CITY COUNCIL

Kim Learnard, Mayor
Clinton Holland, Mayor Pro Tem | Laura Johnson, Post 1
Suzanne Brown, Post 2 | Vacant, Post 4

SCAN FOR AGENDA PACKET

Work Session Agenda
June 5, 2025 | 9:30 AM
City Hall

1. **Call to Order**
2. **Pledge of Allegiance and Moment of Silence**
3. **Presentation**
   A. Legislative Session Updates (Rep. Josh Bonner)
   B. Presentation of Peachtree City's 2025 Summer Interns (Teaa Allston-Bing)
4. **Public Comment**
5. **Agenda Changes**
6. **Work Session Discussion Items**
   A. FY2026 Non-Profit Funding - Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place (Yasmin Julio)
   B. FY2026 Non-Profit Funding - Fayette Senior Services, Inc. (Yasmin Julio)
   C. Mayor and Council Compensation Discussion (Teaa Allston-Bing, Yasmin Julio)
   D. FEMA SAFER Grant - Cost Share Support (Clint Murphy)
   E. Replacement Vehicle for Stormwater Department (David Borkowski, Jordan Fuhrman)
   F. Station 85 Engineering Services (Clint Murphy)
   G. Annexation Study Status/Update (Shayla Reed)
   H. Motorized Cart Decal Placement (Transportation Advisory Group)
   I. Fee Schedule Update (Justin Strickland)
   J. FY26 Manager's Proposed Budget (Justin Strickland)
7. **New Agenda Items**
   A. 06-25-01 Resolution #06052025-NA-1 Fayette County Safe Streets for All (David Borkowski)
   B. 06-25-02 2025 Paving Bid - Stormwater Pipe Replacements & FY2025 Budget Amendment (David Borkowski, Jordan Fuhrman)
   C. 06-25-03 Lighting Upgrades at Lacrosse and PAC Baseball Fields (David Borkowski)
   D. 06-25-04 City Council Meetings Date and Meeting Changes (Yasmin Julio)
8. **Public Hearings**

A. 06-25-05 Transmittal Resolution - 2025 Capital Improvement Element (CIE) Annual Update (Shayla Reed)

9. Council/Staff Topics

10. Executive Session

11. Adjourn

It is the policy of the City of Peachtree City that all city-sponsored public meetings and events are accessible to people with disabilities and are in compliance with Title VI of the Civil Rights Act of 1964. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA or need assistance per Title VI, please contact the City's Title VI and ADA Coordinator, Dr. Teaa Allston-Bing at (770) 632-4276 or e-mail tallston-bing@peachtree-city.org at least three (3) business days before the scheduled meeting or event to request an accommodation.

2025 Summer Interns

Lauren Baxley - Public Works – University of Alabama

Emma Bednarowski - Recreation & Special Events – Georgia Institute of Technology

Sophie Castellon – Tourism – University of Georgia

Alexis Hollett - Public Communications – Georgia Institute of Technology

Mahika Kumar - Engineering Services – McIntosh High School

Kaitlyn Marmolejos - Library Services – Clayton State University

Mia Morrow - Human Resources – Georgia College & State University

Mackenzie Sarna - Fire & Rescue – University of West Georgia

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Yasmin Julio, City Clerk/ Director of Executive Services	5/28/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	FY2026 Non-Profit Funding - Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place	

Recommendation:
No action is required at this time.

Discussion:
The non-profit funding policy authorizes up to $25,000 annually for the basic and general needs services in the community. Promise Place provides services the City does not meet; the basic and general needs of some of our residents who are victims of domestic violence, including emergency shelter, support groups, assistance in obtaining emergency protective orders, and in providing domestic violence and teen dating education programs. Peachtree City residents comprise a proportional amount of those served by the agency.

Attached is the request from Promise Place Executive Director Ashley Williams for the funding support of $10,000 to support the ongoing efforts and urgent needs of the organization. Current policy does not allow for the award amount to exceed $7,500 for basic needs.

Budget Impact:
Funds are budgeted.

Attachments:
1. 2025 PTC Funding Request
2. Non-Profit Funding Forms-1
3. 2023 990 COPY Signed
4. Promise Place 2024-2025 Budget

Promise Place

P.O. Box 854 • Fayetteville, Ga 30214 • Telephone (770)461-3839 Fax (770) 460-6591

May 5, 2025

Peachtree City Council
151 Willowbend Road
Peachtree City, GA

Dear City Council,

On behalf of Fayette County Council on Domestic Violence, Inc. d/b/a Promise Place, I would like to take this opportunity to thank Peachtree City for its ongoing support of the mission to help prevent and address domestic violence through awareness, education, and providing safety for the victims and their families, utilizing emergency shelter and transitional housing. In 2024, Promise Place assisted 1,904 victims of domestic violence. Of those served, that reported their county of residence, 286 were Fayette County residents with 87 reporting residing in Peachtree City. While we saw a significant decrease in the number of victims served, there was a slight increase in the number of Fayette County residents reported in 2023 and a slight decrease in the number reported in Peachtree City.

Our domestic violence emergency shelter provides immediate safety for victims of domestic violence and their children. Staff provide services and resources to families while in the shelter to maintain their safety and promote self-sufficiency and housing stability. We provide all the clients; emergency services while in the shelter, including but not limited to, utilities, security, maintenance costs, food, clothing, household essentials, and staff for 24 hours, year-round coverage. We assisted 140 victims with emergency shelter in 2024. In addition to emergency shelter, Promise Place provides counseling services, legal advocacy, and many other programs for both the victim and their children to assist in the healing process from the trauma that they have experienced.

Promise Place collaborates with the Peachtree City Police Department as well as the other law enforcement agencies in Fayette County to ensure that domestic violence victims are given our information at the time of a violence incident and that police officers are able to contact us directly for assistance. This service is extremely important because when we assist domestic violence victims in escaping violent homes, we help reduce the number of 911 calls to officers, alleviating their volume of calls as well as reducing potential danger to officers responding to domestic violence calls. In 2024, Promise Place received a total of 1,765 calls on our crisis hotline. 286 calls were from victims in Fayette County in which 29% of the victims that provided their residence information were from Peachtree City.

The continued support from Peachtree City Council is allowing Promise Place to make a difference in the lives of domestic violence victims and their children in Peachtree City. Our Teen Dating Violence Prevention Program reached over 700 students from J.C. Booth Middle and McIntosh High School to educate the youth on healthy relationships and warning signs of teen dating violence.

Our vision is to empower local communities to eradicate domestic violence and promote emotional and physical healing for our clients.

To help continue the much-needed services provided by Promise Place in our community, we are submitting a $10,000 funding request from the FY 2026 Annual Budget designated funds for nonprofit organizations. Thank you in advance for your consideration of this funding request and your support in giving our clients HOPE as they transition from victims to SURVIVORS.

Sincerely,

Ashley S. Williams
Executive Director

CAR 8-3 City Council Funding for Non-Profit Organizations in Fayette County CAR 8-3

OPR: City Hall
4/00 (Amended 02/09)

I. Purpose

The Purpose of this regulation is to establish a policy for consistent response to requests for donations on behalf of non-profit organizations, including public schools, in Fayette County.

II. Policy

While the City of Peachtree City has no financial responsibility to assist non-profit organizations, including public schools, with funding or providing labor, there have been requests in the past for this assistance, and it is anticipated that there may be requests in the future. In an effort to ensure consistency, fairness, and compliance with anti-gratuities laws, the following guidelines have been established:

A. Council will budget no more than $25,000 annually for all non-profit funding.

B. The City would assume no liability for any project for which the City provides funding and/or labor.

C. Services provided to Peachtree City residents by a non-profit organization shall be addressed in a contract between the City of Peachtree City and the organization.

D. Non-Profit Organizations

1. Basic Needs
As a general rule, funding for non-profit organizations serving Fayette County should be provided by the Fayette County Commission to ensure that Peachtree City residents are not subject to double payment through their municipal and County taxes. However, Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs (food, shelter, protection) of Peachtree City residents based upon the merit of the request. Requests for funding for non-profit organizations that provide basic needs shall not require matching funds but such requests shall be prorated based upon the total annual budget of the organization and the percentage of Peachtree City residents served by the organization in comparison to the total number of people they serve. The amount of funding provided shall be the lesser of the amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or $7,500.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. These funds, once identified, will be budgeted for annually, upon written request by the organization that would be subject to prorated allocation as noted above.

2. General Needs

Should Council approve a funding request for an organization that provides for general needs (other than food, shelter and protection), a dollar for dollar match up to a limit of $5,000 in funding/labor may be provided as a match to any non-government funding provided to the organization. If the organization serves people other than Peachtree City residents, request shall be prorated based upon the percentage of Peachtree City residents served in comparison to the total population served. The amount of funding provided shall be the lesser of the actual amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or $5,000.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. Requests from a non-profit organization in the General Needs category will be considered no more often than every five years.

3. Public Schools

   a. Each request for funding/labor will be considered by the Peachtree City Recreation Commission, who will forward a recommendation to the City Council for final decision.
   b. Council will evaluate each request and make a decision based on the merit of the request.
   c. No more than one request, per school, will be considered in any five consecutive year period.
   d. Only Fayette County public schools whose attendance boundaries include Peachtree City will be eligible for consideration.
   e. Requests for funding/labor must be for enhancements to playgrounds and playing fields only. Any playground/playing field for which the City makes a contribution must be made available for use by City residents when not being used by the school. A formal agreement with the School Board would be required.
   f. Should Council approve a funding request, a dollar for dollar match up to a limit of $5,000 in funding/labor may be provided as a match to any funding provided by the school or any school organization (i.e. booster club). All funding requests must be submitted by June 1.

E. All requests for funding must be made using the attached form. 501c3 non-profit organizations should include a copy of the previous calendar year form 990. Other non-profits should attach a copy of their current fiscal year budget.

F. The City Council will have final approval on all funding requests. All funding requests must be submitted to and approved by Council by June 1 for consideration for funding in the next fiscal year budget.

G. In emergency situations (a sudden, urgent, need for help or relief, created by some unexpected financial event), the City Council may vote to provide funding outside of the provisions above from the Council Contingency Fund. Adherence to anti-gratuities requirements would still apply.

APPROVED:
Mayor and Councilmembers

Funding Request
For Non-Profit Organizations

Organization Information:

Organization Name: Fayette County Council on Domestic Violence d/b/a Promise Place

Address: P.O. Box 854 Fayetteville, GA 30214

Phone #: (770) 461-3839   Fax #: ______

Contact Person: Ashley Williams

Title: Executive Director

Financial Information:

Total Annual Budget: $1,379,431

Total Clients Served Annually: 1,904

Peachtree City Residents Served Annually: 87

Funding Request Information:

Funding Amount Requested: $10,000

Funding Use(s): Provide domestic violence services and resources to residents of Peachtree City.

Additional Information on Organization/Services: Promise Place provides services to victims of domestic violence in Peachtree City, including crisis counseling, legal advocacy, financial literacy, and emergency shelter. Our Teen Dating Prevention Program is faciliated at JC Booth and McIntosh High School. The annual Teen Dating Violence Prevention Summit was held in Peachtree City on February 1, 2025.

REQUIRED ATTACHMENTS: 501c3 non-profit organizations must provide a copy of the previous calendar year form 990. Other non-profits must provide a current fiscal year budget.

Date Submitted: ______ ***Council Approval Date:*** ______ ***Amount Approved:*** ______

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Yasmin Julio, City Clerk/ Director of Executive Services	5/28/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	FY2026 Non-Profit Funding - Fayette Senior Services, Inc.	

Recommendation:
No action is required at this time.

Discussion:
The non-profit funding policy authorizes up to $25,000 annually for the basic and general needs services in the community. This agreement with Fayette Senior Services helps to support the proportional number of Peachtree City residents receiving social services, including Meals on Wheels, congregate meals, transportation, and in-home personal care and homemaker services.

Attached is the request from Fayette Senior Services President and CEO Nancy Meaders for funding support of $15,000 to support the ongoing efforts and urgent needs of the organization. Current policy does not allow for the award amount to exceed $7,500 for basic needs.

Budget Impact:
Funds are budgeted

Attachments:
1. Non-Profit Funding Forms
2. DOC

CAR 8-3 City Council Funding for Non-Profit Organizations in Fayette County

OPR: City Hall
4/00 (Amended 02/09)

I. Purpose

The Purpose of this regulation is to establish a policy for consistent response to requests for donations on behalf of non-profit organizations, including public schools, in Fayette County.

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A. Council will budget no more than $25,000 annually for all non-profit funding.

B. The City would assume no liability for any project for which the City provides funding and/or labor.

C. Services provided to Peachtree City residents by a non-profit organization shall be addressed in a contract between the City of Peachtree City and the organization.

D. Non-Profit Organizations

1. Basic Needs

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2. General Needs

Should Council approve a funding request for an organization that provides for general needs (other than food, shelter and protection), a dollar for dollar match up to a limit of $5,000 in funding/labor may be provided as a match to any non-government funding provided to the organization. If the organization serves people other than Peachtree City residents, request shall be prorated based upon the percentage of Peachtree City residents served in comparison to the total population served. The amount of funding provided shall be the lesser of the actual amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or $5,000.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. Requests from a non-profit organization in the General Needs category will be considered no more often than every five years.

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G. In emergency situations (a sudden, urgent, need for help or relief, created by some unexpected financial event), the City Council may vote to provide funding outside of the provisions above from the Council Contingency Fund. Adherence to anti-gratuities requirements would still apply.

APPROVED:
Mayor and Councilmembers

PEACHTREE CITY

Funding Request
For Non-Profit Organizations

Organization Information:

Organization Name: Fayette Senior Services, Inc.

Address: 4 Center Drive, Fayetteville, GA 30214

Phone #: 770-461-0813 Fax #: 770-461-2448

Contact Person: Nancy Meaders

Title: President & CEO

Financial Information:

Total Annual Budget: $2,123,811.00

Total Clients Served Annually: 1196

Peachtree City Residents Served Annually: 329

Funding Request Information:

Funding Amount Requested: $15,000

Funding Use(s): Social services to clients residing in Peachtree City

Additional Information on Organization/Services: Fayette Senior Services, Inc., provide social services to older adults who reside in Peachtree City. These services include home delivered and congregate meals, non-emeregency medical transportation (rides to/from dialysis, chemo, radiation, doctor appts, pharmacy pickups, etc) and in-home svcs.

REQUIRED ATTACHMENTS: 501c3 non-profit organizations must provide a copy of the previous calendar year form 990. Other non-profits must provide a current fiscal year budget.

Date Submitted: ____________ *Council Approval Date:* ____________ *Amount Approved:* ____________

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Teaa Allston-Bing, Director - Human Resources & Risk Management	5/28/2025
	Yasmin Julio, City Clerk/ Director of Executive Services	5/29/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	Mayor and Council Compensation Discussion	

Recommendation:
No action is required at this time.

Discussion:
As per Code Section 2-23 (e) As part of the budget process, city staff shall conduct a review and comparison of mayor and council salaries with other Georgia municipalities of similar size every four years, beginning in 2010. The last time the salaries were adjusted were in 2019.

Additionally, O.C.G.A. 36-35-4 Compensation and Benefits for Employees and Members of Governing Authority, relates to the process for increasing the salary, it must meet the following conditions;
(1) Any such increase shall not be effective until after the taking of office of those elected at the next regular municipal election which is held immediately following the date on which the action to increase the compensation was taken;
(2) Such action shall not be taken during the period of time beginning with the date that candidates for election to membership on the municipal governing authority may first qualify as such candidates and ending with the date members of the municipal governing authority take office following their election; and
(3) Such action shall not be taken until notice of intent to take the action has been published in a newspaper of general circulation designated as the legal organ in the county and in the municipal corporation at least once a week for three consecutive weeks immediately preceding the week during which the action is taken.

If Council votes between now and the start of the qualifying period in August, the increase will take effect in January of 2026. No action can be taken following the start of the qualifying period through when the newly elected officials take office. Additionally, prior to the vote by Council to increase, notice must be placed in the newspaper for at least 3 consecutive weeks. If Council chooses to wait until after this upcoming election to vote, the salary increases would not take effect until the following elections in 2027.

Budget Impact:

Attachments:

1. Mayor and Council Compensation percentiles
2. Mayor and Council total compensation research

Mayor

Current Market Placement

Agency	Compensation	
Newnan	$10,000.00	0%
Fayetteville	$11,750.00	7%
Riverdale	$18,000.00	14%
Dunwoody	$20,000.00	21%
East Point	$20,000.00	21%
McDonough	$21,600.00	36%
Peachtree City	$21,600.00	36%
Stockbridge	$24,000.00	50%
Coweta County	$26,022.78	57%
College Park	$28,012.80	64%
Alpharetta	$30,000.00	71%
Smyrna	$37,500.00	79%
Sandy Springs	$42,000.00	86%
Fayette County	$42,715.24	93%
South Fulton	$48,189.00	100%

50th Percentile	$24,000.00
75th Percentile	$33,750.00
85th Percentile	$39,750.00

Council

Current Market Placement

Agency	Compensation	
Newnan	$5,500.00	0%
Fayetteville	$8,050.00	7%
Riverdale	$13,800.00	14%
McDonough	$14,400.00	21%
Peachtree City	$14,400.00	21%
Alpharetta	$15,000.00	36%
Dunwoody	$16,000.00	43%
East Point	$16,000.00	43%
Stockbridge	$20,000.00	57%
College Park	$24,215.04	64%
Smyrna	$25,500.00	71%
Sandy Springs	$26,000.00	79%
Coweta County	$26,022.78	86%
South Fulton	$38,189.00	93%
Fayette County	$42,715.24	100%

50th Percentile	$18,000.00
75th Percentile	$25,750.00
85th Percentile	$26,020.00

Cities	Benefits	Salary
Peachtree City	Elected officials can participate without matching in the 457 plan.	Mayor: $21,600 Council member: $14,400
Apharetta	Benefits begins on 1st Day of Service -they have access to all the benefits a regular employee has	"Mayor and Council Members are compensated as follows: Mayor: $30,000 per annum, payable monthly. Council: $15,000 per annum, payable monthly. The Mayor and Council Members shall be reimbursed for their actual and necessary expenses incurred in the performance of their official duties"
College Park	elected city officials receive a monthly paycheck and are welcome to elect benefits as a full-time employee would. They can elect medical, dental, vision, life, FSA, and any supplemental benefits offered	Mayor: $28,012.80 Council member: $24,215.04
Coweta County	They are offered medical, dental, and all of the supplemental plans. They do not get the employer paid life insurance. As for the retirement plan, they are only allowed to enroll in the County's plan if they are not offered a retirement plan through the state - for example, most elected judges are required to enroll in the Georgia Judicial Retirement Plan (JRS) so they are not eligible for the County's retirement plan. The employer paid LTD is tied to the employee being enrolled in the County's retirement plan so most elected officials do not get the employer paid LTD but they can purchase LTD coverage.	Commissioner - Elected Elected $26,696.80 State Court Judge - Elected Elected $160,472.00 Commissioner - Elected Elected $23,198.76 Solicitor - Elected Elected $135,929.04 Coroner-Elected Elected $62,400.00 Judge - Elected Elected $166,420.02 Commissioner - Elected Elected $27,443.78 Tax Commissioner-Elected Elected $109,186.22 Commissioner - Elected Elected $25,410.32 Clerk of Court - Elected Elected $113,529.52 Commissioner - Elected Elected $27,364.22 Chief Judge - Elected Elected $152,920.04 State Court Judge - Elected Elected $160,472.00 State Court Judge - Elected Elected $175,911.32 Sheriff-Elected Elected $169,911.30
Dunwoody	We offer elected officials our medical benefits plan which includes Medical, Dental, Vision and Health FSA plans. For retirement they can participate in our 457(b) plan with no match	$12,000/year for Council Members $16,000/year for Mayor
East Point	All elected officials are eligible to participate in the City's health insurance plan and retirement plan. Elected officials must opt in to the retirement plan within ninety (90) days of taking office.	Mayor - $20,000 City Councilmembers - $16,000
Fayette County	Elected officials are offered health insurance, life insurance and they are allowed to participate in one of the two retirement plans that we offer.	Co-Comm Chair- Certs & Longevity - $48,724.24 Co Commission- Certs & Longevity - $41,213 Co-Comm Chair- Certs & Longevity - $41,213 Co-Comm Chair- Certs & Longevity - $40,231.96 County Commissioner - $ 42,194 Tax Commissioner - $142,856.22
Fayetteville	The Mayor and each Council Member are enrolled in City paid Basic Life and Long Term Disability and are eligible for City pension that is based on year in office.	Our Mayor receives an annual salary of $11,400 with a monthly expense reimbursement of $350. Each Council Member receives an annual salary of $7,800 with a monthly expense reimbursement of $250.

Griffin	No response.	No response.
McDonough	All elected officials are eligible for our full health package (medical, vision, and dental), retirement, life insurance, and short-term/long-term disability.	The Mayor's annual salary is $21,600 and Council member's annual salary is $14,400.
Newnan	Benefits: Medical, Dental and Vision offered to Council Members. Medical and Dental Coverages are paid by the City of Newnan. Retirement: City Council, elected officials, are awarded retirement opportunities. Vesting is required.	Mayor - $10,000.00 annually Council Members - $5,500.00 annually
Riverdale	Medical , Dental	Mayor -18,000 Council 13,800
Roswell	No response.	No response.
Sandy Springs	Benefits Offered: Health Insurance Voluntary Life Insurance City Paid Life Insurance (paid by the city at no cost)	Annual salaries: Mayor: $42,000 Council Members: $26,000.04
Smyrna	They participate in the mandatory pension plan and have the option to participate in health insurance and a 457b defined contribution plan.the council members are responsible for 100% of their other benefit costs including health insurance. Also, they can contribute to a retirement plan without any contribution from the City.	Mayor $37,500. Council Members $25,500.00
South Fulton	Our elected officials are offered the same benefits as regular FT employees. The EE only premium for medical, dental, and vision is free for them. Everything else is the same as it is for all FT employees	Councilmember annual salary is $37,676 The Mayor's salary is $47,676; and they all receive a monthly travel allowance of $513
Stockbridge	Benefits - 100% Paid for by the City Retirement - 50 flat rate paid every month to GMA, as long as they are actively serving Training/Travel - Paid for by the City Car Allowance - No	Salary - 20,000 (Council), 24,000 (Mayor)

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Clint Murphy, Fire Chief	5/29/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Justin Strickland, City Manager	5/29/2025
DATE:	June 5, 2025	
SUBJECT:	FEMA SAFER Grant - Cost Share Support	

Recommendation:
No action is required at this time.

Discussion:
In order to apply for the grant under Hiring Activity, recipients are required to use non-federal funds as a cost share. Per the Notice of Funding Opportunity (NOFO), recipients are required to contribute 25% of the actual costs incurred during the first and second years of the grant, then 65% of the actual costs incurred during the third year. If awarded the grant, we will need to provide proof of the necessary non-federal funding and the proper budget appropriations.

Budget Impact:
FY26 Fire Department Operating Budget. The cost share would affect the FY27, FY28, and potentially FY29 budgets. See Attached NOFO Page 10, Section 2 - Eligibility, Items H and I for cost share description and calculation example.

Attachments:
1. FEMA SAFER Grant NOFO

The Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

Fiscal Year 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

Contents

1. Basic Information

A. Agency Name	Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Resilience/Grant Programs Directorate (GPD)
B. NOFO Title	Staffing for Adequate Fire and Emergency Response (SAFER) Grant
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-24-GPD-083-00-99
E. Assistance Listing Number	97.083
F. Expected Total Funding	$324,000,000
G. Anticipated Number of Awards	300 awards
H. Expected Award Range	N/A
I. Projected Application Start Date	05/23/2025 9:00 a.m. Eastern Time (ET)
J. Projected Application End Date	07/03/2025 5:00 p.m. ET
K. Anticipated Funding Selection Date	No later than 08/18/2025
L. Anticipated Award Date	Beginning on approximately Aug 18, 2025, and continuing thereafter until all FY 2024 SAFER Program grant awards are issued (but no later than September 30, 2025).
M. Projected Period of Performance Start Date	N/A[1]
N. Projected Period of Performance End Date	N/A

[1] FEMA funds SAFER Program awards on a rolling basis; as such, the date the FEMA Assistant Administrator for the Grant Programs Directorate signs the obligating document dictates the unique Period of Performance start and end dates for each award.

O. Executive Summary	The Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately $5.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at Assistance to Firefighters Grants Program | FEMA.gov.
P. Agency Contact	**a.** ***SAFER Program Office Contact*** The SAFER Program Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA Grants Outcomes (FEMA GO), answers questions concerning applicant eligibility, recipient responsibilities, and helps in the programmatic administration of awards. The SAFER Program Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are Monday through Friday, 8:00 a.m. – 4:30 p.m. ET. Guidance documents such as application tutorials, Self-Evaluation Guides, and Frequently Asked Questions (FAQs) are also provided to further explain the current SAFER Program, assist with the online grant application, and highlight lessons learned and changes for FY 2024. For more details, please visit the SAFER Program website. **b.** ***FEMA Grants News*** This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News Team is reachable at fema-grants-news@fema.dhs.gov or (800) 368-6498, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET. **c.** ***Grant Programs Directorate (GPD) Award Administration Division***

	GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at ASK-GMD@fema.dhs.gov. **d. *FEMA Regional Offices*** Assistance to Firefighters Grants Regional Contacts also may provide fiscal support, including pre- and post-award administration and technical assistance. Assistance to Firefighters Grants Regional Office contacts are available at Assistance to Firefighters Grants Regional Contacts | FEMA.gov. **e. *Civil Rights*** The FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at FEMA-CivilRightsOffice@fema.dhs.gov. **f. *Environmental Planning and Historic Preservation*** The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-NOFOQuestions@fema.dhs.gov. **g. *Payment and Reporting System*** Payments are requested through FEMA GO. The Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment is used for recipients. For any questions about the system, contact the Customer Service Center at (866) 927-5646 or ask-GMD@fema.dhs.gov. **h. *FEMA GO*** For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 a.m. – 6:00 p.m. ET.

2. Eligibility

A. Eligible Entities/Entity Types	Only the following entities or entity types are eligible to apply. **a. *Applicants*** • Fire departments; and • National, regional, state, local, tribal, and nonprofit interest organizations representing the interests of volunteer

	firefighters are eligible to receive a SAFER Program award under the R&R Activity. See Section A of Appendix B – Programmatic Information and Priorities for additional information on ineligible applications and organizations. **b. *Subapplicants*** Subapplicants and subawards are not allowed.
B. Project Type Eligibility	**Applicants and recipients should actively coordinate and collaborate with their local and state authorities to help ensure and prioritize the commitment of future non-federal investments in order to sustain staffing capabilities once an award's period of performance ends.** **a. *Allowable Project Types*** 1. Hiring Activity The Hiring Activity offers grants to support applications to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters). National, regional, state, local, Tribal Nation, and nonprofit interest organizations representing the interests of volunteer firefighters are not eligible to receive a SAFER Program award under the Hiring Activity. 2. R&R Activity The R&R Activity offers grants to support applications to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. Career fire departments are not eligible to apply for funding under the R&R Activity. Each activity has its own application and eligibility requirements, as further outlined in Appendix B – Programmatic Information and Priorities of this NOFO. **b. *Unallowable Project Types*** • Under the R&R Activity, applications that request a Staffing Needs Assessment or Risk Assessment project are precluded from applying for additional R&R- related activities. • FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget. Federal funding may not be used to supplant (i.e., replace) an existing activity or program.

	• Applicants may not use award funds for matching funds for any other federal grants or cooperative agreements, for lobbying, or for intervention in federal regulatory or adjudicatory proceedings. • Applicants may not use federal funds to sue the Federal Government or any other government entity.
C. Requirements for Personnel, Partners, and Other Parties	An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: **1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application**. Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and **provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.** Information on ineligible applications and organizations is in Appendix B of this NOFO.
D. Maximum Number of Applications	The maximum number of applications that can be submitted is one application per activity.
E. Additional Restrictions	**a.** ***Period of Performance Restrictions*** 1. Hiring Activity The period of performance for applications funded under the Hiring Activity will be 36 months. A default 180-day recruitment period begins when FEMA approves an application for an award under this activity. The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters. The period of performance cannot start later than 180 days after the award date. If a recipient can hire all SAFER Program-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period if they wish to begin the period early.

	2. R&R Activity The period of performance for applications funded under the R&R Activity will be 12, 24, 36, or 48 months. A default 90-day recruitment period begins when FEMA approves the application for award. This period allows each recipient time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program activities before the start of the period of performance to maximize the funding's availability. However, the recipient can only expend funds within the period of performance. The period of performance automatically starts after the 90-day recruitment period ends, regardless of whether the recipient has begun implementing its grant award. The period of performance cannot start later than 90 days after the award date. If a recipient can begin its recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period if they wish to begin the period early. Extensions to the period of performance are allowed for R&R Activity grants only. For additional information on period of performance extensions, please refer to Section 10.A. **b. *National Incident Management System (NIMS) Implementation*** SAFER Program applicants are not required to comply with NIMS to apply for SAFER Program funding or to receive a SAFER Program award. Any applicant who receives an FY 2024 SAFER Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.
F. References for Eligibility Factors within the NOFO	Please see the following references provided below: 1. Subsection 7.A. Threshold Criteria 2. Subsection 7.B. Application Criteria 3. Subsection 7.C. Financial Integrity Criteria 4. Subsection 7.D. Supplemental Financial Integrity Criteria and Review 5. Appendix B – Programmatic Information and Priorities

G. Cost Sharing Requirement	For Hiring Activity grants, recipients are required to contribute non-federal funds as a cost share. For R&R Activity grants, there is no cost share requirement.
H. Cost Share Description, Type and Restrictions	For Hiring Activity grants, recipients are required to contribute 25 percent of the actual costs incurred in each of the first and second years of the grant; and 65 percent of the actual costs incurred in the third year of the grant. In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and in the third year of the grant the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter in that department. The "usual annual cost" includes a firefighter's base salary (excluding non-FLSA overtime) and standard benefits package (including the average annual cost of health, dental, and vision insurance; FICA; life insurance; retirement and/or pension contributions; etc.) offered by the fire department to first-year firefighters. FEMA does not require recipients to demonstrate availability of cost share funds at the time of application. However, before FEMA issues an award it may contact potential awardees to determine whether the recipient possesses the necessary non-federal funding. For R&R Activity grants, there is no cost share requirement.
I. Cost Sharing Calculation Example	Assuming that the usual annual cost of a first-year firefighter in a department at the time of the grant application is $120,000 per year and the department actually incurred $100,000 per year in each year of the grant, the following cost share requirements and position cost limits would apply: 1. Cost Share Requirement: The grant recipient is required to contribute $25,000 in Year 1; $25,000 in Year 2; and $65,000 in Year 3. 2. Position Cost Limit: The amount of federal funding cannot exceed $90,000 in Year 1; $90,000 in Year 2; and $42,000 in Year 3.
J. Required information for verifying Cost Share	**a. *Minimum Budget Requirement***

	In accordance with 15 U.S.C. § 2229a(c)(2), in order to be eligible for SAFER Program funding, applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80 percent of the applicant's average funding level in the three years prior to the application date.

3. Program Description

A. Background, Program Purpose, and Program History

The Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately $5.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at Assistance to Firefighters Grants Program | FEMA.gov.

The SAFER Program is part of a comprehensive set of measures authorized by Congress and implemented by DHS. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire-related and other hazards;
- The extent of an applicant's need for a SAFER Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

B. Goals, Objectives, and Priorities

Goal: To enhance local fire departments' abilities to comply with staffing, response and operational standards established by the National Fire Protection Association (NFPA 1710 or NFPA 1720[2]).

[2] NFPA 1710 and 1720 are lapsing in 2026 and will be consolidated under the proposed NFPA 1750. FEMA is working with the NFPA Standards Council to evaluate deployment of fire suppression operations. No decisions have been made and FEMA will issue additional guidance when more information becomes available. While the goal of the grant is to increase compliance with NFPA 1710 or 1720, 24-hour staffing is not a requirement of the SAFER Program.

Objectives: The objectives of the SAFER Program are to are to provide funding to communities so they may:

- Increase the number of firefighters to meet industry minimum standards;
- Increase the number of trained personnel assembled at the incident scene;
- Attain 24-hour staffing to improve deployment capabilities; and
- Fulfill traditional missions of fire departments (respond to emergencies and provide adequate fire protection from fire and fire-related hazards).

Priorities: Information on program priorities and objectives for the FY 2024 SAFER Program can be found in Appendix B – Programmatic Information and Priorities of this NOFO.

C. Program Rationale

The SAFER Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the six DHS Missions noted in the Department of Homeland Security's Strategic Plan, the SAFER Program supports Mission Five: Build a Resilient Nation and Respond to Incidents. By increasing the number of trained firefighters, the SAFER Program improves deployment capabilities to respond to emergencies and provide adequate protection from fire and fire-related hazards. The SAFER Program also aims to support objectives outlined under Mission Five in the Strategic Plan including:

- Objective 5.1: Coordinate Federal Response to Incidents
- Objective 5.2: Strengthen National Resilience
- Objective 5.4: Enhance Training and Readiness of First Responders

Through these objectives, FEMA creates a vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

D. Federal Assistance Type

Grant

E. Performance Measures and Targets

The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant in support of the SAFER Program metrics, which are tied to the programmatic objectives and priorities. To measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient's performance of the grant by comparing the number of items, supplies, projects, and activities needed and requested in its application with the number of items, supplies, projects, and activities acquired and delivered by the end of the period of performance using the following programmatic metrics:

- Percentage of "majority career" SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with structural fire responses that complied with NFPA 1710 structural response standards;
- Percentage of "majority volunteer" SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with structural fire responses that complied with NFPA 1720 structural response standards; and
- Percentage of SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with NFPA 1710 or 1720 assembly and deployment standards.

