

BOARD OF COMMISSIONERS OF CANDLER COUNTY, GEORGIA
AGENDA
REGULAR MEETING
5:00 P.M.
April 7, 2025

1. Call to Order
2. Invocation and *Pledge of Allegiance*
3. Approval of Agenda
4. Department Reports
 - a. Metter Fire Department – Jason Douglas, Fire Chief
 - b. EMS – Xavier Winkler, Director
 - c. Roads & Bridges – Jerry Lanier, Roads Superintendent
 - d. Solid Waste – Robert Hendrix, Landfill Supervisor
 - e. Recreation – Mike Robins, Recreation Director
 - f. Assessor's Office – Report Only
 - g. Sheriff's Office – Report Only
5. Approval of Minutes –
 - a. March 3, 2025 1st Regular Monthly Meeting
 - b. March 17, 2025 2nd Regular Monthly Meeting
 - c. March 18, 2025 Budget Planning Meeting
6. Citizens wishing to address the Commission – *Citizens will be allowed to address the commission individually for a period of up to 5 minutes.*
 - a. Kameron Mitchell, Public Affairs Specialist, U.S. Small Business Administration (SBA)
7. Application for Commission approval
8. Old Business
 - a. Consideration of an estimate from Pope Construction for repairs to the recreation department gymnasium and discussion of next steps
 - b. Discussion regarding the Candler County Emergency Management Ordinance provisions and a request to modify the ordinance to include emergency pay provisions for county personnel
 - c. Discussion regarding the Candler County Solar Panel Ordinance
 - d. Change Order #2
 - e. Change Order #3
9. New Business
 - a. Consideration of a proposed agreement between the Candler County Board of Commissioners and the Georgia Family Connection Partnership for a contract period of October 1, 2024-September 30, 2025 for a grant in the amount of \$75,000 for family support activities
 - b. Consideration of a compensation agreement with UGA Extension for fiscal year 2026 for 4H and extension services
 - c. Discussion regarding 2025 GDOT LRA supplemental funding of \$614,543.47 and possible road projects for this funding (application due date of June 15, 2025)
 - d. Consideration of a proposal from TRIBOND services for custodial services at the recreation department to clean facility restrooms for a sixty (60) day period during the spring recreation baseball season at a cost of \$1,624 per month for cleaning five (5) days per week
 - e. Consideration of the 2025 Emergency Operations Plan as presented for adoption by EMA Director Wells
 - f. Consideration of a request to amend the Candler County Purchasing Card and/or Credit Card User Agreement between Candler County and Elected Officials/Key County Staff to correct the county EIN number on pg. 9, and to update approved uses on pg. 5.

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10. Report from County Administrator
 - a. Metter-Candler Recreation Department
 - i. Board composition, by laws, operation of the board
 - ii. Food service at the recreation department
 - b. Helene Storm Debris wrap-up and discussion
11. Report from Attorney
12. Reports from Commissioners
13. Report from Chairman
14. Executive Session
15. Adjournment

**Candler County
Board of Commissioners
Monday, April 7, 2025
5:00 p.m.**

The Board of Commissioners of Candler County met for the regular monthly meeting on Monday, April 7, 2025 meeting, at 5:00 p.m., in the Commissioners' boardroom at 1075 East Hiawatha Street, Suite A, Metter, Georgia.

Chairman Brad Jones presided with Vice-Chairman Blake Hendrix, Commissioners David Morales, Jonathan Williamson and Tre' Ross in attendance. Also attending were County Administrator Bryan Aasheim, County Clerk Kellie Lank and County Attorney Kendall Gross and Assistant Attorney Cindy Delgado Ballew. The Metter Advertiser was notified of the meeting, Taylor Crosby was present.

Guests attending this meeting included: Candler County Sheriff Captain and EMA Director, Justin Wells; Candler County EMS Director, Xavier Winkler; Candler County Public Works Superintendent, Jerry Lanier; Candler County Landfill Manager, Robert Hendrix; Candler County Safety Coordinator, Roscoe Parker; Metter-Candler Recreation Department Director, Coach Mike Robins; Candler County Board of Commissioners Payroll/HR Clerk, Jessica Gonzalez; Candler County Extension Coordinator/4-H Youth Development Agent, Susannah Lanier; EMC Engineering, Inc, Dan Chicola; and, Kameron Mitchell, Public Affairs Specialist, U.S. Small Business Administration.

1. Call to Order

Chairman Jones called the meeting to order at 5:00 p.m.

2. Invocation and Pledge of Allegiance –

Chairman Jones called on City of Metter Fire Chief, Jason Douglas, to deliver the invocation. Chairman Jones led the *Pledge of Allegiance*.

3. Approval of Agenda

Administrator Aasheim requested the agenda be amended and add the following items:

8. New Business

d. Consideration of Change Order No 2-E. Hiawatha St TIA2 project

e. Consideration of Change Order No 3-E. Hiawatha St TIA2 project

Commissioner Ross made a motion to approve the agenda as amended. Commissioner Morales provided a second. The motion carried 5-0.

4. Department Reports

- a. Metter Fire Department** –City of Metter Fire Chief, Jason Douglas, reported on the March fire responses.
- b. Recreation** – Metter-Candler County recreation Department Director, Mike Robins, spoke about a successful Opening Day Ceremony.
- c. EMS** – Candler County EMS Director, Xavier Winkler, delivered the March 2025 trip report. (Exhibit A)
- d. Roads & Bridges** – Candler County Public Works Superintendent, Jerry Lanier, heard input from the Board regarding the county roads and bridges. Equipment is functions well. The Department of Correction's detail are removing garbage from the County roads

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rights-of way and mowers are running with weather permitting to cut the grass along the road-side.

- e. **Solid Waste** – Candler County Landfill Manager, Robert Hendrix, gave an update on the landfill operations.
- f. **Assessor's Office** – Report Only
- g. **Sheriff's Office** – Report Only

5. Approval of Minutes –

a. March 3, 2025 1st Regular Monthly Meeting

Commissioner Ross made a motion to approve the March 3, 2025 1st Regular Monthly Meeting minutes. Commissioner Williamson provided a second. The motion carried, 5-0.

b. March 17, 2025 2nd Regular Monthly Meeting

Commissioner Williamson made a motion to approve the March 17, 2025 2nd Regular Monthly Meeting minutes. Commissioner Ross provided a second. The motion carried unanimously, 5-0.

c. March 18, 2025 Budget Planning Meeting

Commissioner Williamson made a motion to approve the March 18, 2025 Budget Planning Meeting Minutes. Commissioner Morales provided a second. The motion carried, 5-0.

6. Citizens wishing to address the Commission – *Citizens will be allowed to address the commission individually for a period of up to 5 minutes.*

a. Kameron Mitchell, Public Affairs Specialist, U.S. Small Business Administration (SBA)

Mr. Mitchell provided a fact sheet pertaining to disaster loans from the U.S. Small Business Administration to the Board, and spoke of the relief they are providing while collaborating with FEMA to help those suffering damage from Hurricane Helene. (Exhibit B)

7. Application for Commission approval

There were no applications presented for Commission approval at this meeting.

8. Old Business

a. Consideration of an estimate from Pope Construction for repairs to the recreation department gymnasium and discussion of next steps

Vice-Chairman Hendrix made a motion to table the item, Consideration of an estimate from Pope Construction for repairs to the recreation department gymnasium and discussion of next steps. Commissioner Ross provided a second to the motion. The motion carried unanimously, 5-0.

b. Discussion regarding the Candler County Emergency Management Ordinance provisions and a request to modify the ordinance to include emergency pay provisions for county personnel

Administrator Aasheim requested the Commission consider a request to change the procedures that require a called meeting to declare a State of Emergency, and to Suspend the Purchasing Policy, and to provide for emergency pay each time the Governor calls a state-wide state of

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emergency. Administrator Aasheim requested implementing a Disaster Pay Policy.

Chairman Jones made a motion to amend the policy to reflect what is in the proposed ordinance as opposed to changing the ordinance. Commissioner Ross provided a second. The motion carried, 5-0. (Exhibit C)

c. Discussion regarding the Candler County Solar Panel Ordinance

Administrator Aasheim provided a modified Solar Panel Ordinance to the Board prior to the meeting for review. The changes due to policy were primarily due to the set-backs, screening requirements (particularly around residential properties), noise limitations, approval processes, decommissioning requirements and decommissioning plans, and information required on an application for the approval from the Board of Commissioners. Attorney Gross elaborated on the modifications Administrator Aasheim mentioned and explained this change would require publication of the ordinance prior to Commissioners taking action and requested authorization for this revised Candler County Solar Panel Ordinance be published in the newspaper.

Chairman Jones made a motion to authorize the County Attorney advertisement of the proposed revision of the Candler County Solar Panel Ordinance in the Metter Advertiser. Commissioner Morales provided a second. The motion carried, 5-0.

Chairman Jones then made a motion to table the Candler County Solar Panel Ordinance. Commissioner Williamson provided a second. The motion carried unanimously, 5-0.

d. Consideration of Change Order No 2-E. Hiawatha St TIA2 project

Administrator Aasheim invited Mr. Dan Chicola to speak on Change Order No. 2 for the East Hiawatha Street TIA2 Project.

Mr. Chicola explained the change includes grading for two new driveways serving farm parcels on the east side, and adjusting the slope at Animal Shelter Road to reduce the steep incline. A low spot in the road will be raised to maintain proper drainage and keep water in the ditch rather than pooling in the roadway. Additionally, an 8" force main running from the lift station to the pond—missed in the original survey—must be lowered to allow for underdrain installation. Cost of the modifications to the contract are detailed as follows:

| CHANGE ORDER #2 - FORCE MAIN RELOCATION, GRADING, DRAINAGE | | | | |
|--|-----|----|------------------|---------------------|
| ADDITIONAL GRADING COMPLETE -ANIMAL SHELTER ROAD FLATTEN GRADE AND REMOVE LOW AREA | 1 | LS | \$ 18,240.00 | \$ 18,240.00 |
| RELOCATE ENCOUNTERED FORCE MAIN ON ANIMAL SHELTER ROAD TO INCLUDE NEW AIR RELEASE MANHOLE AND BYPASS PUMPING | 1 | LS | \$ 36,742.50 | \$ 36,742.50 |
| 6" UNDERDRAIN - STA 49+00 LEFT TO 52+10 LEFT - NORTH POND DAM | 310 | LF | \$ 46.00 | \$ 14,260.00 |
| | | | CO#2TOTAL | \$ 69,242.50 |

Chairman Jones made a motion to approve Change Order No.2. Vice-Chairman Hendrix provided a second. The motion carried unanimously, 5-0. (Exhibit D)

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e. Consideration of Change Order No 3-E. Hiawatha/Excelsior EMC Drainage Upgrade

Vice-Chairman Hendrix made a motion to table this item. Commissioner Williamson provided a second. The motion carried 5-0.

9. New Business

a. Consideration of a proposed agreement between the Candler County Board of Commissioners and the Georgia Family Connection Partnership for a contract period of October 1, 2024-September 30, 2025 for a grant in the amount of \$75,000 for family support activities

Administrator Aasheim presented the annual contract for a grant in the amount of \$75,000 for family support activities. Candler County Board of Commissioners will agree to serve as the fiscal agent for these funds for the Family Connection of Candler County as identified within the proposed contract by the Georgia Family Connection Partnership.

Vice-Chairman Hendrix made a motion to enter into an agreement between the Candler County Board of Commissioners and the Georgia Family Connection Partnership for a contract period of October 1, 2024-September 30, 2025 for a grant in the amount of \$75,000 for family support activities. Commissioner Morales provided a second. The motion carried, 5-0. (Exhibit E)

b. Consideration of a compensation agreement with UGA Extension for fiscal year 2026 for 4H and extension services

Administrator Aasheim presented a compensation agreement with UGA Extension for fiscal year 2026 for 4H and agriculture extension services. He explained that UGA and Candler County share personnel costs with UGA making initial payments to the employees and billing Candler for our portion. There is about a 5% increase in the cost to the County over FY2025, from \$89,011 to FY2026 \$93,458.

Chairman Jones made a motion to approve the compensation agreement with UGA Extension for fiscal year 2026 for 4H and extension services. Vice-Chairman Hendrix provided a second. The motion carried unanimously, 5-0. (Exhibit F)

c. Discussion regarding 2025 GDOT LRA supplemental funding of \$614,543.47 and possible road projects for this funding (application due date of June 15, 2025)

Vice-Chairman Hendrix made a motion to table the item Discussion regarding 2025 GDOT LRA supplemental funding of \$614,543.47 and possible road projects for this funding (application due date of June 15, 2025). Commissioner Williamson provided a second. The motion carried, 5-0.

d. Consideration of a proposal from TRIBOND services for custodial services at the recreation department to clean facility restrooms for a sixty (60) day period during the spring recreation baseball season at a cost of \$1,624 per month for cleaning five (5) days per week

Administrator Aasheim requested the Commissioners consider and ratify a proposal from TRIBOND Services for custodial services at the recreation department to clean facility restrooms for a sixty (60)

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day period during the spring recreation baseball season at a cost of \$1,624 per month for cleaning five (5) days per week. Historically, Candler County contracted with American Facility Service beginning in November 2024 for provision of cleaning services at county facilities. AFS did not perform under the contract and the contract was terminated. Candler County will issue a new RFP for cleaning services with a 30-day response period on April 2nd. In the interim, Candler has contracted with TRIBOND for temporary services. The original scope of the cleaning did not include the recreation department.

| Building Description | # of days per week | TRIBOND'S Pricing per Month |
|--------------------------------------|-----------------------|-----------------------------------|
| SHERIFF'S OFFICE | 1 | \$303.00 |
| COMMISSIONERS OFFICE | 1 | \$303.00 |
| COURTHOUSE | 5 | \$2,275.00 |
| TAX ASSESSOR AND TAX COMMISSIONER | 5 | \$1,517.00 |
| TOTAL | | \$4,398.00 |

Vice-Chairman Hendrix made a motion to ratify and approve the proposal from TRIBOND services for custodial services at the recreation department to clean facility restrooms for a sixty (60) day period during the spring recreation baseball season at a cost of \$1,624 per month for cleaning five (5) days per week. Commissioner Ross provided a second. The motion carried unanimously, 5-0.

e. Consideration of the 2025 Emergency Operations Plan as presented for adoption by EMA Director Wells

Administrator Aasheim opened to floor to EMA Director, Justin Wells, to present to total rewrite of the Emergency Operations Plan for consideration. After a discussion of the data in the proposed 2025 Emergency Operations Plan for Candler County.

Chairman Jones commended Director Wells for the work he put into the total rewrite of this plan. He then made a motion to approve the 2025 Emergency Operations Plan as presented for adoption by EMA Director Wells. Commissioner Morales provided a second. The motion carried unanimously, 5-0. (Exhibit G)

f. Consideration of a request to amend the Candler County Purchasing Card and/or Credit Card User Agreement between Candler County and Elected Officials/Key County Staff to correct the county EIN number on pg. 9, and to update approved uses on pg. 5.

Administrator Aasheim requested the Board authorize staff to make a correction to the EIN number on page 9. He explained the update originally requested for page 5 was not necessary. Attorney Gross clarified that advertisement of this ordinance is non-material and would not need to be advertised.

Vice-Chairman Hendrix made a motion to authorize Administrator Aasheim to make the non-material change the County's EIN number that is listed in the ordinance incorrectly. Commissioner Ross provided a second. The motion carried, 5-0.

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10. Report from County Administrator

a. Metter-Candler Recreation Department

i. Board composition, by laws, operation of the board

The Board of Recreation Department Advisory Board was created to act as the operational arm to some degree for the Recreation Department and to have citizens who sat on this board to have input into the programs, the facilities and particularly the operations of the Recreation Department. Aasheim explained that is not taking place with the current quarterly meeting schedule. Chairman Jones suggested monthly meetings at 4PM on the 1st Tuesday of each month in the Commissioners boardroom prior to the Planning and Zoning meetings. Administrator Aasheim requested the opportunity to have a conversation with Director Robins about these suggestions, and give him an opportunity to provide feedback. At that point, he will come back with an item on the agenda to have a discussion again to solidify board actions going forward.

ii. Food service at the recreation department

Food Service staff has notified Mike Robins that they will retire at the end of this season. Discussions were held of options that they may consider prior to Football Season. Administrator Aasheim will send letters to the local restaurants to explore interest in food service.

b. Helene Storm Debris wrap-up and discussion

Continuing to work with FEMA to get reimbursed or Helene expenses.

Other topics brought to the Boards attention were:

- Delays with USPS causing mail issues to slow down AP. Requested input on doing as many payments as possible by ACH, but not get rid of paper checks completely. The consensus of the Board was to move forward with General Operating Fund ACH conversion.
- Budget FY2026 preparation update
- Discussed the CAT motor-grader proposal, repair records and hours that are currently on the graders. Discussed the dump trucks as well.
- FY2024 Audit is complete and will be presented at the April 21, 2025 meeting. No findings.
- Public Building Authority meeting tomorrow morning to discuss the Drainage Easement Excelsior EMC has requested.

Administrator Aasheim concluded his report by requested Executive Session to discuss personnel.

11. Report from Attorney

Attorney Gross requested Executive Session to discuss personnel and possible litigation.

12. Reports from Commissioners

District 1 – Commissioner David Morales stated he had a constituent inquiring about the Noise Ordinance.

District 2 – Commissioner Jonathan Williamson had nothing to report at this meeting.

District 3 – Commissioner Tre' Ross had nothing to report at this meeting.

District 4 – Vice-Chairman Blake Hendrix had nothing to report at this meeting.

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13. Report from Chairman

Chairman Jones requested Executive Session to discuss personnel.

14. Executive Session –Personnel and potential litigation

Chairman Jones moved to exit into Executive Session to discuss personnel and potential litigation at 7:08 p.m. Vice-Chairman Hendrix provided a second to the motion. The motion carried 5-0.

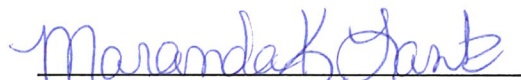
Chairman Jones moved to exit Executive Session and reconvene the regular meeting at 8:06 p.m. Vice-Chairman Hendrix provided a second to the motion. The motion carried 5-0.

Chairman Jones moved to authorize the signing of the *Closed Meeting Affidavit* certifying that executive session was for personnel. Commissioner Williamson provided the second to the motion. The motion carried 5-0.

No Action taken after Executive Session

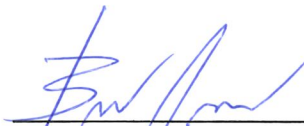
15. Adjournment

At 8:08 p.m., Chairman Jones moved to adjourn the meeting. Commissioner Morales provided the second to the motion. The motion carried 5-0.



