

## Washington County Board of Commissioners

Regular Meeting  
December 8, 2016  
9:00am

**Commissioners Present:** Horace Daniel, Larry Mathis, Edward Burten, Melton Jones, Frank Simmons

**Prayer**

**Pledge to American Flag**

**Call to Order**

**Approval of Past Meeting Minutes**

- Motion made by Commissioner Mathis, seconded by Commissioner Simmons. The motion was passed by a show of hands.

**Bills**

- A motion was required to approve the bills for the past month as follows:
  - Administrative & Other \$462,565.26
  - Road Department \$107,648.17
  - Sheriff Dept. & Jail \$53,303.77
  - Courthouse \$47,788.30
  - EMA \$396.16
  - E-911 \$68,127.23
  - Landfill \$45,364.40
- Motion made by Commissioner Mathis, seconded by Commissioner Simmons. The motion passed with a show of hands.

**Appointments – None**

**Old Business**

- Amendment to Air Quality and Open Burning Ordinance
  - The second reading of the amendment was performed, outlining the changes that will be made via the proposed amendment. The official vote on the amendment will occur during the regular meeting of January 2017. The proposed amendment must be publicly advertised in the legal organ for three (3) weeks prior to the official vote. A copy of the proposed amendment is on file at the Clerk of Superior Court office for public review.

**New Business**

- Intergovernmental Agreement – Hospital Authority
  - In order to properly facilitate the funds approved by the voters in the referendum held in May 2016 to provide funding to the Washington County Regional Medical Center for the purposes of capital projects, operations, and debt, an intergovernmental agreement was drafted to detail the manner in which these funds will be appropriated.

- A motion was made by Commissioner Simmons to accept the document, seconded by Commissioner Burten. The motion passed with a show of hands.
- Resolution to Transfer Property
  - The Oconee Fall Line Technical College (OFTC) approached the Board of Commissioners earlier in the year to inquire about the jail facility that will no longer be occupied due to the completion of the new jail facility and its occupation. OFTC would like to acquire the property in order to utilize the area for its CDL licensing school and for programs in law enforcement, as well as to continue the facilitation of fire fighter training. If the property is transferred, the E-911 Center will be allowed to remain in the building, with no maintenance or utility costs to Washington County for at least twenty (20) years.
  - A resolution was drafted to begin the process of transferring the property to the Technical College System of the State of Georgia. A vote was required to approve the resolution.
  - A motion was made by Commissioner Simmons to approve the resolution, seconded by Commissioner Mathis. The motion passed with a show of hands.
- Lamars Creek Road – Bid Award
  - The construction of Lamars Creek Road bid opening was held and three (3) companies submitted bids. The bidding company and the corresponding amounts are as follows
    - Dykes Grassing                 \$2,201,145.25
    - Sellers Construction         \$1,688,612.18
    - Piedmont Paving               \$1,023,726.20
  - Due to the discrepancy in the bid amounts, each bidder was properly researched to determine the recommended bidder. After review, it was found that Piedmont Paving submitted the overall best bid, and was recommended as the winning bidder.
  - A motion was required to award the bid to construct Lamars Creek Road.
  - A motion was made by Commissioner Jones to award the construction contract to Piedmont Paving, seconded by Commissioner Simmons. The motion passed with a show hands.
- GEMHSA Grant – Emergency Generators Bid Award
  - The Washington County EMA submitted an application to receive grant funding for emergency portable generators and transfer switches as a result of the last ice storm that occurred. The grant was awarded in which eighty-five percent (85%) of the costs for those items will be provided by federal and state grant monies, which total to be \$98,600. The remaining percentage is funded through a local match.
  - After the awarding of the grant, bids were solicited for the items. Two (2) bids were submitted and are as follows:
    - J & T Service Center             \$116,750.00
    - Helton Electrical Service         \$124,883.00
  - A motion was required to award the bid. Both bid packages were thoroughly reviewed, with a recommendation to award the bid to J & T Service Center.
  - A motion was made by Commissioner Simmons to award the bid to J & T Service Center, seconded by Commissioner Burten. The motion passed with a show of hands.
- Contract Ratification
  - None