The target for these measures is the number of firefighters hired and the structural fire responses that complied with NFPA 1710 structural response standards. The measure will be assessed by how the addition of new firefighters has resulted in a percentage increase in compliance with the relevant section of the NFPA standards.

F. Program-Specific Unallowable Costs
Construction costs are not allowable under the SAFER Program. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Modifications to facilities described in Appendix B – Programmatic Information and Priorities are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered "construction" for purposes of procurement or environmental protection and historic preservation purposes.

G. General Funding Requirements
Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. 2 C.F.R. § 200.403(h).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see 2 C.F.R. § 200.306).
2. Lobbying or other prohibited activities under 18 U.S.C. § 1913 or 2 C.F.R. § 200.450.
3. Prosecuting claims against the federal government or any other government entity (see 2 C.F.R. § 200.435).

H. Indirect Costs (Facilities and Administrative Costs)
Indirect costs are allowed for recipients and subrecipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Indirect costs are allowable only under R&R Activity for this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their

IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out via email to FireGrants@fema.dhs.gov for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must also reach out via email to FireGrants@fema.dhs.gov for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of 2 C.F.R. §§ 200.332 and 200.414 in approving the IDC rate for subawards.

I. Management and Administration (M&A) Costs

M&A costs are allowed under the R&R Activity only. M&A costs are not eligible under the Hiring Activity.

No more than 3% of the federal share of SAFER Program funds awarded may be expended by the recipient for M&A for purposes associated with the SAFER Program award. M&A activities are those directly related to the management and administration of the SAFER award funds, such as financial management and monitoring. M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award or estimates, without supporting justification or adequate documentation will not be allowed or considered for reimbursement. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

M&A are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports.

J. Pre-Award Costs

The following pre-award costs are allowable:

1. Fees for grant writers.

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award.

See Appendix C – Award Administration Information for further information regarding grant writer fees and Section 10.B. Other Information for general procurement under grants requirements.

K. Beneficiary Eligibility

To be an eligible beneficiary, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility

To be an eligible participant, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority
Section 34 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C. § 2229a).

N. Appropriation Authority
Department of Homeland Security Appropriations Act, 2024, Pub. L. No. 118-47, Title III, Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Financial Assistance (2024 DHS Appropriations Act).

O. Budget Period
There will be only a single budget period with the same start and end dates as the period of performance.

P. Prohibition on Covered Equipment or Services
Recipients, subrecipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the *John S. McCain National Defense Authorization Act for Fiscal Year 2019*, which restricts the purchase of covered telecommunications and surveillance equipment and services. Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services for more information.

4. Application Contents and Format

A. Pre-Application, Letter of Intent, and Whitepapers
Pre-applications, letters of intent, and whitepapers are not required to be eligible to apply.

B. Application Content and Format
Applications are processed through the FEMA GO system. To access the system, go to https://go.fema.gov/. Additional application and program guidance documents are available at the SAFER Program website. Applicants will be prompted to submit the standard application information and any program-specific information required as described in Sections 4.C. Application Components and 4.D. Program-Specific Required Documents and Information of this NOFO. The Standard Forms (SF) may be accessed in the Forms tab at Forms | Grants.gov. Applicants should review these forms before applying to ensure they have all the information required.

After submitting the final application, FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application.

For additional application submission requirements, including program-specific requirements, please refer to the Section 4.C. Application Components of this NOFO.

C. Application Components

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at Forms | Grants.gov.

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
- SF-424B, Standard Assurances (Non-Construction)
- SF-LLL, Disclosure of Lobbying Activities

D. Program-Specific Required Documents and Information
For program-specific updates and information, please see the Appendix A – FY 2024 SAFER Program Updates, Appendix B – Programmatic Information and Priorities, and Appendix C – Award Administration Information.

E. Post-Application Requirements for Successful Applicants
Applicants likely to be funded may receive a request for additional information by email prior to award. Applicants must respond to the request to move forward with the grant review process.

5. Submission Requirements and Deadlines

A. Address to Request Application Package
Applications are processed through the FEMA GO system. To access the system, go to FEMA GO.

Steps Required to Apply for An Award Under This Program and Submit an Application:

To apply for an award under this program, all applicants must:

a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and Employer Identification Number (EIN) from the Internal Revenue Service;
b. In the application, provide an UEI number;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see the FEMA GO Startup Guide;
f. Submit the complete application in FEMA GO; and
g. Always maintain an active SAM registration with current information when the applicant has an active federal award or an application under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per 2 C.F.R. § 25.110, if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact fema-grants-news@fema.dhs.gov and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to SAM.gov.

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

Create a login.gov account:

Applicants must have a login.gov account to register with SAM or update their SAM registration. Applicants can create a login.gov account at: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd.

Applicants only must create a login.gov account once. For existing SAM users, use the same email address for both login.gov and SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to https://www.sam.gov/SAM/pages/public/loginFAQ.jsf.

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with SAM will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.[3]

For more detailed instructions for registering with SAM, refer to: Register with SAM.

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see FEMA GO Startup Guide.

Note: FEMA GO will support only the most recent major release of the following browsers: Google Chrome; Mozilla Firefox; Apple Safari; and Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information and any program-specific information required. Standard Forms (SF) may be accessed at Forms | Grants.gov. Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

B. Application Deadline
07/03/2025 5:00 p.m. Eastern Time

C. Pre-Application Requirements Deadline
Not applicable.

D. Post-Application Requirements Deadline
Not applicable.

E. Effects of Missing the Deadline
All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the official date and time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

[3] Per 2 C.F.R. § 25.200, , applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Applicants experiencing system-related issues have until 3:00 p.m. ET on the date applications are due to notify FEMA. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

6. Intergovernmental Review

A. Requirement Description and State Single Point of Contact
An intergovernmental review is not required.

7. Application Review Information

A. Threshold Criteria
FEMA conducts reviews of a random sampling of applications to compare them for duplication including the narrative statements and statistical data. Therefore, all elements of the narrative statements must be specific and unique to the applying entity, and all statistical data must be accurate. Applications with narrative statements that have substantial duplication of statements, sentences, or paragraphs to other submitted applications, or inaccurate data that may mislead reviewers may be disqualified. Discovery of falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s).

Note: FEMA evaluates each application on its merit, veracity, and accuracy to ascertain how the narrative statement(s) outlined within the application depicts the applicant's and their community's uniqueness, their particular risks, and how selecting them over a similarly situated applicant advances the objectives of the SAFER program to assist local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards. At any time during application review process, including the technical review stage, FEMA may request additional documentation from applicants, including but not limited to:

- Copies of official or certified documents demonstrating the claimed financial need;
- Copies of the applicant's needs assessment report, survey, or any documented other efforts undertaken to identify the applicant's unique project objectives;
- Copies of the risk analysis conducted to ascertain how said project will address the applicant's unique needs in alignment with their mission and SAFER Program grant purpose;
- Additional information or evidence detailing the applicant's particular risks; and
- Any other information deemed necessary to adequately weigh the applicant's assistance request for funding under this discretionary-competitive grant program. No applicant is guaranteed funding.

B. Application Criteria
Funding priorities and programmatic criteria for evaluating SAFER Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The **nine major fire service organizations** represented on the panel are:

- International Association of Fire Chiefs

- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they align with the program priorities for the activity. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

The Narrative Statements of the application must provide specific details about the activity for which applicants seek funding, including budget details. The weighted evaluation criteria used by the peer reviewers in the determination of the grant award, as described below, make up the elements of the narrative statement score.

C. Financial Integrity Criteria

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by the *Payment Integrity Information Act of 2019* (Pub. L. No. 116-117, § 2 (2020)), 41 U.S.C. § 2313, and the "Do Not Pay Initiative" (31 U.S.C. 3354). For more details, please see 2 C.F.R. § 200.206.

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

D. Supplemental Financial Integrity Criteria and Review

Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of $250,000) over the period of performance:

1. FEMA is required by 41 U.S.C. § 2313 to review or consider certain information found in SAM.gov. For details, please see 2 C.F.R. § 200.206(a)(2).
2. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.

3. Before making decisions in the risk review required by 2 C.F.R. § 200.206, FEMA will consider any comments by the applicant.

E. Reviewers and Reviewer Selection

A panel of peer reviewers is comprised of fire service representatives recommended by the Criteria Development Panel. Peer reviewers are subject matter experts recommended by the nine major fire service organizations. In their role as Special Government Employees, peer reviewers must certify and observe Federal Conflict of Interests rules.

F. Merit Review Process

SAFER Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

Applications with the highest pre-score rankings per activity are then scored competitively by no less than three members of a Peer Review Panel.

Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

1. Pre-Scoring Process

The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix B – Programmatic Information and Priorities and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. “Request Details” and “Budget” information should comply with program guidance and statutory funding limitations. The pre-score is 50% of the total application score under the Hiring Activity, and 30% of the total application score under the R&R Activity.

2. Peer Review Panel Process

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is comprised of fire service representatives recommended by the CDP. Peer reviewers will assess the merits of each application based on the narrative statement on the requested activity. The evaluation elements listed in the “Narrative Evaluation Criteria” below will be used to calculate the narrative’s score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and shortcomings of the application with their peers, and document the findings. A consensus is not required. The panel score is 50% of the total application score under the Hiring Activity, and 70% of the total application score under the R&R Activity.

Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity.

a. ***Hiring Activity***
The panel score is 50% of the total application score.

1. Project Description (30%):

   - Why does the department need the positions requested in this application?
   - How will the positions requested in this application be used within the department (e.g., fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime)?
   - What unique and specific services will the requested positions provide to the fire department and community?
   - How will funds awarded through this grant enhance the department's ability to protect critical infrastructure within the primary response area?

2. Impact on Daily Operations (30%):

   - How are the community and the current firefighters employed by the department at risk without the positions requested in this application?
   - How will that risk be unequivocally reduced if awarded?

3. Financial Need (30%):

   - Provide an income versus expenses breakdown of the department's current annual budget.
   - Describe the department's precise budget shortfalls and inability to address financial needs without federal assistance.
   - Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs).
   - Discuss how the critical functions of the department are uniquely affected without this funding.

4. Cost Benefit (10%):

   - Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the positions requested in this application.

b. ***R&R Activity (Fire Departments)***
The panel score is 70% of the total application score.

1. Project Description (30%):

   - Describe the unique problems and issues the department is experiencing in recruiting new volunteer firefighters.

- Describe the problems and issues the department is experiencing in retaining current members.
- Describe the precise implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues.
- Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
- Describe how the program will be uniquely evaluated for its impact on identified recruitment and retention problems and issues. Describe how the overall effectiveness of the grant will be measured.
- Describe the unique and specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire department(s) and community.
- If the grant request will have a regional impact, discuss how the regional partners will benefit and which activities they will benefit from.
- If the grant request includes executive or management positions, define the purpose of all requested positions and personnel expenditures.

2. Impact on Daily Operations (30%):

- Describe with particularity and discreteness how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application.
- Describe how that risk will be unequivocally reduced if awarded funding.
- Explain the definitive impact the recruitment of new volunteer firefighters, the retention of current volunteer firefighters, or both, will have on the department's NFPA compliance.

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the department's current annual budget.
- Describe the department's precise budget shortfalls and its inability to address financial needs without federal assistance.
- Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the department are uniquely affected without this funding.

4. Cost Benefit (10%):

- Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the items or activities requested in this application.

c. ***R&R Activity (National, state, local, or federally recognized tribal volunteer firefighters interest organizations)***

The panel score is 70% of the total application score.

1. Project Description (30%):

- Describe the problems and issues the fire departments that the organization will be reaching with this grant are experiencing in recruiting new volunteer firefighters.
- Describe the problems and issues the same departments are experiencing in retaining current members.
- Describe the organization's implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the problems or issues identified.
- Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
- Describe how the program will be evaluated for its impact on the identified recruitment and retention problems and issues of the fire departments participating in this grant. Describe how the overall effectiveness of the grant will be measured.
- Describe the specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire departments participating in this application and their respective communities.
- Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested.

2. Impact on Daily Operations (30%):

- Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application.
- Explain how that risk will be reduced if awarded funding.
- Describe the impact that the recruitment of new volunteer firefighters, the retention of current volunteer firefighters, or both, will have on the NFPA compliance of the fire departments participating in this application.

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the organization's current annual budget.
- Describe the organization's particular budget shortfalls and the inability to address the financial needs without federal assistance.
- Describe the other actions the organization has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the organization are affected without this funding.

4. Cost Benefit (10%):

    - Describe the specific benefits (e.g., quantifying the anticipated savings and efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application.

The Narrative Statement blocks do not allow for formatting. Do not type the Narrative Statements using only capital letters. Additionally, do not include tables, special characters, or fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statement is limited. While each element must have a minimum of 200 characters, the maximum number of characters varies based on the questions being asked.

G. Final Selection

a. *Technical Evaluation Process (TEP)*

The highest-ranking applications from both activities will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject-matter expert as well as a FEMA Program Office review before being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

During the TEP information in Appendix B - Programmatic Information and Priorities is used to make final corrections to any request not meeting program eligibility requirements. This is not a scored phase of the application process. Requests may be recommended for partial funding or disqualification based on findings made during this assessment.

8. Award Notices

A. Notice of Award

The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By applying, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An award package notification email is sent via the grant application system to the submitting AOR.

Recipients must accept their awards no later than 30 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work via the FEMA GO system.

Funds will remain on hold until the recipient accepts the award via FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

During the review process for a SAFER Program award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award. The award package will identify any differences under the approved scope of work section.

B. Pass-Through Requirements
Standard pass-through requirements in 2 C.F.R. Part 200 apply.

C. Note Regarding Pre-Award Costs
Even if pre-award costs are allowed, beginning performance is at the applicant or sub-applicant's own risk.

D. Obligation of Funds
Grant funds are obligated upon the offer of grant award in the FEMA GO system. Recipients must accept their awards no later than 30 days from the award date. Acceptance of the award is confirmation of the obligation. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds. Recipients may requestion additional time to accept the award if needed.

E. Notification to Unsuccessful Applicants
FEMA GO will provide all applicants who do not receive a FY 2024 SAFER Program award with a turndown notification after September 30, 2025.

9. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements
In addition to the requirements of this section, FEMA may place specific terms and conditions on an individual award in accordance with 2 C.F.R. Part 200.

B. DHS Standard Terms and Conditions
A recipient of a federal award under this funding opportunity is required to comply with DHS Standard Terms and Conditions in effect at the time the award is issued. The DHS Standard Terms and Conditions are available online. For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package. NOTE: Although not a requirement in

the DHS Standard Terms and Conditions, as a best practice entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems.

a. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustaining and delivering of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. They can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at https://www.fema.gov/about/offices/equal-rights/civil-rights.

C. Financial Reporting Requirements

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: SF-425 OMB #4040-0014.
2. Recipients must submit the FFR semi-annually throughout the period of performance (POP) as detailed below:
   - No later than July 30 (for the period Jan. 1 – June 30)
   - No later than January 30 (for the period July 1 – Dec. 31)
3. The final FFR is due within 120 calendar days after the end of the POP.
4. FEMA may withhold future federal awards and cash payments if the recipient does not submit timely financial reports, or the financial reports submitted demonstrate lack of progress or provide insufficient detail.

D. Programmatic Performance Reporting Requirements

1. A Performance Report must be submitted semi-annually throughout the POP.
2. A Performance Report must include:
   - A brief narrative of overall project(s) status;
   - A summary of project expenditures; and
   - A description of any potential issues that may affect project completion.
3. The Progress Report must be submitted through FEMA GO.
4. Performance Report Due Dates
   - No later than July 30 (for the period Jan. 1 – June 30)
   - No later than January 30 (for the period July 1 – Dec. 31)

E. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:

1. The final request for payment, if applicable.
2. The final FFR.

3. The final progress report detailing all accomplishments. The recipient must include with the final progress report an inventory of all construction projects.
4. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance.
5. Other documents required by this NOFO, terms and conditions of the federal award, or other DHS Component guidance.

After FEMA approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334, this maintenance requirement is three years from the date of the final FFR.

Also, pass-through entities are responsible for closing out those subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of their prime award. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per 2 C.F.R. § 200.344(e).

Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per 2 C.F.R. § 200.344(h)-(i). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

F. Disclosing Information per 2 C.F.R. § 180.335

Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at 2 C.F.R. § 180.995) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses listed in § 180.800(a); or
4. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

This is requirement is fully described in 2 C.F.R. §180.335.

Additionally, 2 C.F.R. § 180.350 requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

G. Reporting of Matters Related to Recipient Integrity and Performance
Appendix XII to 2 C.F.R. Part 200 states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds $10,000,000 at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

H. Single Audit Report
A recipient expending $1,000,000 or more in federal awards (as defined by 2 C.F.R. § 200.1) during its fiscal year must undergo an audit. This may be either a single audit complying with 2 C.F.R. § 200.514 or a program-specific audit complying with 2 C.F.R. §§ 200.501 and 200.507. Audits must follow 2 C.F.R. Part 200, Subpart F, 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards.

I. Monitoring and Oversight
Per 2 C.F.R. § 200.337, DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the federal award in general.

Pursuant to this right and per 2 C.F.R. § 200.329, DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either a desk-based review, an onsite monitoring visit, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

J. Program Evaluation

Federal agencies are required to structure NOFOs that incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting agency priority goal(s) and program outcomes. OMB Memorandum M-21-27, Evidence-Based Policymaking: Learning Agendas and Annual Evaluation Plans, implementing Title I of the *Foundations for Evidence-Based Policymaking Act of 2018*, Pub. L. No. 115-435 (2019) (Evidence Act), urges federal awarding agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act, § 101 (codified at 5 U.S.C. § 311).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients; surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with 2 C.F.R.§ 200.413. Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

K. Additional Performance Reporting Requirements

Not Applicable.

10. Other Information

A. Period of Performance Extension

Extensions to the period of performance are allowed forR&R Activity grants only.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

1. Contractual commitments by the recipient or subrecipient with vendors that prevent completion of the project, including delivery of equipment or services, within the existing period of performance;
2. The project must undergo a complex environmental review that cannot be completed within the existing period of performance;
3. Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
4. Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the period of performance to allow sufficient processing time. Extensions are typically granted for no more than a six-month period.

All extension requests must address the following:

1. The grant program, fiscal year, and award number;
2. The reason for delay – including details of the legal, policy, or operational challenges that prevent final outlay of awarded funds by the deadline;
3. Status of the activity or activities;
4. Approved period of performance termination date and requested extension;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal, if applicable;
7. A budget outlining how remaining federal and non-federal funds will be expended;
8. A plan for completion, including milestones and timeframes for achieving each milestone and the individual responsible for completing the plan;
9. Certification that the activity or activities will be completed within the extended period of performance without any modification to the original statement of work, as described in the original statement of work and as approved by FEMA.

B. Other Information

a. ***Environmental Planning and Historic Preservation (EHP) Compliance***

FEMA is required to consider effects of its actions on the environment and historic properties to ensure that activities, grants, and programs funded by FEMA, comply with federal EHP laws, Executive Orders, regulations, and policies.

Recipients and subrecipients proposing projects with the potential to impact the environment or cultural resources, such as the modification or renovation of existing buildings, structures, and facilities, new construction, or replacement of buildings, structures, and facilities, must participate in the FEMA EHP review process. This includes conducting early engagement to help identify EHP resources, such as threatened or endangered species, or historic properties; submitting a detailed project description with supporting documentation to determine whether the proposed project has the potential to impact EHP resources; and, identifying mitigation measures or alternative courses of action that may lessen impacts to those resources.

FEMA is sometimes required to consult with other regulatory agencies and the public to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies. FEMA may recommend mitigation measures or alternative courses of action to lessen impacts to EHP resources and bring the project into EHP compliance.

EHP guidance is found at Environmental Planning and Historic Preservation. The site contains links to documents identifying agency EHP responsibilities and program requirements, such as implementation of the *National Environmental Policy Act* and other EHP laws, regulations, and Executive Orders. DHS and FEMA EHP policy is also found in the EHP Directive & Instruction.

All FEMA actions, including grants, must comply with National Flood Insurance Program (NFIP) criteria or any more restrictive federal, state, or local floodplain management standards or building code (44 C.F.R. § 9.11(d)(6)). For actions located within or that may affect a floodplain or wetland, the following alternatives must be considered: a) no action; b) alternative locations; and c) alternative actions, including alternative actions that use natural features or nature-based solutions. Where possible, natural features and nature-based solutions shall be used. If not practicable as an alternative on their own, natural features and nature-based solutions may be incorporated into actions as minimization measures.

The GPD EHP screening form is located at https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf. SAFER Program applications that involve the installation of supplies/equipment not specifically excluded from a FEMA EHP review, per the GPD Programmatic Environmental Assessment, such as ground-disturbing activities, or modification/renovation of existing buildings or structures, will require an EHP review. Some equipment will require an EHP review as well. Such activities include, but are not limited to:

- Building renovations such as removal of a wall or installation of electrical or waterlines;
- Training/exercises in natural settings such as rope or swift water;
- Installing LED signs; and
- Any scope of work that involves ground disturbances.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training;
- Acquisition of mobile and portable equipment (not involving installation) on or in a building that does not require a storage area to be constructed; and
- Purchase of Personal Protective Equipment (PPE).

b. *Procurement Integrity*

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in 2 C.F.R. §§ 200.317 – 200.327. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT). These resources, including an upcoming trainings schedule can be found on the PDAT Website: https://www.fema.gov/grants/procurement.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) and Indian tribes, must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states and Indian tribes must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for Procurements and 2 C.F.R. § 200.327 regarding required contract provisions. States, but not Indian tribes, must also follow 200.323 regarding procurement of recovered materials.

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable state, local, Tribal Nation, and territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

1. Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the federal procurement standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB's revisions to the federal procurement standards can be found in Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet.

2. Competition and Conflicts of Interest

2 C.F.R. § 200.319(b), applicable to local government and nonprofit recipients or subrecipients, requires that contractors that develop or draft specifications, requirements statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient or subrecipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the recipient or subrecipient.

Under this prohibition, unless the recipient or subrecipient solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post- award costs, such as grant management fees.

In addition to organizational conflicts of interest, situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Under 2 C.F.R. § 200.318(c)(1), local government and nonprofit recipients or subrecipients are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the recipient or subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The recipient's or subrecipient's standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.

Under 2 C.F.R. 200.318(c)(2), if the local government and nonprofit recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a SLTT government, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The recipient or subrecipient must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

3. Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

Information about GSA programs for states, Indian tribes, and local governments, and their instrumentalities, can be found at Help for state, local, and tribal governments to make MAS buys | GSA and https://www.gsa.gov/buying-selling/purchasing- programs/gsa-schedules/schedule-buyers/state-and-local-governments.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Preparedness Officer or Fire Program Specialist.

4. Procurement Documentation

Per 2 C.F.R. § 200.318(i), local government and nonprofit recipients or subrecipients are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and Indian tribes are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the PDAT Field Manual.

c. *Financial Assistance Programs for Infrastructure*

1. Build America, Buy America Act

Recipients and subrecipients must comply with FEMA's implementation requirements of the *Build America, Buy America Act (BABAA)*, which was enacted as part of the *Infrastructure Investment and Jobs Act* §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also 2 C.F.R. Part 184, Buy America Preferences for Infrastructure Projects.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to implement FEMA's Build America, Buy America requirements, please see Programs and Definitions: *Build America, Buy America Act* | FEMA.gov.

2. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

3. Definitions

For definitions of the key terms of the Build America, Buy America Act, please visit Programs and Definitions: *Build America, Buy America Act* | FEMA.gov.

d. ***Mandatory Disclosures***

The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (2 C.F.R. § 200.113)

e. ***Termination Provisions***

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards. Either party will provide written notice of intent to terminate to the other party no less than 30 days prior to the effective date of the termination.

1. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342.

2. With the Consent of the Recipient

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

3. Notification by the Recipient

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

4. Change in Program Goals or Agency Priorities

Pursuant to the terms and conditions of the award and to the extend authorized by law, FEMA may terminate the award if it no longer effectuates the program goals or agency priorities.

f. *Disability Integration*

Pursuant to Section 504 of the *Rehabilitation Act of 1973*, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against qualified individuals with disabilities.

g. *Record Retention*

1. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases.

2. Types of Records to Retain

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals

- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

h. ***Actions to Address Noncompliance***
Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339. FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19 or other applicable regulations.

If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under 2 C.F.R. § 200.339.

i. ***Audits***
FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award.

j. ***Hazard-Resistant Building Codes***
Hazard-resistant building codes are a foundational element of a more resilient nation, safeguarding communities, and lives against natural disasters, with an estimated $11:1 return on investment. The adoption, enforcement and application of modern building codes mitigates community vulnerabilities, reduces disaster recovery costs, and strengthens nationwide capability. FEMA is working to promote and support building codes in all areas of its work. In the interest of building a stronger, more resilient nation, FEMA encourages all grant recipients and subrecipients to meet current published editions of relevant consensus-based building codes, specifications, and standards, and to exceed them where feasible.

11. Appendix A – FY 2024 SAFER Program Updates

Appendix A contains a brief list of changes between FY 2023 and FY 2024 to the SAFER Program. The FY 2024 SAFER Program NOFO contains some changes to definitions, descriptions, and priority categories. Changes include:

- Under Eligibility – Allowable Project Types
  - The Hiring Activity offers grants to support applications to hire new, additional

firefighters

- Under Eligibility – Unallowable Project Types
    - FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget
- Under Eligibility – Cost Sharing Requirement
    - Hiring Activity grant recipients are required to contribute non-federal funds as a cost share
- Under Eligibility – Cost Share Description, Type and Restrictions
    - In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter and in the third year of the grant, the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter
- Under Eligibility – Required information for verifying Cost Share
    - Applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80 percent of the applicant's average funding level in the three years prior to the application date
- Under Register in FEMA GO:
    - FEMA GO will no longer support Internet Explorer.
- Under Additional Information
    - Inclusion of Hazard-Resistant Building Codes.
- Under R&R Activity – Eligible Costs
    - New Member Costs – eligible physical exam costs for new members include: initial medical exams; annual physicals; job-related immunizations; behavioral health; and Cancer Screening Programs to meet NFPA 1582.
    - Wellness and Fitness for Existing Members – eligible subcategories of physical exams for existing members
    - Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties.
- Under Other Information
    - Extensions to the period of performance are allowed for R&R Activity grants only
-

12. Appendix B – Programmatic Information and Priorities

Appendix B contains details on SAFER Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

A. Ineligible Applications and Organizations

Volunteer and combination fire departments may apply for funding under both the Hiring Activity and the R&R Activity; however, departments must complete separate applications for each activity. Applicants are limited to one application per activity, per application period. If an applicant submits two applications for the same activity during a single application period, FEMA will disqualify both applications.

If two or more of the following entities have different funding streams, personnel rosters, and EINs but share the same facilities, FEMA considers them as being separate organizations for the purposes of FY 2024 SAFER Program eligibility:

- Fire departments; and
- National, state, local, federally recognized Tribal Nation, and nonprofit interest organizations.

However, if two or more organizations share facilities and each applies for the same activity (e.g., Hiring of Firefighters), FEMA reserves the right to review and compare all those program area applications to determine eligibility and review for potential overlap to avoid duplication of benefits.

Additionally, federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any application submitted under this program.

Examples of ineligible applications and organizations include:

- For-profit organizations, federal agencies, and individuals;
- Fire departments that are a Federal Government entity, or contracted by the federal government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land;
- Fire departments that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or AHJ;
    - However, if a fire department is the same legal entity as a municipality or other governmental organization, and otherwise meets the eligibility criteria, that municipality or other governmental organization may apply on behalf of that fire department if the application clearly states that the fire department is considered part of the same legal entity.
- State or local agencies, or subsets of any governmental entities, or any authorities that do not meet the requirements as defined by 15 U.S.C. § 2229a(a)(1)(A) and (a)(2);
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams; and,
- Non-federal airport or port authority fire departments whose sole responsibility is the suppression of fires on the airport grounds or port facilities unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities.
- Eligible applicants may submit only one application for each eligible activity (Hiring Activity and R&R Activity); all submissions of duplicate applications may be disqualified.
- If an applicant submits two or more applications for the same activity, both applications may be disqualified.
    - This is different from when where an entity is applying on behalf of other organizations that are agencies or instrumentalities of the applicant (e.g., multiple fire departments under the same county, city, borough, parish, or other municipality). In that situation, the applicant may request similar or the same costs if the application clearly states which costs (including quantities) are for which agency/instrumentality. This is permissible even if that entity submits multiple applications across regional versus direct applications.

B. Supporting Definitions for this NOFO

Attrition is a gradual reduction in work force without laying off personnel, e.g., when workers resign or retire and are not replaced.

Authority Having Jurisdiction (AHJ) is that person or office charged with enforcing the NFPA codes (Per NFPA101-2015 Edition: Life Safety Code).

Automatic Aid is a plan developed between two or more fire departments for immediate joint response on first alarms (Per NFPA 1710 – 2020 edition and NFPA 1720 – 2020).

Benefits, as defined in 2 C.F.R. § 200.431, means the regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. Benefits may include employer contributions or expenses for social security, employee insurance, workmen's compensation, and pension plan costs, and the like, whether treated as indirect costs or as direct costs, and are also eligible and shall be distributed to awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable.

Career Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on- call, to be a combination fire department. This includes non-fire emergency medical service personnel of the department.

Emergency Medical Services Organization is a public or private organization that provides direct emergency medical services, including medical transport.

Fire Department is an agency or organization that has a formally recognized arrangement with a state, territory, local government, or Tribal Nation authority (city, county, parish, fire district, township, town, village, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter is an individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Initial Full Alarm Assignment is the personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career departments are considered majority career if more than 50% of the active firefighting membership is salaried staff.

Majority Volunteer departments are considered majority volunteer if more than 50% of the active firefighting membership is NOT compensated for service other than a nominal stipend and insurance.

Mutual Aid is a written intergovernmental agreement between agencies or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2020 edition; and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2020 Edition).

National, State, Local, or Federally Recognized Tribal Organizations that Represent the Interests of Volunteer Firefighters are organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, or federal level. Such organizations include, but are not limited to, state or local firefighter or fire chiefs' associations, and volunteer firefighter relief organizations and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

New Recruit is a volunteer that joins the department with the intent to serve as a firefighter, after the recipient is notified of the grant award (the date of the award notification email in the FEMA GO mail center).

Nominal Stipend is a stipend that does not exceed 20% of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20% threshold may be determined in one of two ways. Departments that maintain paid full-time firefighters on their payrolls may compare the stipend to the salary they pay a full-time firefighter who performs similar services to determine whether the stipend is more or less than 20% of that salary.

Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full-time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the U.S. Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of- pocket expenses they incur.

If a stipend paid exceeds 20% of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the *Fair Labor Standards Act (FLSA)* minimum wage and overtime provisions.

Operational Budget is the funding supporting fire-related programs or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

Operational Position is a position with a primary assignment (more than 50% of time) on a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance.

Paid-on-Call is defined as firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is composed of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is composed of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter is a firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-Time Equivalent position that must be accounted for in the staffing information provided in the application.

Primary First Due is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

Salary is a fixed payment made by an employer to an employee to compensate for a regular work schedule. Typically, the payment is made on a monthly, biweekly, or weekly basis but often expressed as an annual sum. The salary structure should be documented in writing by the employer. Note: Only costs for overtime that an employer routinely pays as a part of a firefighter's regularly scheduled and contracted shift hours to comply with FLSA are eligible salary costs under the Hiring Activity.

State is defined as any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment is the minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Supplanting is to replace or take place of funds that would otherwise be available from state or local sources, or the Bureau of Indian Affairs.

Tuition Assistance is only eligible for reimbursement of undergraduate and graduate studies, vocational/technical training, certification, and job training programs for the member of the department and not a spouse nor a dependent.

Volunteer Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

C. Application Tips

The following information may be useful when preparing a competitive application:

- NFPA – "FREE ACCESS": as part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit http://www.nfpa.org/freeaccess.
- For the most competitive applications, select those local need(s) that most closely align with one or more SAFER Program funding priorities.
- Applications differ based on the applicant type. For example, the Hiring Activity application will be different from the fire department application for the R&R Activity; the R&R application will be different for a fire department than an interest organization. Be sure to select the appropriate applicant type when applying.
- When filling out the online application, applicants are required to provide basic demographic information regarding their organization and the community served and must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) do not match the application as submitted, the grant recipient shall only be responsible for completing the activities funded. The grant recipient is under no obligation to start, modify, or complete any activities requested, but not funded by this award. Please review the Award Package.

