principal's Discretionary Fund, Youth in Government Project-\$1,100; (Harris)

BOE-2017-24: BOE, Montgomery Public Schools, for Annual MPS Kickoff Classic - \$8,000; (Dean - \$1,600, Walker - \$1,600, Harris - \$1,600, Sankey - \$1,600, and Singleton - \$1,600)

DLM/sw

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 50

AGENDA

JUN 19 2017

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 6/5/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/5/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Troy University,Rosa Parks Museum	001-58300.498	0	2,000	2,000
Donation Revenue	001-40000.47701	(354,564)	(2,000)	(356,564)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 354,564)	\$ 0	(\$ 354,564)

JUSTIFICATION: To budget for an appropriation to Troy University Rosa Parks Museum for the 2017 Juneteenth Celebration.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 51

AGENDA

JUN 19 2017

DEPARTMENT: County Commission Appropriations REQUESTED BY: Donald L. Mims 6/5/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/5/17
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Young Life	001-56530.498	0	12,000	12,000
Donation Revenue	001-40000.47701	(356,564)	(12,000)	(368,564)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(\$ 356,564)	\$ 0	(\$ 356,564)

JUSTIFICATION: To budget for an appropriation to Young Life for the summer camp program.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

AGENDA

JUN 19 2017

Request Number: 7

DEPARTMENT: Engineering Office REQUESTED BY: George Speake 6/13/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/13/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Office Supplies/Minor Equip	111-53600.211	5,200	1,200	6,400
Professional Services	111-53600.307	5,000	(1,200)	3,800
Repair & Main Const Equip	111-53200.232	54,000	7,000	61,000
Road Constr & Main Supplies	111-53199.213	173,325	(7,000)	166,325
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 237,525	\$ 0	\$ 237,525

JUSTIFICATION: To realign Budget in Office Supplies and Minor Equipment and Repair & Maint. Construction Equipment.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 4

AGENDA

JUN 19 2017

DEPARTMENT: Probate - Elections REQUESTED BY: Judge Steven Reed 5/22/17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 5/23/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☒
Agenda ☐

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
State Special Election:				0
Extra Help	001-51913.115	0	10,000	10,000
Equipment Delivery	001-51913.183	0	27,000	27,000
Other Misc. Supplies	001-51913.219	0	105,000	105,000
Bldg. and Land Rentals	001-51913.211	0	2,000	2,000
Advertising	001-51913.253	0	10,000	10,000
Election Workers	001-51913.175	0	130,000	130,000
Election Adm Budget:				0
Election Workers	001-51911.175	83,000	(3,737)	79,263
Equipment Delivery	001-51911.183	15,000	(1,388)	13,612
Office Supplies	001-51911.211	6,000	(6,000)	0
Other Misc. Supplies	001-51911.219	89,046	(11,150)	77,896
Telephone	001-51911.251	1,300	(1,300)	0
Advertising	001-51911.253	11,100	(6,000)	5,100
				0
State of AI Reimbursemt	001-40000.44232	0	(231,500)	(231,500)
Fund Balance	001.35900		(22,925)	(22,925)
				0
				0
				0
TOTAL		\$ 205,446	\$ 0	\$ 205,446

JUSTIFICATION: To budget for the administration of the State Special Primary Election and State Special Run-off Election (U.S. Senate). The State reimburses the county for 100% of eligible expenses estimated at \$231,500.

+

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 2

AGENDA

JUN 19 2017

DEPARTMENT: Tax & Audit REQUESTED BY: Terri Henderson 06-13-17
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/14/17
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Refund Prior Year Revenue	001-51800-335	28,775	45,284	74,059
Contract Services	001-51800-304	171,225	(45,284)	125,941
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 200,000	\$ 0	\$ 200,000

JUSTIFICATION: Transfer of \$45,284 from Tax & Audit budgeted funds from 304 Contract Services account to fund Prior Year Refunds of general fund portion only of sales and use taxes due back to taxpayers.



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

JUN 19 2017

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

June 9, 2017

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT : MCSO Dispatcher Shortage

I previously forwarded a letter from Major Briggs dated May 29, 2017, requesting three additional dispatch positions. We have recently lost two dispatchers; one to retirement and one to maternity leave. Additionally, we have a dispatcher retiring in July. Due to these circumstances, it is important that we request four positions at this time. Dispatchers are a vital part of the service we provide to the citizens of Montgomery County. It is imperative we make this adjustment in the most feasible means necessary.

If you have any questions, please do not hesitate to contact me or my assistant.

DC/crv

encls.

cc: Ms. Florence Cauthen
Deputy County Administrator

Major Jon Briggs

15-1



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

May 31, 2017

MEMORANDUM

TO : Mr. Donnie Mims, County Administrator
Montgomery County Commission

FROM : Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT : MCSO Dispatcher Shortage

Please find attached a letter regarding from Major Briggs regarding recent changes within the MCSO Dispatch. Please place this matter on the agenda for the next County Commission Meeting.