Kellie Lank, Clerk

Attest



Brad Jones, Chairman

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BOARD OF COMMISSIONERS OF CANDLER COUNTY

Brad Jones
Chairman

Bryan Aasheim
County Administrator

Blake Hendrix
Vice-Chairman

David Morales
Commissioner

Jonathan Williamson
Commissioner

Tre' Ross
Commissioner

CLOSED MEETING AFFIDAVIT

STATE OF GEORGIA
COUNTY OF CANDLER

AFFIDAVIT OF CHAIRMAN OR PRESIDING OFFICER

Brad Jones, Chairman of the Board of Commissioners of Candler County, being duly sworn, states under oath that the following is true and accurate to the best of his knowledge and belief:

1.
The Board of Commissioners of Candler County met in a duly advertised meeting on April 7, 2025.

2.
During such meeting, the Board voted to go into closed session.

3.
The executive session was called to order at 7:08 p.m.

4.
The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

☒ Consultation with the county attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the county or any officer or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. 50-14-2(1);

☐ Discussion of tax matters made confidential by state law as provided by O.C.G.A. 50-14-2(2);

☐ Discussion of the future acquisition of real estate as provided by O.C.G.A. 50-14-3(4);

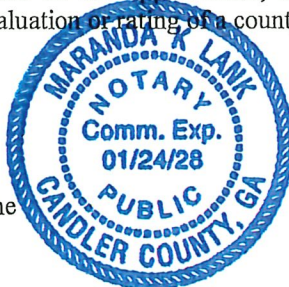
☒ Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. 50-14-3(6);

☐ Other

This 7th day of April 2025.

Sworn to and subscribed before me
This 7th day of April 2025.

Marenda K. Lank
Notary Public



Brad Jones
Brad Jones, Chairman
Board of Commissioners of Candler County

1075 EAST HIAWATHA STREET, SUITE A, METTER, GEORGIA 30439
(912) 685-2835 FAX (912) 685-4823

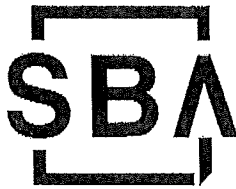
March 2025 Candler Co EMS End of the Month Report

| | |
|------------------|----|
| Scene to CCH | 72 |
| Scene to EGRMC | 23 |
| Scene to Meadows | 3 |
| Scene to Air | 2 |

| | |
|----------------------------|----|
| CCH to MUMC | 11 |
| CCH to Candler | 1 |
| CCH to St Joseph's Candler | 2 |
| CCH to WellStar MCG | 1 |
| CCH to EGRMC | 7 |
| CCH to Meadows | 1 |
| CCH to Nursing home | 12 |

| | |
|---------------------|---------|
| Refusal | 38 |
| Refusal/Lift Assist | 10 |
| Coroner Call | 2 |
| Cancelled Call | 2 |
| Fire Standby | 5 |
| Ems Not Needed | 2 |
| Total | 194 |

[illegible]



U.S. Small Business
Administration

U.S. SMALL BUSINESS ADMINISTRATION FACT SHEET - DISASTER LOANS

GEORGIA Declaration 20711 & 20712 (Disaster: GA-20013)

Incident: HURRICANE HELENE

occurring: September 24, 2024 through October 30, 2024

in the Georgia counties of: Appling, Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Bryan, Bulloch, Burke, Butts, Camden, Candler, Charlton, Chatham, Clinch, Coffee, Colquitt, Columbia, Cook, Dodge, Echols, Effingham, Elbert, Emanuel, Evans, Fulton, Glascock, Glynn, Hancock, Irwin, Jeff Davis, Jefferson, Jenkins, Johnson, Lanier, Laurens, Liberty, Lincoln, Long, Lowndes, McDuffie, McIntosh, Montgomery, Newton, Pierce, Rabun, Richmond, Screven, Stephens, Taliaferro, Tattnall, Telfair, Thomas, Tift, Toombs, Treutlen, Ware, Warren, Washington, Wayne, Wheeler and Wilkes; for economic injury only in the contiguous Georgia counties of: Baldwin, Banks, Bleckley, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Franklin, Gwinnett, Habersham, Hart, Henry, Grady, Greene, Jasper, Lamar, Madison, Mitchell, Monroe, Morgan, Oglethorpe, Pulaski, Putnam, Rockdale, Spalding, Towns, Turner, Twiggs, Walton, Wilcox, Wilkinson, and Worth; for economic injury only in the contiguous Florida counties of: Baker, Columbia, Hamilton, Jefferson, Leon, Madison, and Nassau; for economic injury only in the contiguous North Carolina counties of: Clay, Jackson, and Macon; and for economic injury only in the contiguous South Carolina counties of: Abbeville, Aiken, Allendale, Anderson, Barnwell, Edgefield, Hampton, Jasper, McCormick, and Oconee

Application Filing Deadlines:

Physical Damage: April 27, 2025

Economic Injury: June 30, 2025

If you are located in a declared disaster area, you may be eligible for financial assistance from the U. S. Small Business Administration (SBA).

What Types of Disaster Loans are Available?

- Business Physical Disaster Loans – Loans to businesses to repair or replace disaster-damaged property owned by the business, including real estate, inventories, supplies, machinery and equipment. Businesses of any size are eligible. Private, non-profit organizations such as charities, churches, private universities, etc., are also eligible.
- Economic Injury Disaster Loans (EIDL) – Working capital loans to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period.
- Home Disaster Loans – Loans to homeowners or renters to repair or replace disaster-damaged real estate and personal property, including automobiles.

What are the Credit Requirements?

- Credit History – Applicants must have a credit history acceptable to SBA.
- Repayment – Applicants must show the ability to repay all loans.

What are the Interest Rates?

By law, the interest rates depend on whether each applicant has Credit Available Elsewhere. An applicant does not have Credit Available Elsewhere when SBA determines the applicant does not have sufficient funds or other resources, or the ability to borrow from non-government sources, to provide for its own disaster recovery. An applicant, which SBA determines to have the ability to provide for his or her own recovery is deemed to have Credit Available Elsewhere. Interest rates are fixed for the term of the loan. The interest rates applicable for this disaster are:

| Physical Damage Loan Types | No Credit Available Elsewhere | Credit Available Elsewhere |
|----------------------------|-------------------------------|----------------------------|
| Home Loans | 2.813% | 5.625% |
| Business Loans | 4.000% | 8.000% |
| Non-Profit Organizations | 3.250% | 3.250% |

| Economic Injury Loan Types | No Credit Available Elsewhere | Credit Available Elsewhere |
|--|-------------------------------|----------------------------|
| Businesses & Small Agricultural Cooperatives | 4.000% | N/A |
| Non-Profit Organizations | 3.250% | N/A |

What are Loan Terms?

The law authorizes loan terms up to a maximum of 30 years. However, the law restricts businesses with credit available elsewhere to a maximum 7-year term. SBA sets the installment payment amount and corresponding maturity based upon each borrower's ability to repay. Borrowers may be required to provide collateral.

What are the Loan Amount Limits?

- Business Loans – The law limits business loans to \$2,000,000 for the repair or replacement of real estate, inventories, machinery, equipment and all other physical losses. Subject to this maximum, loan amounts cannot exceed the verified uninsured disaster loss.
- Economic Injury Disaster Loans (EIDL) – The law limits EIDLs to \$2,000,000 for alleviating economic injury caused by the disaster. The actual amount of each loan is limited to the economic injury determined by SBA, less business interruption insurance and other recoveries up to the administrative lending limit. EIDL assistance is available only to entities and their owners who cannot provide for their own recovery from non-government sources, as determined by the U.S. Small Business Administration.
- Business Loan Ceiling – The \$2,000,000 statutory limit for business loans applies to the combination of physical, economic injury, mitigation and refinancing, and applies to all disaster loans to a business and its affiliates for each disaster. If a business is a major source of employment, SBA has the authority to waive the \$2,000,000 statutory limit.
- Home Loans – SBA regulations limit home loans to \$500,000 for the repair or replacement of real estate and \$100,000 to repair or replace personal property. Subject to these maximums, loan amounts cannot exceed the verified uninsured disaster loss.

What Restrictions are there on Loan Eligibility?

- Uninsured Losses – Only uninsured or otherwise uncompensated disaster losses are eligible. Any insurance proceeds which are required to be applied against outstanding mortgages are not available to fund disaster repairs and do not reduce loan eligibility. However, any insurance proceeds voluntarily applied to any outstanding mortgages do reduce loan eligibility.
- Ineligible Property – Secondary homes, personal pleasure boats, airplanes, recreational vehicles and similar property are not eligible, unless used for business purposes. Property such as antiques and collections are eligible only to the extent of their functional value. Amounts for landscaping, swimming pools, etc., are limited.
- Noncompliance – Applicants who have not complied with the terms of previous SBA loans may not be eligible. This includes borrowers who did not maintain flood and/or hazard insurance on previous SBA loans.

Note: Loan applicants should check with agencies / organizations administering any grant or other assistance program under this declaration to determine how an approval of SBA disaster loan might affect their eligibility.

Is There Help with Funding Mitigation Improvements?

If your loan application is approved, you may be eligible for additional funds to cover the cost of improvements that will protect your property against future damage. Examples of improvements include retaining walls, seawalls, sump pumps, etc. Mitigation loan money would be in addition to the amount of the approved loan but may not exceed 20 percent of total amount of physical damage to real property, including leasehold improvements, and personal property as verified by SBA to a maximum of \$500,000 for home loans. It is not necessary for the description of improvements and cost estimates to be submitted with the application. SBA approval of the mitigating measures will be required before any loan increase.

Is There Help Available for Refinancing?

- SBA can refinance all or part of prior mortgages that are evidenced by a recorded lien, when the applicant (1) does not have credit available elsewhere, (2) has suffered substantial uncompensated disaster damage (40 percent or more of the value of the property or 50% or more of the value of the structure), and (3) intends to repair the damage.
- Businesses – Business owners may be eligible for the refinancing of existing mortgages or liens on real estate, machinery and equipment, up to the amount of the loan for the repair or replacement of real estate, machinery, and equipment.
- Homes – Homeowners may be eligible for the refinancing of existing liens or mortgages on homes, up to the amount of the loan for real estate repair or replacement.

What if I Decide to Relocate?

You may use your SBA disaster loan to relocate. The amount of the relocation loan depends on whether you relocate voluntarily or involuntarily. If you are interested in relocation, an SBA representative can provide you with more details on your specific situation.

Are There Insurance Requirements for Loans?

To protect each borrower and the Agency, SBA may require you to obtain and maintain appropriate insurance. By law, borrowers whose damaged or collateral property is located in a special flood hazard area must purchase and maintain flood insurance. SBA requires that flood insurance coverage be the lesser of 1) the total of the disaster loan, 2) the insurable value of the property, or 3) the maximum insurance available.

Applications for disaster loans may be submitted online using the MySBA Loan Portal at <https://lending.sba.gov> or other locally announced locations. Please contact the SBA's Customer Service Center by email at disastercustomerservice@sba.gov or by phone at 1-800-659-2955 for further assistance. For people who are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

Exhibit C

APPENDIX "B"

DISASTER PAY POLICY

Purpose: This policy ensures equitable compensation for all full-time personnel during closures of county administrative facilities caused by official acts.

Scope: This policy applies to all full-time employees of Candler County, Georgia.

Policy Statement:

1. **Administrative Leave Allocation:** In the event that county facilities are closed due to an official act by the Board of Commissioners, Superior Court Judge, or any other authorized entity, all full-time personnel will be granted *8 hours of administrative leave* per affected workday.
2. **Eligibility:**
 - Full-time employees actively employed on the date(s) of the closure.
 - Employees already on scheduled leave (e.g., annual leave, sick leave) during the closure will not have their pre-approved leave hours replaced with administrative leave.
3. **Compensation of Essential Personnel:**
 - Employees designated as Essential Personnel, including, but not limited to, public safety and public works personnel, including those in the Sheriff's Office, Detention Facility, Public Works, and Emergency Medical Services (EMS), will be entitled to *8 hours of administrative leave* in addition to any hours worked during days when a declaration closes county administrative offices.
 - This additional compensation is provided in recognition of their essential roles and responsibilities during emergency situations.
4. **Approval Process:**
 - Administrative leave under this policy is automatically applied upon the closure of county administrative facilities through the specified official act.
 - No additional action or approval is required from employees to claim this benefit.
5. **Definition of Closure:** A closure is defined as the suspension of normal operations at all or selected county administrative facilities as determined by authorized entities.
6. **Exclusions:**
 - Part-time, temporary, or contract employees are not eligible for compensation under this policy.
7. **Record Keeping and Payroll:**
 - The Human Resources Department will ensure that all affected employees are credited with the appropriate administrative leave.
 - The payroll office will include administrative leave hours in the employee's time records for the applicable period.

8. **Policy Review and Updates:** This policy will be reviewed annually to ensure compliance with organizational needs and applicable laws or regulations.

Effective Date: This policy is effective as of April 7, 2025, and will remain in force until amended or rescinded by the Board of Commissioners of Candler County, Georgia.

CHANGE ORDER NO. 2

PROJECT: CANDLER COUNTY 2023 TIA PROJECT – HIAWATHA PAVING

DATE OF ISSUANCE:
04-07-2025

OWNER: CANDLER COUNTY BOARD OF COMMISSIONERS
(Name, Address) 1075 EAST HIAWATHA ST, SUITE A
METTER, GEORGIA 30439

CONTRACTOR: SIKES BROTHERS, INC.

OWNER'S PROJECT NO.: 23-2035

YOU ARE HEREBY DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS.

DESCRIPTION: EAST HIAWATHA ADDITIONAL FILL AND GRADING, RELOCATION OF ADDITIONAL FORCE MAIN, AND INSTALLATION OF UNDER DRAIN PIPE ALONG NORTH POND DAM.

- ADDITIONAL GRADING ON ANIMAL SHELTER ROAD TO RAISE THE GRADE THROUGH THE EXISTING LOW AREA TO ENSURE PROPER STORAGE IN THE NEW OUTFALL DITCH. TWO ADDITIONAL DIRT DRIVEWAYS ADDED TO FARM FIELDS ON THE NORTH AND SOUTH SIDE OF HIAWATHA EAST OF ANIMAL SHELTER ROAD.
- WASTE WATER FORCE MAIN RELOCATION OF ENCOUNTERED 8" FORCE MAIN ON ANIMAL SHELTER ROAD AT PIPE CROSSING TO INCLUDE NEW AIR RELEASE MANHOLE AND BYPASS PUMPING FROM AERATOR LIFT STATION TO THE POND.
- ADDITION OF 6" UNDERDRAIN PIPE ALONG THE NORTH POND TO ENSURE REMOVAL OF GROUND WATER THAT MAY SEEP THROUGH EXISTING POND DAM SUBSURFACE.

TOTAL COST OF CHANGE ORDER: \$ 69,242.50

| CHANGE ORDER #2 - FORCE MAIN RELOCATION, GRADING, DRAINAGE | | | | |
|--|-----|----|-------------------|---------------------|
| ADDITIONAL GRADING COMPLETE - ANIMAL SHELTER ROAD FLATTEN GRADE AND REMOVE LOW AREA | 1 | LS | \$ 18,240.00 | \$ 18,240.00 |
| RELOCATE ENCOUNTERED FORCE MAIN ON ANIMAL SHELTER ROAD TO INCLUDE NEW AIR RELEASE MANHOLE AND BYPASS PUMPING | 1 | LS | \$ 36,742.50 | \$ 36,742.50 |
| 6" UNDERDRAIN - STA 49+00 LEFT TO 52+10 LEFT - NORTH POND DAM | 310 | LF | \$ 46.00 | \$ 14,260.00 |
| | | | CO#2 TOTAL | \$ 69,242.50 |

PURPOSE OF CHANGE ORDER: REDUCE THE SLOPE ON ANIMAL SHELTER ROAD AND INCREASE DITCH STORM WATER CAPACITY, LOWER THE FORCE MAIN ON ANIMAL SHELTER ROAD TO ALLOW THE NEW STORM PIPES TO BE INSTALLED, AND ENSURE GROUND WATER REMOVAL ADJACENT TO THE NORTH POND DAM.

ATTACHMENTS:

1. SIKES BROTHERS QUOTE – DATED 04-07-2025

| CHANGE IN CONTRACT PRICE: | CHANGE IN CONTRACT TIME: |
|--|--|
| ORIGINAL CONTRACT PRICE \$ 1,179,238.65 | ORIGINAL CONTRACT TIME 150 DAYS |
| PREVIOUS CHANGE ORDERS NO. <u>0</u> TO NO. <u>1</u> \$106,092.88 | NET CHANGE FROM PREVIOUS CHANGE ORDERS 0 DAYS |
| CONTRACT PRICE PRIOR TO THESE CHANGE ORDERS \$ 1,285,331.53 | CONTRACT TIME PRIOR TO THESE CHANGE ORDERS 0 DAYS |
| NET INCREASE (DECREASE) OF THIS CHANGE ORDER \$ 69,242.50 | NET INCREASE (DECREASE) OF THIS CHANGE ORDER 0 DAYS |
| CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS \$ 1,354,574.03 | CONTRACT TIME WITH ALL APPROVED CHANGE ORDERS 150 DAYS |

ACCEPTED BY:

CONTRACTOR:



KAREN OWENS VP

DATE:

4/23/25

RECOMMENDED BY:

Daniel Chicola, Construction Manager,

COUNTY ENGINEER: EMC Engineering Services, Inc

DATE: 04-08-2025

APPROVED BY:

COUNTY ADMINISTRATOR:



DATE: 4-8-2025

END OF CHANGE ORDER # 2



| | | | |
|--------------------------|---|--------------------|--|
| To: | Candler County Board Of Commissioners | Contact: | |
| Address: | 1075 East Hiawatha Street Metter, GA 30439 UNITED STATES | Phone: | |
| Project Name: | S25039 - Candler County 2023 TIA | Bid Number: | |
| Project Location: | | Bid Date: | |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|-----------------|--|--------------------|---------------|--------------------|-----------------------|
| 0010 | Additional Grading Complete | 1.00 | LS | \$18,240.00 | \$18,240.00 |
| 0020 | Relocate FM And Water Line Dog Pound Rd. | 1.00 | LS | \$36,742.50 | \$36,742.50 |
| 0030 | 6" Underdrain | 310.00 | LF | \$46.00 | \$14,260.00 |
| 0040 | 29" X 45" Elipitical Pipe | 228.00 | LF | \$451.00 | \$102,828.00 |
| 0050 | Concrete Ditch Paving | 120.00 | SY | \$138.00 | \$16,560.00 |
| 0060 | 18" Curb & Gutter | 100.00 | LF | \$24.00 | \$2,400.00 |
| 0070 | Storm Pipe Asphalt Patch | 117.00 | SY | \$95.00 | \$11,115.00 |
| 0080 | Slope Stabilization | 500.00 | LS | \$2.00 | \$1,000.00 |
| 0090 | Rip Rap | 81.00 | SY | \$48.00 | \$3,888.00 |

Total Bid Price: \$207,033.50

Notes:

- Sikes Brothers, Inc. can not be held responsible for any unforeseen conditions.

| | |
|--|--|
| <p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p> | <p>CONFIRMED:</p> <p>Sikes Brothers INC</p> <p>Authorized Signature: _____</p> <p>Estimator: _____</p> |
|--|--|



Exhibit E

March 24, 2025

Lisa Rigdon
Candler County Family Connection Inc.
20 NW Broad St
Metter, GA 30439-3615

Dear Lisa:

Congratulations! Thanks to support from the State of Georgia, Department of Human Resources, we are pleased to inform you that Candler County Family Connection Inc. has been awarded a grant in the amount of \$75,000 in support of The Bridge Outreach Resource Center.