D. Funding Limitation

Specific funding parameters are either required by law or are the outcome of recommendations from the CDP. Each requirement is identified below, followed by the source of the requirement noted in parentheses:

- A total of 10% of the funding appropriated for FY 2024 SAFER Program awards is set aside for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(2)).
  - No more than 33% of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, territorial, or federally recognized tribal organizations that represent the interests of volunteer firefighters (CDP).
- A total of 10% of funding appropriated for FY 2024 SAFER Program awards is set aside for grants awarded to all volunteer or majority volunteer departments for hiring of firefighters (15 U.S.C. § 2229a(a)(1)(H)).
  - A majority volunteer fire department is one that more than half its personnel do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. Although applications are normally awarded based on total score (high to low), to meet this 10% statutory set aside, the SAFER Program Office may be required to fund an application that meets the criteria for the set aside instead of a higher-scoring application that does not meet the set aside criteria (15 U.S.C. § 2229a(a)(1)(H)).
  - If FEMA awards less than 10% of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it must transfer the remaining

funds to provide grants for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(1)(H)).

E. Funding Priorities

a. ***Meeting the National Standards***

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

FEMA will ask applicants general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without the use of overtime).

FEMA will also ask applicants to indicate what their ability will be to meet that same standard if awarded grant funds. Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher pre-scores than applications resulting in smaller percentage increases in compliance.

Note: SAFER Program grants focus only on the Deployment, or Staffing and Deployment sections of these two standards, respectively.

- NFPA 1710 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability, Section 5.2.3.1 – Engine Companies, 3.3.53 Rapid Intervention Crew). This standard applies primarily to career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment, Section 4.6 Initial Firefighting Operations). This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

F. Hiring Activity Overview

Grants awarded under the Hiring Activity enable volunteer, combination, and career fire departments to improve or restore staffing levels to attain a more effective level of response and a safer incident scene. FEMA awards Hiring Activity grants directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters by providing financial assistance to hire new, additional firefighters (**New Hire**).

All the following are considerations in pre-scoring and peer review determinations: High (H), Medium (M), Low (L)

a. *Compliance with NFPA Standards*

The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standards discussed in Appendix B Section E. Funding Priorities of this NOFO.

Current (Pre-Award) 1710/1720 Compliance Priorities	
H Never or 0%	M Half of the time or 40-59%
H Rarely or 1-19%	L Very often or 60-79%
M Sometimes or 20-39%	L Most of the time or 80-100%

New (Post-Award) 1710/1720 Compliance Priorities	
H Always or 91-100%	M Half of the time or 40-59%
H Most of the time or 80-90%	L Sometimes or 20-39%
M Very often or 60-79%	L Rarely or 0-19%

b. *Call Volume and Population Served*

Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments that protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

c. *Firefighter Health Measures*

The health and well-being of firefighters is of paramount importance. Therefore, applicants who indicate newly hired firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify that these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1580 Chapter 13, Occupational Medical: Evaluations (NFPA 1582).

Applicants should note that FEMA is working with the NFPA Technical Committee on Fire Service Occupational Safety and Health to evaluate whether the NFPA 1582 standard complies with applicable federal civil rights laws. No decisions have been made and FEMA will issue additional guidance when more information becomes available.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

d. *Training Requirements*

Applicants will receive higher pre-scores if the personnel funded under the grant will meet the minimum EMS training and certification requirements prescribed by the AHJ.

G. R&R Activity – Fire Departments Overview

Grants awarded under this R&R Activity are to fire departments to assist with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the recipient's response area.

All the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: **High (H), Medium (M), Low (L)**

a. *Compliance with NFPA Standards*
The highest priority is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standard 1710 or 1720 as discussed in Appendix B – Programmatic Information and Priorities, Funding Priorities of this NOFO.

b. *Volunteer Membership*
Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteer Firefighters	
H 91-100%	**M** 41-50%
H 81-91%	**M** 31-40%
H 71-80%	**L** 21-30%
H 61-70%	**L** 11-20%
M 51-60%	**L** 1-10%

c. *Call Volume*
Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

d. *Firefighter Health Measures*
Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations, and who indicate they will provide annual medical exams receive higher consideration. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1580, Chapter 13, Occupational Medical: Evaluations (NFPA 1582). Applicants who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	**M** Non-NFPA 1582-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	**M** Non-NFPA 1582-compliant physicals

e. *Firefighter Training and Certification Requirements*

Firefighter	
H Both Firefighter (FF) II/Emergency Medical Technician (EMT)	M FF I
H FF II	L First Responder
M Both FF I/EMT	

f. *R&R Coordinator/Program Manager/Grant Administrator*

R&R Coordinator
H Applicants who currently have a coordinator, program manager, or grant administrator in place
M Applicants who request grant funding for a coordinator, program manager, or grant administrator's position
L Applicants who do not have, or are not requesting, a coordinator, program manager, or grant administrator

g. *Regional Requests*

Applications that will have a direct regional or local benefit beyond the immediate boundaries of the applicant's first-due area will receive higher consideration.

A regional request is an opportunity for an eligible R&R Activity organization to act as a host and apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and have a direct regional or local benefit to more than one local jurisdiction (county, parish, town, township, city, or village). Direct regional or local benefit means that other eligible organizations will receive a portion of the grant-awarded funds, will receive items purchased with the grant funds, or share an item purchased with grant funds.

The community identification characteristic, the organizational status of the applicant, and the permanent resident population should be entered for the host entity, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed areas of the host and participating partner organizations.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any SAFER Program Activity. However, it cannot be for the same item.

In completing the application, the host applicant must include a list of all participating organizations, including a point of contact and phone number for each organization that will directly benefit from the regional project if they receive the grant. The organizations that will benefit from the R&R Activity may also apply for funding under the SAFER Program if the organizations do not apply for a project or activity that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the organizations participating in this application have not received grants for similar items/activities.

To apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, cost share, accountability for the assets, and all reporting requirements in the regional application.

All participants of a regional application must be compliant with SAFER Program requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the SAFER Program Office, the host agency shall not distribute grant-funded assets or provide grant-funded contractual services to non- compliant partner organizations. The host and the delinquent partners will be notified by the SAFER Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU), or equivalent document signed by the host and all participating organizations participating in the award. The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host's and participants' level of involvement in the project(s), the participating partners' EINs, and the proposed distribution of all grant-funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible SAFER Program organization and must be a party to the MOU or equivalent document. **Copies of the MOU or equivalent document should be submitted as an attachment in the application**.

H. R&R Activity – National, State, Local, Territorial, or Federally Recognized Tribal Nation Volunteer Firefighter Interest Organizations (Interest Organizations) Overview

Grants awarded under this R&R Activity are to applicants who identify as an Interest Organization. These grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the application, the applicant must include data that approximates the characteristics of the entire region and all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process. Automated (pre-score) evaluation scores represent 30% of the total application score.

All the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: **High (H), Medium (M), Low (L)**

a. *Compliance with NFPA Standards*
The highest priority is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 as discussed in Appendix B – Programmatic Information and Priorities, Funding Priorities of this NOFO. Interest Organizations that currently have the lowest recruitment and retention rates among the entire region and all fire departments benefitting from the grant funds receive higher consideration for funding.

b. *R&R Coordinator/Program Manager/Grant Administrator*

R&R Coordinator
H Applicants who currently have a coordinator, program manager, or grant administrator in place
M Applicants who request grant funding for a coordinator, program manager, or grant administrator's position
L Applicants who do not have, nor are not requesting, a coordinator, program manager, or grant administrator

c. *Needs Assessment*

Needs Assessment	
H Applicants with projects based on a needs assessment	L Applicants with projects that are not based on a needs assessment

d. *Fire Service Partnerships*

Fire Service Partnerships	
H Applicants who have, or will establish, fire service partnerships as part of this project	L Applicants who will not have, nor establish, fire service partnerships as part of this project

I. Eligible and Ineligible Costs and Requirements
Regardless of the eligibility of any costs requested or the results of the review of the application conducted in accordance with Section 7 Application Review Information of this NOFO, FEMA reserves the right to approve the activities requested in an application in whole or in part.

Hiring Activity – Eligible Costs and Requirements
Eligible Costs: • Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant are eligible. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Refer also to the definitions in Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO or this NOFO.

Hiring Activity – Eligible Costs and Requirements
• Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, to comply with FLSA, are eligible. For more information on FLSA, please visit the U.S. Department of Labor. • Salaries and benefits of firefighters hired with SAFER Program funding while they are engaged in initial recruit training are eligible. **Eligibility Requirements:** • Only firefighters hired (**New Hire category**) after the SAFER Program grant offer of award are eligible for grant funding. • Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year. • SAFER Program grant funds will only pay for operational positions, whose primary assignment (more than half the time) is on a fire suppression vehicle, regardless of collateral duties. • Volunteer and mostly volunteer fire departments may also hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment. • Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

Hiring Activity - Ineligible Costs
• The salaries and benefits of full-time firefighters who are employees at the time of grant award are ineligible to be funded under this grant. • Job-sharing positions (e.g., utilizing more than one person to fill a full-time SAFER Program-funded position) are ineligible. • The SAFER Program may not be used to fund promotions (e.g., to pay a current member a higher salary by placing him/her in a new SAFER Program-funded position). • Pre-application costs, such as grant writer fees, administrative costs (e.g., physicals/ medical exams, background checks, etc.), and indirect costs associated with hiring firefighters are ineligible. • Costs to train and equip firefighters (e.g., PPE/Turnout Gear) are ineligible (this does not include the salaries and benefits of firefighters hired under the SAFER Program while they are engaged in training). • Costs for additional benefits such as uniform allowances, education stipends, meal allowance, etc., that are not contractually obligated, included as part of the standard benefits package for all employees, and reimbursed via payroll are ineligible.

- Costs of annual physicals/medical exams are ineligible.
- Overtime costs (including overtime for holdovers, extra shifts, to attend training, etc.) are ineligible (except as noted in "eligible costs" above).
- M&A costs.
- Indirect costs.

R&R Activity – Eligibility Requirements

- Applicants must correlate the activities for which funding is requested and the identified recruitment or retention problems or issues to be addressed. FEMA will not fund a budget line item if an applicant does not provide sufficient information detailing how it will enhance recruitment and retention. Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.
- SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.
- FEMA recommends that departments consult their AHJ or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g., stipends, Length of Service Award Program [LOSAP]/Retirement Program).
- All grant-related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage or service delivery on all contracts and agreements may not begin prior to or extend beyond the period of performance of the grant. FEMA may permit prorated costs to be charged to the grant for training courses that begin during the period of performance but end after the period of performance ends.
- All funded activities under the R&R Activity must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOPs before or after being awarded.
- Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

R&R Activity – Eligible Costs: High Priority

• Costs to support a staffing needs assessment identifying the operational staff and support that are required to carry out fire department responsibilities safely and effectively (e.g., supplies for data collection, contractors, or personnel to collect and analyze data, software programs, etc.).
  ▪ **Note**: If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded.
• Costs to support a R&R Coordinator, a Program Manager, and/or a Grant Administrator (including reasonable salary, fringe benefits, contract support, supplies, travel, etc.).
  ▪ **Note**: Computers for these positions are low priority items.
• Marketing Program to recruit new volunteer firefighters, such as:
  ▪ Media advertising (e.g., television, radio, social media);
  ▪ Print advertising (e.g., newspapers, billboards, signs, banners, brochures, flyers); and,
  o LED/electronic sign. **Note:** this is a high priority item only when included as part of a comprehensive marketing program. Only one LED/electronic sign is allowed per applicant and 75% of usage must be dedicated to R&R activities. Allowable costs may be limited to reasonable amounts as determined by FEMA. Additional restrictions apply (for details see Section 10.B.a. Environmental Planning and Historic Preservation (EHP) Compliance of this NOFO).
  ▪ **Note**: If requesting funds to recruit new members, a marketing plan must be in place, or the application must show a marketing plan will be implemented either with grant funds (requested as a line item) or that the applicant will implement a marketing plan using existing department resources.
• New Member Costs may include:
  o Entry-level physical exam for each new recruit;
  o Annual physicals for newly recruited members[4]; and
  o Station duty uniforms.
• Wellness and Fitness for Existing Members. Wellness and Fitness costs of an annual exam may include:
  o Physical exams;
  o Job-related immunization;
  o Periodic Physical Exam/Health Screening;
  o Behavioral health; and
  o Cancer Screening Program to meet NFPA 1582.
    ▪ All grant-funded physicals (except those for explorers/cadets) must meet NFPA 1582 standards (Chapter 9, Occupational Medical Evaluation).
• Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties.
• New recruit basic training that is not covered under a department's normal operating budget, and as required by the AHJ to meet minimum firefighter certification (e.g., cardiopulmonary resuscitation (CPR), First Responder, EMT, FF1, FF2).

[4] The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at https://www.fstaresearch.org.

R&R Activity – Eligible Costs: High Priority

- Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending required basic training is also eligible.
- **Note:** costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.

- Leadership or career development training when used as a retention incentive that is not covered under a department's normal operating budget.
  - Reimbursement to members for lost wages, mileage and transportation costs, lodging costs and per diem while attending leadership/career development training or conferences are also eligible.
  - **Note:** costs for mileage/transportation, lodging and meals must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
  - Courses must provide Continuing Education Units (CEU) or certificates of completion to be eligible.
- Instructor/train-the-trainer training that is not covered under a department's normal operating budget.
  - Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending instructor/train-the-trainer training are also eligible.
  - **Note**: Costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Tuition assistance for higher education (including books, lab fees and student fees).
  - Coursework or certifications in this category should be more advanced than what departments typically fund for required minimum-staffing requirements and specific to an accredited university or trade school program.
  - Courses are not limited to firefighter training or education.
  - Only tuition payments for classes offered and taken during the period of performance are allowable.
  - Computers for individual students are not eligible for funding.
  - Payments for student loans are not eligible for funding.
  - Recipients must provide internal policies that explain how funding is administered.
  - Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- PPE/Turnout Gear.
  - PPE may only be funded for new firefighters that join the department after the date of grant award, that successfully pass an NFPA 1582-compliant physical, and that are certified as "fit for duty." PPE purchased with SAFER Program funding must be utilized by adequately trained staff.
  - Funds are available to acquire Occupational Safety and Health Administration-required and NFPA-compliant PPE for firefighting personnel. In addition, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at [http://www.nfpa.org/freeaccess.](http://www.nfpa.org/freeaccess)
  - Only actual costs for PPE are allowed.

R&R Activity – Eligible Costs: High Priority

▪ Allowable costs may be limited to reasonable amounts, as determined by FEMA.
▪ To receive payment, recipients must provide the following documentation to support the purchase of PPE:
  ▪ Invoices/proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) for PPE.
  ▪ Proof that the firefighter(s) have passed an NFPA 1582-compliant physical and are certified as "fit for duty."
▪ Eligible PPE Expenditures:
  ▪ Only one set of PPE for structural and wildland firefighting per each new recruit.
  ▪ The SAFER Program considers a complete set of structural PPE to be comprised of one self-contained breathing apparatus (SCBA) mask/face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of suspenders, and one pair of goggles. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, the SAFER Program will consider all statutorily required items to be part of a complete PPE set.
  ▪ The SAFER Program considers a complete set of wildland PPE to be comprised of one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, one web gear, one backpack, and one canteen/hydration system.
• Traditional therapies and preventative care facilitated by a licensed mental health or physical healthcare provider.
• LOSAP or Retirement Program:
  ▪ New LOSAP or Retirement Programs (meaning the department has never had a LOSAP or Retirement Program).
  ▪ Increasing existing LOSAP or Retirement Program coverage to include newly recruited members (FEMA will only fund the increase portion of the program). **Note**: FEMA will not fund LOSAP or Retirement Programs that were previously funded by a SAFER Program grant.

R&R Activity – Eligible Costs: Medium Priority

• Nominal stipends, as defined under Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO in this NOFO for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response (e.g., Pay-per-Call, Points Based System, etc.). Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, or responding to incidents.
  ○ Food vouchers may be used for nominal stipends if the Narrative supports their use as an effective recruitment and retention tool for the department. However, food vouchers must be issued through formally adopted SOPs.
  ○ Award recipients must maintain records of all food vouchers including firefighter name, amount, date received, and signature of the receiving firefighter.
  ○ Gift cards may not be used for nominal stipends. For information on gift cards, see Low Priority – Awards/Incentives below.
  ○ Only actual costs for stipends are allowed.

R&R Activity – Eligible Costs: Medium Priority
○ Allowable costs may be limited to reasonable amounts as determined by FEMA. • Costs to support explorer/cadet, and mentoring programs, such as: ○ Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots) for each newly recruited cadet/explorer per the department's documented uniform policy. ○ Training (Non-Immediate Danger to Life and Health [IDLH]). ○ One set of structural or wildland PPE as defined above for each new cadet/explorer that joins the department after the date of grant award, with the following two exceptions: 1) SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere, and 2) physicals for explorers/cadets are not required to meet NFPA 1582. ○ One introductory physical exam per each newly recruited explorer/cadet. • Insurance packages (e.g., AD&D, workers compensation, disability, health, dental, life). • Exercise equipment is limited to no more than $10,000 total per grant award. • Wellness programs (e.g., group fitness led by health instructors that come to the department).

R&R Activity – Eligible Costs: Low Priority
• New Member Costs. Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniforms as one pair of pants, one shirt, one hat, and one pair of boots) for new firefighters that join the department after the date of grant award, per the department's documented uniform policy. ○ **Note**: Class A or B uniforms (e.g., Dress Uniforms) and badges are not allowable costs under the SAFER Program. • American National Standards Institute-approved retro-reflective highway apparel. • PPE gear bags. • Costs for advanced training not currently covered under the department's operating budget (e.g., extrication training, specialized equipment training, swift water rescue, etc.). Advanced training requests are only eligible for members who have already met the minimum firefighter certifications required by the AHJ and must closely correlate to the applicant's recruitment and retention goals. ○ Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending advanced training are also eligible. ○ **Note**: Costs for mileage and transportation costs, lodging costs, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate. • Two computers (including monitor, keyboard, mouse) and printer for grant-appointed R&R Coordinator, Program Manager, and/or Grant Administrator. • Awards or Incentive program for participation in operational (firefighting) activities, such as operational training or responding to incidents (e.g., length of service plaques, gift cards for top responders, non-uniform clothing).

R&R Activity – Eligible Costs: Low Priority
○ Non-uniform clothing (limited to a shirt, a jacket, or a pullover) as part of an award program only. ▪ **Note**: Class A or B uniforms (e.g., Dress Uniforms) and badges are not allowable costs under the SAFER Program. ○ Gift Cards: a logbook for the purchase and issuance of gift cards is required. The logbook should include name of recipient, date, amount of card, reason for issuance, and signature of recipient. Gift cards should be issued to operational firefighters who have completed the minimum firefighter training required by the AHJ. • LED/electronic sign when it is not included as part of a comprehensive marketing program. • Fire service association membership fees. • Projector or screen to support classroom training. • Payments for housing or rent for volunteers at or near the fire station. • Other costs associated with new recruits (background checks, aptitude tests, etc.). • Station modifications/remodeling/renovation of existing facilities. ○ Remodeling/renovations to an existing facility are allowable (e.g., converting space into bunkroom) and must correlate to the identified recruitment or retention problems or issues being addressed with the grant. The renovations must be minor interior alterations not to exceed $10,000 total per grant award. ○ Remodeling/renovations may not change the footprint or profile of the building. ○ Any request for modifications to facilities may require EHP review (for details see Section 10.B.a. Environmental Planning and Historic Preservation (EHP) Compliance of this NOFO). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding, including coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements. Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements. ○ Written approval must be provided by FEMA before using any SAFER Program funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

R&R Activity – Eligible Costs: Non-Prioritized Costs
• M&A costs up to 3% of the total awarded amount in accordance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. M&A costs must be identifiable and directly related to the implementation and management of the SAFER Program grant. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

R&R Activity – Eligible Costs: Non-Prioritized Costs
• Indirect costs for national, state, local, or federally recognized Tribal Nation volunteer firefighter interest organizations that are expended pursuant to Section 3.H. Indirect Costs (Facilities and Administrative Costs). • Up to $1,500 in grant writer fees for application preparation, but not grant administration. The fee must have been paid between 90 days before the publication date of this NOFO and up to 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award. For details see Appendix C – Award Administration Information, Grant Writer/Preparation Fees. • Audit costs proportional to the total SAFER Program award. Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Program award, and they must be incurred during the period of performance.

R&R Activity – Ineligible Costs
This list is not exhaustive: • Salary and benefits for firefighters. • Retroactive payments or recognition for operational services rendered prior to the grant award. • Costs incurred (including the delivery of goods or services) outside of the period of performance except for grant writer fees; see Appendix C – Award Administration Information, Grant Writer/Preparation Fees. • Fire suppression equipment. • Vehicles. • Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators). • Supplies, expendables, or “onetime” use items such as foam, fuel/propane, breaching materials (e.g., wood or sheetrock). • Sirens, warning lights for fire department or private vehicles, or other outdoor warning devices. • Communication equipment and monthly expenses including cell phones, pagers, portable radios, or Computer- Aided Dispatch systems. • Video cameras/recording equipment. • Photographs/photographer unless part of a marketing contract for recruitment of new members. • Intruder alerting systems and deployment notification systems. • Retroactive payments or recognition for non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters). • Payments for travel to or participation in leisure or social activities such as theater tickets, entertainment tickets, and trips (e.g., professional sporting events). • Costs associated with award banquets, such as food, photographers, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.

R&R Activity – Ineligible Costs

- Costs for food or refreshments that are not part of a conference or training hosted by the grant recipient (food vouchers can be requested as a nominal stipend but must be provided only under formally adopted SOPs).
- Costs for training currently covered under the department's operating budget (e.g., tuition or instructor fees for department-mandated, basic-level training).
- Tuition assistance for family members of the volunteer.
- Services at a member's personal residence (e.g., internet access, plowing of driveways).
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators), and entertainment equipment.
- "Giveaways" for recruitment events, such as stickers, pencils, pens, t-shirts, cups, mugs, or balloons.
- Fees for courses and training that are available free of charge on the internet or at state/local training facilities (e.g., NIMS 100, 700, 800).
- Costs for fuel. Costs for travel to training or other eligible activities are reimbursed through mileage rates.
- Gym Memberships.
- Payments for student loans.
- Mileage reimbursement for responding to incidents or periodic operational training at the fire house (mileage reimbursement is allowed for other types of training as explained under eligible costs).
- Station internet access/user fees and equipment to install internet (such as routers).
- Continued funding of an existing (or previously funded through the SAFER Program) LOSAP or Retirement Program.
- Computers in common areas or individual computers for training/education.
- Copiers/printers.
- Incentives for career firefighters within the recipient's fire department.
- Ineligible explorer/cadet/mentoring program expenditures:
  - SCBAs, including masks/face pieces.
  - Anything involving the IDLH atmosphere.
  - Any activities precluded by the AHJ.
- Ineligible PPE expenditures:
  - Three-quarter length rubber boots.
  - SCBAs (not including SCBA masks/face pieces).
  - PASS Devices.
  - Spare cylinders.
  - Bomb disposal suits.
  - PPE for hazardous materials and other specialized incidents.
  - More than one set of structural or wildland PPE per newly recruited member (within the period of performance).
- PPE for existing members, R&R Coordinator, Program Manager, and/or Grant Administrator.

13. Appendix C – Award Administration Information

Appendix C contains detailed information on SAFER Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

A. Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email HOTLINE@oig.dhs.gov.

B. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically identified, and listed within the "Grant Request Details" section of the application and must satisfy the requirements under 2 C.F.R. § 200.458. FEMA will only consider reimbursements for application preparation, not administration, up to $1,500 per annum. The allowability of grant writer fees as a pre-award expenditure must be paid between the 90 days before the publication date of this NOFO and up to 30 calendar days after the application period closes. For the grant writer fees held either on retainer or subscription basis to be an eligible pre-award cost, the claimed retainer or subscription must have been competitively secured, and the costs are limited to the start of the appropriation period for the underlying award and meet the requirements under 2 C.F.R. § 200.458. Fees payable on a contingency basis are not an eligible expense.

Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the federal government from receiving funding under federally-funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. By submitting the application, applicants are certifying all information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.

The following documentation shall be provided to FEMA upon request:
1. A copy of the grant writer's contract for services;
2. A copy of the invoice or purchase order;
3. A copy of the canceled check (front and back); and
4. Evidence that the services were competitively procured.

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

Note: FEMA requires that all applicants identify the following as "Application Participants" in the "Contact Information" section of the application: Any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget; whether that person, entity, or agent is compensated or not; and whether the assistance took place before submitting the application.

C. Maintenance and Sustainment

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance if the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

D. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and are directly related to any eligible SAFER Program acquisition activity may be charged to a SAFER Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the SAFER Program application narrative, as well as the "Grant Request Details" section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible SAFER Program acquisition activity are not chargeable to any SAFER Program award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

**Government entities are not required to pay FCC regulatory fees. Nonprofit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid Internal Revenue Service Determination Letter documenting its nonprofit status, or certification from a governmental authority attesting to its exempt status. For more information, please visit http://www.fcc.gov.*

E. Excess Funds

After completing the initial project(s) proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These excess funds may be utilized to address an organization's local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need. An amendment request must be submitted to document the expenditure of excess funds. As a reminder, all costs must be incurred, and all goods and services must be delivered or completed within the period of performance to be allowable.

F. Payments and Amendments

FEMA uses the Direct Deposit/Electronic Funds Transfer method of payment to recipients.

SAFER Program payment/drawdown requests are generated using FEMA GO. SAFER Program payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time, request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

a. ***Advances***
Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200. The recipient shall include all applicable source documentation such as invoice(s), purchase orders, contracts, etc., to support the costs associated with the advance SAFER Program payment/drawdown requests. EHP review requirements must be met prior to advanced payments.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient.

Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the *Cash Management Improvement Act (CMIA)* and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm.

b. ***Reimbursement***
Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of SAFER Program approval for reimbursement requests, recipients shall submit all applicable source documentation, such as payroll records, timecards, contracts, invoices, purchase orders, proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) to support the costs associated with each payment/drawdown request.

c. ***Rebates***
Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate-adjusted Cost Share.

d. ***Payment Requests During Closeout***
A recipient may only submit reimbursement payment requests up to 120 calendar days after the expiration of the period of performance, during an award's closeout reconciliation per 2 C.F.R. § 200.344. Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain

clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance. FEMA may request documentation supporting the reimbursement for review at any time.

e. ***Amendments***

FEMA may approve SAFER Program award amendments on a case-by-case basis for the following reasons:

- Extension of the period of performance to complete the scope of work under the R&R Activity;
- Changes to the activity, mission, retroactive approval (pre-award), closeout issues, and some excess funds requests;
- Budget changes (adding funds to award/non-closeout deobligation of funds); and
- Change of key personnel.

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. Amendments or changes to the scope of work may require additional EHP review. FEMA strongly encourages recipients to expend grant funds in a timely manner to be consistent with SAFER Program goals and objectives.

Note: A recipient may deobligate or return unused funds (i.e., those remaining funds previously drawn down via payment request or remaining award funding that was never requested) to FEMA prior to the end of an award's period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (e.g., the funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's cost share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before FEMA processes the deobligation request.

G. Disposition of Grant-Funded Equipment

A recipient must use, manage, and dispose of SAFER Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. Except for state governments, when original or replacement equipment acquired under a SAFER Program award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting the SAFER Help Desk before disposing of SAFER Program-funded equipment.

H. Post-Award Recipient Responsibilities

Once awarded, recipients under the Hiring Activity must submit a pre-SAFER Program roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA 1720, who are employees at time of award. FEMA compares the pre-SAFER Program roster to names submitted for SAFER Program-funded positions to ensure that the SAFER Program-funded firefighters are new employees.

The SAFER Program Office will work with recipients to establish the correct staffing maintenance numbers, which combine the number of pre-SAFER Program and SAFER Program-funded operational positions. Once this is established, recipients must agree to maintain this number throughout the period of performance by taking active and timely steps to fill any vacancies.

Recipients under the Hiring Activity who lay off any operational personnel during the period of performance will be considered in default of their grant and the award will be terminated. In those situations, recipients may be required to return the federal funds disbursed under the grant award.

Recipients who are unable, due to documentable economic hardship, to backfill non-SAFER Program operational positions vacated through attrition (e.g., resignation, retirement) after receiving an award may petition FEMA to waive the staffing maintenance requirements.

Approved waivers allow recipients to decrease and reestablish the staffing maintenance numbers agreed to at the time of award by the number of positions that recipients are unable to fill. To qualify for this waiver, the economic hardship must affect the entire public safety sector in a recipient's jurisdiction, not just the fire department. FEMA will not grant waivers for SAFER Program-funded positions. Recipients who fail to maintain the required level of staffing risk losing federal funds awarded under this grant.

Recipients must agree that, notwithstanding any provision of other laws, firefighters hired under these grants will not be discriminated against or be prohibited from engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

FEMA strongly encourages applicants, to the extent practicable, to seek, recruit and hire military veterans to increase their ranks within their departments.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	David Borkowski, City Engineer	5/20/2025
	Angela Egan, Purchasing Manager	5/20/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	Replacement Vehicle for Stormwater Department	

Recommendation:
No action is required at this time.

Discussion:
In an effort to keep properly functioning vehicles in circulation and use, staff are seeking approval to purchase the vehicle budgeted for FY25. In the fiscal years since COVID, staff have encountered an issue with order dates from dealerships opening and closing with little notice. If approved by City Council, the requested vehicle will either be purchased through state contract or competitive quote solicitation. Staff will follow all state laws and city ordinances when purchasing the Council-approved vehicle. Additionally, a report of the purchased vehicle including the awarded vendor and total cost will be provided at the council meeting following the purchase. If the vehicle purchase exceeds the budgeted amount listed below, it will require further council approval before it is purchased.

The specific vehicle is a 2025 Ford Explorer which will be purchased for the use of the Stormwater Manager. The current vehicle used for this position (2017 Ford F150) will then be repurposed to replace the 2006 Ford Ranger in use by the Stormwater System Inspector. The 2006 Ford Ranger will then be surplussed.

Budget Impact:
$47,000 is allocated in the Stormwater Vehicle line item and the vehicle will cost $44,986.

Attachments:
None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	David Borkowski, City Engineer	5/7/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Kelly Bush, Financial & Administrative Services Director	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	Station 85 Engineering Services	

Recommendation:
No action is required at this time.

Discussion:
The Fire Station 85 project has entered the design phase, which requires the development of complete civil engineering plans. These plans include mass grading, storm drainage, hydrology, GDOT coordination, utility connections, and landscaping design.

Quotes were solicited from several firms with prior experience working with Peachtree City. The following proposals were received:

· Integrated Science & Engineering: $59,150 (revised)

· Falcon Design: $62,000

· Pond: $136,325

ISE initially submitted a lower-cost proposal of $54,050, but it excluded landscaping design and cost estimating. Upon request, ISE submitted a revised quote that included those elements while maintaining the lowest total cost.

ISE has consistently delivered quality work on past city projects. Their familiarity with Peachtree City’s standards and requirements will allow the project to move forward efficiently and cost-effectively.

Budget Impact:
The cost of services is within the project’s approved budget.

Attachments:

1. FS 85 ISE Recommendation

Peachtree City

Project Name: Fire Station 85

Proposal for the appointment of Civil Engineer

Introduction:

The proposed construction of Fire Station 85 needs to move forward with the design phase of the project. An initial site plan has been developed to understand the best orientation of the building on the site. The next step in the process is to appoint a Civil Engineer to develop the civil plans which include the mass grading, the storm drains, sewer and other utility connections.

Bid Process:

The Engineering Team sort quotes for Civil Engineering from various companies that have worked with Peachtree City previously.

The following quotes were received:

Responding Companies	Total Bid
Falcon Design	$62,000
Pond	$136,325
Integrated Science & Engineering (ISE)	$54,050

Analysis of the Bids:

The two lowest bids from Falcon and ISE were analyzed. It was discovered that ISE had not included costs for Landscaping Design or a Cost Estimate. ISE were contacted and asked to provide a revised quote to include these two items.

The breakdowns of the quotes, including the ISE revised quote are as follows:

Category	ISE	Falcon	Pond
Project Management	$5,250	Incl. below	$14,960
Construction Documents / Design	$38,675	$38,000	$118,865
GDOT	$5,750	$6,000	incl. above
Cost Estimate	$1,625	$3,000	incl. above
Hydrology / Storm water	$7,850	$15,000	incl. above
Expenses	not incl.	not incl.	$2,500
TOTALS	**$59,150**	**$62,000**	**$136,325**

Recommendation:

Integrated Science & Engineering have submitted the lowest cost proposal which meets all the civil engineering design needs for this project. They have worked on projects for Peachtree City in the past and have always provided a good service. The Project Team recommends the appointment of ISE for the Civil Engineering Design of Fire Station 85.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Shayla Reed, Planning Director	5/29/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	Annexation Study Status/Update	

Recommendation:
No action requested at this time.

Discussion:
On April 7, 2025, the City issued a Request for Proposals (RFP) for an Annexation Study and Development Impact Fee Schedule Update. The goal was to retain a qualified, licensed, and experienced consultant to conduct an objective fiscal analysis of annexation options and recommend updates to the Development Impact Fee Schedule.

Proposals were due by 2:00 p.m. on May 6, 2025. The city received one proposal, submitted by Tischler Bise. A five-member evaluation panel—comprising representatives from the Convention & Visitors Bureau, Fire & Rescue, Police, Engineering, and Planning and Development—reviewed the proposal.

Following a thorough evaluation, the proposal received an overall score of 4.52 out of 5. Staff subsequently recommended proceeding with only the Annexation Study component, removing the Development Impact Fee Update. This adjustment brought the project cost within the approved budget.

Budget Impact:
The proposed fee for this study is $99,590. The allocated budget for the study is $120,000.