Chairman Comments  
Meeting Adjourned  
Public Comment Session



Horace Daniel, Chairman

Attest:



Dustin Peebles, County Administrator/Clerk

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE WASHINGTON COUNTY BOARD OF COMMISSIONERS  
AND  
THE HOSPITAL AUTHORITY OF WASHINGTON COUNTY  
REGARDING  
FINANCING FOR WASHINGTON COUNTY REGIONAL MEDICAL CENTER**

WHEREAS, the Board of Commissioners of Washington County, Georgia (“the County”) is the governing authority of Washington County, Georgia, a governmental unit that is a political subdivision of the State of Georgia, and pursuant to the laws and Constitution of the State of Georgia has the authority to enter into intergovernmental agreements pursuant to Ga. Const. art. IX, § 3, ¶ 1, including specifically for the care, maintenance, and hospitalization of its indigent sick and may use taxpayer fund for the improvement and modernization of public hospital facilities for said purpose; and

WHEREAS, the Washington County Hospital Authority (“the Hospital”) is a public governmental entity created by Resolution pursuant to the Georgia Hospital Authorities Act of 1941 and continued in existence most recently by local legislation adopted by the 2016 General Assembly, HB 1114, and as such has authority to enter into this intergovernmental agreement with the Board; and

WHEREAS, the County, charged with the duties of contracting debts and managing the affairs of Washington County, Georgia, determined by appropriate resolution that in order to continue to provide healthcare services for the citizens of the County, it would be best to issue Washington County General Obligation Bonds in an amount up to and including \$15,850,000, and provided for same in a resolution dated December 8, 2016, for the purposes of stabilizing, improving, and modernizing Washington County Regional Medical Center (“WCRMC”), the public hospital facility owned and operated by Hospital; and

WHEREAS, the voters of Washington County approved the issuance of such bonds by public referendum in a vote held on May 24, 2016, with the voters deciding by a vote of 3,309 FOR the issuance of bonds and 1,443 against; and

WHEREAS, it is anticipated that County will not be required to issue the entire amount of the bonds, but rather that (1) approximately \$9,029,000 of bonds will be issued to provide for renovations and capital equipment at WCRMC, and (2) approximately \$6,435,000 will be allocated to Hospital by County over the course of the coming years from the general revenues provided by Washington County taxpayers to provide for Operating Capital, including repayment of debt, the funding of operating losses, and the creation of a cash reserve for WCRMC; and

WHEREAS, the County wishes to reduce costs by paying the Operating Capital of \$6.435 Million from its general tax revenues instead of issuing bond indebtedness, and Hospital has agreed to pay County \$1.35 Million in its first three years of this Agreement, it is agreed upon that the net amount of \$5,085,000 will be the amount of Operating Capital as described above; and

WHEREAS, the County and the Hospital, anticipating that these revenues from the approved Bonds and the use of general taxpayer revenues will be supplied to stabilize and improve Washington County Regional Medical Center, desire to enter into this Intergovernmental Agreement with the purposes of (1) governing the allocation of taxpayer funds to said stabilization, modernization, recapitalization, and improvement of the hospital; (2) setting target benchmarks for Hospital to acquire the funds; (3) ensuring appropriate transparency of and accountability for hospital operations; and (4) providing for other safeguards for the appropriate use of said funds;

THEREFORE, the Parties Agree to the Following Terms of this Intergovernmental Agreement:

### **Parties**

1. The Parties to this agreement shall be the Board of Commissioners of Washington County (“the County”) and the Washington County Hospital Authority (“the Hospital”), as a legal entity and doing business as Washington County Regional Medical Center.
2. Notices called for in this Agreement shall be delivered as follows:
  - a. If to Hospital:
    - Jim Croome, Chair (or his successor)  
Washington County Hospital Authority  
610 Sparta Rd., Sandersville, GA 31082  
FAX
  - b. If to County:
    - Horace Daniel, Chair (or his successor)  
Washington County Board of Commissioners  
119 Jones St., Sandersville, GA 31082  
(478) 552-7424

### **Length of Agreement**

3. This Agreement shall remain in effect until February 28, 2021, unless extended in writing by mutual agreement of the Parties.
4. Upon termination of this agreement, the Parties agree to follow the “Winding Up” procedures described in this Agreement.