This letter formally establishes an agreement between Georgia Family Connection Partnership and Candler County Board of Commissioners on behalf of Candler County Family Connection Inc..

TOTAL GRANT AMOUNT: \$75,000

CONTRACT PERIOD: October 1, 2024 - September 30, 2025

GAFCP PROJECT MANAGER: Rebekah Hudgins, rhudgins@anthroeval.org

PROJECT DESCRIPTION: Services in support of the community's project shall be rendered as described and outlined in the project and budget narrative.

FISCAL AGENT: The entity to receive the funds under this agreement must be the current fiscal agent under contract with the Department of Human Services to manage Family Connection state funds, or the grantee must submit an additional addendum affirming the entity's compliance with state and federal regulations.

PAYMENT OF GRANT FUNDS: Upon receipt of this letter of agreement signed by the fiscal agent's authorized representative, GAFCP will remit payment in the amount of \$37,500 for the agreed upon activities listed in the project and budget narrative in support of the community's project. An additional payment of \$37,500 will be remitted upon approval of a midyear report.

UNSATISFACTORY PROGRESS: If GAFCP is not satisfied with the progress of the Project or content of any report, then GAFCP reserves the right at its discretion to cancel the grant, discontinue funding the project and request the return of any unspent grant funds.

RESTRICTED USE OF THE GRANT FUNDS: The use of grant funds must be restricted solely to the purposes of the Project as outlined in the project and budget narrative and may not be expended, loaned internally or externally, pledged, transferred for reasons unassociated with the Project.

PERFORMANCE MEASURES: Described in MOU.

REPORTING REQUIREMENTS: Grantee is required to provide a narrative and financial report in accordance with the schedule below". GAFCP will provide the Grantee with the required report format.



Grantee will retain all receipts and documentation of project expenditures as required by the project funder.

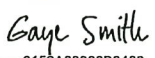
Report Type: Due Date:

Midyear Report May 16, 2025

Final Report October 17, 2025

I hope you find the terms of this agreement acceptable. Please indicate this agreement by accepting the letter of agreement. On behalf of GAFCP, I extend our best wishes for the success of your work and look forward to a productive relationship.

Sincerely,

Signed by:

 0152A69966B3486...

Gaye Smith
 Executive Director

THIS MEMORANDUM OF UNDERSTANDING between GEORGIA FAMILY CONNECTION PARTNERSHIP, INC (GaFCP) and Candler County Family Connection Inc. outlines the commitment between the parties to support and engage in the multi-Collaborative cohort project to support Family Resource Centers (FRC) to improve Family Support and reduce child abuse and neglect in the Collaborative's county.

GaFCP WILL support the Collaborative in its cohort work by:

- providing technical assistance focused on developing, enhancing, implementing, and evaluating, the Collaborative's FRC;
- providing reimbursement for cohort county participants to travel to participate in a minimum of three meetings with other cohort communities;
- managing existing contracts between GaFCP and project funders to bring partners together for strategy enhancement, development, and implementation and evaluation;
- working in partnership with the Collaborative and cohort to assist with strategy enhancement, implementation, evaluation, resource development; and
- communicating learnings, stories, and success resulting from the Collaborative's cohort work to stakeholders, partners, and the network.

THE COLLABORATIVE WILL engage in cohort work to support FRCs to improve Family Support and reduce child abuse and neglect in its county by:

- ensuring any individual involved in any strategy activity who is providing a direct service or coming in contact with children, has completed a criminal background check;
- ensuring the Fiscal Agent managing these funds is the same organization that manages the GaFCP grant for the Family Connection Collaborative or collaborative 501C3 meets all state and federal requirements;



**Memorandum of Understanding Between GEORGIA FAMILY
CONNECTION PARTNERSHIP and Candler County Family
Connection Inc. (-)**

- retaining all invoices and ensuring they are available upon request;
- contributing and participating in the cohort project with a 3-year commitment;
- holding regularly scheduled strategy team meetings with at least two partners and county coordinator to plan and discuss the implementation and evaluation of the FRC at least quarterly;
- participating in National Family Support Network and online Mandated Reporter training;
- engaging GaFCP technical assistance providers in strategy team meetings as needed;
- maintaining contact with GaFCP evaluator;
- working with GaFCP technical assistance providers to enhance, expand, and ensure quality and best and promising practices are implemented in the FRC;
- incorporating and documenting an explicit focus on ensuring equity in FRC program implementation;
- where applicable and appropriate, developing strategy-level work plan and a logic model to guide the work;
- retaining records and other documentation at least three years after submission of the final report;
- providing data and documentation as determined appropriate by the evaluation and/or project funder requirements and respond to all requests for documentation and required reporting in a timely manner;
- participating in the DFCS PCS FRC evaluation system as specified by the GaFCP evaluation TA providers; and
- participating in a minimum of three meetings with other Collaboratives in the Family Support Cohort.

THIS MEMORANDUM OF UNDERSTANDING will be effective from date of final signature until September 30, 2025.

BY AFFIXING THEIR SIGNATURES, the parties agree that they have read and executed the LOA and MOU on the date indicated.

BY AFFIXING THEIR SIGNATURES, the parties agree that they have read and executed the LOA and MOU on the date indicated.

DocuSigned by:
Bryan Aasheim
0700D861755E44C...

Authorized Signature 1

Bryan Aasheim
Print Name

Date: 04/08/2025

Signed by:
[Signature]
C3BA4EC1FBBB4A8...

Authorized Signature 2

Dennis Allen
Print Name

Date: 04/10/2025

Signed by:
Gaye Smith
0152A69966B3486...

4/10/2025 | 6:52 AM PDT



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

STATE OF GEORGIA DEPARTMENT OF HUMAN SERVICES CONTRACT

This Contract is entered into between the Department of Human Services and the Contractor named below:

State Entity's Name: Department of Human Services, through Georgia Family Connection Partnership, Inc. (GaFCP) hereinafter the "Department" or "DHS"). DHS is the State agency that administers and sets parameters for a statewide system of programs and services that provide public assistance to the disadvantaged, disabled and elderly residents of the State of Georgia (the "State") through a network of other agencies and organizations, pursuant to O.C.G.A. § 49-2-1 et seq.

| | |
|---|--|
| Contractor's Name: Candler County Board of Commissioners (hereinafter the "Contractor") | Contractor's Address: 1075 E Hiawatha Street Metter, GA 30439-3961 |
| Contractor's FEI #: 58-6000793 | Contractor's Accounting Year End Date: 006/30 |
| Contractor's Entity Type: County Government | |

Department Administrative Information

| | |
|---|---|
| DHS Contract #: 42700-93-26-119827 | |
| DHS (State) Financials Vendor ID #: 14571 | CFDA #(s): N/A |
| NIGP Code(s): 95259 | <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Sole Source <input type="checkbox"/> Consortia Event #: N/A |
| <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Intergovt. | |
| Equip. Inv. Locator #: N/A | Multi-Year Contract: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <input checked="" type="checkbox"/> Initial Contract <input type="checkbox"/> Emergency | Total Options to Renew: 0 |

Scope of Services:

- I. Contractor will provide the following services/deliverables in accordance with the terms and conditions of the Contract:
 1. Improve family functioning, including family stability and reduce incidence of child abuse.
 2. Improve family economic capacity, including job training and employment, housing, and community economic development.
 3. Improve school performance, including entry into school with requisite skills, reduced need for remediation services, and increase attendance and grade progression.
- II. The Department will provide the following in accordance with the terms and conditions of the Contract:
 1. Provide technical assistance and training to implement and continue a comprehensive, community-based and family-driven service delivery strategy designed to improve the well-being of children and families in community neighborhoods through on-site assistance, and regional and statewide training.
 2. Provide state level administrative and specialized assistance support for Family Connection Implementation.
 3. Identify policy barriers and implement system changes needed to support local Family Connection Implementation.
 4. Ensure facilitators are available to assist Family Connection collaboratives.



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

**FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)**

Contract Cost: ☒ Expense ☐ Revenue

Total Obligation: \$56,250.00 Federal: \$0.00 State: \$56,250.00 Match: \$0.00 Other: \$0.00

Contract Term:

Initial Contract Start Date: 07/01/2025 Contract Expiration Date: 06/30/2026 Contract Fiscal Year: FY26

Authorized Person(s) to Receive Contract Notices for DHS:

Georgia Family Connection Partnership, Inc. (GaFCP)
Attn: Linda Lunsford
235 Peachtree Street, Suite 1600
Atlanta, GA 30334
404.739.0057
lunsford@gafcp.org

Department of Human Services
Attn: Rashad Jackson
47 Trinity Avenue, S.W., 2nd Floor
Atlanta, GA 30334

Authorized Person(s) to Receive Contract Notices (Correspondence Only) for Contractor:

Candler County Board of Commissioners
Attn: Bryan Aasheim
1075 E Hiawatha Street
Metter, GA 30439-3961
912-685-2835
BAasheim@candlerco-ga.gov

Contractor's mailing address for all contract payment checks or remittance advice (EFT only) is:

Candler County Board of Commissioners
1075 E Hiawatha Street,
Metter, GA 30439-3961

SECTION I GENERAL CONTRACT PROVISIONS

SECTION I

CONTRACT DEFINITIONS:

The following words shall be defined as set forth below:

"Administrative Addendum" means a form issued and executed by the Department to revise certain administrative information that does not affect the terms and conditions of the Contract. For example, DHS may issue an Administrative Addendum to revise contact persons for the Department.

"Contract" means the agreement between the Department and the Contractor including annexes, amendments, renewals, extensions and addenda.

"Contractor" means the provider(s) of the Services under the Contract.

"Department" or **"DHS"** means the State of Georgia Department of Human Services and the Division/Office identified in the Department of Human Services Contract with the Contractor for the Services identified.

"Services" means the services and deliverables as provided in the Contract and described in the Scope of Services.

"State" means the State of Georgia, the Department, and its Divisions/Offices and any other authorized State entities requiring services under or having an interest in the Contract.

CONTRACT DEFINED:

Nothing contained in this Contract shall be construed to constitute the Contractor or any of its employees, agents, or Subcontractors as a partner, employee, or agent of the Department, nor shall either party to this Contract have any authority to bind the other in any respect, it being intended that each shall remain an independent contractor.

This Contract or any performance required by it shall not be assigned, transferred, or delegated to another party without the express prior written consent of the Department.



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

JURISDICTION:

This Contract is deemed to be made under and shall be construed and enforced in every respect according to the laws of the State of Georgia. Any lawsuit or other action based on a claim arising from this Contract shall be brought in the Superior Court of Fulton County, State of Georgia.

PERIOD OF CONTRACT:

This Contract is a one-year contract unless otherwise specified or terminated earlier in accordance with the applicable terms and conditions.

EXTENSION:

In the event that this Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for services or the completion of all contracted deliverables, the Department may, with the written consent of Contractor, extend this Contract for such period as may be necessary to afford the State a continuous supply of the services.

AMENDMENTS IN WRITING:

The Parties recognize and agree that it may be necessary or convenient for the Parties to amend this Agreement so as to provide for the orderly implementation of all of the undertakings described herein, and the Parties agree to cooperate fully in connection with such amendments if and as necessary. No amendment, waiver, termination, or discharge of this Contract, or any of the terms or provisions hereof, shall be binding upon either Party unless confirmed in writing. Nothing may be modified or amended, except by writing executed by both Parties.

Any agreement of the Parties to amend, modify, eliminate or otherwise change any part of this Contract shall not affect any other part of this Contract, and the remainder of this Contract shall continue to be of full force and effect as set out herein. Except for the specific provisions of the Agreement which are amended, the Agreement remains in full force and effect after such amendment.

DEPARTMENT AND CONTRACTOR CONTACT INFORMATION:

- A. **CONTACT INFORMATION:** The mailing addresses, contact persons, and contact information listed in the Contract may be changed during the term of this Contract by written notification to the other party. All notices provided for herein shall be deemed duly given upon delivery if delivered by hand or via email, or after three (3) days if by regular mail or certified/registered mail.
- B. **CHANGE IN CONTRACTOR INFORMATION:** In the event Contractor's address, legal business name, or entity type or entity status changes during the term of this Contract, Contractor shall contact the Department with the correct information within thirty (30) days of such change.
- C. **CONTRACT SERVICE DELIVERY SITES:** This Contract may involve service delivery site(s). If the Annex titled Service Delivery Sites is included in this contract, the Contractor may move the service delivery site(s) during the term of this Contract with prior written approval of the Division or Office, provided the total cost of the Contract does not either increase or decrease.

NONDISCRIMINATION BY CONTRACTOR AND SUBCONTRACTORS:

- A. **NONDISCRIMINATION IN EMPLOYMENT PRACTICES:** The Contractor agrees to comply with Federal and State laws, rules and regulations, and the Department's policy relative to nondiscrimination in employment practices on the basis of political affiliation, religion, race, color, sex, sexual orientation, gender identity, disability, age, creed, veteran status or national origin. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal, and other elements affecting employment/employees.
- B. **NONDISCRIMINATION IN SERVICE PRACTICES:** The Contractor agrees to comply with Federal and State laws, rules and regulations, and the Department's policy relative to nondiscrimination in consumer/customer/client and consumer/customer/client service practices on the basis of political affiliation, religion, race, color, sex, sexual orientation, gender identity, disability, age, creed, veteran status or national origin. Neither shall any individual be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted or supported by the Department.
- C. **COMPLIANCE WITH APPLICABLE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT:** The Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant Federal and State laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for consumers/customers/clients with disabilities.



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

- D. CONTRACTOR'S OBLIGATIONS REGARDING SUBCONTRACTORS: The Contractor agrees to require any Subcontractor performing services funded through this Contract to comply with all provisions of the Federal and State laws, rules, regulations and policies described in this paragraph.

CONFIDENTIALITY:

The Contractor agrees to abide by all State and Federal laws, rules and regulations, and DHS policy and procedures respecting confidentiality of an individual's records. The Contractor will not disclose any confidential or protected information obtained in any way from the Department without the express written authorization from the Department. The Contractor agrees to notify the Department within one (1) business day of receipt of a request for records under the Georgia Open Records Act, a subpoena, court order, or request for production of documents seeking confidential information concerning DHS customers or clients.

The parties hereto acknowledge that some material and information that may come into their possession or knowledge in connection with this Contract, or the performance hereof, may consist of confidential and private information, the disclosure of which to or use by third parties may be damaging. The parties therefore agree to hold such material and information in strictest confidence, not to make use thereof other than as is necessary for performance of this Contract, and not to release or disclose any information to any other party except as may be required by law. Each party hereby expressly agrees to immediately remove any such party's employees or subcontractors from performing any work in connection with this Contract upon the other party giving notice that such employee or sub-contractor has failed to meet the confidentiality obligations or standards of this Contract.

INSPECTION OF WORK PERFORMED:

The Department or its authorized representative shall have the right to enter into the premises of Contractor and/or all subcontractors, or any places where duties under this Contract are being performed, to inspect, monitor, or otherwise evaluate the performance under this Contract.

USE OF STATE VEHICLES:

Contractor may use State vehicles in the performance of this Contract; provided that, Contractor may not seek or obtain reimbursement from the Department for mileage when State vehicles are employed.

INDEPENDENT CONTRACTOR RELATIONSHIP:

In its relationship with the Department and the State and for purposes of performing any services assigned under this Contract, Contractor warrants that Contractor is an Independent Contractor. Contractor shall therefore be responsible for compliance with all laws, rules, and regulations involving its employees and any subcontractor(s), including but not limited to employment of labor, hours of labor, health and safety, working conditions, workers' compensation insurance, and payment of wages. Neither Contractor nor any of Contractor's agents, servants, employees, subcontractors or suppliers shall become or be deemed to become agents, servants, or employees of the Department or the State. This Contract shall not be construed so as to create a partnership or joint venture between Contractor and the State or any of its agencies.

CONFLICT OF INTEREST:

- A. The Contractor and the Department certify that the provisions of the O.C.G.A. §§ 45-10-20 through 45-10-29, as amended, and O.C.G.A. §§ 45-10-40 and 45-10-41, which prohibit and regulate certain transactions between certain State officials or employees and the State of Georgia, have not been violated and will not be violated in any respect.
- B. Notwithstanding item A above, the following will apply to the Chair of the County Family Connection Collaborative and the Coordinator or Executive Director respectively:
1. Any individual named as Chair of the County Family Connection Collaborative shall not be running for office or be an elected official of any Federal, State, or local government entity; nor shall he or she be the employee of the Contractor (i.e., county Family Connection Fiscal Agent) during the term of this Contract.
 2. Any individual named as a coordinator or executive director and is compensated in the performance of this Contract shall not be running for office or be an elected official of any Federal, State, or local government entity during the term of this Contract. Neither shall he or she be the spouse or immediate relative (as defined by Georgia statute) of anyone serving in a supervisory role regarding the administration of this Contract by the Contractor (i.e., County Family Connection Fiscal Agent).

CONTRACT MODIFICATION/ALTERATION:

- A. No modification or alteration of this Contract, except for DHS's administrative changes to the Contract or budget revisions which do not increase or decrease the total dollar value of the Contract (such as the addition of an equipment line item or real estate rental) which have been approved in advance by the Department, will be valid or effective unless such modification



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

is made in writing and signed by both parties and affixed to this Contract as an amendment indicating the DHS contract number involved, the original contracting parties and the original effective date of the Contract and the paragraph(s) being modified or superseded, except as stated in subparagraph B immediately below.

- B. In the event that either of the sources of reimbursement for services under this Contract (appropriations from the General Assembly of the State of Georgia, or the Congress of the United States of America) are reduced during the term of this Contract, the Department has the absolute right to make financial and other adjustments to this Contract and to notify the Contractor accordingly. Such adjustment(s) may require a contract amendment including, but not limited to, a termination of the Contract. The certification by the Commissioner of the Department of the occurrence of either of the reductions stated above shall be conclusive.