Attachments:
1. Peachtree City GA Proposal-5.20.25 (003)

TischlerBise
FISCAL | ECONOMIC | PLANNING

PROPOSAL FOR

PROVISION OF ANNEXATION STUDY

Submitted by
TischlerBise, Inc.

Prepared for
Peachtree City, Georgia
May 19, 2025

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Section 1: **Firm Experience**

Firm Overview

TischlerBise, Inc., was founded in 1977 as Tischler, Montasser & Associates. The firm became Tischler & Associates, Inc., in 1980 and TischlerBise, Inc., in 2005. The firm is a Subchapter (S) corporation, is incorporated in Washington, D.C., and maintains offices in Bethesda, Maryland, and Boise, Idaho. The firm's legal addresses are:

Principal Office
L. Carson Bise, AICP, President
4701 Sangamore Rd, Suite 240
Bethesda, MD 20816
301.320.6900 x12
carson@tischlerbise.com

Idaho Office
Colin McAweeney
999 West Main Street
Boise, ID 83702
202.642.8248

TischlerBise is a fiscal, economic, and planning consulting firm specializing in fiscal/economic impact analysis, impact fees/development charges, infrastructure financing studies, and related revenue strategies. Our firm has been providing consulting services to public agencies for over 45 years, **preparing over 1,000 fiscal/economic impact evaluations and over 1,100 impact fee/infrastructure financing studies – more than any other firm.** Through our detailed approach, proven methodology, and comprehensive product, we have established TischlerBise as the leading expert on fiscal and economic analysis, revenue enhancement, and cost of growth strategies.

As our proposal demonstrates, no other firm can match the depth of our local government fiscal impact analysis and model development experience. Our Principal in Charge, Carson Bise, AICP, is widely considered the leading national fiscal impact practitioner in the United States. The core services provided by TischlerBise involve:

- Determining existing and projected residential and nonresidential growth for 10-, 20-, and 30–year periods.
- Examining local government budgets to determine fixed and variable costs and revenues as well as the true costs of service.
- Evaluating departmental operating structures and determining existing levels of service as well as the most appropriate method of projecting future costs (including staff) and revenues.
- Developing meaningful and realistic capital improvement plans.
- Determining the fiscal impacts of different land uses and physical forms.
- Evaluating alternative revenue sources and financing mechanisms for achieving fiscal sustainability.
- Developing user friendly fiscal software.
- Presenting fiscal/economic findings in a variety of forums.
- Evaluating zoning and land use policies from a market perspective for consistency with stated fiscal and economic goals.
- Providing recommendations to ensure fiscal/economic sustainability.

An important factor to consider related to this work effort is our **previous experience in the State of Georgia,** which has made us quite familiar with the local government revenue structure, as well as the planning issues facing Georgia jurisdictions. One engagement of note was **our annexation fiscal impact analysis for the City of Suwanee** in 2005. TischlerBise conducted market analysis work to ascertain possible future land use opportunities within the proposed annexation area. A list of our previous impact fee, fiscal, and economic impact clients in Georgia is provided below.

Georgia Experience			
Bryan County	Douglas County	Gwinnett County	Pembroke
Calhoun	Effingham County	Gordon County	Roswell
Columbus	Forsyth County	Henry County	Suwanee
Douglasville	Garden City	Holly Springs	

TischlerBise National Experience the Last 10 Years

The following table illustrates our vast national annexation-related fiscal impact experience **outside the State of Georgia.**

State	Client	State	Client
AR	Little Rock	MD	Rockville
AZ	Peoria	MD	Snow Hill
AZ	Queen Creek	MD	Sykesville
CA	Imperial County	NC	Wilmington
CO	Aurora	NM	Rio Rancho
CO	Castle Pines	OH	Dublin
CO	Lone Tree	OH	Grandview Heights
CO	Colorado Springs	AB	Lethbridge
FL	Deerfield Beach	SC	Rock Hill
FL	Kissimmee	TN	Collierville
FL	Plant City	TN	Germantown
ID	Hailey	TX	Bexar County
IL	Champaign	TX	Bryan
IL	Bloomington	TX	Burleson
KS	Lenexa	TX	Georgetown
KS	Olathe	TX	Harris County
KS	Manhattan	VA	Leesburg
KY	Georgetown	VA	Pulaski
LA	Shreveport-MPC of Caddo Parish	VA	Front Royal

Public Engagement Experience

We realize a key element of the City's assignment involves the presentation and dissemination of the annexation fiscal findings and recommended annexation plan to a diverse set of stakeholders. In addition to our vast experience with stakeholder groups as part of our fiscal impact and impact fee assignments, TischlerBise has extensive community and public outreach experience as demonstrated by the following examples:

- Three regional forums in California on the fiscal benefits of infill development as part of our engagement with the California Strategic Growth Council.
- Regional forums to engage the public in a discussion on the Delaware Valley Region's economic and fiscal future.
- A series of community growth management forums in Manatee County, Florida.
- A one-day, two-part public forum (Conversation on Growth) for Ada County, Idaho. https://adacounty.id.gov/commissioners/coordinated-growth/coordinated-growth-for-ada-county-conversations/
- Two-day workshop on the fiscal implications of growth for COMPASS. https://www.youtube.com/watch?v=nTj5xNU3lWM https://www.youtube.com/watch?v=8tiYpeFCXDo https://www.youtube.com/watch?v=q4A-F8SVB2E
- A one-day workshop about evaluation of fiscal and economic impacts and their use in decision-making.
- Multiple State level workshops to identify economic development goals and aspirations as part of land use planning studies.
- A public conference focused on sustainable strategies for suburban communities facing demographic shifts, changing housing preferences and growing infrastructure costs.
- Extensive experience conducting one-on-one meetings with representatives of the private sector related to conducting market assessments and development trends.
- Extensive experience conducting individual departmental meetings to collect data required to conduct fiscal and economic evaluations, as well as impact fee and infrastructure finance studies.
- Extensive experience presenting complex market, economic, and fiscal data and conclusions to elected/appointed bodies.

Representative Projects

Below are examples of work performed for local governments that involved complex fiscal and economic evaluations, similar to the type of analysis requested by Peachtree City. We have only listed projects with which our Project Team members were associated.

Gwinnett County, Georgia – *Fiscal Impact Analysis of Annexation (2020)*
Project Contact: Ilka McConnell, CEcD, Economic Development Manager
Phone: (678) 518-6130

E-mail: Ilka.McConnell@gwinnettcounty.com
Project Staff: Carson Bise, Principal in Charge; Julie Herlands, Project Manager

In 2019/2020, TischlerBise prepared a fiscal impact analysis of a potential annexation of an unincorporated area of the County near the City of Norcross. The area of study comprised approximately 2.8 square miles in size and is home to an estimated population of 6,500 residents and more than 270 businesses. Our analysis revealed that the proposed annexation would result in a net deficit—or net negative fiscal impact—to the County. Although Gwinnett County will experience cost savings because the City of Norcross will assume responsibility for services including Code Enforcement, Stormwater Management, Police, and Transportation (i.e. local roads maintenance), these cost savings did not compensate for the loss in property tax and other revenue to the County.

City of Little Rock, Arkansas – *Extraterritorial Jurisdiction Fiscal Impact Analysis (2018)*
Project Contact: Jamie Collins, Director
Phone: (501) 371-4790
E-mail: jcollins@littlerock.gov
Project Staff: Julie Herlands, Project Manager, Carson Bise, Principal in Charge

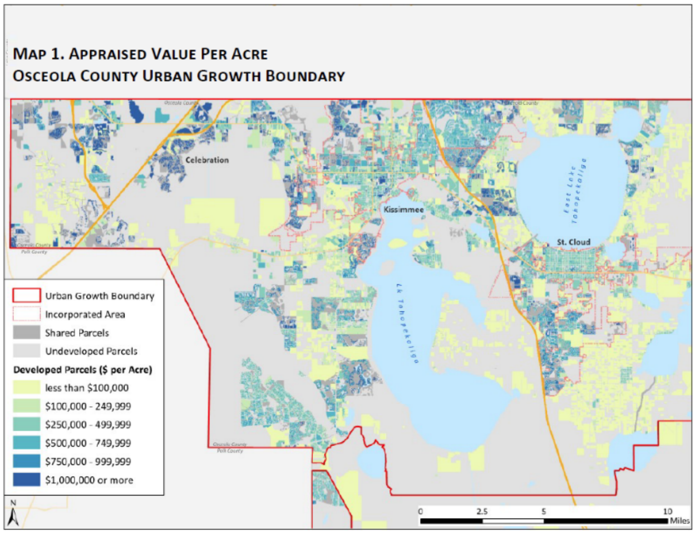
The City of Little Rock retained the team of TischlerBise and McBride Dale Clarion to conduct a fiscal impact analysis of the City's Extraterritorial Jurisdiction (ETJ) area. **The fiscal impact analysis examined all operating and capital expenditures generated by current development in two separate areas of the City's ETJ and future expenditures generated under three future Growth Patterns. TischlerBise also evaluated potential revenue generation if the area were to be annexed in the future.**

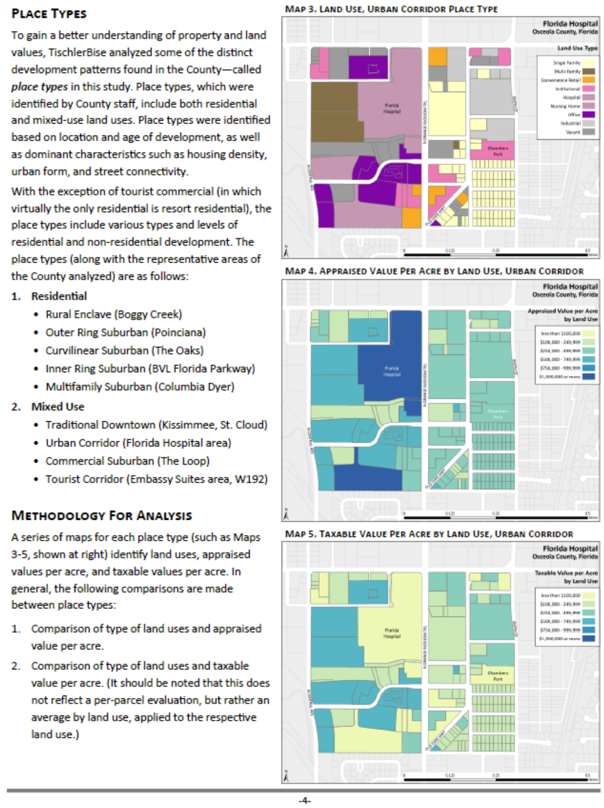
The ETJ Growth Management Study was initiated by a proposed State Bill (introduced in 2017 but not passed) that would require cities to provide sewer service within designated ETJs. The City of Little Rock was interested in understanding the fiscal impacts to the City of such a requirement to help inform future discussions were the bill to be introduced in subsequent legislative sessions.

TischlerBise coordinated with an external utility consultant to ensure consistent assumptions and approach and maintained ongoing communication with the City Manager. The ETJ analysis was a highly visible study with outreach and communication with City departments as well as external community stakeholders.

Osceola County, Florida – *Strategy for a Sustainable Future: Fiscal Sustainability in Osceola County (2017)*
Project Contact: Photenie "Tina" Burnett, Chief Planner
Phone: (407) 742-0293
E-mail: Photenie.Burnett@osceola.org
TischlerBise Staff: Carson Bise, Julie Herlands, and Ben Griffin

TischlerBise worked with Osceola County to explore Fiscal Sustainability in the County. TischlerBise conducted a two-part analysis. Phase I was an evaluation of “place types” in the County with a detailed examination of property values and revenue potential per acre. This initial analysis included revenues only and culminated in the *Strategy for a Sustainable Future: Fiscal Sustainability*, presented to the County Commission and local municipalities. The analysis identified the current effects of land consumption and development patterns in the County including key findings showing an increase in relative value for higher density and mixed use place types.





PLACE TYPES

To gain a better understanding of property and land values, TischlerBise analyzed some of the distinct development patterns found in the County—called ***place types*** in this study. Place types, which were identified by County staff, include both residential and mixed-use land uses. Place types were identified based on location and age of development, as well as dominant characteristics such as housing density, urban form, and street connectivity.

With the exception of tourist commercial (in which virtually the only residential is resort residential), the place types include various types and levels of residential and non-residential development. The place types (along with the representative areas of the County analyzed) are as follows:

1. **Residential**
   - Rural Enclave (Boggy Creek)
   - Outer Ring Suburban (Poinciana)
   - Curvilinear Suburban (The Oaks)
   - Inner Ring Suburban (BVL Florida Parkway)
   - Multifamily Suburban (Columbia Dyer)
2. **Mixed Use**
   - Traditional Downtown (Kissimmee, St. Cloud)
   - Urban Corridor (Florida Hospital area)
   - Commercial Suburban (The Loop)
   - Tourist Corridor (Embassy Suites area, W192)

METHODOLOGY FOR ANALYSIS

A series of maps for each place type (such as Maps 3-5, shown at right) identify land uses, appraised values per acre, and taxable values per acre. In general, the following comparisons are made between place types:

1. Comparison of type of land uses and appraised value per acre.
2. Comparison of type of land uses and taxable value per acre. (It should be noted that this does not reflect a per-parcel evaluation, but rather an average by land use, applied to the respective land use.)

MAP 3. LAND USE, URBAN CORRIDOR PLACE TYPE

MAP 4. APPRAISED VALUE PER ACRE BY LAND USE, URBAN CORRIDOR

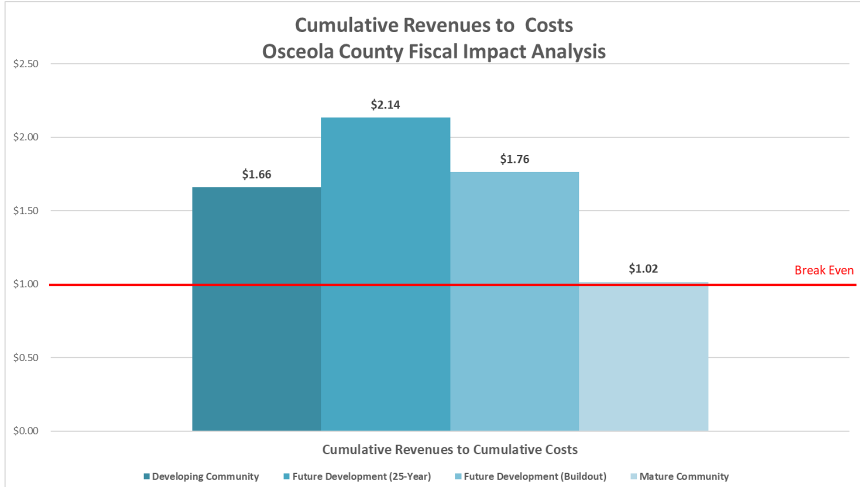
MAP 5. TAXABLE VALUE PER ACRE BY LAND USE, URBAN CORRIDOR

-4-

Phase II of the study was a more complete investigation into the fiscal impacts of development patterns and growth in the County, including both revenues and costs. It included the estimated operating and capital costs to serve existing development as well as future growth in three geographic areas of the County. The study areas reflected three stages of development:

1. **Developing Community:** An area of the County that is rapidly growing in a traditional suburban land use pattern.
2. **Future Development**: An area of the County slated for future development with additional connectivity and planned for a mix of uses. The Future Development Area includes two timeframes—development at the end of Year 25 and projected total at Buildout (given the anticipated long-term nature of future growth in this area).
3. **Mature Community:** An area of the County that is almost built out with a traditional suburban land use pattern.

TischlerBise found that the Future Development Area performs the best fiscally per acre given the value created and the efficiencies realized in infrastructure due to connectivity and multimodal options. The Mature Community generates essentially fiscally neutral results—at the County's current level of service for all infrastructure and services. The Developing Community also generates sufficient revenues to cover operating and capital costs with a lower cumulative revenue to cost ratio than the Future Development Area due to development patterns and land use mix.



Burleson, Texas – *Fiscal Impact of Annexing Chisholm Summit (2021)*

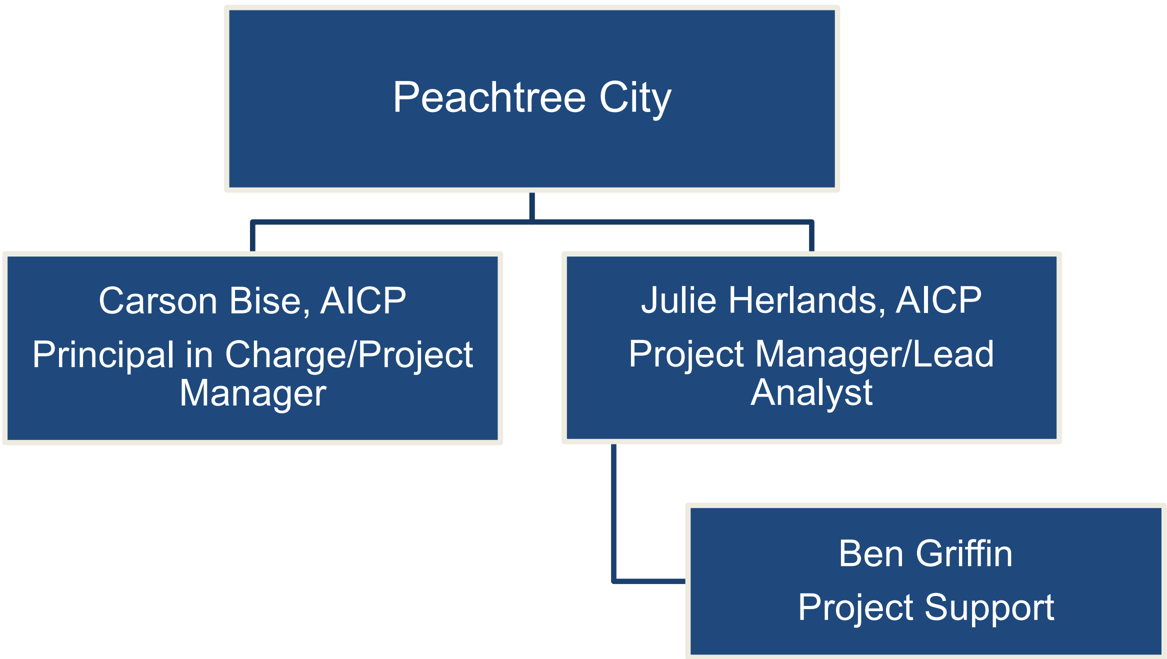
Project Contact: Alex Philips, Economic Development Director
Phone: (817) 426-9613
Email: bphilips@burlesontx.com
Project Staff: Carson Bise, Project Manager; Colin McAweeney, Project Support

TischlerBise recently completed an annexation fiscal impact analysis for the City of Burleson for the proposed Chisholm Summit development project, which would have to be annexed by the City. This annexation included a total of 3,065 housing units and 735,000 square feet of nonresidential space. Our analysis found the annexation would have a positive fiscal impact to the City. One reason for the positive results is the marginal cost methodology employed as part of this analysis. Discussions with City staff indicated there were existing economies of scale from a service delivery perspective for several departments. Additionally, parks developed and dedicated to the City as part of Chisholm Summit will be maintained through a Public Improvement District, resulting in negligible park maintenance expenses to the City.

Section 2: **Project Team**

Project Team Experience and Qualifications

Our project team consisting of Carson Bise, AICP, Julie Herlands, AICP, and Colin McAweeney will provide seamless support to this assignment. Mr. Bise and Ms. Herlands of TischlerBise have successfully prepared and assisted with the implementation of fiscal analyses for over 350 communities throughout their careers, many of which evaluated the feasibility of annexation and boundary line adjustments. The majority of these assignments included the evaluation of multiple scenarios reflecting differences in absorption and phasing, variations in levels of service, and density and physical development patterns, all of which affect the factors that need to be assessed as part of this assignment. The organizational chart shows our project team for this assignment:



TischlerBise's project team members are national leaders in the field of fiscal impact analysis. Mr. Bise and Ms. Herlands frequently deliver presentations at national, regional, and state conferences and **served as organizers and presenters at a half-day American Institute of Certified Planners (AICP) Training Workshop** entitled *"Fiscal Impact Assessment*" at the American Planning Association (APA) National Planning Conference in 2008 and 2009. **Mr. Bise is featured in the APA/AICP education and training series workshops: *"The Economics of Density", "From Soup to Nuts: Paying for Growth"* and *"Fiscal Assessment,"*** that are available for purchase through the American Planning Association.

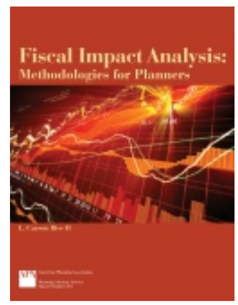
Carson Bise, AICP, President of TischlerBise, will serve as Principal in Charge for all this assignment and will coordinate our project team's interaction with the City to ensure that all work is completed properly, on time, and within budget. Mr. Bise, who has unsurpassed fiscal impact analysis and infrastructure financing credentials, will provide quality control/quality assurance for this project.

Julie Herlands, AICP, Vice President of TischlerBise, will be the Project Manager for the annexation fiscal impact analysis. Ms. Herlands has over 20 years of relevant experience and has prepared fiscal analyses and revenue strategies for local governments in over twenty states. She has been the project manager on dozens of similar assignments across the country. **Ms. Herlands was the Project Manager for our annexation study for Gwinnett County in 2019.**

Ben Griffin, Senior Fiscal/Economic Analyst, is an accomplished impact fee Project Manager in his own right and will provide analytical support. Mr. Griffin has been with TischlerBise for ten years and is the Project Manager for many of our Arizona assignments, which have the most stringent impact fee enabling legislation in the country. **Mr. Griffin was the senior analyst for our recent transportation impact fee assignment with Forsyth County.**

Complete staff resumes are provided below.

L. Carson Bise, II, AICP, President



Carson Bise has 30 years of fiscal, economic and planning experience and **has conducted fiscal and infrastructure finance evaluations in 40 states.** Mr. Bise has developed and implemented more fiscal impact models than any consultant in the country. The applications Mr. Bise has developed have been used for evaluating multiple land use scenarios, specific development projects, annexations, urban service provision, tax-increment financing, and concurrency/adequate public facilities monitoring. Mr. Bise is also a leading national figure in the calculation of impact fees, having completed over 350 impact fee studies. Mr. Bise has also written and lectured extensively on fiscal impact analysis and infrastructure financing. His most recent publications are Fiscal Impact Analysis: Methodologies for Planners, published by the American Planning Association, a chapter on fiscal impact analysis in the book Planning and Urban Design Standards, also published by the American Planning Association, and the ICMA IQ Report, Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets. Mr. Bise was also the principal author of the fiscal impact analysis component for the Atlanta Regional Commission's Smart Growth Toolkit and is featured in the Training Package entitled The Economics of Density. Mr. Bise is currently on the Board of Directors of the Growth and Infrastructure Finance Consortium and **recently Chaired the American Planning Association's Paying for Growth Task Force. He was also recently named an Affiliate of the National Center for Smart Growth Research & Education.**

EDUCATION

M.B.A., Economics, Shenandoah University
B.S., Geography/Urban Planning, East Tennessee State University
B.S., Political Science/Urban Studies, East Tennessee State University

SELECTED FISCAL IMPACT ANALYSIS EXPERIENCE

- Anchorage, Alaska – *Fiscal Impact Analysis of General Plan Alternatives*
- Matsu Borough, Alaska – *Fiscal Impact Analysis*
- Clovis, California – *Fiscal Impact Analysis of Annexation Alternatives*

- Aurora, Colorado – *Fiscal Analysis of Formation of the City and County of Aurora*
- Colorado Springs, Colorado – *Fiscal Analysis of Annexation*
- Mesa County, Colorado – *Fiscal Impact Analysis of Growth Scenarios*
- Westminster, Colorado – *Fiscal Impact Model*
- Deerfield Beach, Florida – *Fiscal Impact Analysis of Annexation Areas*
- Kissimmee, Florida – *Fiscal Impact Analysis of Annexation Areas*
- Plant City, Florida – *Fiscal Analysis of Annexation*
- Hernando County, Florida – *Fiscal Impact Analysis*
- Hillsborough County, Florida – *Fiscal Impact Analysis of Current Land Use Trend*
- Columbus, Georgia – *Fiscal and Economic Annexation*
- Suwanee, Georgia – *Fiscal Analysis of Annexation Alternatives*
- Lawrence, Kansas – *Fiscal Impact Analysis of Growth Scenarios; Cost of Land Uses Study*
- Carroll County, Maryland – *Fiscal Impact Analysis of Growth Scenarios*
- Coon Rapids, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study)*
- Cottage Grove, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study*
- Minneapolis, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study*
- St. Paul, Minnesota – *Fiscal Impact Analysis of Growth Scenarios (Metro Council Study*
- West Windsor, New Jersey– *Fiscal Impact Analysis of T.O.D. Project and TIF Analysis*
- Edison, New Jersey – *Fiscal Impact Analysis of T.O.D. Project and TIF Analysis*
- Wilson, North Carolina – *Cost of Land Use Analysis and Revenue Strategies*
- Wilmington, North Carolina – *Fiscal Impact Analysis of Urban Services Provision*
- New Hanover County, North Carolina – *Fiscal Impact Analysis of Urban Services Provision*
- Dublin, Ohio – *Fiscal Impact Analysis of Annexation Areas*
- Oklahoma City, Oklahoma– *Fiscal Impact Analysis of Growth Scenarios; Fiscal Impact Model*
- Beaufort County, South Carolina – *Fiscal Impact Analysis of North Beaufort Plan*
- Shelby County, Tennessee – *Fiscal Equity Study*
- Germantown, Tennessee – *Fiscal Impact Analysis of Annexation Alternatives*
- Draper City, Utah – *Fiscal Analysis of SunCrest Development*

PUBLICATIONS

- “Next Generation Impact Fees,” American Planning Association Planners Advisory Memo
- *Fiscal Impact Analysis: Methodologies for Planners*, American Planning Association.
- *Planning and Urban Design Standards,* American Planning Association, Contributing Author on Fiscal Impact Analysis.
- “Fiscal Impact Analysis: How Today’s Decisions Affect Tomorrow’s Budgets,” ICMA Press.
- “The Cost/Contribution of Residential Development,” Mid-Atlantic Builder.
- “Are Subsidies Worth It?” Economic Development News & Views.
- “Smart Growth and Fiscal Realities,” ICMA Getting Smart! Newsletter.
- “The Economics of Density,” AICP Training Series, 2005, Training CD-ROM (APA).

Julie Herlands, AICP, Vice President

Julie Herlands is Vice President of TischlerBise and has over 20 years of planning, fiscal, and economic development experience. Prior to joining TischlerBise, Ms. Herlands worked in the public sector in Fairfax

County, Virginia, for the Office of Community Revitalization and in the private sector for the International Economic Development Council (IEDC), Advisory Services and Research Department. Her economic and fiscal impact experience includes a wide-range of assignments in over fifteen states. She is a frequent presenter at national and regional conferences including serving as co-organizer and co-presenter at a half-day AICP Training Workshop entitled Fiscal Impact Assessment at the APA National Planning Conference. A session on impact fees and cash proffers presented at the APA National Conference is available through the APA training series, *Best of Contemporary Community Planning*. She is the immediate past Chair of the Economic Development Division of the APA and **chaired the APA Task Force on Planning and Economic Development.**

EDUCATION
M.C.P., University of Maryland
B.A., Political Science, University of Buffalo

SELECTED FISCAL IMPACT ANALYSIS EXPERIENCE

- Queen Creek, Arizona – *Fiscal Impact Analysis of Growth Scenarios; Fiscal Impact Analysis of Development Project*
- Napa County, California – *Fiscal Equity Study*
- Aurora – *Feasibility Study of City-County Formation*
- Windsor, Connecticut – *Fiscal Impact Analysis of Development Project*
- Lake County Schools, Florida – *Cost of Land Use Study; Revenue Strategies*
- Osceola County, Florida – *Strategy for a Sustainable Future: Fiscal Sustainability in Osceola County*
- Sarasota County, Florida (Lindvest; Neal Communities) – *Fiscal Impact Analysis of Development Project*
- Stuart, Florida – *Capital Improvement Plan and Impact Fee Study*
- Shreveport Metropolitan Planning Commission of Caddo Parish, Louisiana – *Fiscal and Economic Impact Analysis of Growth Scenarios*
- Anne Arundel County, Maryland – *Fiscal Impact Analysis of Growth Scenarios; Revenue Strategies; Fiscal Model*
- Rouse Company/Howard County (Columbia), Maryland – *Fiscal Impact Analysis of Development Project*
- Snow Hill, Maryland – *Fiscal Impact Analysis of Development Project*
- State of Minnesota – *Fiscal Disparities Program Study*
- Lincoln County, Nevada – *Cost of Land Use Study; Revenue Strategies; Fiscal Model*
- North Las Vegas, Nevada – *Cost of Land Use Study*
- Nye County/Town of Pahrump/Nye County Schools, Nevada – *Cost of Land Use Study; Fiscal Impact Analysis of Growth Scenarios*
- University of North Carolina-Chapel Hill, North Carolina – *Fiscal and Economic Impact Analysis of Development Project; Fiscal Model; Multijurisdictional Study*
- Bexar County, Texas – *Fiscal Impact Analysis of Annexation and Incorporation*
- Coppell, Texas – *Fiscal Impact Analysis of Development Project*
- Georgetown, Texas – *Fiscal Impact Models for Development Project and Citywide Analysis*
- Henrico County, Virginia – *Fiscal Impact Analysis of Growth Scenarios; Fiscal Model*

- Leesburg, Virginia – *Fiscal Impact Analysis of Growth Scenarios; Fiscal Impact Analysis of Annexation; Fiscal Model*
- Somerset Homes/King George County, Virginia – *Fiscal Impact Analysis of Development Project*

PUBLICATIONS

- "Land-Value Capture for Community Benefits," 2018 APA Learn Online Course
- "Should Impact Fees Be Reduced in a Recession?" Economic Development Now, 2009, IEDC.
- "Agreements, Fees, and CIP," The Best of Contemporary Community Planning, 2005, Training CD-ROM, APA and Lincoln Institute of Land Policy.

Benjamin Griffin, Senior Fiscal/Economic Analyst

Benjamin Griffin is the Senior Fiscal and Economic Analyst at TischlerBise with specialties in finance and economic development planning. Prior to joining TischlerBise, Mr. Griffin worked for the New Orleans Business Alliance (NOLABA) — the non-profit agency tasked with leading economic development initiatives for the City of New Orleans. Mr. Griffin also worked for the Jefferson Parish Planning Department where he gained experience in the short-range planning division. Since joining TischlerBise, Mr. Griffin has worked on fiscal analyses, market analyses, capital improvement plans, development impact fees, and revenue strategies for local governments in sixteen states.

EDUCATION

M.A., Urban and Regional Planning, University of New Orleans
B.B.A., Finance, University of Mississippi

SELECTED FISCAL IMPACT ANALYSIS EXPERIENCE

- Bryan, Texas – *Fiscal Analysis of Annexation Study*
- El Portal, Florida – *Fiscal Impact Study*
- Falls Church, Virginia – *Fiscal Impact Model*
- Frederick County, Virginia – *Cost of Land Use Study*
- Goochland County, Virginia – *Cost of Land Use Study*
- Harris County, Texas – *Regional Governance Structure Study*
- Hanover County, Virginia – *Fiscal Impact (Expenditures) Study*
- Henderson, Nevada – *Fiscal Impact Study*
- Idaho Falls, Idaho – *Fiscal Impact Model*
- Lake Tahoe, California – *Fiscal Impact Study*
- La Plata County, Colorado – *Cost of Land Use Study*
- Little Rock, Arkansas – *Fiscal Impact Study*
- Nassau County, Florida – *Fiscal Impact Model*
- New Castle County, Delaware – *Cost of Land Use Study*
- North Myrtle Beach, South Carolina – *Fiscal Impact Study*
- Portsmouth, Virginia – *Economic & Fiscal Impact Study*
- Shreveport-Caddo Parish, Louisiana – *Revenue Structure Study*

Section 3: **Project Approach**

Project Understanding

Peachtree City is seeking a qualified consultant to undertake a comprehensive look at the potential of annexing areas outside of the City. The City is right to be cautious regarding potential annexation due to the difficulty in determining the costs associated with providing municipal service and facility levels to new annexed areas. Compared to determining the costs, the revenue that accrues to a municipality is relatively easy to determine. Factors that influence the fiscal sustainability of annexations are numerous. These factors include the amount of development potential on remaining vacant land, the timing and/or staging of remaining development potential, assessed value of the existing development base, local and state revenue structures, local levels of service, potential loss of utility revenue, and the remaining capacity of existing capital facilities. Given these factors, it is important for this type of analysis that the methodology and data withstand close scrutiny. Therefore, TischlerBise believes the case study-marginal approach is imperative for this assignment.

When many communities attempt to evaluate the fiscal impact of potential annexation areas, a common mistake is to estimate the initial increase in revenues and costs incurred in year one of the annexation—without considering additional development that is likely to occur over time. Failure to consider the impact of an annexation area over time can prove fiscally devastating to a community. That is why it is beneficial to prepare a series of development scenarios to compare and contrast over time. The variables to include in the development of scenarios include population, housing units by type, jobs by type, and nonresidential square feet.