If you have any questions, please do not hesitate to contact me (ext. 7106).

DC/crv

encl.



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

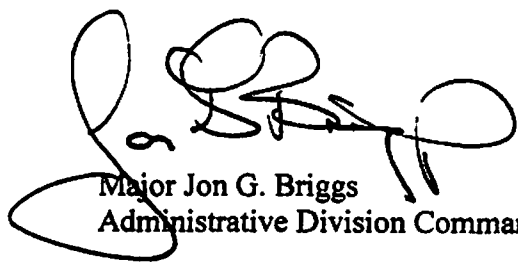
COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

29 May, 2017

Sheriff Cunningham,

Over the next several months, the E-911 center will be losing two of our Public Safety Communications Dispatchers due to retirement and one to maternity leave. These losses will cause a severe staffing hardship within the ECD during a time of the greatest demand for services. Training for new personnel is a six to twelve month process and creates a barrier to flexible staffing within the center.

In an effort to overcome the staffing shortages during this time, I would like to request that three Part-time Public Safety Communication Dispatchers positions be created that will allow us to supplement the existing staff. These new positions would permit the use of State retired personnel to better manage the needs of the ECD and to leverage their vast experience while the recruiting/training process continues. These additional positions will allow us to continue the level of professional services that the citizens of Montgomery County expect.



Major Jon G. Briggs
Administrative Division Commander

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219
OFFICE 334.832.4980
FAX 334.832.7113

WWW.MONTGOMERYSHERIFF.COM

15-3
DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104

OFFICE 334.832.1386
FAX 334.265.0990

JUN 19 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Board of Registrars
 DEPARTMENT HEAD: George M. Noblin
 SUPERVISOR: George M. Noblin

POSITION INFORMATION:

Position Title Administrative Support Specialist
 Position Number 290015005
 Pay Grade A04 Pay Range \$28,765 - \$42,978
 Proposed Effective Date 06-26-2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George M. Noblin Date 06-06-2017
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 06-07-2017
 Employee Benefit Manager

Sherrill Thomas Date 06/7/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

JUN 19 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Community Corrections
 DEPARTMENT HEAD: Paul H. Brown
 SUPERVISOR: ReBecca Johnson

POSITION INFORMATION:

Position Title Community Corrections Officer
 Position Number 300359005
 Pay Grade AO6 Pay Range \$36,284 - \$54,214
 Proposed Effective Date July 31, 2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Paul H. Brown Date 06/13/17
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 06/14/17
 Employee Benefit Manager

Sherrill Thomas Date 06/14/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

JUN 19 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office- Detention

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Sergeant

Position Number 500421057 (replacement of Willie Rodgers)

Pay Grade PC3 Pay Range 39,257-58,655

Proposed Effective Date June 19, 2017

Type of Hire (☐) New (☒) Promotional

Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date 6/2/2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 06/02/2017

Sherrill Thomas

Finance Director

Date 06/07/2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

JUN 19 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Wanda Robinson, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee
 Position Number 500419149 (Replacement of Matthew Windsor)
 Pay Grade PCT Pay Range \$30,096
 Proposed Effective Date July 3, 2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date June 8, 2017

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date June 9, 2017

Sherrill Thomas

Finance Director

Date June 13, 2017

ADMINISTRATIVE APPROVAL:

County Administrator

Date _____

JUN 19 2017

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Tax & Audit Department
 DEPARTMENT HEAD: Terri Henderson, Revenue Manager
 SUPERVISOR: Terri Henderson, Revenue Manager

POSITION INFORMATION:

Position Title Administrative Support Associate CO0013
 Position Number 810013009 (to replace Barbara Brouillard)
 Pay Grade A03 Pay Range \$25,630-\$38,294
 Proposed Effective Date 06/26/2017
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Terri Henderson Date 06/08/2017
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 06/09/2017
 Employee Benefit Manager

Sherrill Thomas Date 06/09/2017
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

AGENDA

DEPARTMENT: Montgomery County Youth Facility

DEPARTMENT HEAD: Beverly Riddle Wise, Acting Juvenile Court Administrator

SUPERVISOR: Brandi Alexander, Juvenile Detention Director

Position Title	Retired RSA Employee/Clerical/Semi-Skilled NE		
Position Number	0077		
Pay Grade	A01	Pay Range	\$9.9206 per hour
Proposed Effective Date	June 19, 2017		
Type of Hire	(☒) New	(☐) Promotional	
Type of Appointment	(☐) Permanent	(☒) Temporary	

This position will be used instead of hiring a full-time Juvenile Detention Officer. By using a Retired RSA position to hire a retired Juvenile Detention Officer, we will have an already trained and seasoned worker coming back, and it will be cost effective to the County. The hourly rate of the Retired RSA position is less than the Juvenile Detention Office and there will be no benefit cost.

Date 5/26/17

The use of the Retired RSA position in place of the full-time Juvenile Detention Officer will result in savings to the County and not increase the current budget.