DEPARTMENT'S RIGHT TO SUSPEND CONTRACT:

The Department reserves the right to suspend the Contract in whole or in part in the event that the Department in its sole discretion initiates an investigation into the performance and delivery of services by Contractor or in good faith determines that there is a likelihood that the Contractor is failing to comply with the quality of services or the specific completion schedule of its duties under the Contract and/or to require further proof of reimbursable expenses prior to payment thereof, and/or to require improvement in the programmatic performance or service delivery.

- A. **WITHHOLDING PAYMENTS:** If Contractor fails to deliver Deliverables or to provide Services which satisfy Contractor's obligations under this Contract, and, if Contractor fails to correct such failure within 30 Days of the date of DHS' s sending an email to the Contractor Project Manager describing such failure, or such other number of days mutually agreed to in writing by the Parties, DHS shall have the right to withhold any and all payments due hereunder. DHS may withhold any and all such payments due hereunder to Contractor, as aforesaid, without penalty or work stoppage by Contractor, until such failure to perform is cured.
- B. **REDUCTIONS IN PAYMENTS DUE:** Amounts due DHS by Contractor under this Contract, including but not limited to liquidated damages or any other damages caused by any deficiency or delay in the Services or Deliverables may be deducted or set-off by DHS from any money payable to Contractor pursuant to this Contract. If set-off such amounts within five Days of the date of DHS' s sending an email to the Contractor Project Manager describing such failure, DHS may exercise this right, and DHS shall provide Notice to Contractor of any such deduction or set- off. Or DHS may direct the Contractor to make payment directly to DHS for such amounts due. The method of collection of such amounts due is solely and strictly at DHS' s discretion.
- C. **HOLDBACK:** DHS shall retain a Holdback of 20% ("Holdback") of all amounts invoiced by Contractor as prescribed in this Contract. Upon written acceptance by DHS that all work is completed, and the end of the Warranty Period has passed, DHS will release said Holdback to Contractor for payment.
- D. **RIGHT TO ASSURANCE:** If DHS, in good faith, has reason to believe that Contractor does not intend to, or is unable to perform or has refused to perform or continue performing all material obligations under this Contract, DHS may demand in writing that Contractor give a written assurance of intent to perform. Upon failure by Contractor to provide written assurance within the number of Days specified in the demand (in no event less than five business days), DHS may at DHS' s option, pursue termination of this Contract under the terms and conditions or other rights and remedies available by law or provided by this Contract.
- E. **TERMINATION REMEDIES:** Notwithstanding anything to the contrary herein, in the event of termination of this Contract by DHS, DHS shall, in addition to its other available remedies, have the right to procure the terminated Services and Deliverables that are the subject of this Contract on the open market and Contractor shall be liable for direct damages, which may include, but shall not be limited to the cost difference between the Charges for Deliverables and Services being replaced as a result of such termination and the actual and reasonable replacement costs of substitutes for such Deliverables and/ or Services acquired from another vendor (but in no event greater than the fair market value); and if applicable, reasonable and actual administrative costs incurred by DHS in replacing the Services and Deliverables, such as costs of competitive bidding, mailing, advertising, and staff time.

TERMINATION:

- A. **DUE TO NON-AVAILABILITY OF FUNDS:** Notwithstanding any other provision of this Contract, in the event that either of the sources of reimbursement for services under this Contract (appropriations from the General Assembly of the State of Georgia or the Congress of the United States of America) no longer exist or in the event the sum of all obligations of the Department incurred under this and all other contracts entered into for this program exceeds the balance of such contract sources, then this Contract shall immediately terminate without further obligation of the Department as of that moment. The certification by the Commissioner of the Department of the occurrence of either of the events stated above shall be conclusive.
- B. **DUE TO DEFAULT OR FOR CAUSE:** This Contract may be terminated for cause, in whole or in part, or pursuant to section D at any time by the Department for failure of the Contractor to perform any of the provisions hereof, failure to meet



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performance standards, required service levels, or violation of state or federal law. Should the Department exercise its right to terminate this Contract under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The Contractor will be required to submit the final contract expenditure report not later than forty-five (45) days after the effective date of written notice of termination. Upon termination of this Contract, the Contractor shall not incur any new obligations after the effective date of the termination and shall cancel as many outstanding obligations as possible. The above remedies are in addition to any other remedies provided by law or the terms of this Contract.

- C. **FOR CONVENIENCE:** This Contract may be cancelled or terminated by either of the parties without cause. This Contract may be terminated by the Contractor for any reason upon sixty (60) days prior written notice to the Department. This Contract may be terminated by the Department for any reason upon thirty (30) days prior written notice to the Contractor.
- D. **IMMEDIATE TERMINATION:** Notwithstanding any other provision of this Contract, the Department may terminate this Contract if any of the following events occur:
1. Contractor becomes insolvent or liquidation or dissolution or a sale of the Contractor's assets begins.
 2. Contractor or any Subcontractor violates or fails to comply with any applicable provision of Federal or State law or regulation.
 3. Contractor or any Subcontractor knowingly provides fraudulent, misleading or misrepresentative information to any consumer/customer/client of the Department or to the Department.
 4. Contractor has exhibited an inability to meet its financial or services obligations under this Contract.
 5. A voluntary or involuntary bankruptcy petition is filed by or against the Contractor under the U.S. Bankruptcy Code or any similar petition under any State insolvency law.
 6. An assignment is made by the Contractor for the benefit of creditors.
 7. A proceeding for the appointment of a receiver, custodian, trustee, or similar agent is initiated with respect to the Contractor.
 8. The Department deems that such termination is necessary if the Contractor or any Subcontractor fails to protect or potentially threatens the health or safety of any consumer/customer/client and/or to prevent or protect against fraud or otherwise protect the State of Georgia's personnel, consumers/customers/clients, facilities, or services.
 9. Contractor is debarred or suspended from performing services on any public contracts and/or subject to exclusion from participation in the Medicaid or Medicare programs.
 10. Contractor loses or has any license, certification or accreditation sanctioned that is required by this Contract or State and Federal laws.

COOPERATION IN TRANSITION OF SERVICES:

Contractor agrees upon termination of this Contract, in whole or in part, for any reason that it will cooperate as requested by the Department to effectuate the smooth and reasonable transition of the care and services for consumers/customers/clients as directed by the Department. This will include, but not be limited to, the transfer or destruction of consumer/customer/client records, database access codes or passwords and any and all other means necessary to transfer and access electronic data, personal belongings, and funds of all consumers/customers/clients as directed by the Department. Contractor further agrees that should it go out of business and/or cease to operate, all records of consumers/customers/clients served pursuant to this Contract shall be transferred by the Contractor to the Department immediately and shall become the property of the Department. Unless otherwise specified in this Contract, Contractor shall effectuate and accomplish transition at no cost to the Department.

FORCE MAJEURE:

Each party will be excused from performance under this Contract to the extent that it is prevented from performing, in whole or in substantial part, due to delays caused by an act of God, civil disturbance, civil or military authority, war, court order, acts of public enemy, and such nonperformance will not be default under this Contract nor a basis for termination for cause. Nothing in this paragraph shall be deemed to relieve the Contractor from its liability for work performed by any subcontractor. If the services to be provided to the Department are interrupted by a force majeure event, the Department will be entitled to an equitable adjustment to the fees and other payments due under this Contract.

ACCESS TO RECORDS AND INVESTIGATION:

- A. The State and Federal government and the Department shall have access to all pertinent books, documents, papers, correspondence, including e-mails, management reports, memoranda, and any other records of the Contractor and



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Subcontractor (collectively, "records") for the purpose of conducting or reviewing audit examinations, excerpts, and transcripts. Contractor and Subcontractor record retention requirements are seven years from submission of final expenditure report. If any litigation, claim, or audit is started before the expiration of the seven-year period, Contractor shall retain records for seven years after all litigation, claims, or audit findings involving the records have been resolved.

- B. The Contractor agrees that the DHS Office of the Inspector General, upon the request of the Commissioner or his designee, has full authority to investigate any allegation of misconduct in performance of duties arising from this Contract made against an employee or agent of the Contractor. The Contractor agrees to cooperate fully in such investigations by providing the Office of the Inspector General full access to its records and by allowing its employees and agents to be interviewed during such investigations.
- C. The Department shall have the right to monitor and inspect the operations of the Contractor and any Subcontractor for compliance with the provisions of this Contract and all applicable Federal and State laws and regulations, with or without notice, at any time during the term of this Contract. The Contractor agrees to cooperate fully with these monitoring and inspection activities. Such monitoring and inspection activities may include, without limitation, on-site health and safety inspections, financial and behavioral health/clinical audits, review of any records developed directly or indirectly as a result of this Contract, review of management systems, policies and procedures, review of services authorization and utilization activities, and review of any other areas, activities or materials relevant to or pertaining to this Contract. The Department will provide the Contractor with a report of any findings and recommendations and may require the Contractor to develop corrective action plans as appropriate. Such corrective action plans may include requiring the Contractor to make changes in service authorization, utilization practices, and/or any activity deemed necessary by the Department.
- D. The Contractor agrees to make available at all reasonable times during the period set forth below any of the records of the contracted work for inspection or audit by any authorized representative of DOAS, the Georgia State Auditor or other authorized Federal or State agency. Contractor shall preserve and make available its records for a period of seven years from the date of final payment under this Contract and for such period, if any, as is required by applicable statute, by any other paragraph of the RFP, or this Contract. If the Contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of seven years from the date of any resulting final settlement. Records that relate to appeals, litigation, or the settlements of claims arising out of the performance of this Contract, or costs and expenses of any such agreement as to which exception has been taken by the State Auditor, other authorized Federal or State agency, or any of their authorized representatives, shall be retained for a period of seven years by Contractor after such appeals, litigation, claims, or exceptions have been resolved.

COLLECTION OF AUDIT EXCEPTIONS:

The Contractor agrees that the Department may withhold net payments equal to the amount which has been identified by an audit, notwithstanding the fact that such audit exception is made against a prior or current contract or subcontract. The Contractor may also repay the Department for the total exception by certified funds.

DEPARTMENT APPROVAL OF SUBCONTRACTS:

The decision to subcontract for services called for in this contract requires no prior approval by the Department. However, the Department requires that any subcontract for services specified in this contract should be written and a copy made available for review upon request by the Department. The Contractor specifically agrees to be responsible for the performance of any subcontractor or other duties delegated and all provisions of this contract. The Contractor will ensure that the subcontractor abides by all provisions of the contract and regulations applicable to subcontractors. The Contractor agrees to reimburse the Department for any federal or state audit disallowances arising from the subcontractor's performance or non-performance of duties under this contract which are delegated to the subcontractor. All contracts with subcontractors must provide for the Department's access to client records. All subcontractors are subject to the Department's criminal history requirement. All subcontractors must be subject to the same training requirements as Contractors and their employees.

CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENTS:

- A. The Contractor agrees to maintain any required city, county and State business licenses and any other special licenses required, prior to and during the performance of this Contract.
- B. The Contractor is responsible to ensure that Subcontractors are appropriately licensed.
- C. The Contractor agrees to notify the Department in writing within one (1) business day of the loss or sanction of any license, certification, or accreditation required by this Contract, or by State or Federal laws. The Contractor agrees that if it loses or is sanctioned with regard to any license, certification or accreditation required by this Contract or State and Federal laws, that this Contract may be terminated immediately in whole or in part.



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CONSULTANT/STUDY CONTRACT:

- A. The Contractor agrees not to release any information, findings, research, reports, recommendations, or other material developed or utilized during or as a result of this Contract until after the information has been provided to the Department, appropriately presented to the Board of Human Services, and made a matter of public record.
- B. The Contractor further agrees that any research, study, review, or analysis of the consumers/customers/clients served under this Contract by any outside individual or organization must be conducted in conformance with 45 CFR part 46, Protection of Human Subjects.

PUBLICITY:

Contractors must ensure that any publicity given to the program or services provided herein identifies the Department as a sponsoring agency. Publicity materials include, but are not limited to, signs, notices, information pamphlets, press releases, brochures, radio or television announcements, or similar information prepared by or for the Contractor. Prior written approval for the materials must be received from the Department's managing programmatic division/office. All media and public information materials must also be approved by the Department's Office of Communication. In addition, the Contractor shall not display the Department's name or logo in any manner, including, but not limited to, display on Contractor's letterhead or physical plant, without the prior written authorization of the Department.

DRUG-FREE WORKPLACE:

- A. If Contractor is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Contract.
- B. If Contractor is an entity other than an individual, it hereby certifies that it will comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.) and that:
 1. A drug-free workplace will be provided for the Contractor's employees during the performance of this Contract; and
 2. It will secure from any Subcontractor hired to work in a drug-free workplace the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name), certifies to the Contractor that a drug-free workplace will be provided for the Subcontractor's employees during the performance of this Contract pursuant to paragraph 7 of subsection B of O.C.G.A. § 50-24-3".
- C. Contractor may be suspended, terminated, or debarred if it is determined that:
 1. The Contractor has made a false certification; or
 2. The Contractor has violated such certification by failure to carry out the requirements of O.C.G.A. § 50-24-3 as applicable to entities or O.C.G.A. § 50-24-4 as applicable to individuals.

PARTIES BOUND:

This Contract shall be binding on and beneficial to the parties to this Contract and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

COOPERATION WITH OTHER CONTRACTORS:

In the event that the Department has entered into or enters into agreements with other Contractors for additional work related to the services rendered hereunder, the Contractor agrees to cooperate fully with such other Contractors. The Contractor shall not commit any act that will interfere with the performance of work by any other Contractor.

CONTRACTOR ACCOUNTING REQUIREMENTS:

Contractor agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of this Contract (collectively the "records") to the extent and in such detail as will properly reflect all payments received under this Contract. Contractor's accounting procedures and practices shall conform to Generally Accepted Accounting Principles (GAAP)/Governmental Accounting Standards Board (GASB) and the costs properly applicable to the Contract shall be readily ascertainable there from.

TIME OF THE ESSENCE:

The Parties hereby agree that time is of the essence as it relates to the following:

- A. Any dates set forth in this Contract or any annex(es) attached hereto;



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- B. The execution and completion of the services/deliverables as stated in the Scope of Services attached hereto and incorporated herein.

SEVERABILITY:

Any section, subsection, paragraph, term, condition, provision or other part (hereinafter collectively referred to as "part") of this Contract that is judged, held, found, or declared to be voidable, void, invalid, illegal or otherwise not fully enforceable shall not affect any other part of this Contract, and the remainder of this Contract shall continue to be of full force and effect. Any agreement of the parties to amend, modify, eliminate, or otherwise change any part of this Contract shall not affect any other part of this Contract, and the remainder of this Contract shall continue to be of full force and effect.

DEPARTMENTAL PROHIBITIONS RELATED TO LOBBYING:

Contractor agrees that no part of State funds contained in this Contract shall be used for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television, Internet, or video presentation designed to support or defeat legislation pending before the General Assembly or any committee thereof, or the approval or veto of legislation by the Governor or for any other related purposes.

AIDS POLICY:

- A. Contractor agrees, as a condition to provision of services to the Department's consumers/customers/clients/patients, not to discriminate against any consumer/customer/client/patient who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The Contractor is encouraged to provide or cause to be provided appropriate AIDS training to its employees and to seek AIDS technical advice and assistance from the appropriate division or office of the Department, as the Contractor deems necessary. The Contractor further agrees to refer those consumers/customers/clients/patients requesting additional AIDS related services or information to the appropriate county health department.
- B. Notwithstanding subparagraph A above, if the Contractor is a county board of health it agrees to comply with the Needlestick Safety and Prevention Act, Pub. L. 106-430, 114 Stat. 1901, and 29 CFR § 1910.1030. The board further agrees that in the implementation of the Department's programs it will follow those standard operation procedures developed and identified by the appropriate program division of the Department as applicable to the specific programs and as provided to the board by the program division.
- C. Notwithstanding subparagraph A above, if the Contractor is a county board of health it agrees to comply with the Needlestick Safety and Prevention Act 29 CFR 1910.10307. The board further agrees that in the implementation of the Department's programs it will follow those standard operation procedures developed and identified by the appropriate program division of the Department as applicable to the specific programs and as provided to the board by the program division.

ASSIGNMENT AND MERGER:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of DHS. In case of a merger between Contractor and another entity, Contractor must notify DHS immediately. DHS shall have the right to request that the resulting entity provide sufficient proof of its ability to fulfill and be bound by the terms of the contract and its willingness to do so. DHS in its sole discretion shall have the right to continue the contract with the resulting entity or terminate the contract. If DHS elects to continue the contract, the contract will be amended to reflect the same. No modification of this Contract shall be binding upon the Parties, unless consented to in writing, and signed by both Parties.

FUNDING:

Notwithstanding any other provision of this Contract, the parties hereto acknowledge that the Department, as an agency of the State of Georgia, is prohibited from pledging the state's credit. In the event that the source of payment for the total obligation no longer exists or is insufficient with respect to the Deliverables, this Contract shall terminate without further obligation of the Department as of that moment. The Department shall remain obligated to pay for Services performed and accepted by the Department prior to such termination. The determination of the Department of the events stated above shall be conclusive.

SECTION II TERMS AND CONDITIONS

SECTION II

DEPARTMENT AND CONTRACTOR AGREEMENTS:

The Department has a need for and desires the services/deliverables described in the Scope of Services. The Contractor has represented to the Department its willingness and ability to provide the services/deliverables identified in the Scope of Services. The Contractor agrees to provide the services identified in the Scope of Services.



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SECTION III CONTRACT PAYMENT PROVISIONS

SECTION III

The Department will make payments to the Contractor within thirty (30) days of receipt of the required documentation that has been approved by the Department. The following selected terms and conditions apply and may include additional provisions that are set forth in the Annex titled Payment Provisions:

DEPARTMENT PAYMENT TO CONTRACTOR:

The total approved budget for this Contract is **\$56,250.00**. The Department will make payments to the Contractor based upon reimbursement for expenses incurred which are within the approved budget. Total contract reimbursement for expenses shall not exceed **\$56,250.00**.

CONTRACT BUDGET ANNEX:

- A. The budget attached to this Contract in the Annex titled Payment Provisions is made a part of this Contract.
- B. The Contractor agrees that the Department will be provided a cost allocation plan as part of the budget should the Contractor provide any service other than those specified in this Contract.
- C. Any fee or program income generated as a result of this contract activity shall be expended in compliance with the reference indicated below by the (X):
- | | |
|--|--|
| <u> </u> Deduction Alternative | <u> </u> Additional Cost Alternative |
| <u> </u> Cost Sharing or Matching Alternative | <u> X </u> No Fee or Program Income Authorized |

BUDGET LIMITATION:

- A. The budget total may not be exceeded. However, a plus or minus deviation of **20%** within budget line items is authorized.
- B. In the event that expenditures for a line item are expected to exceed these limits, a budget revision must be submitted and approved by the Department in advance. Reimbursement will only be made if the budget revision was filed and approved in writing prior to the expenditure of the funds.