Once the annexation scenarios have been developed, we recommend these scenarios be applied to geographic subareas, or Fiscal Analysis Zones. These Fiscal Analysis Zones should be based on natural features such as topography; man-made features such as roads; or character of land use (residential area versus nonresidential area). By showing the results geographically, the community can be selective in prioritizing and pursuing annexation areas. The results may indicate that, for example, Area A is fiscally more attractive for annexation because of existing infrastructure; whereas Area B would require a significant investment in infrastructure extensions.

Project Approach

The fiscal analysis conducted by TischlerBise will be prepared specifically for Peachtree City's budgetary conditions and unique characteristics of the City. This will allow the model developed for this assignment to reflect the fact that the City is unique in terms of existing (and future) demographics, land use mix, infrastructure needs, and associated operating costs. We believe that this approach represents the true cash flow to the public sector and will provide an analysis of potential annexation scenarios that is grounded in fiscal reality. Our project plan will ensure the following items:

- Constant collaboration with City staff to ensure a consensus approach while minimizing staff resources during the data collection tasks of the study.
- Estimates of existing development within each annexation area.

- Given the "new economic normal," realistic forecasts of any future residential and nonresidential development.
- Determination of the appropriate indicators of demand, projection methodologies, and appropriate/relevant level of service and cost and revenue factors for all City revenues and expenditures.
- Preparation and presentation of findings and results that are easy to understand and explain to stakeholders.
- Developing annexation plans for service.
- Evaluating implementation strategies that lead to fiscal sustainability.

Factors relative to new development in Peachtree City that influence the City's cost to provide infrastructure and services to annexation areas include the geographic location, timing or phasing, and the density (which influences the physical form of the development pattern). These factors indirectly influence other factors that must be considered when developing the fiscal model. For example, the physical development pattern influences the design of the street network (grid versus curvilinear), and the density and geographic location can have an influence on transportation choices (e.g., availability of transit, other multimodal options). Another factor that must be considered is the potential cost of any intervention strategies required to implement a desired annexation scenario. An example is public investment in infrastructure to implement economic development goals, which may take an extended time period to recoup the upfront investment.

Since the average cost approach focuses on the average cost per capita or in some cases per capita and job, it does not consider the available capacities of existing capital facilities and is difficult to reflect the cost differentials associated with the factors discussed above. In addition, it masks spatial relationships and the timing of additional facilities required to serve annexation. A major advantage of the case study-marginal approach is greater accuracy in forecasting short-term impacts of growth and policy decisions.

Utilizing the City's Police Department as an example, the average cost approach would divide the expenditure for Police by population and possibly employment to arrive at a figure, say $21 per person. This cost would occur regardless of any spatial distribution. From a capital facility perspective, the case study-marginal approach would reflect whether the location and size of growth results in the need for additional Police substations or the establishment of new districts or "beats" that require additional staffing from day one to meet levels of service relative to response times. If it is determined that current resources are sufficient, Police costs would increase commensurately with the projected increase in calls for service resulting from each annexation scenario modeled for the City.

Geographic Information Systems (GIS) Support. Recognizing the value and importance of GIS technology in data management, planning, and analysis, TischlerBise has several GIS professionals who offer these services to our clients. This multidisciplinary expertise enables us to utilize ArcGIS tailored to the specific requirements of the project objectives. We offer a team of experienced GIS practitioners who understand the full system development life cycle and the importance of approaching each project systematically in this regard. We can identify user needs, combining level and types of data needed to gain the maximum possible benefit from the analytical capabilities of your GIS. We have the expertise to apply GIS tools and techniques to make use of various levels of network, demographic, and land use information to produce a single output relating to a user-defined concept.

Public Engagement. The City's RFP did not prescribe a specific public outreach approach or a specific number of meetings, so we proposed what we have seen as the "typical" public engagement outreach with previous annexation-related engagements. Like most of our clients, we assume Peachtree City has established public engagement processes that are used for other planning projects. Our approach is to integrate into the City's tried and true processes and work collaboratively with staff on the process. We recommend the following set of roles for collaboration in preparing for and conducting public meetings to support the planning effort. This approach uses consultant team resources to achieve the objectives for engagement assistance, while reducing demand for consultant resources where City staff are more than capable of carrying out required tasks.

- TischlerBise's Role
    - Develops strategy/approach to public meetings and meeting activities
    - Develops messaging in partnership with City for publicity/outreach materials for events
    - Facilitates meetings and provides consultant support at meetings when specific expertise is needed, with an eye toward limiting consultant on-site presence to only those team members directly needed to engage in the effort
    - Prepares meeting materials (presentations, handouts, etc.)
    - Prepares documentation of public meeting outcomes
- City Staff's Role
    - Reviews documents related to the meeting approach and meeting materials, providing comments to TischlerBise
    - Prepares social media posts, flyers, news releases for publicity and outreach for events using messaging content prepared in partnership with TischlerBise
    - Manages logistics of securing venue, including any associated costs
    - Manages printing of materials and associated costs
    - Digitizes any hard copy inputs from public meetings (care will be taken to minimize this type of effort)

Scope of Work

The following is our suggested Scope of Work for this assignment. We have designed this work plan to be responsive to the City's needs and specific circumstances.

TASK 1: PROJECT INITIATION / DATA ACQUISITION

During this task, we will meet with Peachtree City staff and City Council to establish lines of communication, review and discuss project goals and expectations related to the project, review the project schedule (and revise if necessary), and to request data and documentation related to the project. The purpose of this initial discussion is outlined below:

- Review and refine work plan and schedule;
- Assess additional information needs and required staff support;

- Identify and collect data and documents relevant to the analysis; and
- Identify any relevant policy issues.

Familiarization with Study Area. Once we receive notice to proceed, TischlerBise will begin gathering information and establishing a working relationship between the project team and City staff. Some work can be completed in the time leading up to the Project Initiation meetings through conference calls and web meetings.

Meetings: One on-site visit to conduct meetings with City departments.

Deliverable: Data Request Memorandum.

TASK 2: CONFIRM FUTURE ANNEXATION SCENARIO(S)/LAND USE PROFILES

In this task TischlerBise, in concert with City staff, will develop a base case annexation scenario, as well as well as several other alternative annexation scenarios to evaluate in the fiscal modeling. As part of this task, our team will conduct a "brainstorming" session to help define the parameters of each scenario as well as determine what intervention strategies (e.g., implementation of infrastructure policy, financing tools, etc.) might be required by the City and/or other parties to implement a particular annexation scenario. Each scenario will be defined in terms of:

- Dwelling units by type, including affordable units
- Population
- Nonresidential development by type
- Employment by type

Development of Land Use Profiles for Each Annexation Scenario. To ensure the optimum inputs to the fiscal impact model developed for this assignment, TischlerBise, with some assistance from City staff, will develop specific assumptions for each land use type. For residential land uses (if applicable), these factors include persons per household, lot size, assessed value, street frontage, vehicle trip and trip adjustment factors, and average trip length. From a nonresidential perspective this will include employment densities, vehicle trip generation rates and adjustment factors, trip lengths, street frontage, etc. These factors will serve to refine the costs and revenue factors by scenarios and geographic location. For example, average daily vehicle trip generation rates are likely to be greater on the suburban fringe areas of Peachtree City versus the downtown core.

Meetings: One (1) onsite meeting with City project management team and relevant City staff.

Deliverables: Technical Memorandum Outlining Annexation Scenarios and Associated Assumptions.

TASK 3: DEVELOP COST, REVENUE, & LEVEL-OF-SERVICE FACTORS

Departmental Interviews. In this task, we will conduct onsite interviews with City personnel to confirm our understanding of the departmental structure and scope of operations, discuss facility and geographic-related variable costs and other operating expenses, and discuss and finalize methodologies for forecasting future demand for services and facilities resulting from annexation. As indicated elsewhere in this proposal, we recommend primarily using a case study-marginal methodology with some services projected using an average cost methodology to ensure that all relevant costs are captured in the analysis. Based on these interviews and information in City budgetary documents, we will determine the fixed, variable, and semi-variable operating and capital costs for all relevant services and facilities. The demand sources for the various services and facilities will vary by activity and department. This experience allows us to facilitate meaningful conversations with service providers and identify cost drivers for specific services that can vary due to the unique characteristics of a jurisdiction and the annexation area.

In determining capital facility costs resulting from annexation, we are likely to utilize one of two approaches, depending on data availability and discussions with staff. One approach will be direct entry of capital facility information, if it is known, through budget and financial information that the facility will be constructed and will partially or fully serve the annexation area. A second is for the fiscal impact model designed for this assignment to calculate the need for new capital facilities as a function of existing available capacities and projected growth from the project. These new facilities would be constructed based on criteria established between TischlerBise and staff. For example, the "prototypical" community park is 10 acres, once the increment of new population reaches the threshold of a 10-acre park (based on current levels of service), the fiscal model will "build" a 10-acre park.

Development of Cost Factors. Information obtained during the interviews, discussions with City project management team and from the budget and financial documents will be used to establish the different cost components for the various service providers—including both facility and non-facility related operating expenses, as well as methodologies for forecasting future capital facility needs and associated operating expenses.

Meetings: Two (2) on-site visits to meet with various City departments.

Deliverables: See Task 4.

TASK 4: PREPARE COST, REVENUE, & LEVEL-OF-SERVICE FACTOR MEMORANDUM

Information obtained during the previous task will be prepared in a Cost, Revenue, and Level-of-Service Factor Memorandum. This memorandum will show the different cost components for the various City service providers, including both facility related - and non-facility-related operating expenses, methodologies for forecasting future capital facility needs, and associated operating expenses. The memorandum will also cover revenue sources and associated projection methodologies.

Meetings: One (1) meeting with City staff to present the Cost, Revenue, and Level-of-Service Factor Memorandum.

Deliverable: Draft and Final Memorandum outlining Cost, Revenue, and Level-of-Service Factors.

TASK 5: DEVELOP FISCAL IMPACT MODEL AND PRESENTATION OF INTERIM (PRELIMINARY) FISCAL FINDINGS

Based on the methodologies and factors developed as part of the previous tasks, we will develop the fiscal impact model for this assignment and analyze the fiscal impacts of annexation over a 20-year time horizon. The model will project *all* City tax-supported revenues (one-time and recurring) attributed to the new/existing development, *all* City tax-supported operating and capital impacts, and net fiscal results for each annexation scenario. Once the fiscal impact model is complete, TischlerBise will present the interim findings to City Administration and City Council if desired.

Meetings: One (1) meeting with City Administration/City Council to discuss preliminary results.

Deliverable: PowerPoint Presentation of Interim Fiscal Findings.

TASK 6: PREPARE ANNEXATION FISCAL IMPACT REPORT/PRESENTATIONS

Based on feedback received as part of the previous Task, TischlerBise will prepare the Final Fiscal Impact Analysis Report that describes in succinct fashion the findings from our fiscal analysis. The differences between the scenarios will be analyzed and described thoroughly. It is anticipated the report will contain the following:

- Executive Summary
- Summary of Growth Scenarios and Demographic/Socioeconomic Factors
- Annual Fiscal Impact Results by Annexation Scenario (Years 1-10, 11-20 and 1-20)
- Average Annual Fiscal Impact Results by Annexation Scenario
- Major Revenue Findings
- Major Capital Cost Findings
- Major Operating Expense Findings

The report will be a stand-alone document, clearly understood by all interested parties. The Executive Summary will be a valuable instrument for elected officials and the community at large. The analysis will address each scenario and will present all the major findings and the reasons for the results. These will include issues regarding differences among the scenarios, staging, and other issues. After Client review, the final report will be issued.

Meetings: One (1) presentation to and audience designated by the City.

Deliverables: Annexation Fiscal Impact Analysis Report/Presentations.

TASK 7: PREPARE ANNEXATION PLAN

Based on the discussions held with City staff and the City Council in the previous task, TischlerBise will prepare the Recommended Annexation Plan, which will include a matrix that highlights pros and cons of the annexation alternatives based largely on the fiscal findings but will also incorporate criteria developed by TischlerBise and City staff. TischlerBise will also identify potential obstacles to annexation, land use/zoning priorities, capital infrastructure plans and projects, and a recommended overall phasing schedule.

The report will present all of the major findings and the reasons for the results, including:

- Establishing base year costs and revenues and develop a base year budget for the area(s) to be annexed.
- Estimating the startup and ongoing costs to provide all municipal services currently provided by the Peachtree City to its current residents.
- Analyzing the estimated costs for all municipal services. This should be based upon the level of service that the City provides elsewhere in the City.
- Recommended parcels and phasing plan for annexation.
- Recommendations regarding best practices for community outreach for pursuing annexation.

Meetings: One (1) presentation to discuss the findings from our analysis.

Deliverables: Draft/Final Annexation Plan; Presentation Materials as Appropriate.

TASK 8: PUBLIC PRESENTATIONS

TischlerBise will present the findings of the study at two (2) public meetings, one to the Mayor and Council and the other at a public meeting, planned in conjunction with City staff. These presentations will include technical findings as well as recommendations on best practices for community outreach on annexation, as applicable.

Meetings: Two (2) public forums.

Deliverables: Presentation materials as appropriate.

Section 4: Project Management and Quality Assurance

Project Schedule

The table below indicates our proposed schedule for this assignment, assuming a Notice to Proceed is issued July 7, 2025.

PROJECT SCHEDULE FOR ANNEXATION PLAN			
Tasks	**Anticipated Timeframe**	**Meetings***	**Deliverable**
Task 1: Project Initiation / Data Acquisition	July, 2025	1	Data Request Memorandum
Task 2: Confirm Future Annexation Scenario(s)/Land Use Profiles	July - August, 2025	1	Technical Memorandums Outlining Annexation Scenarios and Associated Assumptions
Task 3: Develop Cost, Revenue & LOS Factors	July - October, 2025	2	See Task 4
Task 4: Prepare Cost, Revenue & LOS Factor Memorandum	October - November, 2025	1	Draft and Final Memorandum outlining Cost, Revenue, and Level-of-Service Factors
Task 5: Develop Fiscal Impact Model and Presentation of Interim Fiscal Findings	October - December, 2025	1	PowerPoint Presentation of Interim Fiscal Findings
Task 6: Prepare Annexation Fiscal Impact Report/Presentations	December, 2025 - January, 2026	1	Annexation Fiscal Impact Analysis Report/Presentations
Task 7: Prepare Annexation Plan	February - April, 2026	1	Draft/Final Annexation Plan; Presentation Materials as Appropriate
Task 8: Public Engagement	January - March, 2025	2	Presentation Materials as Appropriate

*Some meetings are between Tasks.

Internal Communications

An essential component of these efforts is frequent, ongoing, and meaningful communication between the consultant team and staff. TischlerBise is known for its hands-on approach, with face-to-face meetings, frequent conference calls, and ongoing email communications as an integral part of our work scope. The specific strategy is to use the Work Scope and Schedule to manage the project. It is recommended that the City identify a staff Project Manager who serves as a point person between the consultant team and the City. It is also recommended that a staff working group/technical committee be identified to provide feedback throughout the study process. This enables effective and efficient processes as well as keeps relevant staff apprised of the study's progress and content.

Accessibility

TischlerBise will attend pre-scheduled meetings with City staff in person deploying staff from our main office in Maryland. TischlerBise staff regularly travel to our national client base without incident and occasionally will utilize regional trips to add additional unscheduled trips to clients. TischlerBise's regular and repeat work in Georgia and the Southeast affirms our flexibility and ability to accommodate schedules. Our Project Team will be available via email and phone throughout the study, and our accessibility and availability will continue throughout the term of the Agreement. We encourage you to consult our references regarding our superior accessibility and availability.

Project Management Approach

TischlerBise utilizes a project management process which ensures our projects are completed on time and within budget, and, most importantly, they yield results that match our clients' expectations. Our project management plan employs the following principles to mitigate potential risk and result in successful projects:

- **Risk: Lack of Understanding of Project Goals, Objectives, and Desired Outcomes**
  - **Mitigation: We begin by defining the project to be completed.** Based on discussions that occur as part of our Project Initiation task, Carson Bise, along with Julie Herlands, will identify the final project goals and objectives in collaboration with City staff, list potential challenges to the process, and develop a plan to ensure successful outcomes and effective communication.
- **Risk: Schedule Delays**
  - **Mitigation: We will plan the project schedule from the outset.** As part of the Project Initiation task, Mr. Bise and Ms. Herlands will work with City staff to create an agreed-upon timetable to meet the project schedule. Prior to beginning the project, Mr. Bise will assign roles that will ensure that the project schedule is met on time and within budget.
- **Risk: Technical Complications**
  - **Mitigation: We will actively manage the project process.** Mr. Bise and Ms. Herlands have a long history of strong project management skills that are supported by past project successes (we encourage you to contact our references in this regard). Mr. Bise will manage the work in progress, provide guidance and oversight to staff, and be accountable to the City meeting the schedule, budget, and technical requirements of the project.
- **Risk: Quality Control**
  - **Mitigation: We will review all project deliverables and communication through a formal quality assurance process** that requires review at the peer level, project manager level, and executive officer level. Prior to the delivery of work product to the City, deliverables will go through a structured quality assurance process involving up to three levels of review and utilizing a checklist tool. The first level involves a peer-to-peer review of work products and computer models. Next, Mr. Bise, assisted by Ms. Herlands, will be responsible for a second set of reviews comparing the work product to the completed quality checklist form.
- **Risk: Cost Overruns**
  - **Mitigation: This assignment will be conducted under a fixed fee arrangement**. We typically do not utilize change orders in our work efforts. The potential for a change in budget could occur if the goals, objectives, and expectations as agreed upon in the scope and project management processes shift significantly. The use of the above proactive project management elements is structured to avoid budgetary issues.

Section 5: **Cost**

The following table presents our proposed project fee schedule for this assignment and encompasses all tasks, meetings, and deliverables. Please note that this is a fixed fee proposal and includes direct expenses related to the project with no overhead mark-up.

PROPOSED FEE SCHEDULE FOR PEACHTREE CITY

Project Team Member:	Bise	Herlands	McAweeney	Total	
Job Title:	Principal in Charge	Project Manager	Project Analyst	Hours	Cost
Hourly Rate*	$265	$235	$215		
Task 1: Project Initiation / Data Acquisition	8	8	0	16	$4,000
Task 2: Confirm Future Annexation Scenario(s)/Land Use Profiles	4	24	12	40	$9,280
Task 3: Develop Cost, Revenue & LOS Factors	12	40	24	76	$17,740
Task 4: Prepare Cost, Revenue & LOS Factor Memorandum	8	24	16	48	$11,200
Task 5: Develop Fiscal Impact Model and Presentation of Interim Fiscal Findings	8	40	16	64	$14,960
Task 6: Prepare Annexation Fiscal Impact Report/Presentations	4	48	4	56	$13,200
Task 7: Prepare Annexation Plan	10	48	20	78	$18,230
Task 8: Public Engagement	24	16	4	44	$10,980
TOTAL	***78***	***248***	***96***	***422***	***$99,590***

* Hourly rates are inclusive of all costs.

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carson@tischlerbise.com

Idaho Office:
999 Main Street #100 |
Sandpoint, ID 83864

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Jonathan Miller, Public Works Director	5/30/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	Motorized Cart Decal Placement	

Recommendation:
No action required as of this time.

Discussion:
The Transportation Advisory Group has conducted research and community outreach discussions regarding the placement of the registration decals on golf carts. The consensus of the Transportation Advisory Group is that decals should be located on the front and rear of carts. The attached presentation outlines the purpose, methodology, and recommendations for the change in placement of registration decals.

If Council is interested in moving forward with this recommendation, staff will research cost, implementation process and ordinance review.

Budget Impact:

Attachments:
1. Motorized Cart Decal Revisions

Motorized Cart Registration Revisions

Presented by
TAG Members
Public Works Director Jonathan Miller

Transportation Advisory Group

City Council Work Session
June 5, 2025

Purpose

Discuss and recommend a potential new decal location & implementation strategy for golf carts

City Manager Initial Tasks to the TAG
October 8, 2024

TAG Review of Cart Decal Requirements

Current Situation

Recommendations
- Summary
- Validation of Need

Requirements Review
  - Current City Ordinance
  - Georgia Code Authority
  - Other States Registration Requirements & Examples
  - Other Georgia City or County Requirements

Implementation Strategy

Current Situation

- Many residents complain of multi-use path system safety issues and crashes that cannot be investigated due to location of registration decals on the side of carts fleeing the scene. No photos possible.
- Community perception that reckless cart driving is encouraged by lack of accountability and ability to avoid responsibility for actions.
- The 2021 Multi-Use Path System Advisory Group (MUPSAG) recommended moving cart decals to front and rear.
- 2022-2023 City Code Enforcement experimented with front/rear decals mounted on license plates.
- City Council interest in reviewing cart decal registration requirements.

TAG Recommendations

Update Motorized Cart Registration Requirements
- Change from two decals displayed on sides to front and rear of cart
- Implement in 2026 (Fall 2025) with next registration cycle

Validation of Need
- Consensus changing the location of decals, based also on discussions with other community residents
- Common sense response to encourage safe path behaviors; enhance incident response and crash investigation capacity
- Georgia standard for rear plates on all motorized vehicles operated on streets

State Review of Cart/PTV Registrations

All 50 States have operational definitions & restrictions

- Some also allow local governments to permit for street use

At least 7 other States have unique or specific cart license display requirements

- Alabama – Plate
- California – Plate
- Florida – Plate
- Georgia – *Not Specified for Personal Transport Vehicles (PTV)*
- Louisiana – Decal
- New Hampshire – Decal
- South Carolina – Plate
- Texas – Plate

14 additional States include carts with Low Speed Vehicles requiring plates

Bottom Line: It's not an *impossible* requirement elsewhere to implement locally

Example Cart License Plates

Other Georgia PTV Registrations with Decal Locations

LOCAL DECAL STANDARDS

- Brooks - No Ordinance
- Fayette County - Not Specified
- Fayetteville - Not Specified
- Peachtree City - Both Sides
- Senoia - Both Sides
- Tyrone - Not Specified

IMPACT OF CHANGE

City would be the 1st in Georgia

Other communities may follow Peachtree City lead

OTHER GA CITIES *

- Augusta - Drivers Side
- Canton - Sides or Windshield
- Carrollton - Front Windshield
- Glynn County - Driver Side
- Griffin - On Each Side
- Milton - Driver Side
- Monroe County - Not Specified
- Perry - Not Specified
- Rome - Left Rear
- Roswell - Not Specified
- Woodstock - Driver Side Rear Fender

*Note: GDOT & other municipalities using the PTV term to describe motorized carts since Georgia Code was amended in 2014 Ga. Laws 629,§ 10, eff. 7/1/2014.

Example Window Placement Option

Example Rear Bumper Placement Option with Decal on Standard License Plate

Implementation Strategy

- City Council guidance for revisions to the City Ordinance for Motorized Cart Registration [Chapter 78/Art. III Sec. 78-92]

- Ordinance Revisions: City Staff prepares proposed updates

- After Council Approval of Ordinance Revision:
  - 2026 registration materials preparation
  - New decal production
  - Local cart dealer materials
  - Public affairs on the change and sharing installation instructions
  - Consider community cart safety days with dealers to assist with installation

BACK-UP SLIDES

Historic Background

Prior to 1973:

- Any operator of a golf cart or motorized cart intending to drive on any Georgia local streets or roads was required to register and was considered as a motor vehicle, to include obtaining a title, tags, proof of insurance and safety inspection.
- Paths in Peachtree City were designated as bicycle trails and prohibited cart operation to comply with the Georgia Code.

1973 Georgia Assembly:

- Revised the Georgia Code to drop state level registration, tags, proof of insurance and safety inspection for motorized carts.
- Allowed local governments to designate local streets and roads for cart use.

Peachtree City Ordinance Review

July 1973 City Ordinance:

- City Council adopts the revised State Uniform Traffic Code.
- All local city streets considered safe for use of motorized carts
- Crossing of State Highways prohibited

April 1977 City Ordinance Revision:

- Required annual registration of carts for a $1.00 fee for which a numbered decal will be affixed to the cart in a prominent and uniform position on the vehicle for identification purposes.
- Registration also required a safety inspection and proof of liability insurance.

June 1977 City Ordinance Revision:

- The April 1977 changes were rescinded, to include local registration.

Peachtree City Ordinance Review

<u>May 1993 City Ordinance:</u>

- All golf carts must be registered.
- $10.00 fee includes two decals.
- $5.00 transfer fee
- Date of required registration to start September 1, 1993
- Requiring liability insurance considered but not adopted due to senior residents not having driver’s licenses.

<u>1994 City Ordinance:</u>

- LSMV added to permitted path users, provide that the vehicle is operated only in a mode or other restriction which does not allow the vehicle to exceed 20 miles per hour.
- Un-registered LSMV prohibited.

Peachtree City Ordinance Review

<u>2002 Georgia Assembly:</u>

- 40-6-331. Local ordinances shall not require motorized carts to meet any requirements of general law as to registration, inspection, or licensing; provided however that a local governing authority may, by ordinance, require the registration and licensing of such carts operated within its boundaries for a fee not to exceed $15.00.
- Does not apply to carts owned by golf courses, country clubs or other such organized entities available to the public on a rental basis.

Peachtree City Ordinance Review

<u>September 2005 City Ordinance:</u>

- Registration/transfer requirements update effective 2006.
- Every electric or motorized cart must be registered. Two numerical decals shall be issued upon registration. The decals must be affixed to the sides of the cart in such a manner as to be fully visible at all times.
- Resident Fee $12. Registration periods shall occur every five (5) years.
- Non-Resident Fee. Annual registration/user fee $60.
- Transfers. $5.
- Special events may be waived registration.
- Rental carts. Each establishment renting carts shall be required to register each such rental cart.
- LSMV. Must be legally registered according to Georgia Code.

Peachtree City Ordinance Review

September 2017 City Ordinance:
(1) Registration fee. The registration fee shall be $15.00 per year for each cart. Registered carts shall display the required numbered decal issued by the finance division.

(2) Nonresident user fee. In addition to the registration fee, an annual path system user fee shall be established by the mayor and city council and be charged for each cart registered by nonresidents of the city. The nonresident fee is due by January 31 each year and shall be paid annually until such time as the cart is released and decals are returned to the city.

Peachtree City Ordinance Review

September 2017 City Ordinance:

(3) Assessment and proration of fees.

a. Resident registration fees shall be assessed as follows:

1. Registration year: $45.00 (for the subsequent three-calendar year period);
2. Year 1 - $45.00 ($30.00 on or after July 1);
3. Year 2 - $30.00 ($15.00 on or after July 1);
4. Year 3/new registration year - $15.00 ($45.00 for subsequent three-year period after registration renewals commence).

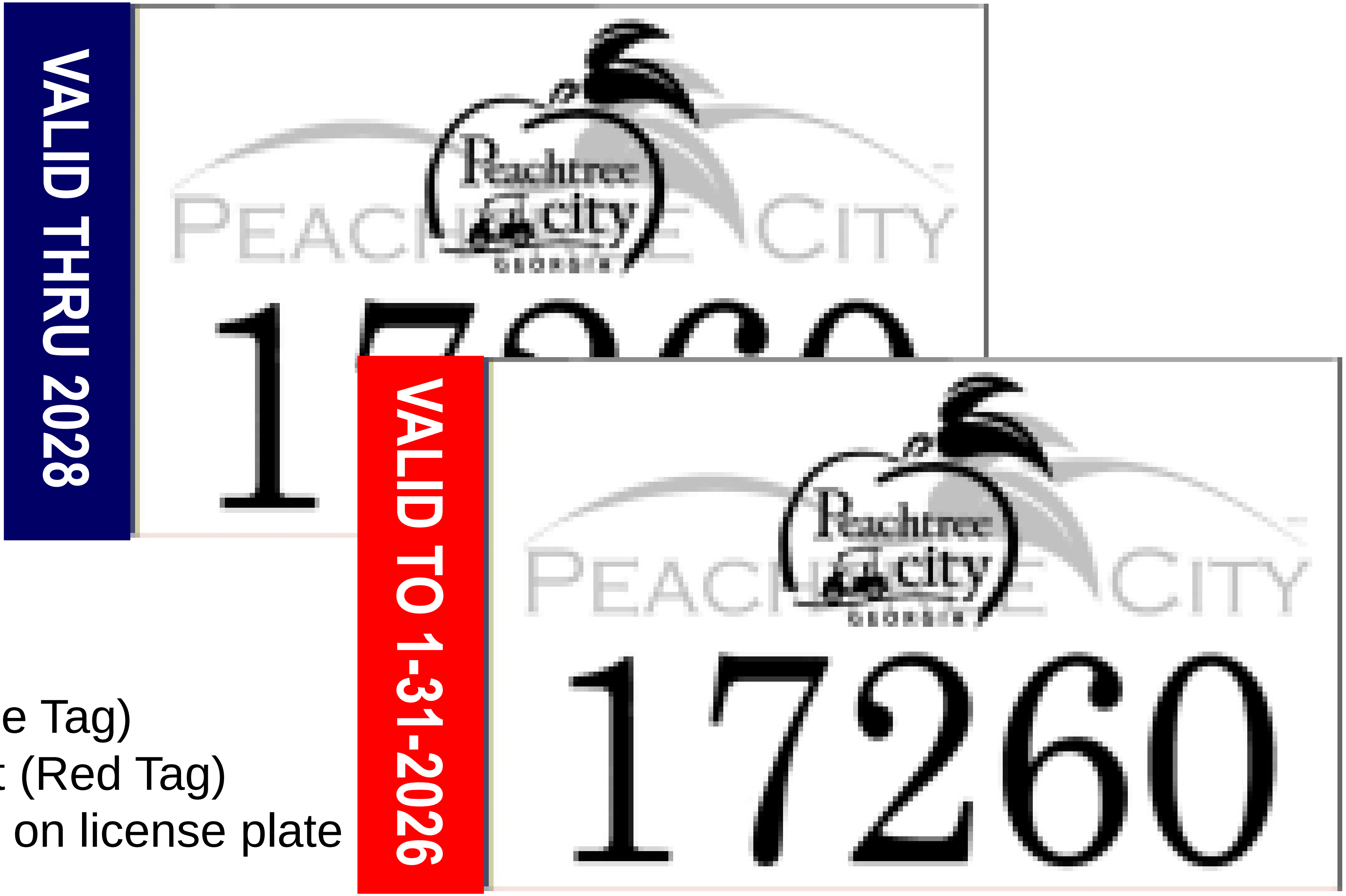
b. Nonresident fees shall be assessed annually and shall be due by January 31 of the calendar year covered. The nonresident fee shall be prorated for carts purchased after January 31 of the first calendar year of ownership as follows:

1. Registration on or after April 1 - 75 percent;
2. Registration on or after July 1 - 50 percent;
3. Registration on or after October 1 - 25 percent.

Current Cart Registration Decal Dimensions

Resident (Blue Tag)
Non-Resident (Red Tag)

Potential Future Cart Registration Decal Positions



Resident (Blue Tag)
Non-Resident (Red Tag)
moved to fit on license plate

Current City Ordinance

ARTICLE III. - MOTORIZED CARTS

Sec. 78-91. - Findings; definition.

Motorized cart means every motor vehicle having no less than three wheels and an unladen weight of 1,300 pounds or less and which cannot operate at more than 20 miles per hour.

Sec. 78-92. - Registration/decal/transfer requirements.

(a) *Motorized carts*. It shall be the duty of every owner of an electric or gasoline-powered *motorized cart* that is operated over the recreation paths and streets and those areas accessible by the public within the corporate limits of the city to register the *cart* with the city within ten business days of the date of purchase. Two numerical decals shall be issued upon registration; and a record of each motorized cart number, along with the name and address of the owner, shall be maintained by the finance division. The decals must be affixed to the sides of the *cart* in such a manner as to be fully visible at all times. The failure to have a current registration and decal on a motorized cart shall be a violation of this section and subject the owner of such cart to the penalties set forth in section 1-11.

Georgia Code

2024 CODE OF GEORGIA
Title 40 - MOTOR VEHICLES AND TRAFFIC (§§ 40-1-1 — 40-16-8)
Chapter 1 - IDENTIFICATION AND REGULATION (§§ 40-1-1 — 40-1-231)
Article 1 - GENERAL PROVISIONS (§§ 40-1-1 — 40-1-9)
Section 40-1-1 - Definitions

GA Code § 40-1-1 (2024)
(17.3) "Golf car" or "golf cart" means any motorized vehicle designed for the purpose and exclusive use of conveying one or more persons and equipment to play the game of golf in an area designated as a golf course. For such a vehicle to be considered a golf car or golf cart, its average speed shall be less than 15 miles per hour (24 kilometers per hour) on a level road surface with a 0.5 percent grade (0.3 degree) comprising a straight course composed of a concrete or asphalt surface that is dry and free from loose material or surface contamination with a minimum coefficient of friction of 0.8 between tire and surface.