### **Disbursements of Operating Capital and Capital Renovation/Equipment Funds; Conditions Precedent**

5. County will advance to Hospital funds of two types pursuant to the terms set forth in this Agreement, subject to the conditions precedent of the Hospital’s WCRMC operations having met the targets set forth in Schedule “A” attached hereto (hereinafter “Schedule”).

6. "Operating Capital" funds of up to \$5,085,000, representing funds provided by County to Hospital from the general tax revenues of Washington County, will be allocated for "**Operations Funds**" as identified in the Schedule, conditioned upon Hospital's meeting the conditions described herein.
7. "Capital Renovation/Equipment" funds of up to \$9,029,000, representing funds provided by County to Hospital from the General Obligation Bonds referenced in this Agreement, will be allocated for "**Capital Funds**" as identified in the Schedule, conditioned upon Hospital's meeting the conditions described herein.
8. As reflected in the Schedule, County will disburse certain sums to Hospital without precondition: to wit, the sum of \$1,000,000 to Hospital for "Operations Funds" in December, 2016; the sum of \$1,840,000 in December, 2016 for "Capital Funds;" and the sum of \$2,000,000 in February, 2017 for "Operations Funds." Further allocations will be dependent upon a review of Hospital's operations and outcomes and the performance of Washington County Regional Medical Center.
9. These further payments, anticipated to be made by County to Hospital for Operating Capital and/or Capital Renovation/Equipment no later than the final day of the month listed under "Payment Date" in the Schedule, are conditioned upon the financial performance of Washington County Regional Medical Center during the corresponding "Period Evaluated" indicated in the Schedule.
10. To receive the full Amounts detailed in the Schedule for "Operations Funds" and "Capital Funds" available to be disbursed on each "Payment Date," Hospital must demonstrate, during the corresponding "Period Evaluated," that it has achieved at least 100% of the targeted "Minimum EBITDA" prescribed as a precondition to that specified payment.
11. Failure of Hospital to demonstrate, on or before a particular "Payment Date," that Washington County Regional Medical Center has achieved at least 80% of the designated financial and performance targets during the corresponding "Period Evaluated" shall entitle County to withhold payment of all funds scheduled to be delivered to Hospital on the corresponding "Payment Date." Achievement of between 80% and 99% of the applicable performance target amounts shall entitle Hospital to a corresponding percentage of the scheduled funds.
12. Hospital shall demonstrate it has met each target and outcome required in this Agreement and in any schedule attached thereto by providing to County, or its designated agent, the information described in Paragraph 15 of this Agreement.
13. For purposes of measuring the specified financial targets, the following definitions shall apply:
  - a. The starting EBITDA baseline amount is \$(1,980,000), or an annual loss of \$1.98 Million.