Date 5/30/2017

ADMINISTRATIVE REVIEW/COMMENTS:

County Administrator

Montgomery County Commission
Travel / Training Request Approval
Request # 14

AGENDA

JUN 19 2017

Date: June 13, 2017
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Pelham, AL
Departure Date: 09/21/2017 Return Date: 09/21/2017

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend Two ASCPA Courses - K2's Excel Table and Data Models #131
and K2's Excel PivotTables #134 (4 Hours Each Course). Qualifies for 8 CPE
Hours Toward CRE 2017 Certification Requirements.

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

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

Total (est.) Cost: \$710.25 Advance Registration Required: \$600.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Non-Member Advance Early Registration Fees \$600.00 Total.
Mileage \$80.25 (Traveling Together). Meals \$30.00. Lodging \$0 (None).
Workshop Sponsored By ASCPA.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 6/19/17 reimbursement of actual and necessary expenses in the
approximate amount of \$710.25 and advance registration of \$600.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$11,250.00</u>	
Approved Requests:	<u>\$8,050.89</u>	
Budget Available:	<u>\$3,199.11</u>	
Current Requests:	<u>\$710.25</u>	
Budget Balance:	<u>\$2,488.86</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/13/17

cc: Finance Director / Buyer

21-1

Montgomery County Commission
Travel / Training Request Approval
Request # 61

AGENDA

JUN 19 2017

Date: June 6, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: August 30, 2017 Return Date: September 1, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend LECC (Law Enforcement Coordinating Committee) Conference

Traveler (s) Name: 1. Kyle Sage 4. Jerremy Clemens
2. Marshawn Garner 5. Ricky Thompson
3. Caleb Kilpatrick 6. _____

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

Total (est.) Cost: \$3,285.00 Advance Registration Required: \$1,250.00

Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499

Additional Comments: _____

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of \$3,285.00 and advance registration of \$1,250.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>749-52110.499</u>	(ex: 000-00000-000)
Description:	<u>Administrative Expense</u>	
Current Budget:	<u>\$361,500.00</u>	
Approved Requests:	<u>\$112,234.35</u>	
Budget Available:	<u>\$249,265.65</u>	
Current Requests:	<u>\$3,285.00</u>	
Budget Balance:	<u>\$245,980.65</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/7/17

cc: Finance Director / Buyer

21-2

Montgomery County Commission
Travel / Training Request Approval
Request # 62

AGENDA

JUN 19 2017

Date: June 6, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: August 22, 2017 Return Date: August 24, 2017
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend ACCA (Assoc. of Co. Commissioners of AL) Conference

Traveler (s) Name: 1. Sheriff Derrick Cunningham 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$565.00 Advance Registration Required: \$190.00

Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499

Additional Comments: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of \$565.00 and advance registration of \$190.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>749-52110.499</u>	(ex: 000-00000-000)
Description:	<u>Administrative Expense</u>	
Current Budget:	<u>\$361,500.00</u>	
Approved Requests:	<u>\$112,234.35</u>	
Budget Available:	<u>\$249,265.65</u>	
Current Requests:	<u>\$3,850.00</u>	
Budget Balance:	<u>\$245,415.65</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/7/17

cc: Finance Director / Buyer

21-3

JUN 19 2017

Montgomery County Commission
Travel / Training Request Approval
Request # 63

Date: June 7, 2017
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Huntsville, AL
Departure Date: September 9, 2017 Return Date: September 14, 2017
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: attend SRO (School Resource Officer) Training

Traveler (s) Name: 1. Courtney Ward 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,565.00 Advance Registration Required: \$495.00

Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499

Additional Comments: _____

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of \$1,565.00 and advance registration of \$495.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>749-52110.499</u> (ex: 000-00000-000)
Description:	<u>Administrative Expense</u>
Current Budget:	<u>\$361,500.00</u>
Approved Requests:	<u>\$112,234.35</u>
Budget Available:	<u>\$249,265.65</u>
Current Requests:	<u>\$5,415.00</u>
Budget Balance:	<u>\$243,850.65</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/7/17

cc: Finance Director / Buyer

21-4

Montgomery County Commission
Travel / Training Request Approval
Request # 5

AGENDA

JUN 19 2017

Date: 6/14/2017
To: Donald L. Mims, Administrator
From: George Speake, County Engineer
Re: Approval for the following travel:

Destination: Orange Beach, Alabama
Departure Date: August 21, 2017 Return Date: August 25, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: To attend the ACCA Annual Convention 2017

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

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐
Total (est.) Cost: \$1,800.00 Advance Registration Required: \$200.00
Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600.265
Additional Comments: _____

To: George Speake, County Engineer
From: Donald L. Mims, Administrator

The above request is app. 6/19/17 reimbursement of actual and necessary expenses in the
approximate amount of \$1,800.00 and advance registration of \$200.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$3,193.00</u>	
Budget Available:	<u>\$6,807.00</u>	
Current Requests:	<u>\$1,800.00</u>	
Budget Balance:	<u>\$5,007.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 6/14/17
cc: Finance Director / Buyer

21-5