Georgia Code

2024 CODE OF GEORGIA
Title 40 - MOTOR VEHICLES AND TRAFFIC (§§ 40-1-1 — 40-16-8)
Chapter 1 - IDENTIFICATION AND REGULATION (§§ 40-1-1 — 40-1-231)
Article 1 - GENERAL PROVISIONS (§§ 40-1-1 — 40-1-9)
Section 40-1-1 - Definitions

GA Code § 40-1-1 (2024)
(43.4) "Personal transportation vehicle" or "PTV" means:
(A) Any motor vehicle having no fewer than three wheels and an unladen weight of 1,300 pounds or less and which cannot operate at more than 20 miles per hour if such vehicle was authorized to operate on local roads by a local authority prior to January 1, 2012. Such vehicles may also be referred to as "motorized carts" in such local ordinances;

Georgia Code

2024 CODE OF GEORGIA
Title 40 - MOTOR VEHICLES AND TRAFFIC (§§ 40-1-1 — 40-16-8)
Chapter 6 - UNIFORM RULES OF THE ROAD (§§ 40-6-1 — 40-6-397)
Article 13 - SPECIAL PROVISIONS FOR CERTAIN VEHICLES (§§ 40-6-290 — 40-6-369.1)
Part 3 - **PERSONAL TRANSPORTATION VEHICLES** (§§ 40-6-330 — 40-6-331)
Section 40-6-331 - Designated areas of operation; PTV licensing requirements and operating standards; signage; use by a commercial delivery company
GA Code § 40-6-331 (2024) Excerpts:
(b) Local authority ordinances may establish operating standards but shall not require PTVs to meet any requirements of general law as to registration, inspection, certificate of title, or licensing; provided, however, that a local authority may, by ordinance, require the local registration and licensing of PTVs operated within its boundaries at least once every five years for a fee not to exceed $15.00.
[**Further exempts golf courses & course rentals, does not specify display of plate or decal**]

Cart Decal Plate Options

Bolt-On License Plate Holder:
This type is bolted directly onto the back of your golf cart and provides the most secure and sturdy option.

Magnetic License Plate Holder:
Uses strong magnets to attach the license plate to your golf cart. It is easy to install and remove.

Clamp-On License Plate Holder:
Clamps used to attach the license plate holder to your golf cart. It is versatile and can be easily adjusted for different sizes of plates.

Example Bolt-On Plate Kit

Example Bolt On Plates with Lights

Example Light Kits

Front Window Cart Registration Decal Option

Advantages

- Allows for standard front location placement
- Near-vertical position for maximum visibility
- Can be seen even with rain covers
- Facilitates tag reading devices year round
- Does not obscure driver’s forward path view
- No front bumper mount or drilling required
- Does not displace front mounted vanity plates

Disadvantages

- None identified

Rear Cart Registration Decal Plate Mount Option

Advantages

- Many cart designs have no location for a rear facing decal
- Flexible rear location plate placement
- Plates can use existing standard license plate mounts
- Plates can be added to rear golf bag mounts or deck
- Facilitates tag reading devices when cart is without rain covers
- Cart dealers will offer plate mounting services

Disadvantages

- May cost some cart owners for installation assistance
- May not be seen with rain covers – but that is the case with any side decals
- Some cart models may require drilling a plate mount point
- May displace some rear mounted vanity plates

TAG Motorized Cart Registration Review Milestones

✓ March 11th – TAG Meeting

Golf Cart Decal Location & Implementation Strategy – ***research presented***

✓ March 25th – TAG Meeting

City Ordinance Updates #1 - TAG proposals for golf cart registration decal positioning on rear of golf carts – ***extended discussion***

✓ April 8th – TAG Meeting

City Manager comments - City Ordinance Updates #1 - TAG proposals for golf cart registration decal positioning on rear of golf carts

✓ April 22dn – TAG Meeting

City Ordinances Update #1 - Review of Golf Cart Registration presentation to City Council Workshop – ***continued discussion – consider front and rear decals***

✓ May 13th – TAG Meeting

City Ordinance Update #1 - Golf Cart Registration Location Recommendation

✓ May 27th – TAG Meeting

City Ordinance Update #1 - Golf Cart Registration Location Presentation Review

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Harold Layton	5/29/2025
	Clint Murphy, Fire Chief	5/30/2025
	Janet Moon, Police Chief	5/30/2025
	Kelly Bush, Financial & Administrative Services Director	5/30/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	Fee Schedule Update	

Recommendation:
No action required as of this time.

Discussion:
As part of the budget process, staff reviews the fee schedule to determine if any changes are needed.

With the termination of the recreation agreement with Fayette County, recreation fees would change from "In-County" and "Out-of-County" to "Resident" and "Non-Resident".

The Fire Department is requesting to add a fee for Public Fireworks Displays as State Law has changed to require permits from the local fire authority. (GA Code § 25-10-4)

The Police Department is requesting to add an Impound Storage Fee for vehicles that must be stored on PD property in certain cases. The fee would be $15 a day for storage, which is the same cost as Parker Wrecker (the contracted wrecker / storage service). This is to motivate insurance companies to recover their vehicles in a timely manner and help preserve available space in the PD lot.

Budget Impact:
Additional revenue from new fees and increased fees for Non-Residents regarding recreation.

Attachments:
1. FY26 DRAFT - Fee Schedule

FEE TYPE	FEE AMOUNT	APPROVAL/REVIEW
ELECTION - Candidate Qualifying Fee	3% previous yr salary	State Elections Law
GOLF CART Registration/decal	$15/year	10/1/2019
GOLF CART Transfer	$15	10/1/2019
GOLF CART Non Resident Path User Fee	$235/yr + $15 registration	11/18/2021
ALCOHOL LICENSE Application – New (Package, Consumption, Manufacturing)	$200	10/1/2019
ALCOHOL LICENSE Application – Change (Package, Consumption, Manufacturing)	$150	10/1/2019
ALCOHOL LICENSE Application – Wholesale Distributor (LICENSE FEE BASED ON OCC TAX)	$200	10/1/2019
ALCOHOL LICENSE Malt Beverage (Package, Consumption, Manufacturing)	$775 / 50% off after July 1st	10/1/2024
ALCOHOL LICENSE Wine (Package, Consumption, Manufacturing)	$575 / 50% off after July 1st	10/1/2024
ALCOHOL LICENSE Distilled Spirits (Package, Consumption, Manufacturing)	$5,000 / 50% off after July 1st	10/1/2024
ALCOHOL LICENSE Package Store / Holidays	$650	10/1/2019
ALCOHOL LICENSE Sunday Sales (Consumption)	$500 / 50% off after July 1st	10/1/2024
ALCOHOL LICENSE Additional Bar	20% of primary license	10/1/2019
ALCOHOL LICENSE Qualifying Location	$ 150 per year	10/1/2019
ALCOHOL LICENSE Special Event Permit	$50/day served (waived if non-profit) or 5% of annual if sold at government facilities <5 days	10/1/2019
ALCOHOL LICENSE Wine Tasting / Growler Sampling (one-time, as long as package license remains current)	$150 one-time	10/1/2019
ALCOHOL LICENSE Broker	$200.00	6/20/2024
REGULATORY FEE - Massage establishments	$250 first-time, $200 annual renewal	9/15/2022
OCCUPATIONAL TAX Administrative fee (all applicants, including tax exempt)	$20.00	10/1/2019
OCCUPATIONAL TAX Tax rate	$19.00 per employee	10/1/2019
OCCUPATIONAL TAX Minimum Fee / Maximum	$107/ $6,176	10/1/2019
OCCUPATIONAL TAX Late Penalty after April 30	10% of tax	State law
OCCUPATIONAL TAX Insurers (separate fee schedule)	$100	Ordinance 74-92, State law based on population
OPEN RECORDS b&w copies (up to 11"x14") (includes staff time copying)	$0.10/ page	State law (2012)
OPEN RECORDS color copies (up to 11"x14") (includes staff time copying)	$0.25/ page	10/1/2024
OPEN RECORDS copies 11x17	$0.25/page	10/1/2019
OPEN RECORDS oversized copies	cost to send out	10/1/2019
OPEN RECORDS - CD or DVD	$1.00	10/1/2019

FEE TYPE	FEE AMOUNT	APPROVAL/REVIEW
Staff time (search, retrieval, admin costs) – First 15 minutes FREE; hrly rate of lowest paid emp capable of work	varies	State law
Maps	$4	10/1/2024
Notary/Witness Fees (after 1st page of notary/witness signatures)	$2 per signature	Per GCCCSA
TAXES		
FRANCHISE Electric	4%	Agreement
FRANCHISE Cable	5%	Ordinance
FRANCHISE Phone	3%	Ordinance (74-2)
FRANCHISE Natural Gas	(Formula)	Ordinance (82-39)
FRANCHISE Hotel/Motel Tax	8%	Ordinance
FRANCHISE Sanitation	$1.00 per subscriber	Agreement
BANK TAX (depository financial institutions)	0.25% (min $1,000)	Ordinance (74-126)
MIXED DRINK TAX (excludes beer and wine)	3%	Ordinance (6-162)
Alcohol Excise Tax: distilled spirits, max allowed (O.C.G.A. § 3-4-80); wines, max allowed (O.C.G.A. § 3-6-60); malt beverages, max allowed (O.C.G.A. § 3-5-80)		Ordinance (6-46)
Mobile Phone Tax	Maximum $3 per month per mobile phone bill	10/1/2019
MUNICIPAL COURT Certified Disposition	$5.00	
MUNICIPAL COURT Fines – SET BY JUDGE	See Bond Sheet	Judge sets
MUNICIPAL COURT Administrative Fee	$15.00	10/1/2019
MUNICIPAL COURT Failure to Appear Fee	$75.00	10/1/2019

FEE TYPE	FEE AMOUNT	APPROVED
APPLICATION Administrative variance	$30	10/1/2019
APPLICATION Variance (single variance)	$250	10/1/2019
APPLICATION Variance (multiple requests on same property)	$250 + $100 for each additional variance request	10/1/2019
APPLICATION Appeal	$300	10/1/2019
APPLICATION Annexation - Step 1	$300	10/1/2019
APPLICATION Annexation - Step 2	$840 + rezoning fee	10/1/2024
APPLICATION Rezoning	$750 + $50/ acre	10/1/2019
Zoning verification letter	$60	10/1/2019
Zoning / site determination letter	$100	10/1/2019
Street name change	$300	10/1/2019
Special Use Permit	$300	10/1/2019
Short Term Rental Permit	$375 new/ $300 renewal	10/17/2024
TELECOMMUNICATIONS Administrative review	$250	10/1/2019
TELECOMMUNICATIONS Conditional Use Permit - Existing Facility	$2,000	10/1/2019
TELECOMMUNICATIONS Conditional Use Permit - New Facility	$4,500	10/1/2019
TELECOMMUNICATIONS Small Wireless Facilities	Increased per OCGA at 2.5%/year beginning January 1, 2021	OCGA 36-66C-1 et seq
SUBDIVISION FEES - Concept plat	$330 + $15 per dwelling unit or lot, whichever is greater	10/1/2024
SUBDIVISION FEES - Preliminary plat	$330 + $15 per dwelling unit or lot, whichever is greater	10/1/2024
SUBDIVISION FEES - Road Construction plans	$330 + $15 per dwelling unit or lot, whichever is greater	10/1/2024
SUBDIVISION FEES - Road Construction Plans 1st Resubmittal	$400	10/1/2019
SUBDIVISION FEES - Road Construction Plans 2nd Resubmittal and any subsequent resubmittals	$400 minimum or the amount charged by City consultant to review, whichever is greater. The actual amount charged by the City consultant, if in excess of $400, shall have an additional sum of $75 added for City staff time expended in such review	10/1/2019
SUBDIVISION FEES - Final plat	$330 + $15 per dwelling unit or lot, whichever is greater	10/1/2024
SUBDIVISION FEES - Plat amendment (after approved and filed, no new lots created)	$100	10/1/2019
SUBDIVISION FEES - Minor subdivision plat (no new public infrastructure added)	$150+$5 per lot	10/1/2019

FEE TYPE	FEE AMOUNT	APPROVED
SUBDIVISION FEES - General Revisions/ resubmittals	$150 each ($300 each starting with 3rd submittal)	10/1/2019
SITE PLAN FEES - Conceptual site plan	$330 + $15 per acre and fraction thereof	10/1/2024
SITE PLAN FEES - Final site plan	$625 + $15 per acre and fraction thereof	10/1/2024
SITE PLAN FEES - Final site plan 1st resubmittal	$500	10/1/2024
SITE PLAN FEES - Final site plan ~~2nd & subsequent~~ resubmittals	$500 minimum or the amount charged by City consultant to review, whichever is greater. The actual amount charged by the City consultant, if in excess of $500, shall have an additional sum of $75 added for City staff time expended in such review	10/1/2024
SITE PLAN FEES - Landscape plan	$200	10/1/2019
SITE PLAN FEES - Site lighting plan review	$100 + $10 per acre or fraction thereof	10/1/2019
EROSION CONTROL - Land Disturbance Permit (LDP) Fee	$400 + $150 per disturbed acre and fraction thereof	10/1/2024
EROSION CONTROL - Notice of Intent - State	$40 per acre of disturbed land or fraction thereof	10/1/2019
EROSION CONTROL - Notice of Intent - City	$40 per acre of disturbed land or fraction thereof	10/1/2019
EROSION CONTROL - Plan review	$400 minimum or the amount charged by City consultant to review, whichever is greater. The actual amount charged by the City consultant, if in excess of $400, shall have an additional sum of $75 added for City staff time expended in such review	10/1/2024
EROSION CONTROL - initial site inspection to issue LDP	$100	10/1/2024
EROSION CONTROL - initial site visit re-inspection (if not ready the first visit)	$165	10/1/2024
SIGN PERMITS - Sign	$120 + $60 for each additional sign on the property	10/1/2019
SIGN PERMITS - Sign resubmittal	$50 each submittal	10/1/2019
SIGN PERMITS - Temporary sign/ banner	$35	10/1/2019
SIGN PERMITS - Special event	$30	10/1/2019
SIGN PERMITS - Confiscated Sign Return Fee	$100	10/1/2019
SIGN PERMITS - Temporary Use for Outdoor Display	$30	10/1/2019

FEE TYPE	FEE AMOUNT	APPROVED
TREE REMOVAL PERMIT -	$15/ per tree	10/1/2024
TREE REMOVAL PERMIT - per healthy specimen tree	$25 per caliper inch into Tree Fund	10/1/2019
UTILITIES & ROW - Utility Registration Fee	$500	10/1/2019
UTILITIES & ROW - Utility ROW Permit Application Fee	$300	10/1/2024
UTILITIES & ROW - Utility ROW Permit Inspection Fee	$100	10/1/2019
UTILITIES & ROW - Utility Service Agreement / ROW Agreement / Franchise Application Fee	$2,000	10/1/2019
PATH PERMITS - Path Encroachment	$50	10/1/2024

FEE/PERMIT TYPE	SPECIFICATIONS	FEE	APPROVED
Fee Payment	* Plan review fees are non-refundable and due at time of application. * Unless otherwise stated, the Construction Category Per-Square -Foot Table (attached) shall be used to calculate the cost of permits. * Complex projects shall be calculated an additional 0.25% of the total permit fee for each discipline (i.e. Building, Mechanical, Electrical, Plumbing) that is deemed a complex portion of the project. Determination of a complex project is made by the Building Official, and means the project includes one or more of the following components: unique equipment, specialized building system, accelerated schedule, extended or intricate phasing, historic designation). Examples of complex projects include but are not limited to: mixed occupancy buildings, institutional occupancies, factories, hazardous occupancy, aircraft hangars, large assembly occupancies. *Long duration projects shall be calculated an additional 0.1% for every month or fraction thereof of the total permit fee including the complex project fees, for the duration of the project. The duration shall be estimated at the time of submittal, and any project that exceeds the estimated duration shall be charged for every month or fraction thereof that the project exceeds the estimated duration. * There is a $30 City administrative fee per permit.		10/1/2024
Plan Review Fees	Residential Plan Review	$180	10/1/2019
	Commercial/Industrial Plan Review	Additional 50% of permit fee (minimum $200)	10/1/2019
	Plan resubmittal	$120 per resubmittal	10/1/2019
Permit Fees (based on square feet)		Per square foot cost based on building construction type and occupancy category, as well as construction timeline. See attached Construction Category Per-Square-Foot Table; Minimum permit fees - $150 for Residential, $200 for Commercial	10/1/2024
Certificate of Occupancy or Completion (C/O C/C)	New commercial building	$120	10/1/2019
	New single family detached, condo, townhome	$60	10/1/2019
	New or renovated commercial tenant space	$30	10/1/2019
Trade Permits (MEPs)	~~Minimum~~	$120 plus $100 per roof-top unit	10/1/2024
	Temporary Power Letter	$50	10/1/2019
Demolition Permit Extensions	Interior (bldg or tenant space)	$100	10/1/2019
	Single family residential house	$150	10/1/2019
	Commercial building	$200	10/1/2019
	First extension	$50/ 3 months	10/1/2019
	Subsequent extension	$100/ 3 months	10/1/2019
Demolition Re-Inspections	Re-inspection fee	$100	10/1/2024
Other	Transfer of Permit/change of contractor	$200	10/1/2019
	Structure move	$200	10/1/2019
	Siding replacement	$150	10/1/2019
	Temporary Construction Trailer (not including electric permit)	$100	10/1/2019
	Residential Re-roof	$100	10/1/2019
Other	Commercial Re-roof	$8 per 1,000 square feet of roofing, minimum $200)	10/1/2024
	Fence Permit	$100	10/1/2019
	Residential Swimming Pool	$500	10/1/2019
	Commercial Swimming Pool	$650	10/1/2019
	Above ground pool/ hot tub (Residential)	$300	10/1/2019
	Inspections outside of normal business hours	$100 per hour ($200 minimum)	10/1/2019
	Minor Plan Revision Reviews - Review on changes to architectural plans after approval	$100 per hour ($200 minimum)	10/1/2019
	Fee for work done without a permit	Original permit fee plus 100% penalty (double permit fee)	10/1/2019
	Accessory Buildings up to 200 SF	$75	10/1/2019
	Accessory Buildings greater than 200 SF	$150	10/1/2019
	Preliminary/code compliance/safety inspections	$100	10/1/2019
	Timbering Permit	$100 + $10 per acre	10/1/2019

	Assembly, A1								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.99	1.93	1.89	1.83	1.73	1.69	1.78	1.63	1.59
2501-5000	1.82	1.76	1.72	1.66	1.56	1.52	1.61	1.46	1.42
5001-10000	1.28	1.24	1.21	1.18	1.12	1.09	1.15	1.06	1.03
10001-100000	1.02	0.98	0.96	0.92	0.86	0.84	0.89	0.80	0.78
100001-250000	1.00	0.97	0.94	0.90	0.84	0.82	0.87	0.79	0.76
250001-500000	1.00	0.96	0.93	0.90	0.84	0.81	0.87	0.78	0.75
500001-750000	1.00	0.96	0.93	0.90	0.84	0.81	0.86	0.78	0.75
750001 and up	0.99	0.96	0.93	0.89	0.84	0.81	0.86	0.78	0.75

	Assembly, A2								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.70	1.66	1.62	1.58	1.49	1.47	1.53	1.39	1.36
2501-5000	1.53	1.49	1.45	1.41	1.32	1.30	1.36	1.22	1.19
5001-10000	1.10	1.08	1.05	1.03	0.98	0.96	1.00	0.91	0.90
10001-100000	0.84	0.82	0.79	0.77	0.72	0.70	0.74	0.66	0.64
100001-250000	0.83	0.80	0.78	0.75	0.70	0.69	0.73	0.64	0.62
250001-500000	0.82	0.80	0.77	0.75	0.70	0.68	0.72	0.63	0.62
500001-750000	0.82	0.79	0.77	0.75	0.70	0.68	0.72	0.63	0.61
750001 and up	0.82	0.79	0.77	0.74	0.70	0.68	0.72	0.63	0.61

	Assembly, A3								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.63	1.58	1.52	1.47	1.37	1.33	1.42	1.24	1.21
2501-5000	1.46	1.41	1.35	1.30	1.20	1.26	1.25	1.17	1.13
5001-10000	1.06	1.03	0.99	0.96	0.90	0.88	0.93	0.83	0.82
10001-100000	0.80	0.77	0.74	0.70	0.64	0.62	0.67	0.58	0.56
100001-250000	0.79	0.75	0.72	0.69	0.63	0.61	0.66	0.56	0.54
250001-500000	0.78	0.75	0.72	0.68	0.62	0.60	0.65	0.56	0.54
500001-750000	0.78	0.74	0.71	0.68	0.62	0.60	0.65	0.55	0.54
750001 and up	0.78	0.74	0.71	0.68	0.62	0.60	0.65	0.55	0.53

	Assembly, A4								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.85	1.79	1.74	1.69	1.59	1.55	1.64	1.49	1.45
2501-5000	1.68	1.62	1.57	1.52	1.42	1.38	1.47	1.32	1.28
5001-10000	1.19	1.16	1.13	1.09	1.03	1.01	1.06	0.98	0.95
10001-100000	0.94	0.90	0.87	0.84	0.78	0.75	0.81	0.72	0.69
100001-250000	0.92	0.88	0.85	0.82	0.76	0.74	0.79	0.70	0.67
250001-500000	0.91	0.88	0.85	0.81	0.75	0.73	0.78	0.70	0.67
500001-750000	0.91	0.88	0.84	0.81	0.75	0.73	0.78	0.69	0.67
750001 and up	0.91	0.88	0.84	0.81	0.75	0.73	0.78	0.69	0.67

	Business, B								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.79	1.74	1.69	1.63	1.52	1.48	1.58	1.39	1.34
2501-5000	1.62	1.57	1.52	1.46	1.35	1.31	1.41	1.22	1.17
5001-10000	1.15	1.12	1.09	1.06	0.99	0.97	1.03	0.92	0.89
10001-100000	0.90	0.87	0.84	0.80	0.73	0.71	0.77	0.66	0.63
100001-250000	0.88	0.85	0.82	0.78	0.72	0.69	0.76	0.64	0.61
250001-500000	0.87	0.84	0.81	0.78	0.71	0.69	0.75	0.64	0.61
500001-750000	0.87	0.84	0.81	0.78	0.71	0.69	0.75	0.63	0.61
750001 and up	0.87	0.84	0.81	0.78	0.71	0.68	0.75	0.63	0.61

Mercantile, M								
IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
1.36	1.31	1.26	1.22	1.12	1.09	1.16	0.99	0.96
1.19	1.24	1.19	1.14	1.05	1.02	1.09	0.92	0.89
0.89	0.87	0.85	0.82	0.77	0.76	0.80	0.71	0.69
0.64	0.61	0.59	0.57	0.52	0.50	0.54	0.45	0.44
0.62	0.60	0.57	0.55	0.50	0.48	0.52	0.44	0.42
0.62	0.59	0.57	0.54	0.50	0.48	0.52	0.43	0.41
0.61	0.59	0.56	0.54	0.49	0.48	0.51	0.43	0.41
0.61	0.59	0.56	0.54	0.49	0.48	0.51	0.43	0.41

	Educational, E								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.72	1.67	1.63	1.58	1.50	1.44	1.54	1.35	1.32
2501-5000	1.55	1.50	1.46	1.41	1.33	1.27	1.37	1.18	1.25
5001-10000	1.11	1.09	1.06	1.03	0.98	0.94	1.00	0.89	0.87
10001-100000	0.86	0.83	0.80	0.77	0.72	0.69	0.75	0.64	0.62
100001-250000	0.84	0.81	0.79	0.75	0.70	0.67	0.73	0.62	0.60
250001-500000	0.83	0.81	0.78	0.75	0.70	0.66	0.72	0.61	0.59
500001-750000	0.83	0.80	0.78	0.75	0.70	0.66	0.72	0.61	0.59
750001 and up	0.83	0.80	0.78	0.75	0.70	0.66	0.72	0.61	0.59

	Factory and Industrial, F1								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.10	1.06	1.00	0.97	0.88	0.85	0.94	0.76	0.72
2501-5000	1.03	0.99	0.93	0.90	0.81	0.78	0.87	0.69	0.65
5001-10000	0.77	0.74	0.72	0.70	0.66	0.64	0.68	0.59	0.57
10001-100000	0.51	0.49	0.46	0.44	0.40	0.38	0.43	0.34	0.32
100001-250000	0.49	0.47	0.44	0.43	0.38	0.36	0.41	0.32	0.30
250001-500000	0.49	0.46	0.44	0.42	0.38	0.36	0.40	0.31	0.29
500001-750000	0.48	0.46	0.43	0.42	0.37	0.36	0.40	0.31	0.29
750001 and up	0.48	0.46	0.43	0.42	0.37	0.36	0.40	0.31	0.29

	Factory and Industrial, F2								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.10	1.05	1.00	0.97	0.88	0.84	0.93	0.76	0.71
2501-5000	1.03	0.98	0.93	0.90	0.81	0.77	0.86	0.69	0.64
5001-10000	0.76	0.74	0.72	0.70	0.66	0.63	0.68	0.59	0.56
10001-100000	0.51	0.48	0.46	0.44	0.40	0.38	0.42	0.34	0.31
100001-250000	0.49	0.47	0.44	0.42	0.38	0.36	0.41	0.32	0.30
250001-500000	0.48	0.46	0.44	0.42	0.38	0.35	0.40	0.31	0.29
500001-750000	0.48	0.46	0.43	0.42	0.37	0.35	0.40	0.31	0.29
750001 and up	0.48	0.46	0.43	0.42	0.37	0.35	0.40	0.31	0.29

	High Hazard, H1								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.04	0.99	0.94	0.91	0.83	0.78	0.87	0.70	N/A
2501-5000	0.97	0.92	0.87	0.84	0.76	0.71	0.80	0.63	N/A
5001-10000	0.73	0.71	0.69	0.67	0.63	0.61	0.65	0.55	N/A
10001-100000	0.48	0.45	0.43	0.41	0.37	0.35	0.39	0.31	N/A
100001-250000	0.46	0.44	0.41	0.40	0.35	0.33	0.38	0.29	N/A

	High Hazard, H2,3,4								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.04	0.99	0.94	0.91	0.83	0.78	0.87	0.70	0.65
2501-5000	0.97	0.92	0.87	0.84	0.76	0.71	0.80	0.63	0.58
5001-10000	0.73	0.71	0.69	0.67	0.63	0.61	0.65	0.55	0.51
10001-100000	0.48	0.45	0.43	0.41	0.37	0.35	0.39	0.31	0.29
100001-250000	0.46	0.44	0.41	0.40	0.35	0.33	0.38	0.29	0.27

	High Hazard, H5								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.79	1.74	1.69	1.63	1.52	1.48	1.58	1.39	1.34
2501-5000	1.62	1.57	1.52	1.46	1.35	1.31	1.41	1.22	1.17
5001-10000	1.15	1.12	1.09	1.06	0.99	0.97	1.03	0.92	0.89
10001-100000	0.90	0.87	0.84	0.80	0.73	0.71	0.77	0.66	0.63
100001-250000	0.88	0.85	0.82	0.78	0.72	0.69	0.76	0.64	0.61

250001-500000	0.45	0.43	0.41	0.39	0.35	0.33	0.37	0.28	N/A	0.45	0.43	0.41	0.39	0.35	0.33	0.37	0.28	0.26	0.87	0.84	0.81	0.78	0.71	0.69	0.75	0.64	0.61
500001-750000	0.45	0.43	0.40	0.39	0.35	0.32	0.37	0.28	N/A	0.45	0.43	0.40	0.39	0.35	0.32	0.37	0.28	0.26	0.87	0.84	0.81	0.78	0.71	0.69	0.75	0.63	0.61
750001 and up	0.45	0.43	0.40	0.39	0.35	0.32	0.37	0.28	N/A	0.45	0.43	0.40	0.39	0.35	0.32	0.37	0.28	0.26	0.87	0.84	0.81	0.78	0.71	0.68	0.75	0.63	0.61

	Institutional, I1								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.65	1.61	1.56	1.52	1.42	1.39	1.52	1.30	1.27
2501-5000	1.48	1.44	1.39	1.35	1.25	1.22	1.35	1.23	1.20
5001-10000	1.07	1.04	1.02	0.99	0.93	0.91	0.99	0.87	0.85
10001-100000	0.82	0.79	0.76	0.74	0.67	0.66	0.74	0.61	0.59
100001-250000	0.80	0.77	0.74	0.72	0.66	0.64	0.72	0.59	0.57
250001-500000	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.59	0.57
500001-750000	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.59	0.57
750001 and up	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.58	0.57

	Institutional, I2								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	2.51	2.48	2.45	2.41	2.34	N/A	2.38	2.21	N/A
2501-5000	1.94	1.91	1.88	1.84	2.17	N/A	1.81	2.04	N/A
5001-10000	1.65	1.62	1.59	1.56	1.48	N/A	1.53	1.41	N/A
10001-100000	1.39	1.36	1.33	1.30	1.23	N/A	1.27	1.15	N/A
100001-250000	1.38	1.35	1.32	1.28	1.21	N/A	1.25	1.13	N/A
250001-500000	1.37	1.34	1.31	1.28	1.20	N/A	1.25	1.13	N/A
500001-750000	1.37	1.34	1.31	1.27	1.20	N/A	1.24	1.13	N/A
750001 and up	1.37	1.34	1.31	1.27	1.20	N/A	1.24	1.13	N/A

	Institutional, I3								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	2.03	1.98	1.93	1.87	1.77	1.72	1.82	1.64	1.58
2501-5000	1.86	1.81	1.76	1.70	1.60	1.55	1.65	1.47	1.41
5001-10000	1.30	1.27	1.24	1.20	1.14	1.11	1.17	1.07	1.03
10001-100000	1.04	1.01	0.98	0.95	0.88	0.86	0.92	0.81	0.77
100001-250000	1.03	0.99	0.96	0.93	0.87	0.84	0.90	0.79	0.76
250001-500000	1.02	0.99	0.96	0.92	0.86	0.83	0.89	0.79	0.75
500001-750000	1.02	0.99	0.96	0.92	0.86	0.83	0.89	0.78	0.75
750001 and up	1.02	0.99	0.96	0.92	0.86	0.83	0.89	0.78	0.75

	Institutional, I4								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.65	1.61	1.56	1.52	1.42	1.39	1.52	1.30	1.27
2501-5000	1.48	1.44	1.39	1.35	1.25	1.22	1.35	1.23	1.20
5001-10000	1.07	1.04	1.02	0.99	0.93	0.91	0.99	0.87	0.85
10001-100000	0.82	0.79	0.76	0.74	0.67	0.66	0.74	0.61	0.59
100001-250000	0.80	0.77	0.74	0.72	0.66	0.64	0.72	0.59	0.57
250001-500000	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.59	0.57
500001-750000	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.59	0.57
750001 and up	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.58	0.57

	Residential, R1								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.66	1.62	1.57	1.53	1.43	1.40	1.53	1.32	1.28
2501-5000	1.49	1.45	1.40	1.36	1.26	1.23	1.36	1.25	1.21
5001-10000	1.08	1.05	1.03	1.00	0.94	0.92	1.00	0.88	0.86
10001-100000	0.82	0.79	0.77	0.74	0.68	0.67	0.74	0.62	0.60
100001-250000	0.81	0.78	0.75	0.73	0.67	0.65	0.73	0.60	0.58
250001-500000	0.80	0.77	0.75	0.72	0.66	0.64	0.72	0.60	0.58
500001-750000	0.80	0.77	0.74	0.72	0.66	0.64	0.72	0.59	0.58
750001 and up	0.80	0.77	0.74	0.72	0.66	0.64	0.72	0.59	0.57

	Residential, R2								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.45	1.40	1.36	1.31	1.20	1.16	1.31	1.07	0.99
2501-5000	1.28	1.23	1.19	1.24	1.13	1.09	1.24	1.00	0.92
5001-10000	0.95	0.92	0.90	0.87	0.81	0.80	0.87	0.75	0.71
10001-100000	0.69	0.66	0.64	0.61	0.56	0.54	0.61	0.49	0.46
100001-250000	0.68	0.65	0.62	0.60	0.54	0.52	0.60	0.47	0.44
250001-500000	0.67	0.64	0.62	0.59	0.53	0.52	0.59	0.47	0.43
500001-750000	0.67	0.64	0.61	0.59	0.53	0.51	0.59	0.47	0.43
750001 and up	0.67	0.64	0.61	0.59	0.53	0.51	0.59	0.47	0.43

	Residential, R3								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.39	1.36	1.34	1.31	1.27	1.23	1.29	1.20	1.14
2501-5000	1.22	1.19	1.26	1.24	1.20	1.16	1.22	1.13	1.06
5001-10000	0.91	0.90	0.88	0.87	0.85	0.83	0.86	0.81	0.78
10001-100000	0.66	0.64	0.63	0.61	0.59	0.57	0.60	0.56	0.53
100001-250000	0.64	0.62	0.61	0.60	0.58	0.56	0.59	0.54	0.51
250001-500000	0.63	0.62	0.60	0.59	0.57	0.55	0.58	0.53	0.50
500001-750000	0.63	0.62	0.60	0.59	0.57	0.55	0.58	0.53	0.50
750001 and up	0.63	0.61	0.60	0.59	0.57	0.55	0.58	0.53	0.50

	Residential, R4								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.65	1.61	1.56	1.52	1.42	1.39	1.52	1.30	1.27
2501-5000	1.48	1.44	1.39	1.35	1.25	1.22	1.35	1.23	1.20
5001-10000	1.07	1.04	1.02	0.99	0.93	0.91	0.99	0.87	0.85
10001-100000	0.82	0.79	0.76	0.74	0.67	0.66	0.74	0.61	0.59
100001-250000	0.80	0.77	0.74	0.72	0.66	0.64	0.72	0.59	0.57
250001-500000	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.59	0.57
500001-750000	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.59	0.57
750001 and up	0.79	0.76	0.74	0.71	0.65	0.63	0.71	0.58	0.57