- b. EBITDA, or “Earnings Before Interest, Taxes, Depreciation, and Amortization” shall have the definition accorded it by the Generally Accepted Accounting Principles. However, for purposes of this Intergovernmental Agreement, EBITDA shall be calculated before receipt of federal and local subsidies.
  - c. “Minimum EBITDA” means the minimum EBITDA that Hospital must demonstrate for the “Period Evaluated” as required by the Schedule to receive 100% of the funds designated to be released on the corresponding “Payment Date.” By way of example and not of limitation, for the February 2018 expected payment, Hospital must show that it has achieved minimum EBITDA maximum of \$(2,614,831) during fiscal year 2017.
  - d. “Fiscal Year” means the period running from September 1 of one year until August 31 of the named year.
14. Prior to disbursement of funds scheduled to be released on a given “Payment Date,” Hospital shall demonstrate it has met the target benchmark for the “Period Evaluated” by providing to County the following information to extent reasonably available: (a) Financial results reviewed by a certified public accountant agreed upon between Hospital and County, demonstrating the hospital has met the benchmark; (b) A general accounting of how the funds distributed to Hospital pursuant to the terms of this agreement during prior “Periods Evaluated” were used. The County or its representatives may attend all Hospital Authority meetings and conduct any reviews or audits of WCRMC deemed necessary by County at any time during this agreement. Additionally, Hospital shall provide to County, on a quarterly basis, an update on the status at the hospital in a manner to be agreed upon between the Parties.
15. Hospital shall make a good-faith effort to provide the above and foregoing information to County in a manner that gives County sufficient time to review and discuss same prior to the scheduled “Payment Date.”

**Failure of Hospital to Reach Target Benchmarks (Unavoidable Breach)**

16. In the event the Hospital is unable to reach 79% of its benchmark in a given “Period Evaluated”, the following procedures will be triggered:
- a. A special committee will meet consisting of three members of the Washington County Hospital Authority’s Executive Committee and three persons designated by County, two of whom may be County Commissioners. County will select the committee chairman.
  - b. The special committee shall, within 60 days of its creation, make a report to the County as to its recommendations, if any, regarding action to be taken. In addition, in pursuit of the stated desire of the Board of Commissioners to provide adequate healthcare for the citizens of Washington County, the special committee shall make a recommendation to the Hospital and County as to a general plan for the hospital’s future.

- c. From these recommendations County and Hospital may make necessary changes or amendment to this agreement as the Parties feel are in the best interest of the citizens of Washington County. Any such modifications shall be in writing, signed by the Parties, and attached to this Agreement.

#### **Holding Back of Undistributed Funds; Recapture Provisions**

17. To the extent Hospital misses a target outcome during a specific "Period Evaluated" and for said cause receives less than 100% of the funds designated to be distributed on the corresponding "Payment Date," County shall hold back such undistributed funds for possible future distribution. Should Hospital in a future "Period Evaluated" make sufficient progress that it later meets the Minimum EBITDA targets specified in the Schedule, County shall release to Hospital the funds earlier withheld. By way of example and not of limitation, should Hospital fall short of its October 2017 goal of a minimum EBITDA and thereby receive less than the expected Operations Funds, but by the December 2018 Payment Due date Hospital has met or exceeded the minimum EBITDA target for that date, on that Payment Date County shall pay over to Hospital not only the amounts specified for that date but also prior funds withheld due to failure to meet the earlier target.

#### **Hold Harmless and Indemnity Clause; No Joint Venture**

18. Hospital shall hold County Harmless from any and all responsibility for any suit, claim, and cause of action brought against County as the result of any obligation, act, and omission of Hospital, whether in tort, contract, or equity, and shall indemnify County from any loss caused by same, including the costs of defending any such claim.
19. In entering this Intergovernmental Agreement, County is exercising its discretionary and legislative powers to promote healthcare for the citizens of Washington County and to ensure the accountable and transparent use of public funds. Nothing in this agreement is intended to make County and Hospital joint ventures in the operation of any healthcare services, the provision of which shall remain the sole responsibility of Hospital and/or any provider with which Hospital contracts.