EXPENDITURE REPORT SUBMISSION:

The Contractor agrees to submit a quarterly expenditure report not later than the 15th working day following the end of each quarter. The Contractor further agrees to submit the final supplemental expenditure report on this Contract, if required, not later than forty-five (45) days following the contract termination date. Any reimbursement request submitted after said forty-five (45) days will not be paid by the Department. The report form to be used is attached to this Contract in the Annex titled Payment Provisions.

PROGRAMMATIC/PERFORMANCE AND OTHER REPORTS:

The following selected terms and conditions apply and may include additional provisions that are set forth in the Annex titled Reporting Requirements:

The Contractor agrees to submit a quarterly programmatic/performance statistical report not later than the 15th working day after the end of each quarter. The report form to be used is attached to this Contract in the Annex titled Reporting Requirements.

SECTION IV COMPLIANCE WITH SPECIFIC STATE AND FEDERAL LAWS, RULES, REGULATIONS AND STANDARDS **SECTION IV**

STATE AND FEDERAL LAWS, RULES, REGULATIONS AND STANDARDS:

Contractor agrees that all work done as part of this contract will comply fully with all administrative and other requirements established by applicable federal and state laws, rules and regulations, and assumes responsibility for full compliance with all such laws, rules and regulations and agrees to fully reimburse the Department for any loss of funds or resources resulting from non-compliance by the Contractor, its staff, agents, or subcontractor as revealed in any subsequent audits regardless of whether such Contractor, staff, agents, or subcontractors are deemed state officers or employees under the Georgia Tort Claims Act or otherwise. Contractor understands that the following items specifically apply in this contract but do not exclude any other applicable federal or state laws or requirements.

- A. The applicable provision concerning Contractor's compliance with the Health Insurance Portability and Accountability Act (HIPAA) is indicated below:

It is understood and agreed that the department is a "covered entity" as defined by of the HIPAA of 1996 and the Federal "Standards for Privacy of Individually Identifiable Health Information" promulgated thereunder at 45 CFR Parts 160 and 164.



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However, the Contractor represents that it will not obtain, use or disclose any protected health information from the Department in providing the service pursuant to this Contract. Thus, for the purposes of this Contract, Contractor is not a "Business Associate" of the Department within the meaning of the HIPAA of 1996 and the Standards for Privacy of Individually Identifiable Health Information promulgated thereunder. In reliance upon such representation, the Department agrees that its standard contract provisions pertaining to HIPAA do not apply.

- B. COMPLIANCE WITH SECURITY MANAGEMENT PROCESS: The Contractor agrees to provide to the DHS Office of Information Technology (OIT) a secure network connection allowing electronic access to all Contractor's facilities that receive, transmit, store or process DHS electronic data. Contractor agrees to provide such connection within five (5) business days of a request from DHS OIT in order for DHS to conduct ongoing risk analysis, risk management and information system activity reviews with regard to security of DHS's electronic data, as defined in the HIPAA Security Rule, 45 CFR § 164.308 (a)(1).
- C. 45 CFR Part 75; as used in this Contract, the word Contractor is synonymous with the word Sub grantee as used in this Code of Federal Regulations.
- D. COMPLIANCE WITH EXECUTIVE ORDERS CONCERNING ETHICS AND LOBBYIST REGISTRATION: The Contractor agrees to comply in all applicable respects with the Governor's Executive Orders concerning ethics matters, including, but not limited to Executive Order dated January 10, 2011 (Establishing a Code of Ethics for Executive Branch Officers and Employees, including provisions governing former officers and employees) and Executive Order dated October 1, 2003 (Providing for the Registration and Disclosure of Lobbyists Employed or Retained by Vendors to State Agencies). In this regard, the Contractor certifies that any lobbyist engaged to provide services has both registered and made the disclosures required by the Executive Orders.
- E. ADVANCE FEDERAL AGENCY APPROVAL OF COST: It is agreed that it shall be the responsibility of the Contractor to request in writing, from the Department, approval of expenditures which require advance Federal agency approval. It shall be the responsibility of the Department to acquire written Federal agency approval of these requests for advance approval received from the Contractor and to notify the Contractor in writing of the approval. Expenditures requiring advance Federal agency approval may not be made by the Contractor prior to receipt of Departmental written notification that Federal agency approval has been granted. Department contract budget approval does not constitute previous Federal agency and/or Department approval of costs requiring advance Federal/State agency approval.
- F. The Federal cost principles for determining allowable costs for this Contract are:
2 CFR 200.416 for contracts with State and local governments.
- G. Fair Labor Standards Act of 1938, as amended.
- H. COMPLIANCE WITH FEDERAL AND STATE IMMIGRATION LAWS: Contractor agrees that Contractor complies with O.C.G.A. § 13-10-90 *et seq.* regarding security and immigration compliance, and that Contractor has registered with, is authorized to use, uses, and will continue to use the Federal work authorization program. Contractor also agrees that throughout the performance of this Contract, including renewal options, if any, exercised by the Department, Contractor will remain in full compliance with all Federal and State immigration laws, including but not limited to O.C.G.A. §13-10-91.

Contractor certifies by signing and providing the sworn affidavit in the Annex titled Security and Immigration Affidavits that Contractor will comply with O.C.G.A. §. 13-10-90 *et seq.* and will certify the same upon the exercise of each renewal option, if any, by the Department. Furthermore, Contractor agrees to include the provisions contained in the foregoing paragraph in each subcontract and sub-subcontract for services hereunder, require and obtain a sworn affidavit in the applicable format set forth in the Annex titled Security and Immigration Affidavits at the initiation of and throughout the Contract period, and retain the affidavit(s) in accordance with the record retention requirements of this Contract.
- I. CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS: (a) This Contract and employees working on this Contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by § 828 of the National Defense Authorization Act for Fiscal Year 2013 Pub. L. 112-239 and FAR 3.908 (b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in § 3.908 of the Federal Acquisition Regulation. (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.
- J. Contractor certifies that Contractor is not currently engaged in and agrees for the duration of this Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. 50-5-85.

AUDITS AND FINANCIAL REPORTING REQUIREMENTS:

Contractors that expend \$750,000.00 or more in **Federal funds** during their accounting year agree to have a **single entity-wide audit** conducted for that year in accordance with the provisions of 2 CFR Part 200, Subpart F, entitled Audit Requirements. For additional



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information regarding external entities audit standards and sanctions, see the Department of Human Services On-line Directives Information System POL 1902 - External Entities Audit Standards and Sanctions.

Contractors expending \$750,000 in Federal Funds and/or more than \$100,000 in **State funds** during their accounting year agree to have an **entity-wide audit** conducted for that year in accordance with Generally Accepted Auditing Standards issued by the American Institute of Certified Public Accountants. For additional information regarding external entities audit standards and sanctions, see the Department of Human Services On-line Directives Information System POL 1902 - External Entities Audit Standards and Sanctions.

Contractors expending at least \$25,000 but less than \$100,000 in **Federal/State funds** during their accounting year agree to prepare **unaudited entity-wide financial statements** for that year. Assertions concerning the basis of financial statement preparation must be made by the president or other corporate official. For additional information regarding external entities audit standards and sanctions, see the Department of Human Services On-line Directives Information System POL 1902 - External Entities Audit Standards and Sanctions.

Contractor further agrees to submit one (1) copy of the required audit or financial statements within one hundred eighty (180) days after the close of the Contractor's accounting year to the:

Director, Internal Audits
DHS Office of the Inspector General
47 Trinity Avenue S.W., 2nd Floor
Atlanta, Georgia 30334
Or email to dhs.financialreviews@dhs.ga.gov

CRITICAL INCIDENT REPORTING ("CIR"):

Contractor has the responsibility for ensuring the health and safety of Departmental clients/consumers/customers served under this Contract is not placed in any jeopardy. Therefore, the Contractor shall have an effective response system when critical incidents occur. This responsibility includes, but is not limited to, any and all Subcontractors employed by the Contractor to provide services pursuant to this Contract.

- A. In the case of an emergency, Contractor shall call the appropriate local emergency medical services, police, or fire services (i.e., 9-1-1).
- B. Contractor shall have a formal written critical incident reporting procedure that is approved by the licensing or certification authority, if applicable, and by the Department.
- C. Contractor is responsible for taking necessary actions to protect Departmental clients from any possibility of harm. In doing this, Contractor should preserve possible evidence for an investigation if one is to be conducted.
- D. Contractor must notify the appropriate Departmental staff of the critical incident and results of any immediate action taken. Contractor is expected to notify local law enforcement authorities in any situation where there is a potential violation of criminal law.
- E. The Department will determine whether the Contractor's actions were appropriate and sufficient, and/or whether additional corrective actions are warranted. In investigating a Critical Incident, the Department will determine:
 1. Whether or not client's health, safety and welfare are adequately protected;
 2. That the response to the situation and event was reasonable and appropriate;
 3. That the Contractor's procedures and system for responding to such incidents were adequate; and that relevant steps to prevent similar incidents were taken;
 4. That Contractor and/or its staff or Subcontractors involved in the incident appear to be adequately trained or that additional training needed is to be provided pursuant to the Critical Incident Report.
- F. Contractor agrees to cooperate with the Department in its investigation of all Critical Incidents and implement all corrective actions necessary to ensure the safety and well-being of the individuals served under this Contract.
- G. Each Contractor shall post a "Notice Concerning Critical Incident Reporting." The signage shall be produced by the Contractor and shall conform in content to the attached Annex titled Department of Human Services Notice Concerning Critical Incident Reporting. The Notice must be posted in a conspicuous, common area accessible to clients/consumers/customers, and the general public.
- H. All other required reporting procedures (i.e., child abuse reporting, etc.) and the timelines of other required reports will remain in force and are not replaced or superseded by the CIR process.



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

- I. Contractor shall not use or disclose any information received during the investigation of a critical incident for any purpose not connected with the administration of Contractor's or the Department's responsibilities under this Contract, except with the informed, written consent of the client or the client's legal guardian, as required by law.

SECTION TITLES NOT CONTROLLING:

The section titles used in this Contract are for reference purposes only and shall not be deemed a part of this Contract.

ENTIRE UNDERSTANDING:

This Contract, together with the annexes and all other documents incorporated by reference, represents the complete and final understanding of the parties to this Contract. No other understanding, oral or written regarding the subject matter of this Contract, may be deemed to exist or to bind the parties at the time of execution.

SECTION V CONTRACT ANNEX INCLUSION

SECTION V

This Contract includes annexes as listed below, which are hereto attached:

| | |
|---------|---|
| Annex A | Notice Concerning Critical Incident Reporting |
| Annex B | Payment Provisions |
| Annex C | Reporting Requirements |
| Annex D | Security and Immigration Compliance |
| Annex E | Other Annex Documents |



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

SIGNATURES TO CONTRACT BETWEEN THE DEPARTMENT OF HUMAN SERVICES

AND

Candler County Board of Commissioners

CONTRACTS WITH COUNTIES

IN WITNESS WHEREOF, the parties have each hereunto affixed their signatures on the dates indicated.

I, the undersigned Commissioner of Candler County, certify that this Contract is entered in Book No. _____, Page

No. _____, of the official minutes of the Commission of Candler County.

CONTRACTOR EXECUTION:

Candler County

Name of Contractor

DEPARTMENTAL EXECUTION:

Department of Human Services

Signed by:

Brad Jones

0E82517C2C8D405...

Signature

5/6/2025

Date Signed by Contractor

Brad Jones

Typed name of individual signing

*Chairman, Commission of Candler County

Signed by:

Maranda K. Lank

0C92E26AFE3F4CD...

Attestor's signature

Maranda K. Lank

Attestor's typed name

County Clerk

**Title of Attestor

5/16/2025

Date signed by Attestor

*Must be Chairman or sole Commissioner.

**Must be Clerk of Commission.

Chief of Staff

Date Signed by the Department

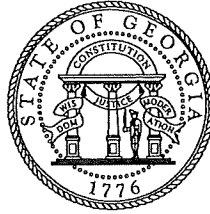


Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

ANNEX A

Brian P. Kemp
Governor



Candice L. Broce
Commissioner

Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

NOTICE CONCERNING CRITICAL INCIDENT REPORTING

Georgia Department of Human Services (DHS) requires that its contractors/service providers make every reasonable effort to ensure the safety of the individuals served through its programs.

To report an incident or situation that you feel may lead to serious injury or death to a DHS client or consumer, please contact the DHS Office of Inspector General at:

Email: DHS.Criticalincidents@dhs.ga.gov

Address: 47 Trinity Avenue S.W., 1st Floor
Atlanta, Georgia 30334



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

ANNEX B

PAYMENT PROVISIONS

Quarterly Expenditure Report FY26

| | |
|---|-------------|
| County: Candler | Contract #: |
| Fiscal Agent: Candler County Board of Commissioners | Quarter #: |

Sign and date report and submit any other required quarterly reports. Reimbursement for quarterly expenditures will be delayed until all required reports are received.

| EXPENSE TYPE | Family Connection Approved Budget | Expenditures for reimbursement for Quarter # ____ | Prior Cumulative Expenditures | Total Year to Date Expenditures | Budget Remainder |
|----------------------------|-----------------------------------|---|-------------------------------|---------------------------------|------------------|
| Personal Services | \$0.00 | | | | |
| Regular Operating | \$0.00 | | | | |
| Travel (staff) | \$0.00 | | | | |
| Equipment | \$0.00 | | | | |
| | | | | | |
| Per Diem, Fees & Contracts | \$56,250.00 | | | | |
| Telecommunications | \$0.00 | | | | |
| Other: | \$0.00 | | | | |
| | | | | | |
| TOTAL | \$56,250.00 | | | | |

We, the undersigned, certify that the expenditures reported have been made for program accomplishments within the approved budgeted items.

Fiscal Agent Signature

Collaborative Chairperson Signature

Print Name

Print Name

Date: _____

Date: _____

For Office Use Only:

Date Received at Georgia Family Connection Partnership _____

Initials _____



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

ANNEX C

REPORTING REQUIREMENTS

Quarterly Subcontractor Report FY26

| | |
|---|-------------|
| County: Candler | Contract #: |
| Fiscal Agent: Candler County Board of Commissioners | Quarter #: |
| <ul style="list-style-type: none"> Fiscal agents are required to complete this form if the above referenced contract has dollars budgeted under Per Diem, Fees and Contracts. The name, service, and amount of each subcontractor/vendor under the Family Connection contract must be listed in the table below. This form must be completed, signed by fiscal agent and attached to each Quarterly Expenditure Report (Annex B Part 1). Reimbursement for quarterly expenditures will be delayed if this form is not completed and attached to each Quarterly Expenditure Report (Annex B Part 1). | |

| Name of Contractor and Service Provided | Total Subcontract Amount For The Year | Amount Expended this Quarter | Small/Minority Business Yes/No |
|--|---------------------------------------|------------------------------|--------------------------------|
| | | | |
| | | | |
| Total Amount Expended this Quarter for all subcontractors/vendors (Note: This amount should equal the requested reimbursement amount in Per Diem Fees & Contracts on Annex B-1) | | | |

[Note to SS: Name of Contractor, service provided, and total subcontractor amount for the year are pulled from the approved budget. Amount expended this quarter and small/minority business are entered quarterly.]

Fiscal Agent Signature

Print Name

Date: _____

For Office Use Only:

Date Received at

Georgia Family Connection Partnership _____ Initials _____

Note: REPORTS SUBMITTED USING THIS FORM WILL NOT BE ACCEPTED. ENTER DATA INTO CLIX THEN PRINT, SIGN AND MAIL AS INDICATED ABOVE.



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

Quarterly Narrative Report FY26

| | |
|--|--------------------|
| County: Candler | Contract #: |
| Fiscal Agent: Candler County Board of Commissioners | Quarter #: |
| | Date: |

| Strategy Implementation |
|-------------------------|
| Strategy 1 |
| Strategy 2 |
| Strategy 3 |
| Strategy 4 |
| Strategy 5 |

Collaborative Chairperson Signature

Collaborative Coordinator Signature

Print Name

Print Name

Date: _____

Date: _____

For Office Use Only:

Date Received at Georgia Family Connection Partnership _____ Initials _____

Note: REPORTS SUBMITTED USING THIS FORM WILL NOT BE ACCEPTED.
ENTER DATA INTO CLIX THEN PRINT, SIGN AND MAIL AS INDICATED ABOVE.



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

Family Connection
Status Report
FY 2026 Plan of Action (if Required)

| | |
|---|-------------|
| County: Candler | Contract #: |
| Fiscal Agent: Candler County Board of Commissioners | Quarter #: |
| | Date: |

This is to verify that the development of the FY 2026 Plan of Action for the above referenced county has been completed as required.

Signature, Community Support Team Leader

Date

Attach this Status Report to the Quarterly Report.

For Office Use Only:

Date Received at Family Connection Partnership _____ Initials _____

**Note: REPORTS SUBMITTED USING THIS FORM WILL NOT BE ACCEPTED.
ENTER DATA INTO CLIX THEN PRINT, SIGN AND MAIL AS INDICATED ABOVE.**



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

ANNEX D

SECURITY AND IMMIGRATION COMPLIANCE AFFIDAVIT

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

55920

Federal Work Authorization User Identification Number

September 7, 2007

Date of Authorization

Board of Commissioners of Candler County

Name of Contractor

FY2026 Fiscal Agent

Name of Project

Depart of Human Services

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on March 17, 2025 in Candler County, Milledgeville (city), Georgia (state).