	Storage, S1								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.03	0.99	0.93	0.90	0.81	0.78	0.86	0.69	0.65
2501-5000	0.96	0.92	0.86	0.83	0.74	0.71	0.79	0.62	0.58
5001-10000	0.73	0.71	0.68	0.67	0.62	0.60	0.65	0.54	0.51
10001-100000	0.47	0.45	0.42	0.41	0.36	0.35	0.39	0.30	0.28
100001-250000	0.46	0.43	0.41	0.39	0.35	0.33	0.37	0.28	0.26
250001-500000	0.45	0.43	0.40	0.39	0.34	0.32	0.37	0.28	0.26
500001-750000	0.45	0.43	0.40	0.38	0.34	0.32	0.37	0.28	0.26
750001 and up	0.45	0.43	0.40	0.38	0.34	0.32	0.37	0.28	0.26

	Storage, S2								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	1.03	0.98	0.93	0.90	0.81	0.77	0.86	0.69	0.64
2501-5000	0.96	0.91	0.86	0.83	0.74	0.70	0.79	0.62	0.57
5001-10000	0.73	0.71	0.68	0.66	0.62	0.60	0.64	0.54	0.50
10001-100000	0.47	0.45	0.42	0.41	0.36	0.34	0.39	0.30	0.28
100001-250000	0.45	0.43	0.41	0.39	0.35	0.33	0.37	0.28	0.26
250001-500000	0.45	0.43	0.40	0.38	0.34	0.32	0.36	0.28	0.26
500001-750000	0.45	0.42	0.40	0.38	0.34	0.32	0.36	0.28	0.25
750001 and up	0.45	0.42	0.40	0.38	0.34	0.32	0.36	0.28	0.25

	Utility and Miscellaneous, U								
Square foot	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
0-2500	0.83	0.79	0.74	0.71	0.65	0.62	0.69	0.55	0.53
2501-5000	0.76	0.71	0.67	0.64	0.58	0.55	0.62	0.47	0.46
5001-10000	0.63	0.61	0.58	0.56	0.51	0.48	0.54	0.42	0.41
10001-100000	0.37	0.35	0.33	0.32	0.28	0.27	0.30	0.23	0.22
100001-250000	0.35	0.33	0.31	0.30	0.27	0.25	0.28	0.21	0.20
250001-500000	0.35	0.33	0.31	0.29	0.26	0.24	0.28	0.21	0.20
500001-750000	0.35	0.33	0.30	0.29	0.26	0.24	0.28	0.21	0.20
750001 and up	0.35	0.32	0.30	0.29	0.26	0.24	0.28	0.21	0.20

FEE TYPE	FEE AMOUNT	APPROVAL/REVIEW	
EMS - Treat & Release	$125	10/1/2019	
EMS - Ambulance - Basic Life Support (BLS)	$888	10/1/2024	
EMS - Ambulance - Advance Life Support (ALS) Level I	$1,054	10/1/2024	
EMS - Ambulance - Advance Life Support (ALS) Level II	$1,803	10/1/2024	
EMS - Helicopter Assistance	$0	10/1/2019	
EMS - Mileage	$18/per mile	10/1/2024	
EMS - Lift Assist	$125	10/1/2024	
FIRE -False Alarm – 3x in 24 hours	$250, plus $100 for each additional	1/15/04 – Ordinance 10/1/2024	
FIRE -False Alarm – 4th in year	$250 for 4th and each additional occurrence	1/15/04 – Ordinance	
FIRE -Failure to provide key holders	$100	1/15/04 – Ordinance	
FIRE -Refusal of keyholder to respond	$250	1/15/04 – Ordinance	
FIRE MARSHAL - IFC 510 Emergency Responder Radio System Plan Review	$175	10/1/2024	
FIRE MARSHAL - Site Plan Review	$100	10/1/2024	
FIRE MARSHAL - Building Permit Plan Review up to 10,000 sq ft	$200	10/1/2024	
FIRE MARSHAL - Building Permit Plan Review over 10,000 sq ft	$0.020 per gross bldg. SF (minimum $200)	10/1/2024	
FIRE MARSHAL - Automatic Fire Extinguishment System Plan Review	$175	10/1/2024	
FIRE MARSHAL - Fire Alarm Plan Review	$175	10/1/2024	
FIRE MARSHAL - Fire Sprinkler Plan Review	$175	10/1/2024	
FIRE MARSHAL - Kitchen Hood Plan Review	$175	10/1/2024	
FIRE MARSHAL - Other System Plan Review	$150	10/1/2019	
FIRE MARSHAL - Fire pump plan review and permit	$175	10/1/2024	
FIRE MARSHAL - Pre-fabricated paint booth permit	$175	10/1/2024	
FIRE MARSHAL - Special suppression system permit	$175	10/1/2024	
FIRE MARSHAL - Blasting Permit (for a period up to 30 days)	$200	10/1/2024	
FIRE MARSHAL - Pyrotechnics / Fireworks Event Permit	$500	10/1/2019	
FIRE MARSHAL - Alarm Certification without alarm test	$50	10/1/2024	
FIRE MARSHAL - Alarm test	$150	10/1/2024	
FIRE MARSHAL - Fire extinguishing system acceptance test	$100	10/1/2024	
FIRE MARSHAL - Fire pump acceptance test	$100	10/1/2024	
FIRE MARSHAL - Hood System Balloon/Flamout Test	$100	10/1/2024	
FIRE MARSHAL - Sprinkler underground pressure test	$100	10/1/2024	
FIRE MARSHAL - Sprinkler above ground pressure test	$100	10/1/2024	
FIRE MARSHAL - Sprinkler acceptance test	$100	10/1/2024	
FIRE MARSHAL - Sprinkler Certificate	$50	10/1/2024	
FIRE MARSHAL - Other System Test (paint booth/ clean agent system)	$50	10/1/2019	
FIRE MARSHAL - Certificate of Compliance (Re-Issue)	$50	10/1/2019	
FIRE MARSHAL - Construction Site 80% Inspection	$150	10/1/2024	
FIRE MARSHAL - Construction Site 100% Inspection (CO Inspection)	$150	10/1/2024	
FIRE MARSHAL - Construction Site follow up inspections	$150	10/1/2024	
FIRE MARSHAL - Annual Inspection	$0	10/1/2019	
FIRE MARSHAL - Annual Inspection, Follow Up	$0	10/1/2019	
FIRE MARSHAL - Annual Inspection, Follow Up #2 or greater	$100	10/1/2024	
FIRE MARSHAL - Food Truck Fire Safety Inspection and Annual Permit	$100	10/1/2019	
FIRE MARSHAL - Occupational Tax Inspection	$100	10/1/2024	
FIRE TRAINING GROUNDS - Live Fire Training (not assessed to Mutual Aid, services in kind may be exchanged)	$25 per student ($500 daily max)	10/1/2019	
FIRE TRAINING GROUNDS - Pump Test Facility (not assessed to Mutual Aid, services in kind may be exchanged)	$50 per apparatus	10/1/2019	
Public Fireworks Display	$100	NEW	2024 CODE OF GEORGIA Title 25 - FIRE PROTECTION AND SAFETY (§§ 25-1-1 — 25-15-110) Chapter 10 - REGULATION OF FIREWORKS (§§ 25-10-1 — 25-10-12) Section 25-10-4 - Permit required to conduct public fireworks exhibition or display

FEE TYPE	FEE AMOUNT	APPROVAL / REVIEW
Request to Restrict Arrest Record (Expungement Fee)	$25	O.C.G.A. 35-3-37(d)(1)(b)
Background Check/Criminal History	$15	OCGA 35-3-34 & 35
Accident Reports	$5.00 per report	HB 137 (2011)
Fingerprints	$25	10/1/2019
PAWN SHOP - Application	$75	10/1/2019
PAWN SHOP - Annual License	$2,000	10/1/2019
PAWN SHOP - Fingerprints	$25	10/1/2019
PAWN SHOP - Employee Permits	$25	10/1/2019
Solicitors Permit -	$25/day/person first day, $10/day/person each additional day in same week	10/1/2019
Alarm System – Failure to Register	$100	10/1/2019
FALSE ALARM - 3rd – 5th instance	$50 each	10/1/2019
FALSE ALARM - 6th – 7th instance	$100 each	10/1/2019
FALSE ALARM - 8th – 9th instance	$250 each	10/1/2019
FALSE ALARM - 10th and above	$500 each	10/1/2019
PD Impound Storage Fee	$15/day	New

We want to add a new fee for this upcoming FY to account for vehicle storage fees at the PD. This would mainly apply to flipped VIN vehicles. The fee would be $15 a day for storage, which is the same cost as Parker Wrecker. This is to motivate insurance companies to recover their vehicles in a timely manner.

Adopted Fee Schedule: **Library**

FEE TYPE	FEE AMOUNT	APPROVAL / REVIEW
Room Rental	no charge	Flint River requirement
Copies	$0.20 b&w, $0.50 color (per side)	Established by Library
Late Fees	$0.20 per day per item	Flint River requirement
Test proctoring - PTC / Fayette Resident	$10/test	10/1/2019
Test proctoring - Non-Fayette Resident	$20/test	10/1/2019

FACILITY RENTALS	Civic /Church /School/Non Profit	PTC Residents	PTC Commercial	Non-Resident Resident	Non-Resident Commercial	Deposit Required	APPROVED
Basketball- Outdoor	$0	$13/hr	$27/hr	$54/hr	$54/hr	$50	10/1/2019
BMX Track	$0	$200/day	$350/day	$500/day	$500/day	$250	10/1/2019
Skate Park	$0	$200/day	$350/day	$500/day	$500/day	$250	10/1/2019
Recreation Staff Fee	$35/hr (4-hour minimum)	$35/hr (4-hour minimum)	$35/hr (4-hour minimum)	$35/hr (4-hour minimum)	$35/hr (4-hour minimum)		10/1/2024
Recreation Supervisor Fee	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)		10/1/2024
Light Pole Rental	$5.00/each	$5.00/each	$5.00/each	$5.00/each	$5.00/each		10/1/2024
Light Pole Installation/Removal	$140	$140	$140	$140	$140		10/1/2024
Athletic Field - Non-Tournament / NO LIGHTS	$25/hr or $75/day	$40/hr or $125/day	$75/hr or $225/day	$75/hr or $225/day	$100/hr or $275/day	$150	10/1/2019
Athletic Field - Non Tournaments / With Lights	$40/hr or $100/day	$40/hr or $125/day	$60/hr or $200/day	$100/hr or $250/day	$125/hr or $275/day	$150	10/1/2019
Athletic Fields - NO LIGHTS (Tournaments/Camps/Clinics hosted by PTC Youth Sports Assn)	$100/field/day					$150	10/1/2019
Athletic Fields - WITH LIGHTS (Tournaments/Camps/Clinics hosted by PTC Youth Sports Assn)	$125/field/day					$150 $500	10/1/2019
Athletic Fields - NO LIGHTS (Tournaments/Camps/Clinics hosted by Commercial Promoters)					$3000/field/day	$500	10/1/2019
Athletic Fields - WITH LIGHTS (Tournaments/Camps/Clinics hosted by Commercial Promoters)					$350/field/day	$500	10/1/2019
Huddleston Pond Gazebo, Luther Glass/Three Ponds Gazebo	$0	$30/hr	$45/hr	$90/hr	$90/hr	$50	10/1/2019
Beaver Dam Park, Blue Smoke Park, Huddleston Pond Park, (2 hr minimum for each)	$0	$35/hr	$55/hr	$110/hr	$110/hr	$50	10/1/2019
Shakerag Knoll	$0	$55/hr	$100/hr	$150/hr	$150/hr	$50	10/1/2019
Picnic Park & Pavilion (2 hr minimum)	$0	$55/hr	$110/hr	$150/hr	$150/hr	$50	10/1/2019
All other pavilions (excluding Drake Field)	$0	$40/hr	$70/hr	$100/hr	$100/hr	$50	10/1/2019
Drake Field Pavilion weekday	$0	$100/hr	$150/hr	$200/hr	$200/hr	$500	10/1/2019
Glenloch Pool & Splash Pad	$50/hr	$75/hr	$100/hr	$150/hr	$150/hr	$75	10/1/2019
Kedron Small Pool	$50/hr	$75/hr	$100/hr	$150/hr	$150/hr	$75	10/1/2019
Kedron Large Pool	$50/hr	$75/hr	$100/hr	$150/hr	$150/hr	$75	10/1/2019
Kedron Both Pools	$75/hr	$140/hr	$175/hr	$225/hr	$225/hr	$75	10/1/2019
Kedron Room 1	$30/hr	$55/hr	$70/hr	$85/hr	$100/hr	$75	10/1/2019
Kedron Room 2	$40/hr	$75/hr	$100/hr	$115/hr	$130/hr	$75	10/1/2019
Kedron Room 3	$30/hr	$55/hr	$70/hr	$85/hr	$100/hr	$75	10/1/2019
Kedron Room 2 & 3	$60/hr	$120/hr	$150/hr	$180/hr	$210/hr	$75	10/1/2019
Gym ½ Court	$25/hr	$40/hr	$55/hr	$75/hr	$100/hr	$0	10/1/2019
Gym Full Court	$40/hr	$65/hr	$95/hr	$125/hr	$150/hr	$0	10/1/2019
Full Gym- 2 Courts	$75/hr	$120/hr	$150/hr	$200/hr	$225/hr	$0	10/1/2019
Building (Full Gym, Room 2 & 3)	$125/hr	$220/hr	$280/hr	$350/hr	$400/hr	$75	10/1/2019
Building and Pool (Entire Facility)	$175/hr	$350/hr	$425/hr	$525/hr	$600/hr	$75	10/1/2019
Kedron Multi-purpose rink	$40/hr	$65/hr	$95/hr	$125/hr	$150/hr	$75	10/1/2019
Glenloch Gym Side	$40/hr	$75/hr	$100/hr	$125/hr	$150/hr	$50	10/1/2019
Glenloch Dance Side	$30/hr	$55/hr	$70/hr	$85/hr	$100/hr	$50	10/1/2019
Glenloch Entire Bldg.	$60/hr	$120/hr	$150/hr	$200/hr	$225/hr	$50	10/1/2019
Tennis Courts - WITH LIGHTS	n/a	$40/hr	$70/hr	$100/hr	$100/hr	$50	10/1/2019
Tennis Courts - UNLIGHTED	n/a	$30/hr	$50/hr	$75/hr	$75/hr	$50	10/1/2019
Multipurpose Court-Pebblepocket	n/a	$35/hr	$65/hr	$100/hr	$100/hr	$50	10/1/2019
TENNIS CENTER - Birthday Party w Staff, decorations, etc.		$5/guest					Set by Tennis Center - 5/6/2004

FACILITY RENTALS	Civic /Church /School/Non Profit	PTC Residents	PTC Commercial	Non-Resident Resident	Non-Resident Commercial	Deposit Required	APPROVED
TENNIS CENTER - 2-hr room rental		$30/hr					Set by Tennis Center - 5/6/2004
AMPHITHEATER Rental	$1,500 (50% non-refundable due at signing)	$1,500 (50% non-refundable due at signing)	$3,200 (50% non-refundable due at signing)	$1,500 (50% non-refundable due at signing)	$3,200 (50% non-refundable due at signing)	$500 (1-999 attendees) $1,000 (1,000+ attendees)	10/1/2024
AMPHITHEATER Rental - Admin Fee	$300 (due at signing)	$300 (due at signing)	$300 (due at signing)	$300 (due at signing)	$300 (due at signing)		10/1/2024
AMPHITHEATER Manager	$50/hr (4-hour minimum)	$50/hr (4-hour minimum)	$50/hr (4-hour minimum)	$50/hr (4-hour minimum)	$50/hr (4-hour minimum)		10/1/2024
AMPHITHEATER Facility Coordinator (required)	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)	$45/hr (4-hour minimum)		10/1/2024
AMPHITHEATER Box Office Coordinator	$30/hr (4-hour minimum)	$30/hr (4-hour minimum)	$30/hr (4-hour minimum)	$30/hr (4-hour minimum)	$30/hr (4-hour minimum)		10/1/2024
AMPHITHEATER Usher supervisor	$20/hr (4-hour minimum)	$20/hr (4-hour minimum)	$20/hr (4-hour minimum)	$20/hr (4-hour minimum)	$20/hr (4-hour minimum)		10/1/2024
AMPHITHEATER Production Assistants	$15/hr (4-hour minimum)	$15/hr (4-hour minimum)	$15/hr (4-hour minimum)	$15/hr (4-hour minimum)	$15/hr (4-hour minimum)		10/1/2024
AMPHITHEATER Box Office Staff	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)		10/1/2024
AMPHITHEATER Event Staff – Ushers	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)	$14/hr (4-hour minimum)		10/1/2024
Cast House	$100/day	$100/day	$100/day	$100/day	$100/day		10/1/2024
Round tables	$6 each	$6 each	$6 each	$6 each	$6 each		10/1/2024
Banquet tables	$10 each	$10 each	$10 each	$10 each	$10 each		10/1/2024
Hi Boy tables	$10 each	$10 each	$10 each	$10 each	$10 each		10/1/2024
Chairs	$1 each	$1 each	$1 each	$1 each	$1 each		10/1/2024

FEE TYPE	Civic/ Church/ School/Non-Profit	Peachtree City Resident/Business	Non-Resident	APPROVED	
					Removed Fayette County (non PTC) resident column
SWIM					
SWIM TEAMS - SCAT	$40/person/month			10/1/2019	
SWIM TEAMS - Masters	$20/person/month			10/1/2019	
SWIM TEAMS - Schools	$40/person/month			10/1/2019	
POOL PASS - Per Visit - Age 0-2		$0	$5	10/1/2019	
POOL PASS - Per Visit - Age 3-11		$5 ($45 for 10-visit punch card)	$10	10/1/2019	
POOL PASS - Per Visit - Age 12 – 64		$5 ($45 for 10-visit punch card)	$15	10/1/2019	
POOL PASS - Per Visit - Age 65+		$5 ($40 for 10-visit punch card)	$10	10/1/2019	
POOL PASS - Quarterly - Individual		$80		10/1/2019	
POOL PASS - Quarterly - Family (2)		$145		10/1/2019	
POOL PASS - Quarterly - Family (3)		$200		10/1/2019	
POOL PASS - Quarterly - Each Additional Pass		$65		10/1/2019	
POOL PASS - Annual - Individual		$250		10/1/2019	
POOL PASS - Annual - Family (2)		$325		10/1/2019	
POOL PASS - Annual - Family (3)		$400		10/1/2019	
POOL PASS - Annual - Family (4)		$475		10/1/2019	
POOL PASS - Annual - Family (5+)		$550		10/1/2019	
GYM					
KEDRON Open Gym - Daily - Ages 3-11		$2	$10	10/1/2019	
KEDRON Open Gym - Daily - Ages 12+		$2	$10		
KEDRON Open Gym -10 visit pass - Ages 3-11		$20			
KEDRON Open Gym -10 visit pass - Ages 12+		$30			
KEDRON Open Gym - 3 Month- Ages 3-11		$40		10/1/2019	
KEDRON Open Gym - 1 Month- Ages 3-11		$15		10/1/2019	
KEDRON Open Gym - 3 Month - Ages 12+		$60		10/1/2019	
KEDRON Open Gym - 1 Month - Ages 12+		$25		10/1/2019	
KEDRON Open Gym - Annual - Ages 3-11		$125		10/1/2019	
KEDRON Open Gym - Annual - Ages 12+		$200		10/1/2019	
Special Events					
JULY 4th PARADE - Fayette Commercial		$50		10/1/2019	
SHAKERAG VENDOR Site without electricity		$150		10/1/2019	
SHAKERAG VENDOR Site with electricity		$175		10/1/2019	
SHAKERAG VENDOR Double site without electricity		$350		10/1/2019	
SHAKERAG VENDOR Double site with electricity		$400		10/1/2019	
CITY EVENT - VENDOR (Park) - per space		$75		10/1/2019	
CITY EVENT - VENDOR PERMIT (City Hall Plaza) - per space		$125		10/1/2019	
OTHER SMALL CITY EVENTS - Vendor Permit		$25/space		10/1/2019	
COMMUNITY SPECIAL EVENT - Class I - Class III Application		$100		10/1/2019	
COMMUNITY SPECIAL EVENT - Class IV Application		$200		10/1/2019	
COMMUNITY SPECIAL EVENT - Class 1 Deposit (50 people or less)		$50		10/1/2019	
COMMUNITY SPECIAL EVENT - Class II Deposit (100 people or less)		$200		10/1/2019	
COMMUNITY SPECIAL EVENT - Class III Deposit (Over 100 people)		$250		10/1/2019	
COMMUNITY SPECIAL EVENT - Class IV Deposit (2000+ people)		$500		10/1/2019	
COMMUNITY SPECIAL EVENT - Pedestrian Barricade		$5		10/1/2019	
COMMUNITY SPECIAL EVENT - Traffic Barrels		$2		10/1/2019	
COMMUNITY SPECIAL EVENT - Traffic Cones		$1		10/1/2019	
COMMUNITY SPECIAL EVENT - Tables		$5		10/1/2019	
COMMUNITY SPECIAL EVENT - Chairs		$1		10/1/2019	
COMMUNITY SPECIAL EVENT - Package 1: 25 tables + 50 chairs		$125		10/1/2019	
COMMUNITY SPECIAL EVENT - Package 2: 50 tables + 100 chairs		$250		10/1/2019	
Recreation Programs					
Recreation Class Fee Share (Instructor/City) - $16-24 class		60%/40%		10/1/2019	
Recreation Class Fee Share (Instructor/City) - $25-34 class		65%/35%		10/1/2019	
Recreation Class Fee Share (Instructor/City) - $35-65 class		70%/30%		10/1/2019	
Recreation Class Fee Share (Instructor/City) - $65+ class		75%/25%		10/1/2019	
Athletics					
YOUTH SPORT ASSN FEE (per player per season)		$15	$50	10/1/2019	
BMX Association Fee		$1/rider/race		10/1/2019	
~~**Athletic Light Fees per 30 minutes**~~					
~~Meade SB 4~~	~~$2.25~~	~~$2.25~~		~~10/1/2021~~	Light fees have gone away due to removal of card readers
~~Meade SB 5~~	~~$2.25~~	~~$2.25~~		~~10/1/2021~~	
~~Meade SB 6~~	~~$2.00~~	~~$2.00~~		~~10/1/2021~~	

FEE TYPE	Civic/ Church/ School/Non-Profit	Peachtree City Resident/Business	Non-Resident	APPROVED
~~Meade SB 7~~	~~$1.75~~	~~$1.75~~		~~10/1/2021~~
~~BMX~~	~~$1.00~~	~~$1.00~~		~~10/1/2021~~
~~Hockey~~	~~$1.50~~	~~$1.50~~		~~10/1/2021~~
~~PAC BB 1~~	~~$4.25~~	~~$4.25~~		~~10/1/2021~~
~~PAC BB 2~~	~~$5.25~~	~~$5.25~~		~~10/1/2021~~
~~PAC BB 3~~	~~$2.75~~	~~$2.75~~		~~10/1/2021~~
~~PAC BB 4~~	~~$2.00~~	~~$2.00~~		~~10/1/2021~~
~~PAC BB 5~~	~~$2.00~~	~~$2.00~~		~~10/1/2021~~
~~PAC BB 6~~	~~$2.25~~	~~$2.25~~		~~10/1/2021~~
~~PAC BB 7~~	~~$2.25~~	~~$2.25~~		~~10/1/2021~~
~~PAC BB 8~~	~~$2.25~~	~~$2.25~~		~~10/1/2021~~
~~PAC FOH 9~~	~~$1.00~~	~~$1.00~~		~~10/1/2021~~
~~PAC FOH 10~~	~~$1.00~~	~~$1.00~~		~~10/1/2021~~
~~PAC Soccer 1~~	~~$3.50~~	~~$3.50~~		~~10/1/2021~~
~~PAC Soccer 2~~	~~$3.50~~	~~$3.50~~		~~10/1/2021~~
~~PAC Soccer 3~~	~~$3.75~~	~~$3.75~~		~~10/1/2021~~
~~PAC Soccer 4~~	~~$3.75~~	~~$3.75~~		~~10/1/2021~~
~~PAC Soccer 5~~	~~$4.75~~	~~$4.75~~		~~10/1/2021~~
~~PAC Soccer 6~~	~~$4.75~~	~~$4.75~~		~~10/1/2021~~
~~Meade LAX 1~~	~~$2.75~~	~~$2.75~~		~~10/1/2021~~
~~Meade LAX 2~~	~~$2.75~~	~~$2.75~~		~~10/1/2021~~
~~Youth Basketball - Kedron Gym~~	~~$0.20~~	~~$0.20~~		~~10/1/2021~~

Removed Fayette County (non PTC) resident column

Film Site Permit	Fee	APPROVED	Notes
Site Visit Fee	$75	Ordinance adoption 2023	If site visit is requested with City staff
Film Site Permit	$200	2023	All applicants pay non-refundable admin fee
High-Impact Site* Permit	$500	2023	Production w/ more than 50 ppl on site
Permit Change Fee	$250	2023	
Refundable Deposit	$1,000	2023	Amount will be refunded less any fees due to city for services, cleanup, damage, extended fees
Paths/ Sidewalk Closures	$200/day	2023	Alternate route identification required. Officer or auxiliary required to direct traffic around closure
City Personnel/ on-site coordinator fees	$30/person/hr (4 hr min.)	2023	when deemed necessary by city staff
Location	**Fee**		**Notes**
Parks/ Rec Facilities/ Parks/ Buildings	See fee schedule	2023	Facilities remain open to public
Athletic Fields	$100/hr (2 hr min)	2023	Facilities remain open to public
City owned parking lots (parking only)	$250/day	2023	PARKING ONLY Facilities remain open to public
City owned parking lots (filming)	$1,000/day	2023	Facilities remain open to public
Closure of any facility, park, building, low-impact parking lows, small parks, low-use facilities	$4,000/day plus affected daily cost of personnel and lost revenue	2023	City personnel/ on-site coordinator required duration of filming
Closure of entire high-impact facilities or large parks	$20,000/day plus affected daily cost of personnel and lost revenue	2023	City personnel/ on-site coordinator required duration of filming

* High impact facilities include Drake Field, City Hall, Picnic Park, Line Creek Nature Area, Kedron Fieldhouse, Aquatic Center, City Hall and Plaza, Library, Glenloch, or other facilities as determined by city staff.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	FY26 Manager's Proposed Budget	

Recommendation:
No action is required at this time.

Discussion:
In accordance with O.C.G.A. § 36-81-5, the City Manager's Proposed Budget for Fiscal Year 2025-2026 will be presented to the City Council on June 5, 2025.

The proposed budget will be made available to the public in the following ways:

Electronically: A full copy of the budget is accessible on the City's official website.

Physically: A printed copy is available for public inspection at the front desk of City Hall during normal business hours.

A public hearing to receive citizen input on the proposed budget will be held on July 10, 2025, at 9:30 AM, in the City Council Chambers.

Final adoption of the budget is scheduled for consideration at the regular City Council meeting on August 21, 2025, at 6:30 PM.

Budget Impact:

Attachments:
None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	David Borkowski, City Engineer	5/28/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	06-25-01 Resolution #06052025-NA-1 Fayette County Safe Streets for All	

Recommendation:

Adopt the resolution provided for the Fayette County Safe Streets and Roads for All Safety Action Plan and authorize Staff to work with the County to apply for Federal Grant for the projects listed below.

Discussion:

Fayette County received a grant through the Bipartisan Infrastrurcture Law (BIL) Safe Streets for a discretionary program to develop a Safety Action Plan for the entire County. The overall "vision" of this plan is to reduce all traffic-related fatalities and serious injuries. Fayette County partnered with all the local municipalities to assist in selecting the consultant and in developing the actual plan. The development of this plan took several months and included 5 years of crash history analysis for intersections and road segments. Crash risk for people walking and biking were also considered based on roadway characteristics. In addition, speeding patterns were also examined to identify areas with high 85th percentile speeding prevalence. The end result of the Safety Action Plan is a list of intersections and roadway segments that have been prioritized for corrective action to reduce accident risk. The plan also contains recommendations for mitigation measures for each intersection and roadway segment in the plan.

Fayette County had their consultant (POND) make a presentation to Council at the last meeting outlining the overall plan development and recommendations. They provided detailed information on the development of the plan, the recommendations and the goal of pursuing grants for implementation.

If the plan is adopted, the next step would be to apply for Federal Grants to fund projects in the plan. The reason for needing to get municipal approval of this plan in this first meeting in June is that there is a **<u>Federal Grant application deadline on June 23rd.</u>** We don't know if it will be reauthorized next year.

If Council wishes to participate, the 2023 SPLOST Project 30 (Grade separation bridge on SR 54 East) would be a great candidate. It qualifies as it is on a high injury network roadway in the Safety Action Plan, and is currently funded so we could cover the 20% match with the SPLOST funds. The other two projects are upgrading the pedestrian crossings at the Lake Peachtree Spillway (on Kelly Drive/McIntosh Trail - in school zone), and upgrading the crossing at North Peachtree Parkway and Peninsula Drive (high injury network) with potential Rapid Flashing Beacons (RFBs). These could also be funded with 2023 SPLOST dollars.

Budget Impact:

If approved, implementation of the aforementioned projects would be funded through 2023 SPLOST funds and Federal Grants (if awarded). The local match funded by SPLOST would be approximately $1,639,851.50. There is adequate funding available for the match.

Attachments:

1. Safer Streets for All Resolution
2. Peachtree City Council Presentation-SS4A_20250508
3. Fayette_County-SS4A_SafetyActionPlan-FullSet-5_23_25
4. Appendix A-Fayette SS4A Baseline Conditions Report
5. Appendix B-FHWA Proven Countermeasure Fact Sheets
6. Appendix D-Fayette SAP Public Involvement Appendix

PEACHTREE CITY
STATE OF GEORGIA

RESOLUTION #060525-NA-1

RESOLUTION TO APPROVE AND ADOPT THE FAYETTE COUNTY 2025 SAFE STREETS AND ROADS FOR ALL SAFETY ACTION PLAN

WHEREAS, Peachtree City recognizes that roadway fatalities and serious injuries are a public health crisis that requires coordinated, proactive, and data-driven efforts; and,

WHEREAS, the U.S. Department of Transportation (USDOT) has established the Safe Streets and Roads for All (SS4A) program to support local initiatives to develop comprehensive safety action plans that aim to significantly reduce or eliminate roadway deaths and serious injuries; and,

WHEREAS, Peachtree City has collaborated with Fayette County, regional and local partners, stakeholders, and members of the community to prepare a Safety Action Plan consistent with the SS4A program guidelines; and,

WHEREAS, the SS4A Safety Action Plan for Fayette County identifies high-risk locations, recommends targeted strategies, promotes a Safe System approach, and sets forth a framework for safety improvements, prioritization, and implementation; and,

WHEREAS, the adoption of this Plan reflects Peachtree City's ongoing commitment to making transportation safer for all roadway users, including pedestrians, cyclists, golf cart drivers, and vulnerable road users; and,

WHEREAS, the City Council of Peachtree City acknowledges that adoption of the SS4A Safety Action Plan will improve eligibility for federal funding opportunities to support implementation of identified strategies and projects; and,

WHEREAS, Fayette County may serve as the local sponsor for applied projects and may establish Intergovernmental Agreements with the Cities or Towns that have interest in one or more of the projects; and,

WHEREAS, Peachtree City has designated the projects listed below as eligible for 2023 SPLOST funding and will require a 20% Local Match. The total estimated cost of the projects is $8,199,257.50 with a local match of $1,639,851.50

Projects:

1. Grade Separated Crossing to Connect Booth Middle and McIntosh High School and HAWK signal crossing of Robinson Road (2023 SPLOST Project #30)
2. Kelly Drive/McIntosh Trail Multi-Use Path Crossing Safety Enhancements
3. North Peachtree Parkway/Peninsula Drive Mult-Use Path Crossing Safety Enhancements

NOW, THEREFORE, BE IT RESOLVED by the City Council of Peachtree City as follows:

1. Approval and Adoption: The City Council hereby adopts the Fayette County Safe Streets and Roads for All Safety Action Plan, dated June 12, 2025, as the official planning document for traffic safety improvements in the County.

2. Effective Date: This Resolution shall become effective immediately upon its adoption.

This _____ day of June 2025

____
Kim Learnard, Mayor

____
Laura Johnson, Post 1

____
Suzanne Brown, Post 2

____
Clinton Holland, Mayor Pro Tem

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	David Borkowski, City Engineer	5/22/2025
	Angela Egan, Purchasing Manager	5/29/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	06-25-02 2025 Paving Bid - Stormwater Pipe Replacements & FY2025 Budget Amendment	

Recommendation:

Award the replacement of 6 corroded storm pipes that are located under roadways to Atlanta Paving for $708,163.00, currently the 2025 paving contractor, and approve Budget Amendment 25-17 to reallocate Renewal and Extension Funds for this purpose.

Discussion:

In an ongoing effort to proactively address aging and deteriorating infrastructure throughout Peachtree City, staff are requesting approval to replace 6 of the 9 stormwater pipes currently located beneath roadways slated for resurfacing in 2025. By aligning these essential pipe replacements with the already-scheduled paving work, the City can minimize disruption to local roadways, reduce the need for unsightly and costly patchwork repairs, and ensure long-term durability of both the roads and underlying infrastructure. These 6 pipes were included as additive alternate items in the competitive bid for the paving project.