#### **Reduction of Funds Due to Insufficient Revenue; Pro-Rata Reduction**

20. Hospital agrees and understands that all scheduled allocations of funds are completely and totally dependent upon the receipt of revenues from sales of Washington County General Obligation Bonds. County reserves the right to reduce, on a pro-rata basis, any or all disbursements of the scheduled funds should County, in its sole discretion, determine that revenues from said Bonds, net of expenses and interest, are insufficient to fully cover any or all of the scheduled disbursements.
21. Should, by Act of God, War, Force Majeure, or other cause outside the control of County or Hospital disrupt either the ability of County to receive and disburse funds or the ability of Hospital to carry out the purposes of this Agreement, this Agreement shall terminate

without further obligation by either Party. In such a situation, all funds received by Hospital that have not been spent or utilized for their intended purpose shall be returned immediately to County and deposited in the general fund of Board of Commissioners of Washington County.

### **Mutual Cooperation**

22. County and Hospital shall each cooperate with the other to the fullest extent necessary to fully effectuate the intent and purpose of this Agreement, and shall make available to each other for review or inspection any and all documents, accounts, and other records necessary for the performance of this Agreement.

### **Representations and Warranties of the Parties**

23. In furtherance of the public purposes of this Agreement, the County and Hospital hereby represent and warrant to each other (which representations and warranties shall be deemed independently material notwithstanding any prior inquiries) the following:
- a. Authority. Each party hereto expressly represents and warrants that (i) it has the power to make, deliver and perform this Agreement, and has taken all necessary action to authorize the execution, delivery and performance of this agreement; (ii) this Agreement when executed will constitute the valid obligations with respect to it legally binding upon the same and enforceable in accordance with the terms hereof; and (iii) no further consent or approval of any other party not specifically mentioned herein is required in connection with the execution, delivery, performance, validity and enforcement of this Agreement. Without limiting the generality of the foregoing, each party hereby expressly acknowledges and represents that it has officially adopted and otherwise approved this Agreement at a meeting of its governing authority in accordance with the Constitution and laws of the State of Georgia, to include, without limitation, the Georgia Open Meetings Act, O.C.G.A. 50-14-1 et seq. To the knowledge of County and Hospital, there are no actions, suits or proceedings pending or threatened against, by or affecting Hospital or County which affect or which question the validity or enforceability of this Agreement or of any action taken by County or Hospital under this Agreement, in any court or before any governmental authority, domestic or foreign.
  - b. Public Purpose. This Agreement and the services contemplated herein are for the public welfare and benefit and are undertaken in accordance with the laws and Constitution of the State of Georgia.
  - c. No Conflicting Agreements. The execution, delivery and performance of this Agreement will not violate or contravene any contract, undertaking, instrument or other agreement to which the County or Hospital (as the case may be) are a party or which purports to be binding upon said parties. Furthermore, the execution, delivery and performance of this Agreement does not violate the provisions of any

party's respective charter or Code of Ordinances, or any statutory or decisional laws of the State of Georgia respecting similarly situated public entities or political subdivisions of said State (as the case may be).

The representations and warranties contained in this Paragraph 23 shall be true and correct as of the date hereof and such representations and warranties, and the obligation of the County and Hospital to perform their respective obligations under this Agreement shall be expressly conditioned upon said representations and warranties being true and correct on the date hereof. Furthermore, each party hereto specifically acknowledges and agrees that they shall be forever estopped from making any claim, counterclaim, assertion, or other argument of any kind contrary to the representations and warranties set forth hereinabove or otherwise contained in this Agreement.

### **Winding Up**

24. At the termination of this Agreement:

- a. Hospital shall provide a written report to County, within 60 days of the date the Agreement terminates a report accounting for all funds received pursuant to the terms of the agreement and describing in detail how those funds were used.
- b. Hospital and County shall cooperate to ensure that any funds advanced or allocated pursuant to this Agreement which were not used are returned to the general treasury of Washington County, Georgia, or otherwise properly remitted to County.

25. Following the termination of this Agreement, neither Party shall have any obligation to the other resulting from this Agreement.

### **Amendments**

26. No amendment, modification, termination, or waiver of any provision of this Agreement, nor consent to any departure by the parties, shall in any event be effective unless the same shall be in writing and signed by the County and Hospital, and then such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.