Signature of Authorized Officer or Agent

Brad Jones, Candler County Chairman

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 17th DAY OF March, 2025

NOTARY PUBLIC

My Commission Expires: 01/24/2028





Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

ANNEX E

OTHER ANNEX DOCUMENTS

Family Connection Contract Cover Page

FY2026 Annual Plan
(July 1, 2025 – June 30, 2026)

County: **Candler**

Region: **Region 9**

Name of Collaborative: Candler County Family Connection Inc.

| Coordinator or Contact Person: | Collaborative Chairperson: |
|---|---|
| Name: Lisa Rigdon | Name: Dennis Allen |
| Title: Executive Director | Title: County President |
| Mailing Address: PO Box 66 | Mailing Address: Queensborough National Bank P O BOX 66 |
| City: Metter 9 digit zip: 30439-0066 | City: Metter 9 digit zip: 30439-9712 |
| Street Address (if different): 151 s Registet st | Street Address (if different): 20 NW Broad St |
| City: Metter 9 digit zip: 30439-3615 | City: Metter 9 digit zip: 30439-0000 |
| Phone: 912-362-0198 | Phone: (912) 685-4000 |
| Fax: | Fax: 912-685-4688 |
| Email: lrigdon03@gmail.com | Email: dallen@qnbtrust.com |

Candler County Board of Commissioners

Legal Name of Fiscal Agent Entity

58-6000793

Federal Identification Number of Fiscal
Agent (Required)

June 30

Fiscal Agent's Fiscal Year End
Month & Day

AMOUNT OF FUNDS REQUESTED

\$56250



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

| Fiscal Agent Information | | County: Candler |
|---|--|------------------------|
| <p>The Candler County Board of Commissioners agrees to serve as the fiscal agent for Candler County Family Connection Inc. for the period of July 01, 2025 - June 30, 2026.</p> <p>The fiscal agent certifies they 1) understand this is a 12 month commitment, 2) understand expenses are reimbursable on a quarterly basis, 3) agree to receive all financial correspondence and payments, and make all records available for any required financial audit, 4) have appropriate accounting and financial systems to document costs incurred and claims made, and 5) agree the local Family Connection collaborative board is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the fiscal agent's own policies and procedures.</p> <p>Reports are to be submitted to: Contract Manager Family Connection Partnership 235 Peachtree Street, Suite 1600 Atlanta, GA 30303-1422</p> | | |
| <p>THIS PAGE IS PROVIDED FOR INFORMATIONAL USE ONLY.</p> | <p>Fiscal Agent Information</p> <p>Fiscal Agent's Fiscal Year End: Month: <u>June</u> Day: <u>30</u></p> <p>Fiscal Agent's FEI#: 58-6000793</p> <p>Legal Name of Fiscal Agent Entity: <u>Candler County Board of Commissioners</u></p> <p>Street Address (cannot be a P.O. Box): <u>1075 E Hiawatha St.</u></p> <p>City, State, 9 digit zip code: <u>Metter, Ga, 30439-3961</u></p> <p>Telephone: 912-685-2835 Fax:</p> <p>Fiscal Agent Contact Person: Name: <u>Bryan Aasheim</u> Title: <u>County Manager</u></p> <p>Telephone: 912-685-2835 Fax: Email: <u>BAasheim@candlerco-ga.gov</u></p> <p>Mailing Address if different from street address: <u>1075 E Hiawatha St.</u> <u>Metter, Ga, 30439-3961</u></p> | |
| <p>Person authorized to sign for Fiscal Agent: Name: <u>Brad Jones</u> Title: <u>County Commissioner Chair</u></p> <p>Contract will be emailed to: Name: <u>Dennis Allen</u> Email: <u>dallen@qnbtrust.com</u></p> | | |



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

Family Connection
PLAN SUMMARY for FY 2026

County: Candler

I. Core Collaborative Functions

The Candler County Family Connection Inc. collaborative agrees to facilitate the development and implementation of a plan to improve conditions for children and families; exercise fiscal responsibility; convene collaborative partners; collect and share data on the well-being of children and families in the above referenced county.

II. Results for Children and Families

Goal: Improved conditions for children and families in Candler County

Outcome: Improved School Success

Indicator

3rd grade students achieving Developing Learner or above on Milestones ELA assessment [CS8a]

3rd grade students achieving Proficient Learner or above on Milestones ELA assessment [CS8b]

Children with a substantiated incident of neglect (per 1,000) [SF3b]

Children living in poverty [SC3]

Strategy: Candler County Family Connection will collaborate with federal, state, and local partners, along with families and students to overcome barriers that hinder students from being successful in school.



Department of Human Services
STRONGER FAMILIES FOR A STRONGER GEORGIA

FY26 – Candler County Board of Commissioners
Georgia Family Connection Partnership, Inc. (GaFCP)

Budget Proposal FY26

County: Candler

| Expense Type | Family Connection Budget Allocation | Description of Expenses |
|----------------------------|-------------------------------------|---|
| Personal Services | \$0 | |
| Regular Operating | \$0 | |
| Travel | \$0 | |
| Equipment | \$0 | |
| Per Diem, Fees & Contracts | \$56250 | Lisa Rigdon Coordinator Over see all programs services and meetings provided by Family Connection |
| Tele-communications | \$0 | |
| Other | \$0 | |
| TOTAL | \$56250 | |

Exhibit F

BOARD OF COMMISSIONERS OF CANDLER COUNTY

Brad Jones
Chairman

Bryan Aasheim
County Administrator

Blake Hendrix
Vice-Chairman

David Morales
Commissioner

Jonathan Williamson
Commissioner

Tre' Ross
Commissioner

April 7, 2025

TO: Cheryl Poppell
Southeast District Extension Director

FROM: Brad Jones, Chairman
Candler County Board of Commissioners

RE: Annual Financial Agreement Budget

It is our intent to renew/amend the Annual Financial Agreement with the Board of Regents of the University System of Georgia on behalf of the University of Georgia Cooperative Extension Service.

| | |
|-----------------------------|--|
| The attached budget is for: | Salary, SS/Med, Retirement & Health/Life |
| The budget is for period: | July 1, 2025-June 30, 2026 |
| The University will bill: | Quarterly |

According to the governing Memorandum of Understanding (MOU), this Annual Financial Agreement sets forth the County's contributions toward the compensation of County Extension Personnel for the period stated above.

For administrative purposes, the compensation of personnel listed in this Agreement will come directly from UGA Extension, with UGA invoicing the county for the county's proportionate share. The County requests that the final invoice be sent no later than 60 days after the end date.

County Extension Coordinator _____ Date _____

County Representative _____

Date

District Extension Director _____ Date _____

Associate Dean for Extension, CES _____ Date _____

1075 EAST HIAWATHA STREET, SUITE A, METTER, GEORGIA 30439
(912) 685-2835 FAX (912) 685-4823

Candler County

Board of Commissioners

July 1, 2025 - June 30, 2026


* Per the MOU, any COLA given to county employees should also be given to Extension Employees

| Last Name | POSITION | Select | BUDGET PERIOD | | Salary | FICA (7.65%) | | OTHER FRINGE | | | | TOTAL BUDGET |
|------------|----------------|--------|-----------------|------------------|-----------|--------------|------------|--------------|-------------|--------|-----------|--------------|
| | | | Oct 1 - June 30 | July 1 - Sept 30 | | OASDI (6.2%) | HI (1.45%) | RETIREMENT | Health/Life | Travel | Operating | |
| DUGGAN, A. | Admin Assist | | \$ 7,544 | \$ 7,544 | \$ 15,088 | \$ 935 | \$ 219 | TRS \$ 3,306 | | | | \$ 19,548 |
| GEURIN, A. | FACS - Agent | | \$ 4,930 | \$ 4,930 | \$ 9,860 | \$ 611 | \$ 143 | TRS \$ 2,160 | | | | \$ 12,775 |
| JONES, P. | 4-H - Educator | | \$ 5,060 | \$ 5,060 | \$ 10,120 | \$ 627 | \$ 147 | TRS \$ 2,217 | | | | \$ 13,111 |
| LANIER, S. | 4-H - Agent | | \$ 11,414 | \$ 11,414 | \$ 22,827 | \$ 1,415 | \$ 331 | TRS \$ 5,001 | | | | \$ 29,575 |
| GREENE, W. | ANR - Agent | | \$ 7,120 | \$ 7,120 | \$ 14,240 | \$ 883 | \$ 206 | TRS \$ 3,120 | | | | \$ 18,449 |
| | | | \$ - | \$ - | | \$ - | \$ - | N/A | | | | \$ - |
| | | | \$ - | \$ - | | \$ - | \$ - | N/A | | | | \$ - |
| | | | \$ - | \$ - | | \$ - | \$ - | N/A | | | | \$ - |
| | | | \$ - | \$ - | | \$ - | \$ - | N/A | | | | \$ - |
| | | | \$ - | \$ - | | \$ - | \$ - | N/A | | | | \$ - |
| | | | \$ - | \$ - | | \$ - | \$ - | N/A | | | | \$ - |
| TOTALS | | | \$ 36,068 | \$ 36,068 | \$ 72,135 | \$ 4,472 | \$ 1,046 | \$ 15,805 | \$ - | \$ - | \$ - | \$ 93,458 |

BILL TO THE FOLLOWING NAME AND ADDRESS

| | | | |
|-------|--|----------------------------|--|
| Name | | FISCAL CONTACT INFORMATION | |
| Phone | | | |
| Email | | | |

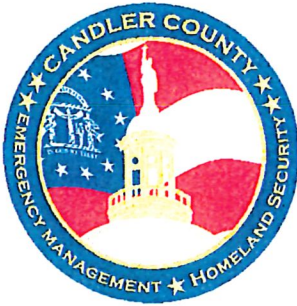
APPROVED BY:

| | | |
|-----------------|---|-----------------------------|
| County Official |  | District Extension Director |
|-----------------|---|-----------------------------|

Combo Code:

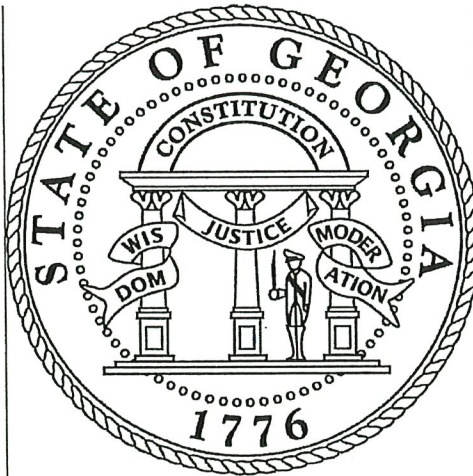
For District Use:

☐ Spreadsheet update
 ☐ Team Dynamix Update
 ☐ Budgeted in Financials
 ☐ Combo Code [HLO]
 ☐ Position Funding Completed



Local Emergency Operations Plan

CANDLER COUNTY GEORGIA



2025
Adopted 4/7/2025

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Promulgation Statement

[BRAD JONES

CHAIRMAN

CANDLER COUNTY BOARD OF COMMISSIONERS

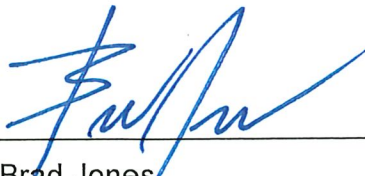
CANDLER COUNTY EMERGENCY OPERATIONS PLAN (EOP) PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. Emergency management aims to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The Candler County Emergency Operations Plan provides a comprehensive framework for County-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Candler County, Georgia

The Candler County Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the Candler County government's emergency management responsibilities and with the authority vested in me as the county's Chief Executive Officer, I hereby promulgate the Candler County Emergency Operations Plan.



Brad Jones

Chairman, Candler County Board of Commissioners]

Approval and Implementation

[This plan supersedes the Candler County Emergency Operation Plan (EOP) dated March 01, 2016, and any update thereof. It is valid for four years from the date signed unless the undersigned requires a revision sooner.

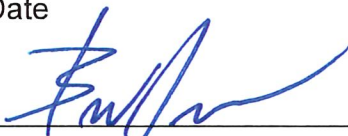
This EOP describes the management and coordination of resources and personnel during periods of major emergency. This comprehensive local emergency operations plan is developed to ensure mitigation and preparedness, appropriate response, and timely recovery from natural and man-made hazards that may affect Candler County residents. This plan is also intended to clarify expectations for an effective response by local officials in support of first responders in the field, which can save lives, protect property, and more quickly restore essential services.

This EOP was developed by Candler County Emergency Management Agency in conjunction with other local agencies, non-governmental organizations, and private sector partners and is aligned with the National Response Framework, the National Disaster Recovery Framework, and guidance from the Georgia Emergency Operations Plan. It was also developed with lessons learned from previous disasters and emergencies that have threatened Candler County, as well as exercises and training events.

The Candler County Emergency Operations Plan delegates the authority of the Chairman of the Candler County Board of Commissioners to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

- a. Emergency Management Agency (EMA) Director
- b. Deputy EMA Director
- c. County Administrator
- d. County Sheriff

Date

4-10-25


Brad Jones


Chairman, Candler County Board of Commissioners |

Signature Page



Brad Jones,
Candler County Board of Commissioners

Ed Boyd, Mayor,
City of Metter



Paul Green, Mayor *Mayor, Protem*
Town of Pulaski

]

Record of Changes

| Change # | Date | Part Affected | Date Posted | Who Posted |
|----------|------|---------------|-------------|------------|
| [| [| [| [| [|
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Record of Distribution

| Plan # | Office/Department | Representative | Signature |
|--------|-------------------|----------------|-----------|
| 1 | [| [| [|
| 2 | [| [| [|
| 3 | [| [| [|
| 4 | [| [| [|
| 5 | [| [| [|
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| 12 | [| [| [|
| 13 | [| [| [|
| 14 | [| [| [|
| 15 | [| [| [|

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Purpose, Scope, Situation, and Assumptions

1.1 Purpose

The Candler County Emergency Operations Plan (EOP) is based on the hazards as listed in the Hazard Identification and Risk Assessment Plan, which includes all-natural, human-caused, and technological hazards that can be reasonably presumed to occur within the geographical boundaries of Candler County, Georgia. The EOP clarifies the actions taken for an effective response and describes the integration of the processes and procedures detailed in the National Response Framework (NRF) and National Disaster Recovery Framework, as well as serving as a guide for all municipal Emergency Operations Plans.

The Candler County EOP supports the five major mission areas outlined in the National Preparedness Goals: Prevention, Protection, Mitigation, Response, and Recovery. It supports the mission of protecting life and property against manmade and natural disasters by directing the county's efforts and restoring essential utilities and services at all levels of government through effective planning, preparation, response, and mitigation.

The EOP incorporates best practices and procedures from various incident management disciplines - homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety - and integrates them into a unified coordinating structure.

The EOP provides the framework for interaction with other county and municipal governments, the private sector, and NGOs in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect from natural and manmade hazards, save lives, protect public health, safety, property, and the environment, and reduce adverse psychological consequences and disruptions. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

The EOP defines the actions and roles necessary to provide a coordinated response and provides a general concept of potential emergency assignments before, during, and following emergencies to Cities, Departments, and Agencies within Candler County, Georgia. It also provides for the systematic integration of emergency resources when activated for emergency situations and does not replace non-emergency operations plans or procedures.]

1.2 Scope

[Disasters or emergencies are high-impact events that require a coordinated and effective response by an appropriate combination of county, municipal, private-sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities.

The EOP addresses the hazards and threats extracted from the Candler County Hazard, Identification and Risk Assessment (HIRA) and the Candler County Hazard Mitigation Plan.

The EOP introduces the fundamentals of mitigation and long-term recovery but is not the primary document for these activities. It also references activities occurring in all phases of the emergency management cycle. However, the primary focus of this document remains an operational plan that describes the basic strategies, assumptions, operational goals, and objectives in coordinating and mobilizing resources to support emergency management response and recovery activities.

The EOP applies to all participating departments and agencies of the jurisdictions contained within Candler County's geographical boundary and distinguishes between incidents that require County coordination, termed disasters or emergencies and the majority of incidents that are handled by responsible jurisdictions or agencies through other established authorities and existing plans.

Key Concepts

Key concepts that are reflected throughout the EOP are:

1. Systematic and coordinated incident management, including protocols for:
 - a. Coordinated action;
 - b. Alert and notification;
 - c. Mobilization of County resources to augment existing municipal capabilities;
 - d. Operating under differing threats or threat levels; and
 - e. Integration of crisis and consequence management functions.
2. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with municipal governments and private entities when possible.
3. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
4. Coordinating worker safety and health, private-sector involvement, and other activities common to most incidents (see Incident-Specific Annexes).
5. Organizing ESFs to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
6. Providing vertical and horizontal coordination mechanisms, communications, and information sharing in response to threats or incidents. These mechanisms facilitate coordination among municipal entities and the County Government, as well as between the public and private sectors.
7. Facilitating support to County departments and agencies acting under the requesting

department or agency's authorities.

8. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.

9. Providing the basis for coordination of interdepartmental and municipal planning, training, exercising, assessment, coordination, and information exchange.

This EOP comprises five components that outline the State Emergency Management Program. These components include:

- Base Plan
- Emergency Support Function Annexes (or Agency/Department/Organization Function Annexes)
- Support Annexes (may include Continuity of Government/Operations, Warning, Population Protection, Financial Management, Mutual Aid/Multijurisdictional Coordination, Private Sector Coordination, Volunteer and Donations Management, Worker Safety and Health, Prevention and Protection, and Communications.)
- Incident/Threat Specific Annexes (Weather related, Earthquake, Tornado, Flood/Dam Failure, HAZMAT, Epidemic, Terrorism, Active Shooter, etc.)
- Companion Documents (Hazard Identification and Risk Assessments, Hazard Mitigation Plans), Plan Appendices & Standard Operating Guides

Each of these components are made up of various plans, guides and documents that collectively describe how the County plans for, responds to and recovers from natural and human caused disasters. The five components are published separately but reviewed collectively to ensure seamless integration.

The EOP is intended to capture and reflect the cooperative spirit of all senior elected and appointed leaders and their organizations to partner in a comprehensive emergency management program to protect the lives and property of all Candler County residents and visitors.]

1.3 Situation Overview

1.3.1 Characteristics

Candler County is located in southeast Georgia and includes two incorporated municipalities: the City of Metter, which serves as the county seat, and the Town of Pulaski. Strategically positioned along Interstate 16, Candler County lies approximately 60 miles west of Savannah, 90 miles east of Macon, and 175 miles southeast of Atlanta. This location places the county within the region's key transportation and evacuation corridors. Notably, Candler County is located just 40 miles from the Hyundai Meta Plant in Bryan County, a major economic development expected to significantly impact regional traffic, infrastructure demands, and population growth in the coming years.

1.3.1.1 Location

Candler County encompasses approximately 249 square miles of land characterized by gently rolling terrain, agricultural fields, pine forests, and low-lying wetland areas. The

county lies within Georgia's coastal plain region and includes several small ponds, creeks, and flood-prone zones. The Canoochee River borders the eastern part of the county and contributes to potential flood risk during heavy rain events or tropical systems. Interstate 16 bisects the county from east to west and serves as a primary evacuation and logistics route, especially during hurricane events impacting Georgia's coastal areas.

In addition to I-16, Candler County is served by a network of state highways that support daily commerce, agricultural transport, and emergency operations. These include State Routes 23, 46, 57, 121, and 129. These highways connect the City of Metter and surrounding rural areas to neighboring counties and are critical for both routine travel and disaster response operations. The county is part of the Heart of Georgia Altamaha Regional Commission and maintains close working relationships with surrounding jurisdictions for emergency response coordination and mutual aid support.

1.3.1.2 Geographic

Candler County is located in southeastern Georgia and is characterized by its rural landscape, agricultural economy, and strategic location along key transportation routes. Emanuel County borders the county to the northwest, Bulloch County to the northeast, Evans County to the southeast, Tattnall County to the southeast, and Toombs County to the southwest. Candler County includes the City of Metter, the county seat, and the Town of Pulaski. The City of Metter lies along Interstate 16 and serves as a gateway to the county for travelers moving between Macon and Savannah.