Importantly, many of these pipes may not qualify for concrete lining, making full replacement the most effective and lasting solution. Coordinating this work now—while paving is already planned—presents a strategic opportunity to carry out necessary improvements with maximum efficiency.

Additionally, leveraging the services of the contractor already awarded the paving bid eliminates the need to either divert the City's Stormwater Crew from other critical responsibilities or incur the additional cost and logistical burden of bringing in a separate contractor solely for pipe replacement. This integrated approach is both fiscally responsible and operationally smart, ensuring the City achieves better results with fewer disruptions and a more efficient use of resources.

The specific pipes identified for replacement are as follows:

Pipe Location
Smokerise Point at Sumner Road
Braelinn Road at Robinson Road
111 Burnham Rise
113 Burnham Rise
117 Burnham Rise
Log House road at Braelinn Park

Budget Impact:

The proposed budget amendment will increase both revenues and expenditures in the Stormwater Fund

Attachments:

1. Budget Amendment - 25-17 SW Pipe Replacements

CITY OF PEACHTREE CITY

BUDGET AMENDMENT

NUMBER 25-17

DATE 6/5/25

ACCOUNT	PROJECT	DESCRIPTION	INCREASE	DECREASE
521-0000-389025		SURPLUS CARRYOVER	708,163	
521-4250-541947		INFRASTRUCTURE - PIPE LINING PROGRAM	708,163	

NOW , THEREFORE, BE IT RESOLVED Council hereby amends the Fiscal Year 2025 Budget Resolution
to reallocate Renewal and Extension funds for Stormwater pipe replacements in association with the FY25 paving bid.

Entered ____________

Approved ____________

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Chris Hobby, Assistant City Manager	5/30/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	06-25-03 Lighting Upgrades at Lacrosse and PAC Baseball Fields	

Recommendation:
Award the contract for Athletic Field Lighting Upgrades at Lacrosse and PAC Baseball Fields to Georgia Power in the amount of $1,120,000.00.

Discussion:
As part of the American Rescue Plan Act (ARPA), the City was given Federal funding to allocate towards various projects. As part of this, the City allocated funding for upgraded lighting at various City recreation fields, which include the lacrosse fields at Meade, the Field of Hope, T-ball field, and the upper and lower baseball quads at the Peachtree City Athletic Complex (PAC). The girls' softball fields at Meade have already been upgraded as part of this project.

This project was previously bid on and awarded contingent on the contractor showing they could satisfy all the bidding specifications. However, the contractor was not able to satisfy the conditions of the award, so the bid was rejected. During this extended review process, staff determined that a change in specifications was necessary before the project could be reissued for bidding.

The plans were updated and staff reissued the project for bidding. The bids were due on 5/1/25 and we received three (3) bids. Staff and our consultant reviewed the bids and recommend award of this project to the low bidder, GA Power in the amount of $1,120,000.00. The other bidders were as follows:

Musco Lighting - $1,370,000
PSG - $1,309,973

Budget Impact:
This project is being funded out of the remaining funds for athletic field lighting upgrades. There is sufficient funding available to cover the cost of construction.

Attachments:

None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council
VIA:	Justin Strickland, City Manager
FROM:	Justin Strickland, City Manager 5/30/2025
DATE:	June 5, 2025
SUBJECT:	06-25-04 City Council Meetings Date and Meeting Changes

Recommendation:
Amend the Council meeting dates as staff have presented them.

Discussion:
Staff is recommending changing several upcoming Council meeting dates for various reasons.

The first recommended change is to the June 19 meeting, which is currently scheduled at 6:30 pm. All Council members will be attending the annual GMA conference, which begins on June 20th in the morning. It has been requested to adjust the meeting time to 9:30 am to accommodate their travel.

The next changes are to cancel the July 3rd at 9:30 am, and July 17th at 6:30 pm meetings due to the 4th of July holiday and other scheduling conflicts, and to call for a special called meeting on July 10th at 9:30 am.

Budget Impact:

Attachments:
None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council	
VIA:	Justin Strickland, City Manager	
FROM:	Shayla Reed, Planning Director	5/29/2025
	Kelly Bush, Financial & Administrative Services Director	5/29/2025
	Justin Strickland, City Manager	5/30/2025
DATE:	June 5, 2025	
SUBJECT:	06-25-05 Transmittal Resolution - 2025 Capital Improvement Element (CIE) Annual Update	

Recommendation:

Approve the attached Transmittal Resolution and authorize staff to submit the 2025 Capital Improvements Element Annual Update draft report to the Atlanta Regional Commission and Georgia Department of Community Affairs for their review and approval.

Discussion:

Staff has prepared a draft 2025 Capital Improvements Element (CIE) Annual Update. The update consists of a Financial Report and an addendum to the city's recently adopted Community Work Program component of the Comprehensive Plan. This update is required by the Georgia Development Impact Fee Act and the Georgia Planning Act.

Budget Impact:

There are no changes to the adopted FY 2025 budget associated with this request.

Attachments:

1. CIE Transmittal Resolution
2. CIE 2025 Annual Update Document

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY AUTHORIZING THE TRANSMITTAL OF THE 2025 CAPITAL IMPROVEMENTS ELEMENT (CIE) ANNUAL UPDATE OF THE PEACHTREE CITY COMPREHENSIVE PLAN TO THE ATLANTA REGIONAL COMMISSION FOR REVIEW.

WHEREAS, the City of Peachtree City has prepared an annual update to a Capital Improvements Element; and

WHEREAS, the annual update of the Capital Improvements Element was prepared in accordance with the Development Impact Fee Compliance Requirements established by the Georgia Department of Community Affairs (DCA), and a Public Hearing was held on June 5, 2025 at 9:30 A.M. in the Frances Meaders City Hall Council Chambers at 151 Willowbend Road in Peachtree City; and

BE IT THEREFORE RESOLVED, that the Mayor and Council of the City of Peachtree City does hereby submit the annual update of the Capital Improvements Element (CIE) covering the five-year period 2025 – 2029 to the Atlanta Regional Commission for review, as per the requirements of the Georgia Planning Act of 1989.

SO RESOLVED, this 5th day of June, 2025

____
Kim Learnard, Mayor

____
Laura Johnson, Post 1

____
Suzanne Brown, Post 2

____
Clint Holland, Post 3

Attest: ____________________________
City Clerk

Capital Improvements Element

2025 Annual Update

Financial Report &
Community Work Program

Adopted by Mayor and City Council
- On TBD

City of Peachtree City, Georgia

Introduction

This Capital Improvements Element (CIE) Annual Update has been prepared based on the rules and regulations pertaining to impact fees in Georgia, as specified by the *Development Impact Fee Act* (DIFA) and the Department of Community Affairs (DCA) documents *Development Impact Fee Compliance Requirements* and *Standards and Procedures for Local Comprehensive Planning*. These three documents dictate the essential elements of an Annual Update, specifically the inclusion of a financial report and a schedule of improvements.

According to the *Compliance Requirements*, the Annual Update:

> *"…must include: 1) the Annual Report on impact fees required under O.C.G.A. 36-71-8; and 2) a new fifth year schedule of improvements, and any changes to or revisions of previously listed CIE projects, including alterations in project costs, proposed changes in funding sources, construction schedules, or project scope." (Chapter 110-12-2-.03(2)(c))*

This Annual Update itself is based on the Peachtree City Capital Improvements Element, as adopted by the City on April 9, 2017.

Financial Report

The Financial Report included in this document is based on the requirements of DIFA, specifically:

> *"As part of its annual audit process, a municipality or county shall prepare an annual report describing the amount of any development impact fees collected, encumbered, and used during the preceding year by category of public facility and service area." (O.C.G.A. 36-71-8(d)(1))*

The City's fiscal year runs from October 1 to September 30. Thus, the financial report included here is based on the audit prepared for FY 2023. The required financial information is summarized in Table 1, and detailed information for each public facility category appears in Tables 2 through 5.

Schedule of Improvements

In addition to the financial report, the City has prepared a five-year schedule of improvements (Community Work Program (CWP), as specified in the *Compliance Requirements* (Chapter 110-12-2-.03(2)(c)), which states that local governments that have a CIE must "update their entire Short Term Work Program (Community Work Program) annually." The required annual CWP update addendum is presented as Table 6.

IMPACT FEE DISTRIBUTION						
Date received	**Parks & Recreation**	**Library**	**Fire**	**Police**	**Admin. Fees**	**TOTAL**
Total	$ 4,248,426.79	$ -	$ 686,607.04	$ 385,000.44	$ 16,779.67	$ 5,336,813.95
Interest income	374.84		64.21	12.98	$ -	$ 458.78
Administrative costs / transfers to GF					$ (16,779.67)	$ (16,779.67)
Impact Fee refunds						$ -
Project expenditures	$ (43,153.87)		$ (93,106.96)			$ (136,260.83)
Net Revenue vs Expenditures						
Beginning Fund Balance	$ 4,205,647.76	$ -	$ 593,564.29	$ 385,013.42	$ (0.00)	$ 5,184,232.23
10/16/23	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
10/16/23	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
10/18/23	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
10/20/233	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
10/24/23	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
10/20/23	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
10/25/23	$ -		$ 4,848.06	$ 999.60	$ 175.43	$ 6,023.09
11/13/23	**$ 3,408.54**	**$ -**	**$ 583.88**	**$ 118.05**	**$ 123.31**	$ 4,233.78
11/13/23	**$ 3,408.54**	**$ -**	**$ 583.88**	**$ 118.05**	**$ 123.31**	$ 4,233.78
11/13/23	**$ 3,408.54**	**$ -**	**$ 583.88**	**$ 118.05**	**$ 123.31**	$ 4,233.78
11/13/23	**$ 3,408.54**	**$ -**	**$ 583.88**	**$ 118.05**	**$ 123.31**	$ 4,233.78
11/13/23	**$ 3,408.54**	**$ -**	**$ 583.88**	**$ 118.05**	**$ 123.31**	$ 4,233.78
11/22/23	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
12/05/23	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
12/07/23	$ -		$ 12,107.94	$ 2,534.22	$ 430.82	$ 15,072.98
12/12/23	$ -		$ 52,297.89	$ 10,946.07	$ 1,897.32	$ 65,141.28
01/04/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
01/10/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
01/29/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
02/21/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
02/21/24	$ 3,408.84	$ -	$ 583.88	$ 118.05	$ 123.01	$ 4,233.78
02/21/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
03/12/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
03/19/24	$ -	$ -	$ 809.20	$ 161.84	$ 29.13	$ 1,000.17
03/22/24	$ 3,408.54	$ -	$ 7,006.56	$ 1,416.60	$ 1,479.77	$ 13,311.47
04/02/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
04/02/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
04/09/24		$ -	$ 1,681.60	$ 336.32	$ 60.54	$ 2,078.46
04/15/24	$ -	$ -	$ 4,834.48	$ 996.80	$ 174.94	$ 6,006.22
04/19/24	$ -		$ 7,361.33	$ 1,517.80	$ 266.37	$ 9,145.50
05/15/24			$ 4,692.60	$ 853.20	$ 166.37	$ 5,712.17
05/13/24			$ 1,136.20	$ 231.61	$ 41.03	$ 1,408.84
05/24/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
06/04/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
06/10/24	$ -	$ -	$ 13,068.00	$ 2,376.00	$ 463.32	$ 15,907.32
06/17/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
06/26/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
06/26/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
07/15/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
07/15/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
07/15/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
07/15/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
07/15/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
07/24/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
07/24/24	$ -	$ -	$ 9,727.16	$ 2,005.60	$ 351.98	$ 12,084.74
08/06/24	$ 3,408.54	$ -	$ 583.88	$ 118.05	$ 123.31	$ 4,233.78
08/05/24	$ -	$ -	$ 26,363.04	$ 4,793.28	$ 934.69	$ 32,091.01
08/09/24	$ -	$ -	$ 9,076.49	$ 1,896.58	$ 329.19	$ 11,302.26
08/15/24	$ -	$ -	$ 1,633.94	$ 297.08	$ 57.93	$ 1,988.95
09/03/24	$ -	$ -	$ 15,175.60	$ 2,759.20	$ 538.04	$ 18,472.84
09/10/24	$ -	$ -	$ 888.38	$ 185.94	$ 32.23	$ 1,106.55
Letter sent 9/19/24	$ -	$ -	$ 1,502.70	$ 303.84	$ 54.20	$ 1,860.74
09/25/24	$ -	$ -	$ 2,324.40	$ 473.82	$ 83.95	$ 2,882.17
TOTAL FY24	$ 119,299.20	$ -	$ 196,387.49	$ 39,099.10	$ 11,759.48	$ 366,545.29
TOTAL	$ 4,324,946.96	$ -	$ 789,951.78	$ 424,112.52	$ 11,759.48	$ 5,550,777.52
Interest income	$ 53,577.50		$ 85,905.82	$ 17,103.91		$ 156,580.48
Administrative costs / transfers to GF					$ (11,759.48)	$ (11,759.48)
Impact Fee refunds						$ -
Project expenditures	$ (299,926.04)		$ (33,008.17)	$ (423,700.00)		$ (756,634.21)
Net Revenue vs Expenditures						
ENDING FUND BALANCE	$ 4,078,598.42	$ -	$ 842,849.43	$ 17,516.43	$ (0.00)	$ 4,938,964.31
				CASH	$ 4,964,401.79	
				ACCOUNTS PAYABLE	$ (1,745.51)	
				RETAINAGE PAYABLE	$ (11,932.52)	
				DUE TO GENERAL FUND	$ (11,759.48)	
					$ 4,938,964.28	

TABLE 1: SUMMARY City of Peachtree City Annual Impact Fee Financial Report FY 2024						
Public Facility	**Parks/Recreation**	**Libraries**	**Police**	**Fire**	**Administrative Fees**	**TOTAL**
Service Area						
Impact Fee Fund Balance at September 30, 2023	$ 4,205,648	$ -	$ 385,013	$ 593,564	$ -	$ 5,184,225
Impact Fees Collected in Fiscal Year 2024	$ 119,299	-	$ 39,099	196,387	$ 11,759	$ 366,545
Accrued Interest	$ 53,578	-	$ 17,104	85,906		$ 156,587
FY 2024 (Administrative/Other Costs)	-	-	-	-	$ (11,759)	$ (11,759
(Impact Fee Refunds)	-	-	-	-	-	-
(Project Expenditures)	$ (299,926)	-	$ (423,700)	$ (33,008)	-	$ (756,634)
Impact Fee Fund Balance at September 30, 2024	$ 4,078,598	$	$ 17,516	$ 842,849	$ 0	$ 4,938,965
Impact Fees Encumbered	$ 4,078,598	$ -	$ 17,516	$ 842,849	$ -	$ 4,938,964

TABLE 2: PARKS & RECREATION
City of Peachtree City Annual Impact Fee Financial Report

Public Facility:	**Parks/Recreation**							
Service Area:								
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Percentage of Funding from Impact Fees	Other Funding Sources	Expenditures for FY 2024	Impact Fees Encumbered through FY 2024	Status/ Remarks
Hawk Signal @ Kedron/PTPW Path (new)	FY22		$ 285,000	100%		$ 248,585	$ 36,415	
New Path Montclair Dr to Spear Road	FY24		$ 51,341	100%		$ 51,341	$ -	
Kedron Boat Dock Path Extension	FY22		$ 15,000	100%			$ 15,000	
U-Haul Path Extension	FY22		$ 225,200	100%			$ 225,200	
Oak Manor Path Extension	FY22		$ 8,560	100%			$ 8,560	
New Path Panasonic	FY22		$ 8,897	100%			$ 8,897	
Hwy 54 Multi-Use Bridge	FY22		$ 42,030	100%			$ 42,030	
New Paths & Extensions			$ 3,569,610	100%			$ 3,569,610	
TOTAL OF COSTS, EXPENDITURES & IMPACT FEES ENCUMBERED			$ 4,205,638			$ 299,926	$ 3,905,712	

TABLE 4: POLICE City of Peachtree City Annual Impact Fee Financial Report								
Public Facility:	**Police**							
Service Area:								
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Percentage of Funding from Impact Fees	Other Funding Sources	Expenditures for FY 2024	Impact Fees Encumbered through FY 2024	Status/ Remarks
Police Building Expansion	FY15	FY24	$ 6,000,000	7.00%	N/A	$ 423,700	$ 17,516	In Progress
TOTAL OF COSTS, EXPENDITURES & IMPACT FEES ENCUMBERED			$ 6,000,000			$ 423,700	$ 17,516	

TABLE 5: FIRE PROTECTION City of Peachtree City Annual Impact Fee Financial Report								
Public Facility:	**Fire**							
Service Area:								
Project Description	Project Start Date	Project End Date	Estimated Cost of Project	Percentage of Funding from Impact Fees	Other Funding Sources	Expenditures for FY 2024	Impact Fees Encumbered through FY 2024	Status/ Remarks
Station 85 Expansion	FY2021	FY2024	$ 1,700,000	25%	75%/SPLOST	$ 33,008	$ 842,849	In Design
TOTAL OF COSTS, EXPENDITURES & IMPACT FEES ENCUMBERED			$ 1,700,000			$ 33,008	$ 842,849	

TABLE 6:
COMMUNITY WORK PROGRAM ADDENDUM / SCHEDULE OF IMPROVEMENTS FY 2025-2029

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Fire Protection & EMS							
Station 86	City-wide	FY2019	FY2026	$3,062,162	100%	Up to 100% Impact Fees On-Hand, Bonds, or General Fund	Fire Department
Engine F550 (Heavy Vehicle)	City-wide	FY2020	FY2025	$592,842	100%	Up to 100% Impact Fees On-Hand or Debt Service	Fire Department
Station 83 Expansion	City-wide	FY2022	FY2029	$100,000	100%	100% Impact Fees On-Hand	Fire Department
Heavy Vehicle Engine 85	City-wide	FY2026	FY2026	$950,000	100%	100% Impact Fees On-Hand, SPLOST 23	Fire Department
Replace Staff Vehicle (22007)	City-wide	FY2025	FY2025	$60,000	0%	Debt Service	Fire Department
Oxygen Generator	City-wide	FY2025	FY2025	$200,000	0%	Debt Services	Fire Department

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Fire Protection & EMS, continued							
Fire Training Tower	City-wide	FY2025	FY2025	$100,000	0%	ARPA	Fire Department
Replace Staff Vehicle (22025 & 22026)	City-wide	FY2026	FY2026	$120,000	0%	Debt Service	Fire Department
SCBA Compressor	City-wide	FY2026	FY2026	$200,000	0%	Debt Service	Fire Department
Replace Reserve Medic 83	City-wide	FY2027	FY2027	$500,000	0%	Debt Service	Fire Department
Staff Vehicle Replacement	City-wide	FY2027	FY2027	$50,000	0%	Debt Service	Fire Department
Replace Ford Explorer	City-wide	FY2028	FY2028	$50,000	0%	Debt Service	Fire Department
Replace 2011 Reserve Engine	City-wide	FY2028	FY2028	$800,000	0%	Debt Service	Fire Department
Police							
Building Expansion (Renovation)	City-wide	FY2025	FY2027	$5,000,000	0%	General Fund/Facil-ities Bond	Police Department
Police Vehicle Replacements (10)	City-wide	FY2025	FY2025	$850,000	0%	Debt Service	Police Department
Police Vehicle Replacements (10)	City-wide	FY2026	FY2026	$850,000	0%	Debt Service	Police Department
Gate opener	City-wide	FY2025	FY2025	$15,000	0%	Facility Maintenance Fund	Police Department
Flooring Replacement	City-wide	FY2025	FY2025	$40,000	0%	Facility Maintenance Fund	Police Department

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Police, continued							
Officer Wellness Equipment	City-wide	FY2025	FY2025	$30,000	0%	General Fund	Police Department
Code Enforcement Maverick	City-wide	FY2025	FY2025	$24,300	0%	Debt Service	Planning & Development
Laptop Replacements (30)	City-wide	FY2026	FY2026	$115,000	0%	Debt Service	Police Department
Police Vehicle Replacements (10)	City-wide	FY2027	FY2027	$850,000	0%	Debt Service	Police Department
VMS Trailer Replacement	City-wide	FY2027	FY2027	$20,000	0%	General Fund	Police Department
Laptop Replacements (30)	City-wide	FY2027	FY2027	$115,000	0%	Debt Service	Police Department
Police Vehicle Replacements (10)	City-wide	FY2028	FY2028	$850,000	0%	Debt Service	Police Department
Police Vehicle Replacements (10)	City-wide	FY2029	FY2029	$850,000	0%	Debt Service	Police Department
Laptop Replacements (30)	City-wide	FY2028	FY2028	$125,000	0%	Debt Service	Police Department
Surveillance Equipment Upgrades	City-wide	FY2028	FY2028	$25,000	0%	General Fund	Police Department

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Recreation Facilities							
SR 54 Gateway Bridge	City-wide	FY2018	FY2025	$3,750,000	66%	66% Impact Fees on-hand / 34% SPLOST 17	Public Works
N Peachtree Parkway North Hill connection	City-wide	FY2021	FY2026	$257,333	66%	66% Impact Fees On-Hand / 34% SPLOST17	Public Works
SR 54 E (Peachtree East to PTC UMC)	City-wide	FY2018	FY2026	$2,600,000	66%	66% Impact Fees On-Hand / 34% SPLOST17	Public Works
SR 54 parallel bridge at Lake Peachtree	City-wide	FY2020	FY2025	$645,129	66%	66% Impact Fees On-Hand / 34% SPLOST17	Public Works
N Peachtree Parkway from Walt Banks to Lake Kedron	City-wide	FY2022	FY2025	$359,070	66%	66% Impact Fees On-Hand / 34% SPLOST17	Public Works
SR 74 S crossing study near Crosstown Drive	City-wide	FY2019	FY2029	$20,000	66%	66% Impact Fees On-Hand / 34% SPLOST17	Public Works
Path connectivity to neigh-boring communities	City-wide	FY2018	FY2029	$465,495	66%	66% Impact Fees On-Hand / 34% SPLOST17	Public Works
SR 74 N Gateway bridge and path connections	City-wide	FY2023	FY2029	$4,000,000	66%	Impact Fees / General Fund	Public Works
Smokerise Point (to White Springs Ln)	City-wide	FY2023	FY2026	$15,061	66%	Impact Fees / General Fund	Public Works

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Recreation Facilities, continued							
Smokerise Point (Ashley Way to Sedgewick Dr)	City-wide	FY2023	FY2026	$27,286	66%	Impact Fees / General Fund	Public Works
Sumner Roadside path	City-wide	FY2023	FY2026	$91,400	66%	Impact Fees / General Fund	Public Works
SR 54 E crossing	City-wide	FY2023	FY2026	$1,200,000	66%	Impact Fees / General Fund	Public Works
Prime Point share-the-road connection	City-wide	FY2023	FY2026	$102,180	66%	Impact Fees / General Fund	Public Works
Steven's Entry at N Peachtree Parkway	City-wide	FY2019	FY2029	$41,516	66%	Impact Fees / General Fund	Public Works
Willow Roadside path	City-wide	FY2023	FY2026	$106,410	66%	Impact Fees / General Fund	Public Works
SR 74 S parallel connection from PD to Crosstown	City-wide	FY2023	FY2026	$113,476	66%	Impact Fees / General Fund	Public Works
Crosstown frontage path (Crosstown Ct to Arbor Ter)	City-wide	FY2019	FY2029	$134,570	66%	Impact Fees / General Fund	Public Works
Crosstown Drive over Flat Creek (north side of RoW)	City-wide	FY2019	FY2029	$64,420	66%	Impact Fees / General Fund	Public Works
Peachtree Parkway S side path from Village Park to Fairways	City-wide	FY2023	FY2026	$130,240	66%	Impact Fees / General Fund	Public Works
Robinson Roadside path (Braelinn Rd to Colonnade)	City-wide	FY2023	FY2026	$95,526	66%	Impact Fees / General Fund	Public Works

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Recreation Facilities, continued							
Robinson Road tunnel and path connections	City-wide	FY2017	FY2026	$39,407	66%	Impact Fees / General Fund	Public Works
Holly Grove Road side path	City-wide	FY2023	FY2026	$108,318	66%	Impact Fees / General Fund	Public Works
Mill Farms path connection to Meade tunnel	City-wide	FY2023	FY2026	$177,106	66%	Impact Fees / General Fund	Public Works
Hwy 74 S parallel from PAC to Cooper Cir	City-wide	FY2023	FY2026	$249,854	66%	Impact Fees / General Fund	Public Works
Hwy 74 S parallel from Cooper Cir to Dividend Dr	City-wide	FY2023	FY2026	$135,191	66%	Impact Fees / General Fund	Public Works
Dividend Dr side path from 74 to TDK	City-wide	FY2023	FY2026	$268,113	66%	Impact Fees / General Fund	Public Works
Falcon Drive path	City-wide	FY2024	FY2029	$51,609	66%	Impact Fees / General Fund	Public Works
TDK parallel connection from 74 to Dividend Dr	City-wide	FY2023	FY2026	$111,774	66%	Impact Fees / General Fund	Public Works
TDK parallel from Dividend Dr to Lake McIntosh	City-wide	FY2023	FY2026	$274,354	66%	Impact Fees / General Fund	Public Works
Dividend side path from TDK to Paschall Road	City-wide	FY2023	FY2026	$460,557	66%	Impact Fees / General Fund	Public Works
Peachtree Villas path connection	City-wide	FY2023	FY2026	$32,650	66%	Impact Fees / General Fund	Public Works

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Recreation Facilities, continued							
Senoia Road frontage path	City-wide	FY2026	FY2029	$355,323			
Meade Field/ PAC Light Replacements- All	City-wide	FY2025	FY2025	$1,835,000	0%	ARPA	Recreation & Special Events
Capital Equipment Replace-ments: F150 (5054), zero-turn mower (2)	City-wide	FY2025	FY2025	$60,560	0%	General Fund	Recreation & Special Events
Glenloch Pool Shade Structure	City-wide	FY2025	FY2025	$75,000	0%	Facility Maintenance Fund	Recreation & Special Events
Kedron Fieldhouse Roof	City-wide	FY2025	FY2025	$900,000	0%	ARPA	Recreation & Special Events
Capital Equipment Replace-ment: F-150 (5003)	City-wide	FY2026	FY2026	$38,000	0%	Debt Services	Recreation & Special Events
Kedron Backboard & Hydraulics	City-wide	FY2026	FY2026	$80,000	0%	Facility Maintenance Fund	Recreation & Special Events
Library HVAC System	City-wide	FY2026	FY2026	$325,000	0%	General Fund	Library Services
Capital Equipment Replace-ment: F250 (3), zero-turn mowers (2)	City-wide	FY2027	FY2027	$181,740	0%	Debt Services	Recreation & Special Events
Braelinn Playground Pavil-ion	City-wide	FY2027	FY2027	$125,000	0%	General Fund	Recreation & Special Events

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Recreation Facilities, continued							
Kedron Pool Resurfacing	City-wide	FY2027	FY2027	$40,000	0%	Facility Maintenance Fund	Recreation & Special Events
Playground Upgrade	City-wide	FY2028	FY2028	$85,000	0%	General Fund	Recreation & Special Events
Kedron Pool Resurfacing	City-wide	FY2028	FY2028	$40,000	0%	Facility Maintenance Fund	Recreation & Special Events
Street Resurfacing-	City-wide	FY2025	FY2025	$432,458	0%	LMIG Grants	Public Works
Public Buildings Facilities Improvements	City-wide	FY2025	FY2025	$350,000	0%	General Fund	Public Works
Street Resurfacing	City-wide	FY2025	FY2025	$450,000	0%	General Fund	Public Works
Public Buildings Facilities Improvements	City-wide	FY2025	FY2025	$350,000	0%	General Fund	Public Works
Capital Equipment Replacements: Asphalt spreader, F-250 (5021), Zero-turn Mowers (2)	City-wide	FY2026	FY2026	$278,140	0%	Debt Service	Public Works
Street Resurfacing – LMIG Match	City-wide	FY2026	FY2026	$450,000	0%	General Fund	Public Works
Public Buildings Facilities Improvements	City-wide	FY2026	FY2026	$350,000	0%	General Fund	Public Works

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Public Works							
Capital Equipment Replacements: F-750 (3021), Tandem Dump (3012), F-250 Quad, zero-turn mower (2)	City-wide	FY2027	FY2027	$259,500	0%	Debt Service	Public Works
Street Resurfacing- LMIG Match	City-wide	FY2027	FY2027	$450,000	0%	General Fund	Public Works
Public Buildings Facilities Improvements, Reroof City Hall	City-wide	FY2027	FY2027	$1,250,000	0%	General Fund, ARPA	Public Works
Capital Equipment Replacements: Asphalt roller (3896), F350 (3033), zero-turn mower (2)	City-wide	FY2028	FY2028	$162,400	0%	Debt Service	Public Works
Street Resurfacing – LMIG Match	City-wide	FY2028	FY2028	$450,000	0%	General Fund	Public Works
Public Buildings Facilities Improvements	City-wide	FY2028	FY2028	$350,000	0%	General Fund	Public Works
Street Resurfacing	City-wide	FY2026	FY2026	$450,000	0%	General Fund	Public Works
Street Resurfacing	City-wide	FY2027	FY2027	$450,000	0%	General Fund	Public Works
Street Resurfacing	City-wide	FY2028	FY2028	$450,000	0%	General Fund	Public Works
Street Resurfacing	City-wide	FY2029	FY2029	$450,000	0%	General Fund	Public Works

PROJECT DESCRIPTION	SERVICE AREA	PROJECT START DATE	PROJECT COMPLETION DATE	ESTIMATED PROJECT COST	PORTION CHARGEABLE TO IMPACT FEES	SOURCES OF FUNDS & SHARE	RESPONSIBLE PARTY
Public Works, continued							
Public Buildings Facilities Improvements	City-wide	FY2026	FY2026	$350,000	0%	General Fund	Public Works
Public Buildings Facilities Improvements	City-wide	FY2027	FY2027	$350,000	0%	General Fund	Public Works
Public Buildings Facilities Improvements	City-wide	FY2028	FY2028	$350,000	0%	General Fund	Public Works
Public Buildings Facilities Improvements	City-wide	FY2029	FY2029	$350,000	0%	General Fund	Public Works
Technical Services							
Physical Security	City-wide	FY2024	FY2025	$31,000	0%	Debt Service	Finance
Server Replacements	City-wide	FY2025	FY2025	$97,000	0%	Debt Service	Finance
MS Server Software	City-wide	FY2025	FY2025	$95,000	0%	Debt Service	Finance
Network Access Control	City-wide	FY2025	FY2025	$65,000	0%	Debt Service	Finance
Security IDS	City-wide	FY2025	FY2025	$95,000	0%	Debt Service	Finance
Vmware	City-wide	FY2025	FY2025	$65,000	0%	Debt Service	Finance
Data Security	City-wide	FY2025	FY2025	$60,000	0%	Debt Service	Finance
Physical Security	City-wide	FY2025	FY2025	$45,000	0%	Debt Service	Finance
Data Center UPS	City-wide	FY2025	FY2025	$80,000	0%	Debt Service	Finance
Misc. Software upgrades	City-wide	FY2026	FY2026	$55,000	0%	Debt Service	Finance
HP Nimble Storage	City-wide	FY2026	FY2026	$195,000	0%	Debt Service	Finance

Technical Services, continued							
Cisco Switch Replacements	City-wide	FY2026	FY2026	$195,000	0%	Debt Service	Finance
Data Center UPS	City-wide	FY2026	FY2026	$85,000	0%	Debt Service	Finance
Data Security Upgrades	City-wide	FY2026	FY2026	$55,000	0%	Debt Service	Finance
PC Replacements	City-wide	FY2026	FY2026	$245,000	0%	Debt Service	Finance
PC Replacements	City-wide	FY2027	FY2027	$230,000	0%	Debt Service	Finance
Microsoft Server Software upgrades	City-wide	FY2027	FY2027	$80,000	0%	Debt Service	Finance
Vmware Upgrades	City-wide	FY2027	FY2027	$50,000	0%	Debt Service	Finance
Storage Replacement	City-wide	FY2027	FY2027	$95,000	0%	Debt Service	Finance
Tape Drive Replacements	City-wide	FY2027	FY2027	$52,000	0%	Debt Service	Finance
Data Security Upgrades	City-wide	FY2027	FY2027	$50,000	0%	Debt Service	Finance
Wireless Network Replace-ment	City-wide	FY2027	FY2027	$120,000	0%	Debt Service	Finance
Physical Security Upgrades	City-wide	FY2027	FY2027	$30,000	0%	Debt Service	Finance
Server Replacement	City-wide	FY2028	FY2028	$97,000	0%	Debt Service	Finance
Microsoft SQL Upgrade	City-wide	FY2028	FY2028	$85,000	0%	Debt Service	Finance
HP Nimble Storage	City-wide	FY2028	FY2028	$220,000	0%	Debt Service	Finance
Firewall Replacement	City-wide	FY2028	FY2028	$95,000	0%	Debt Service	Finance
Tape Drive Replacement	City-wide	FY2028	FY2028	$52,000	0%	Debt Service	Finance
Misc. Software Upgrades	City-wide	FY2028	FY2028	$60,000	0%	Debt Service	Finance
Data Security Upgrades	City-wide	FY2028	FY2028	$50,000	0%	Debt Service	Finance
Veeam/Backup upgrade	City-wide	FY2028	FY2028	$49,000	0%	Debt Service	Finance