### **Assignment; Binding Effect; Entire Agreement**

27. The rights and obligations of the parties under this Agreement are personal and may not be assigned without the prior written consent of the County and Hospital. Subject to the foregoing, this Agreement shall be binding upon and enforceable against, and shall inure to the benefit of, the parties hereto and their respective successors and permitted assigns.
28. No Third-Party Beneficiaries. This Agreement is made between and limited to the County and Hospital, and is not intended, and shall in no event be construed to be, for the benefit of any person or entity other than the County and Hospital, and no other person or

entity shall be considered a third-party beneficiary by virtue of this Agreement or otherwise entitled to enforce the terms of this Agreement for any reason whatsoever.

29. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect.

### Governing Law

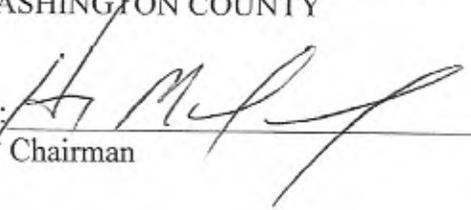
30. Governing Law. This Agreement and all rights and obligations of the parties hereunder shall be construed under and according to the laws of the State of Georgia, and the parties hereto agree that any action relating to, or arising out of, this Agreement shall be instituted and prosecuted in the courts of the County of Washington, State of Georgia, and each party agrees to submit, and does hereby submit, to the personal and exclusive jurisdiction and venue of the said courts of the County of Washington, State of Georgia.

### Additional Provisions

31. Headings. The use of headings, captions and numbers in this Agreement is solely for the convenience of identifying and indexing the various provisions in this Agreement and shall in no event be considered otherwise in construing or interpreting any provision in this Agreement.
32. Execution of Counterparts. This Agreement may be executed in any number of duplicate originals and each duplicate original shall be deemed to be an original. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
33. Effective Date. The Agreement shall be effective and binding as of the date the County and the Hospital have both approved and executed the same, and any reference to the "date of this Agreement," the "date hereof," the "effective date", or any similar phrase shall mean and refer to the later of the date of County's or Hospital's execution of this Agreement, as indicated above their executions hereon. In this regard, the Clerk for the County and the Chairman of the Authority are each authorized to insert such date (or dates which rely upon said effective date) into the body of this Agreement and any and all other certificates or other documents furnished in connection herewith.

AGREED TO THIS 8<sup>th</sup> day of December, 2016

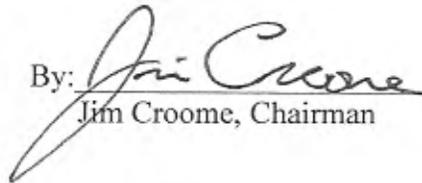
BOARD OF COMMISSIONERS OF  
WASHINGTON COUNTY

By:   
Chairman

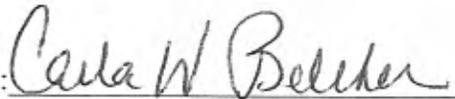
(SEAL)

Attest:   
Clerk

WASHINGTON COUNTY HOSPITAL AUTHORITY

By:   
Jim Croome, Chairman

(SEAL)

Attest:   
Secretary

STATE OF GEORGIA

COUNTY OF WASHINGTON

Upon motion made and properly seconded, the Washington County Board of Commissioners, at a meeting duly called and held, a quorum being present, on the December 8, 2016 adopted the following resolution with regards to the conveyance of 45.58 acres of land and its improvements, if any, to the State of Georgia, for the use of the Technical College System of Georgia and Oconee Fall Line Technical College:

WHEREAS, the Board of Commissioners of Washington County acquired a 80.73 acre tract located at 1735 Kaolin Road, Sandersville, Washington County, Georgia, 31082, from Thomas A. Hutcheson, which is recorded in the Washington County Superior Court Deed Book 8U, Pages 237; and