The geographic boundaries of Candler County encompass approximately 249 square miles of land within the state's lower coastal plain region. The area consists of flat to gently rolling terrain with a mix of farmland, pine forests, and small bodies of water. The county's eastern side is bordered by the Canoochee River, which poses a flood risk during heavy rainfall or tropical events. The presence of Interstate 16, along with State Routes 23, 46, 57, 121, and 129, provides significant regional connectivity and plays a vital role in emergency response and evacuation planning.

Appendix A: Jurisdictional Maps illustrates the areas covered by this Emergency Operations Plan, including county boundaries, municipalities, major highways, and critical infrastructure.

1.3.1.3 Demographic

According to the 2021 U.S. Census estimates, Candler County has a population of approximately 11,037. The majority of the population resides in unincorporated areas outside of the two incorporated municipalities: the City of Metter, which serves as the county seat, and the Town of Pulaski, a small rural community in the northeastern portion of the county. While Metter serves as the commercial, governmental, and emergency response hub, much of the county's population is spread throughout rural communities and agricultural areas.

The county is primarily zoned agricultural, and land use patterns strongly emphasize farming, timber, and rural homesteads. This dispersed population presents unique emergency planning and response challenges, particularly for transportation, communications, and sheltering access.

By contrast, the City of Metter includes many zoning classifications, including residential, commercial, industrial, and heavy industrial zones. The city is home to several large manufacturing plants, a municipal airport, and other critical infrastructure, making it a central location for economic activity and emergency operations. These zoning types support various uses, from family neighborhoods to high-volume truck traffic and industrial production, which must be considered in emergency planning.

Although the county's full-time residential population is relatively small, the daily population count regularly exceeds 36,000 due to Candler County's location along Interstate 16, which brings a steady flow of commuter traffic, freight movement, and through travelers. Industrial employers, logistics facilities, and commercial businesses near the I-16 corridor also draw in many workers from neighboring counties.

Candler County also sees periodic population increases from school events, tourism, regional gatherings, and seasonal activities, which can further elevate public safety and emergency services demand. Populations of concern during emergencies include elderly residents living in isolated rural areas, school-aged children, and individuals with access and functional needs, including those who depend on power for medical equipment or require mobility assistance.

Emergency preparedness efforts are designed to address both the urbanized concentration of infrastructure in Metter and the rural, dispersed nature of the broader county, ensuring a balanced, inclusive, and scalable approach to response and recovery.

1.3.1.4 Designated Areas of Interest

Candler County and the City of Metter contain several designated areas of interest that require special consideration in emergency planning and response. One of the most significant is Interstate 16 (I-16), which runs directly through the center of the county. This major east-west transportation corridor carries a high volume of commercial freight and passenger traffic daily and plays a critical role during hurricane evacuations from coastal Georgia. In the event of severe weather, hazardous materials incidents, or mass evacuations, I-16 requires close coordination for traffic control, public safety response, and resource staging.

The continued development associated with the Hyundai Meta Plant, located approximately 40 miles from Candler County, has increased regional industrial activity and traffic. As a result, supporting industries and logistics operations have begun to establish themselves along the I-16 corridor in Candler County. These industrial facilities, particularly in Metter's designated heavy industrial zones, may contain hazardous materials and critical infrastructure that require specific pre-incident planning for fire response, evacuation, and hazardous materials containment.

The City of Metter Municipal Airport is another key facility. Though it is a general aviation airport, it has the potential to serve as a staging location for aerial support, emergency supplies, or evacuation assistance in the event of a large-scale incident. Additionally, the downtown Metter commercial district and nearby residential neighborhoods represent high-density areas that would require concentrated public communication, shelter planning, and emergency access in times of disaster.

Candler County also includes several large industrial and manufacturing plants that employ many residents and operate daily within industrial zones in and around Metter. These facilities are essential to the local economy but may pose additional hazards, including the presence of flammable or toxic materials. Emergency response agencies have identified these as priority sites for pre-planning and incident coordination.

Public schools within the Candler County School District, including Metter Elementary, Metter Middle, Metter High School, and the Metter Candler Career Academy, are designated as critical facilities. These campuses may serve as shelters or reunification points during disasters and must be prioritized in emergency support functions.

These areas of interest are incorporated into the county's emergency operations planning, resource deployment strategies, and hazard mitigation efforts to ensure a coordinated and effective response to any incident that may impact the jurisdiction.

1.3.1.5 Special Events

Candler County and the City of Metter host several annual events that draw large crowds and require coordinated emergency planning and resource support due to the significant increase in local population and traffic during these times.

The most notable event is the Another Bloomin' Festival, held each year in mid-April in downtown Metter. This one-day arts and crafts festival features hundreds of vendors, food trucks, live entertainment, a 5K race, children's activities, and a BBQ cook-off. The event is one of the largest of its kind in the region, drawing over 30,000 visitors annually. Its size and scope require coordinated planning across multiple agencies, including law enforcement, EMS, fire, and public works.

Another major community gathering is the Metter Food Truck Festival, typically held in late September. This event showcases regional and state food truck vendors, live music, family-friendly attractions, and cultural exhibits. While attendance varies year to year, the festival consistently brings in several thousand visitors, significantly increasing foot traffic and road congestion in the downtown and I-16 corridor areas.

In early December, the City of Metter hosts Christmas in Metter, a beloved local celebration that includes a holiday parade, Christmas tree lighting ceremony, vendor markets, and live performances. The event draws a mix of local residents and visitors from neighboring counties and serves as a major seasonal event for the community.

These special events require advanced coordination and contingency planning to ensure public safety, manage traffic flow, support medical services, and maintain emergency access routes. Each event is included in annual planning efforts and addressed within operational plans developed by the Candler County Emergency Management Agency in cooperation with local public safety partners.

1.3.1.6 Economic Base and Infrastructure

Candler County's economy remains deeply rooted in agriculture, with a strong dependence on a variety of traditional and specialty crops. The county's rural landscape supports the production of cotton, Vidalia onions, peanuts, corn, soybeans, timber, and a variety of fruits and vegetables. Many local farms also engage in cattle production and diversified row cropping. Agriculture is not only a vital part of the local economy but also

an important part of the county's identity, culture, and land use. This sector supports employment, small business activity, and the local tax base.

While agriculture remains a foundation of the economy, Candler County has made substantial progress in economic diversification, particularly over the past several years. This effort has been spearheaded by the growth of the Metter I-16 Industrial Park, which has attracted major industrial and manufacturing investments. In 2023, DAS Corporation, a global automotive parts supplier, announced a \$35 million investment in a new facility that is expected to create 300 jobs. This facility will supply seating systems and components to manufacturers like Hyundai Motor Group and Kia Motors Manufacturing Georgia.

Building on that momentum, Doowon Climate Control America, Inc. announced in early 2024 that it will invest over \$30 million in a new plant in Metter to manufacture climate control systems for electric and traditional vehicles, creating an additional 200 jobs. Both companies are part of Georgia's rapidly expanding electric vehicle and mobility supply chain and position Candler County as a key player in the state's industrial future.

In the realm of sustainable agriculture and food technology, 4 Fungi's Regenerative is constructing a controlled-environment facility focused on regenerative growing practices. Their \$27 million investment in Metter will create nearly 50 jobs and use innovative techniques to repurpose agricultural waste and promote soil health.

This economic diversity—anchored by agriculture but now complemented by advanced manufacturing and sustainability-focused industries—has made the county more resilient to economic fluctuations. However, many parts of the county remain heavily dependent on farming and timber, and a significant weather-related disaster, drought, or crop failure would still have substantial economic consequences.

In the event of a major emergency or disaster, high-impact zones would include the Metter I-16 Industrial Park, downtown Metter, and the county's primary agricultural production areas. Damage to these areas could result in both short-term operational disruptions and long-term economic setbacks. Recovery would require coordinated efforts across local government, emergency management, industry partners, and the farming community to restore infrastructure, support displaced workers, and stabilize the local economy.

1.3.1.7 Potential Hazards

[Candler County is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.]

Table 1: Hazard Identification and Grouping

| Natural Hazards |
|-----------------|
|-----------------|

| | | |
|---|--|---|
| Severe Weather <ul style="list-style-type: none">• Thunderstorms• High Winds• Lightning• Hail• Tornado | Severe Winter Weather <ul style="list-style-type: none">• Snow• Extreme Cold• Ice• Blizzard• Freezing Rain• Sleet | Tropical Cyclone <ul style="list-style-type: none">• Storm Surge• High Winds• Heavy Rainfall• Tornado |
| Infectious Disease <ul style="list-style-type: none">• Infectious Diseases• Food Borne Diseases• Agricultural Disease Outbreak• Novel Disease Outbreak | Drought Wildfire <ul style="list-style-type: none">• Extreme Heat• Wildfires• Smoke• Water Shortage | Inland Flooding <ul style="list-style-type: none">• River Flooding• Flash Flooding• Urban Flooding |
| Geologic Hazard <ul style="list-style-type: none">• Sinkholes• Earthquake• Landslides | | |
| Human-Caused Hazards | | |
| Cybersecurity Attack <ul style="list-style-type: none">• Hacking/Phishing• Infrastructure Disruptions• Ransomware/Malware Attacks• Network Intrusion/Disruption Transportation | Active Shooter <ul style="list-style-type: none">• Explosives/Improvised Explosive Devices• Vehicle Ramming• Sniper Attack• Hostage Taking | Radiological Release <ul style="list-style-type: none">• Radiological Release Technical• Radiological Release Hostile |
| Hazardous Material Release <ul style="list-style-type: none">• Transportation-Related• Storage-Related, Spills, and Leaks | | |
| Technological Hazards | | |
| Dam Failure <ul style="list-style-type: none">• Downstream Flooding• Erosion• Property Damage• Environmental Damage• Transportation Disruption• Infrastructure Disruption | Infrastructure Failure <ul style="list-style-type: none">• Communications• Transportation• Energy• Public Works | |

Table 2: Hazard Identification Process

| Hazard of Concern | How and Why hazard was Identified |
|-------------------|-----------------------------------|
|-------------------|-----------------------------------|

| | |
|--|--|
| Severe Weather <ul style="list-style-type: none"> • Thunderstorms • High Winds • Lightning • Hail • Tornado | <ul style="list-style-type: none"> • Review of historical disaster declarations and NWS NCDC Storm Events Database • 29 out of 42 declared disaster events in Georgia were Severe Weather events |
| Inland Flooding <ul style="list-style-type: none"> • Rivers • Flash • Urban | <ul style="list-style-type: none"> • Review of historical disaster declarations and NWS NCDC Storm Events Database • Flooding impacts Georgia nearly every year and results in the majority of the damages associated with hazard events • 17 out of 42 declared disaster events in Georgia were flood events |
| Tropical Cyclone <ul style="list-style-type: none"> • Storm surge • High Winds • Heavy Rain fall • Tornado | <ul style="list-style-type: none"> • Review of historical disaster declarations and NWS NCDC Storm Events Database • NWS hurricane data • 6 out of 42 declared disaster events in Georgia were hurricane, tropical storm, or coastal events |
| Severe Winter Weather <ul style="list-style-type: none"> • Snow • Ice • Freezing Rain | <ul style="list-style-type: none"> • Review of historical disaster declarations and National Weather Service (NWS) National Climatic Data Center's (NCDC) Storm Events Database • Four (4) out of 42 declared disaster events in Georgia were winter weather related events |
| Drought Wildfire <ul style="list-style-type: none"> • Extreme Heat • Wildfires | <ul style="list-style-type: none"> • Review of historical disaster declarations, NWS NCDC Storm Events Database, U.S. Drought Monitor and Drought Impact Reporter • The entire State of Georgia is subject to the effects of drought |
| Geologic Hazards <ul style="list-style-type: none"> • Sinkholes • Earthquake | <ul style="list-style-type: none"> • Review of historical data, including United States Geological Survey • Earthquakes have impacted Georgia in the past. Between 1811 and 2013, there have been 11 earthquake events with epicenters near Georgia |
| Infectious Diseases: <ul style="list-style-type: none"> • Infectious Diseases • Food Borne Diseases • Agricultural Disease Outbreaks • Novel Disease Outbreaks | <ul style="list-style-type: none"> • Numerous bodies of water located in the state that assist with the breeding of mosquitos and other waterborne pathogens |
| Cybersecurity Attack <ul style="list-style-type: none"> • Hacking/Phishing • Infrastructure Disruptions • Ransomware/ Malware Attacks • Network Intrusion/ Disruption • Transportation | <ul style="list-style-type: none"> • Most of Georgia's critical infrastructure is linked to some technology-based platform, which is a key vector of attack in a cybersecurity incident |
| Active Shooter <ul style="list-style-type: none"> • Explosives/Improvised Explosive Devices • Vehicle Ramming • Sniper Attack • Hostage Taking | <ul style="list-style-type: none"> • Terrorist attacks can occur anywhere • Georgia is an attractive target due to it's to major urban areas, seaports and tourism. |

| | |
|---|---|
| Radiological Release (Technical, Hostile) <ul style="list-style-type: none"> • Individuals (Physical and Psychological Health) • Property • Environment • Infrastructure • Agriculture • Zoological • Economy | <ul style="list-style-type: none"> • Georgia contains 6 counties within the 10-mile Emergency Planning Zone • 76 counties within the 50-mile Ingestion Pathway Zone of nuclear power plants located within Georgia and adjacent states. |
| Hazardous Material Release <ul style="list-style-type: none"> • Injury • Loss of life • Property damage • Environmental damage | <ul style="list-style-type: none"> • Over 900 reports of oil and hazmat releases reported in 2017 • 528 on the State's hazardous site inventory |
| Dam Failure <ul style="list-style-type: none"> • Downstream Flooding • Erosion • Property Damage • Environmental Damage • Transportation Disruption • Infrastructure Disruption | <ul style="list-style-type: none"> • Georgia has 4489 Dams • In Georgia all major rivers are dammed at least once • Numerous smaller dams, including agricultural exist |
| Infrastructure Failure <ul style="list-style-type: none"> • Communications • Transportation • Energy • Water Wastewater | <ul style="list-style-type: none"> • Georgia is home to numerous pieces of critical infrastructure across all identified sectors |

1.3.1.8 Vulnerability Assessment

Vulnerability includes all populations and assets (environmental, economic, and critical facilities) that may be at risk from natural, human-caused, and technological hazards. Vulnerability analysis measures the level of assets, populations, or resources within a given region, city, or town. The vulnerability is a function of the built environment, local economy, demographics, and environmental uses of a given region.

The damage and/or destruction of any of Candler County's six (6) critical lifeline sectors (Communications, Emergency Services, Energy, Information Technology, Transportation Systems, and Water/Wastewater Systems) represents enormous economic, social, and general functional costs to a community, while also impeding emergency response and recovery activities.

A nonfunctional road can have major implications for a community: general loss of productivity; disruption of physical access preventing residents from getting to work or other daily activities; prevention of emergency vehicles from reaching destinations; associated health and safety implications; and potential access difficulties causing the disruption of important lifeline supplies, such as food and other deliveries to the community.

Damaged or destroyed utility lines and facilities, including electricity, computer and

satellite links, gas, sewer, and water services, can cripple a region after a disaster. Power lines are often severely damaged or destroyed, resulting in the loss of power for days, weeks, or even months. This is particularly critical considering modern societies' dependence on electricity. In addition to essential modern household appliances being affected, public water supplies, water treatment, and sewage facilities can also be impacted. Electric pumps cannot pump drinking water into an area without power, and even if they could, the water delivery system could be breached in several areas. The loss of elevated water tanks also results in a lack of safe drinking water. Even disaster victims who do get water may have to boil it to eliminate waterborne pathogens introduced to the supply in breached areas.

Although not a complete representation of all the possible types of facilities, this dataset is a good representation of critical facilities in Candler County.]

Table 3: Types of Facilities

| | |
|---|--------|
| Jurisdiction Owned Holdings: | 13,464 |
| Interstate roads within Jurisdiction (in miles) | 15 |
| State Maintained Roads (in miles) | 300 |
| County Maintained Roads (in miles) | 1200 |
| Bridges | 10 |
| Law Enforcement Agencies: | 4 |
| Fire Stations: | 2 |
| Hospitals: | 1 |
| Dispatch Centers | 1 |
| First Responder's Communication Towers | 3 |
| TV Digital Station Transmitters | 0 |
| AM Transmission Towers | 2 |
| FM Transmission Towers | 2 |
| Cellular Towers | 10 |
| City Halls: | 2 |
| Housing Units | 4,653 |
| Mobile Homes | ?? |
| Airports: | 1 |
| Dams: | 0 |
| Fishing and Boating Access/Marinas: | 0 |
| Power Transmission Lines (in miles) | 1000 |
| Power Distribution Lines (in miles) | 2000 |
| Power Substations | 5 |
| Water/Wastewater Stations | 5 |
| Natural Gas Lines (in miles) | 1000 |

1.3.2 Planning Assumptions [

1. A disaster may occur within Candler County with little or no warning and may escalate more rapidly than Candler County can handle.
2. Incidents are typically managed at the lowest possible organizational and jurisdictional level. The local government will take initial actions to mitigate the effects of

emergency situations or potential disaster conditions as soon as possible.

3. During a State of Emergency, the EMA Director, as the individual responsible for carrying out Candler County's emergency management programs, has command and control authority over all operational areas necessary to help Candler County respond to, recover from, and mitigate against natural and manmade emergencies.

4. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within Candler County. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.

5. Agencies/departments/offices assigned responsibilities in the EOP develop and maintain necessary plans, standard operating procedures, mutual aid agreements and model contracts to successfully accomplish the mission.

6. Agencies are prepared to fulfill assigned responsibilities from the EOP, supporting plans, and joint operational or area plans.

7. Mutual Aid from response organizations from another jurisdiction is expected to supplement the efforts of the affected jurisdiction in an efficient, effective, and coordinated response when County officials determine their own resources to be insufficient.

8. When provided, Federal and State disaster assistance will supplement, not substitute, relief provided by local jurisdictions.

9. It is the responsibility of elected officials and designated responders under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

10. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.

11. When an emergency exceeds Candler County resource and response capabilities, the local government will request assistance from neighboring jurisdictions and may elevate requests for assistance to Georgia Emergency Management and Homeland Security Agency (GEMA/HS) if needed.

12. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested. This includes all agencies, departments, and offices supporting this EOP as well as any neighboring jurisdictions.