WHEREAS, the Board of Commissioners of Washington County acquired a 13.59 acre tract located at 1735 Kaolin Road, Sandersville, Washington County, Georgia, 31082, from Hodges Land and Timber, Inc., which is recorded in the Washington County Superior Court Deed Book 11A, Pages 556; and

WHEREAS, the two parcels of land have been consolidated as one parcel by the Washington County Tax Assessor's Office and are commonly referred to as tax map and parcel number 064 001A, which contains a combined total of 94.32 acres; and

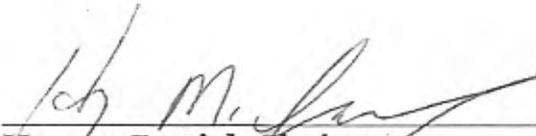
WHEREAS, the Washington County Board of Commissioners, the governing authority of Washington County, determined that said property having become unnecessary, inconvenient, and no longer needed or required for its mission; and

WHEREAS, the Washington County Board of Commissioners desires to donate 45.58 acres of land and its improvements, if any, from the original 94.32 acre tract to the State of Georgia for the use of the Technical College System of Georgia and Oconee Fall Line Technical College. The acreage to be donated is the same 45.68 acres as surveyed by Jim Anderson, GA RLS#2113, on or about October 25, 2016;

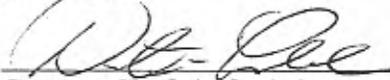
Now, Therefore, Be It Resolved that the Board of Commissioners of Washington County, agrees to donate the 45.58 acres of land and its improvements, if any, located at 1735 Kaolin Road, Sandersville WASHINGTON County, Georgia, to the State of Georgia for the use of the Technical College System of Georgia and Oconee Fall Line Technical College, for a consideration of Ten and No/100 Dollars (\$10.00).

Washington County Board of Commissioners

Passed and adopted by the <sup>Washington County</sup> ~~Board of Commissioners~~ this 8<sup>th</sup> day of December,  
2016.

  
\_\_\_\_\_  
**Horace Daniel, Chairman**  
**Washington County Board of Commissioners**

ATTEST:

  
\_\_\_\_\_  
County Clerk/Administrator

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the county board of commissioners, held on the 8<sup>th</sup> day of December, 2016.

  
\_\_\_\_\_  
County Clerk

**GEORGIA EMERGENCY MANAGEMENT  
AND HOMELAND SECURITY AGENCY**

**Nathan Deal**  
Governor

**Jim Butterworth**  
Director



November 15, 2016

Mr. Chris Hutchings  
County Administrator  
Washington County  
119 Jones Street  
Sandersville, Georgia 31082

Dear Mr. Hutchings:

Enclosed is your signed copy of the Grantee-Subgrantee Agreement for Washington County's Hazard Mitigation Grant Program (HMGP) award designated HMGP 4165-0033 to acquire two portable generators and five transfer switches. Please commence work on your project adhering to the approved scope of work and the signed agreement.

Purchases for your project should be made according to procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal laws and standards. We are enclosing the U.S. Department of Homeland Security Office of Inspector General (DHS-OIG) report "Audit Tips for Managing Disaster-Related Project Costs". The report offers advice on how to effectively manage grant funds and document and account for grant related costs.

The approved federal funds for your project will be reimbursed per the Project Administration Guidelines listed in Exhibit "C" of this agreement. The initial period of performance for this grant expires September 30, 2017. Quarterly progress reports are due at the end of each calendar quarter. The initial progress report will cover the period through December 31, 2016. It should be submitted no later than January 15, 2017. If you have any questions, please contact Kelsey Goodman, Hazard Mitigation Risk Reduction Specialist, at (404) 635-7235.

Sincerely,

Terry K. Lunn  
Hazard Mitigation Division Director

TKL/kg  
Enclosure

cc: Russell Riner, Director  
Washington County Emergency Management Agency  
Andy Leanza, Area Coordinator  
Georgia Emergency Management and Homeland Security Agency