13. Incidents, including large-scale emergencies or events, require full coordination of operations and resources and may:

- a. Require significant information sharing across multiple jurisdictions and between the public and private sectors;
- b. Involve single or multiple jurisdictions and/or geographic areas;

- c. Have significant local and/or statewide impact and may require significant inter-governmental coordination;
 - d. Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
 - e. Result in mass casualties, displaced persons, property loss, environmental damage and disruption of the economy and normal life support systems, essential public services and basic infrastructure;
 - f. Require resources to assist individuals with access and functional needs;
 - g. Impact critical infrastructures across multiple sectors;
 - h. Exceed the capabilities of local agencies, Non-Government Organizations (NGOs), and Private Sector Partners (PSPs) (to include private sector infrastructure owners and operators);
 - i. Attract a sizeable influx of public, private, and voluntary resources, including independent and spontaneous volunteers;
 - j. Require short-notice asset coordination and response; and
 - k. Require prolonged incident management operations and support activities for long-term community recovery and mitigation.
14. Factors influencing the need for state involvement in response and recovery may include, but are not limited to:
- a. Severity and magnitude of the incident.
 - b. Local needs exceeding available resources.
 - c. Incident type or location.
 - d. Protection of public health, welfare or the environment.
 - e. Economic ability of the jurisdiction and/or affected localities to recover from the incident.]

Concept of Operations

The Concept of Operations outlines Candler County's general approach when responding to emergencies and disasters. It provides a framework for coordinating personnel, resources, and support agencies in a manner that ensures a timely, organized, and effective response. The approach is designed to be flexible and scalable, allowing it to adapt to a wide range of incidents—from small-scale local emergencies to large-scale disasters affecting the entire jurisdiction.

1.4 General

[Emergency response operations in Candler County begin with identifying an actual or potential threat. Once an incident is recognized, initial actions focus on gaining situational awareness, notifying key personnel, and initiating appropriate response protocols. If conditions warrant, the Candler County Emergency Operations Center

(EOC) will be activated to coordinate operations and support field activities.

Response tasks generally follow a logical progression. First, monitoring and notification systems are used to detect threats and issue alerts to the public and response agencies. This is followed by the activation of the EOC and relevant command structures. Response operations then focus on deploying emergency services, protecting lives and property, disseminating public information, and coordinating with local, regional, and state partners. Once the immediate threat is stabilized, efforts shift toward maintaining essential services and supporting recovery activities. The recovery phase includes damage assessments, infrastructure restoration, and long-term recovery planning.

This general concept supports a unified and coordinated approach to emergency response across all jurisdictions and disciplines within Candler County, ensuring the efficient use of available resources and prioritizing the safety and well-being of the community.

Communications is maintained between affected jurisdictions and GEMA/HS Area Emergency Management and/or Homeland Security Field Coordinators. GEMA/HS personnel may respond to the jurisdiction to facilitate ongoing information exchange.

Candler County Board of Commissioners Chairman may declare local states of emergency and request State assistance. All requests for state assistance should be entered into WebEOC and coordinated with the assigned area field coordinator at the State Operations Center (SOC).

County EOCs will serve as clearinghouses for response and recovery operations and for the deployment of resources within the counties, including cities within the counties.

This plan is based on three organizational levels of emergency management: local, state, and federal. Each level works together to provide a delivery system to meet the public's needs. Emergency operations are initiated at the lowest level able to respond to emergencies and disasters.

Supporting agencies and volunteer organizations are incorporated in this plan for a whole community approach.]

1.5 Goals and Objectives

1.5.1 Goals

1. [Promote all phases of emergency management and coordinate the community's mitigation of, preparation for, response to, and recovery from injury, damage, and suffering resulting from a localized or widespread disaster.
2. Facilitate effective use of all available resources during a disaster.
3. Maintain the quality of life for our citizens before, during, and after a disaster.]

1.5.2 Objectives

1. [Meet the needs of disaster victims: Save human lives; treat the injured; warn the public to avoid further casualties; evacuate all who are potentially endangered;

coordinate with other agencies to shelter and care for those evacuated.

2. Protect property: Take action to prevent property damage, provide security for property, especially in evacuated areas, and prevent contamination of the environment.

3. Restore the Community: Re-establish essential utilities, transportation routes, public infrastructure, and facilities and encourage economic activity.]

1.5.3 National Incident Management System and the Incident Command System

1. [Candler County has adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Candler County. First responders in all organizations are encouraged to implement the training, exercise, and everyday use of ICS.

2. All Candler County emergency response agencies utilize the ICS to direct emergency response activities. The ICS provides an important framework from which all agencies can work together efficiently and effectively. The EOC link to the incident scene is via an Emergency Management staff member located at the Incident Command Post.

3. If the incident affects multiple agencies and jurisdictions, a transition may occur from a single Incident Commander to a Unified Command structure. Unified Command may appoint a single spokesperson to carry out the command decisions. The remaining response functions (planning, operations, logistics, and finance) will also be “unified” by the responders of the various organizations.]

1.6 Emergency Operations Center (EOC) Operating Conditions and Activation

The Candler County Emergency Operations Center (EOC) serves as the centralized coordination point for managing disaster and emergency response efforts. The EOC is activated in accordance with the county’s operational readiness levels, referred to as OPCON (Operational Condition) Levels, which reflect the severity of the situation and the level of coordination required.

The Emergency Management Agency (EMA) Director or designee may initiate the activation of the EOC in consultation with the Chairman of the Candler County Board of Commissioners, the Sheriff, or other designated officials. Upon activation, the EMA Director will notify all relevant agencies, Emergency Support Function (ESF) leads, and county leadership. Notifications may occur through direct communication, emergency alerting systems, or pre-established contact lists.

1.6.1 EOC Operating Levels

OPCON 5 – Normal Operations

This level reflects day-to-day operations with no known threats or emergencies. The Emergency Management Agency (EMA) monitors routine weather patterns and regional activity and conducts regular training and exercises. No activation of the EOC is required. The EOC remains in an Active Monitoring status, with minimal staff on duty or on-call to observe conditions and maintain readiness.

OPCON 4 – Increased Readiness

A potential threat has been identified that may require a partial or full activation of the EOC. Situational monitoring is heightened, and select Emergency Support Function (ESF) partners may be notified to prepare for possible deployment. The EOC may shift from Active Monitoring to an Elevated (Partial) Activation posture, with EMA leadership and designated ESF representatives actively engaged in preparedness and coordination activities.

OPCON 3 – Emergency Likely or Imminent

A disaster or emergency situation is likely or imminent. The Candler County Emergency Operations Plan is formally activated. Depending on the scope and nature of the incident, the EOC may operate in either Elevated (Partial) Activation or Full Activation status. Key ESF leads are engaged to begin coordinated response efforts, and resource staging or public notifications may begin in advance of impact.

OPCON 2 – Emergency in Effect

A disaster is actively impacting the jurisdiction. The EOC is at its highest level of preparedness short of full emergency operations. A Full Activation is in effect, with all relevant EOC staff and ESF agencies either physically present or participating virtually. Coordination with regional, state, and federal partners may be initiated, and incident support continues around the clock.

OPCON 1 – Full Emergency Response

This represents the most critical and intense level of emergency operations. A major disaster is underway, and the EOC operates at its Full Activation posture, with maximum staffing and support. Emergency operations focus on life safety, incident stabilization, protection of property, and support to field operations. All EOC functions are fully engaged, and coordination is maintained across all responding agencies and jurisdictions.

1.6.2 Field Operations

1. The EMA staff is on-call 24/7 with one person designated as the primary contact. The on-call primary EMA representative is available to respond and assist with field operations as requested through Public Safety Communications when the EOC is not activated.
2. Small-scale incidents or emergencies may be mitigated on the scene without opening the EOC.
3. As the incident complexity increases, resources must increase, requiring the Incident Command (IC) to expand the incident management organization with additional levels of supervision. The requesting agency should utilize its own departmental staff to fill the ICS command and general staff positions needed to successfully manage the incident.
4. Once an incident has escalated and all typical mission-specific resources are exhausted or at the discretion of the IC, the on-call primary EM representative can be dispatched to serve in a logistical or planning role and request additional outside resources in support of the operation.

5. All EMA staff are cross-trained to fill ICS Command and General staff positions. However, due to their function, the Incident Commander and Operations Section Chief should be staffed by the lead agency.
6. If all local resources have been utilized and the on-scene command is overwhelmed due to long operational periods and /or shortage of staff, the on-call primary EM representative will contact the remaining EM staff for additional support.
7. When required or requested, a Mobile Command Post may be utilized for on-scene direction, coordination, and control.]

1.6.3 Activation of the Emergency Operations Plan (EOP)

1. [The EMA Director will make a recommendation to the Chairman of the Board of Commissioners regarding the activation/implementation of the EOP. In the event the Chairman of the Board of Commissioners is not available, the EMA Director has the authority to order the activation. If the EMA Director is not available; then the EMA Deputy Director has the authority to order the activation.
2. When the EOP is implemented, all county and supporting municipality resources are available to respond to and facilitate recovery from the disaster. In the event of an emergency, personnel may be tasked with accomplishing a mission outside of their normal area of responsibility.
3. Activation of the plan is also associated with the EOC Operating Level. At Elevated Activation, when there is a possibility of an emergency or disaster, the EOP may be partially or fully activated, as required. At Full Activation, when a disaster or emergency situation is imminent or in progress, the EOP activation is required.
4. The EMA will establish and maintain journals, records, and reporting capabilities in accordance with state and federal laws and regulations.]

1.6.4 Emergency Operations Center (EOC) Operations

1.6.4.1 General

[Anytime a disaster or emergency situation goes beyond the capability of a single jurisdiction, or requires multiple agencies or departments, the EOC may be activated. If the disaster is countywide, the EOC activation is mandatory. The EOC is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplications of efforts. The EMA Director or Deputy Director will determine if the EOC needs to be activated.]

1.6.4.2 Location

[The Candler County EOC is located at 1015 E. Hiawatha St., Metter, GA. If an alternate EOC is needed it will be designated by the EMA Director or Deputy Director at the time of the event. The alternative EOC locations are, 1075 E. Hiawatha St. Metter, GA]

1.6.4.3 Activation Options

[In the event the EOC is activated, the EMA Director or Deputy Director has options available. As all emergencies do not require full EOC activation, another activation level

is available. In some instances, the EOC activation process might step from one level to another, while other situations might require immediate Full Activation.

1. **Partial Activation** occurs during small-scale incidents requiring minimal resources and personnel but still not requiring full activation of the EOC. The EMA Director or Deputy Director will determine which ESFs are needed and the hours of operations.

2. **Full Activation** occurs when all ESFs are fully manned and operating 24-hours a day. This will occur during major emergencies and disasters, and will be the priority activity in the county when activated.

Once the emergency or disaster necessitating the EOC activation is over, the EMA Director or Deputy Director, with the Chairman of the Board of Commissioners' authorization, will determine the means of deactivating the EOC. Some incidents will allow the full and immediate closure of the EOC, while others will require a slower transition.

1.6.4.4 Emergency Support Functions

To assure maximum response and efficient use of personnel and other resources, Emergency Support Functions (ESFs) are as indicated:

Table 4: ESF Primary and Alternate Responsible Agencies

| ESF | Function | Primary | Support |
|--------|----------------------|----------------------------------|---|
| ESF-1 | Transportation | Candler County Roads and Bridges | GA DOT |
| ESF-2 | Communications | Candler County EMA | Candler Co Sheriff/ Bulloch County Public Safety |
| ESF-3 | Public Works | Candler County Public Works | City of Metter Public Works |
| ESF-4 | Firefighting | Metter Fire Rescue | Bulloch Co Fire |
| ESF-5 | Emergency Management | Candler County EMA | Candler Co Sheriff |
| ESF-6 | Mass Care | Candler County EMS | Candler County Hospital |
| ESF-7 | Resource Support | Candler County EMA | Candler County BOC |
| ESF-8 | Public Health | Candler County EMS | Candler Co Health Department |
| ESF-9 | Search & Rescue | Candler EMA | Candler Co Sheriff |
| ESF-10 | HAZMAT | Metter Fire Rescue | Swainsboro Fire |
| ESF-11 | Agriculture | Candler County Extension | Candler BOC |
| ESF-12 | Energy | Excelsior EMC | GA Power |
| ESF-13 | Public Safety | Candler County Sheriff | Metter Police |

| | | | Department |
|--------|--------------------------------------|-------------|-------------|
| ESF-14 | Recovery | Candler EMA | Candler BOC |
| ESF-15 | Public Affairs / External Affairs | Candler BOC | Candler EMA |

1.6.4.5 Activation

When the decision is made to activate the EOC, the EMA Director or designee will notify the appropriate staff members to report to the EOC. The EOC is the central point for emergency operations.

The EMA staff will take action to notify and mobilize the appropriate ESFs and organizations on the EOC Activation List. Notification can occur through several different methods depending on the situation and availability of communication systems.

Once the EOC is fully operational, all personnel and resources will be coordinated in support of the following general response activities:

1. Warning and emergency public information
2. Saving lives and property
3. Supplying basic human needs
4. Maintaining or restoring essential services
5. Protecting vital resources and the environment
6. Transportation, logistics and other emergency services
7. Manage the evacuation process
8. Damage assessment operations
9. Initial decontamination]

1.6.4.6 EOC Organization Structure

1. Executive Group is composed of the following:
 - a. County Administrator (Commissioner)
 - b. Municipal Mayors
 - c. City/Town Managers
 - d. EMA Director
 - e. County Sheriff
2. Command is composed of the following:
 - a. County EOC Manager
 - b. ESF – 15 Public Information (PIO)
3. Operations Section is composed of the following ESF:

- a. ESF – 2 Communications
 - b. ESF – 3 Public Works
 - c. ESF – 4 Firefighting
 - d. ESF – 5 Emergency Management
 - e. ESF – 8 Public Health
 - f. ESF – 9 Search & Rescue
 - g. ESF – 10 Hazardous Material
 - h. ESF – 11 Agriculture
 - i. ESF – 12 Energy
 - j. ESF – 13 Law Enforcement
4. Planning Section is composed of the following ESF:
- a. ESF – 5 Emergency Management
 - b. ESF – 14 Recovery
5. Logistics Section is composed of the following ESF:
- a. ESF – 1 Transportation
 - b. ESF – 2 Communications
 - c. ESF – 5 Emergency Management
 - d. ESF – 6 Mass Care
 - e. ESF – 7 Resources Support
6. Finance Section is composed of the following:
- a. County Finance Director and supporting staff
 - b. ESF – 7 Resources Support]

1.6.4.7 Situation Reports (SITREP)

Every day the EOC is open, a Situation Report (SITREP) will be produced for each operational period. The EOC Manager will set the operational period, which usually is 12 hours. The initial SITREP will be completed within the first four (4) hours after activation. Additional SITREPS will coincide with the EOC briefings. This SITREP does not replace the requirement to enter a Resource Request for all state-level assistance.

Each ESF will complete their part of the SITREP, providing a comprehensive and accurate report, and submit it. This report will include, but not limited to the following:

- 1. Type of disaster
- 2. Date and time of disaster
- 3. Status of mobilization of county/municipal resources
- 4. Initial damage

5. Immediate support required of state government
6. Casualties/Fatalities – Number dead, injured and missing
7. Roads and bridges damage or destroyed
8. Utility status – locations and number of homes/facilities without power, water, gas, communications, etc
9. Public facility damage
10. Critical Infrastructure damage (Communications, Emergency services, etc)
11. Status of local government
12. POD status
13. Shelter status
14. School status
15. Other damage

Upon review and approval by the EOC Manager the SITREP will be sent to the State Operations Center (SOC) by entering it into WebEOC under Statewide Significant Events and SOC Significant Events, and titled Candler County COUNTY SITREP the beginning of each operational period.]

1.6.4.8 Briefings Schedules

1. [Once the EOC has been activated, the EOC Manager will conduct an Activation Briefing. This will detail the situation and give the operational period objectives.
2. Once the EOC becomes operational, the EOC Manager will conduct regularly scheduled situational briefings. Briefing times will be determined at the beginning of activation and will be based on type and speed of incident. All ESFs may be expected to give a brief description of their priority issues as related to the EOC objectives and any unresolved concerns they have.
3. Additional briefings may be required depending on the circumstances. This may include briefings for VIPs, media, special visitors or newly arrived state or federal representatives.]

1.6.5 Coordinating Local, State and Federal Operations

1. [Local responders are the first to arrive and the last to leave an emergency situation. All emergencies and/or disasters are managed at the local level. If local capabilities are exceeded and a local emergency has been declared, state government agencies can augment assistance to meet the emergency needs of victims.
2. When municipal government determines that municipal resources are not adequate, additional resources may be requested through the EMA or the County EOC if activated.
3. State government will supplement local efforts upon request or in accordance with the Emergency Support Function (ESF) Annexes described herein.
4. The Governor or designee may execute the Georgia Emergency Operation Plan

(GEOP) to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance.

5. State-level assistance activities normally will consist of coordination and support.

6. Federal assistance will supplement state and local efforts and shall be provided under governing secretarial or statutory authorities.

7. To the extent that public law provides, any federal assistance made available to relieve the effects of an emergency or disaster in Candler County will be coordinated by the State Coordinating Officer (SCO) or designated authorized representative.

8. If the President authorizes federal assistance, the President will appoint a Federal Coordinating Officer (FCO). The FCO is authorized to use the full authority of the Stafford Act to reimburse response and recovery claims.

1.6.6 County/Local Logistical Staging Area (LSAs)

A logistical staging area (LSA) may be established for emergencies requiring major mobilization of supplies, materials, equipment, and personnel prior to, during, and after the emergency. The LSA will receive, classify, and account for emergency relief and sustenance supplies. This area will be determined based on damaged areas and needs.]

1.6.7 Phases of Emergency Management and Corresponding Actions

1.6.7.1 Preparedness

[Preparedness encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to enhance readiness and minimize the impacts of disasters. General preparedness activities include but are not limited to the following:

1. Update all emergency management plans to include risk and vulnerability assessments.
2. Disaster exercises/drills (Full-scale, functional and tabletop)
3. Emergency communications tests
4. Training and workshops for EOC staff and emergency responders
5. Public awareness campaigns and educational presentations]

1.6.7.2 Response

[Response includes activities to address the immediate and short-term actions to preserve life, property, environment, and the social and economic structure of the community. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency emergency and disaster standing operating guidelines, mutual aid agreements, and the ESF Annexes of this plan.]

1.6.7.3 Recovery

[Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to pre-disaster conditions. Short-term recovery actions are taken to assess the situation and return critical infrastructure systems to minimum operating status. Long-term involves the total restoration of the county's infrastructure and economic base. For more information on recovery, please refer to the Candler County Recovery Plan.]

1.6.7.4 Mitigation

[Mitigation includes those activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation involves on-going actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation may include efforts to educate governments, businesses, and the public on measures they can take to reduce loss or injury. For more information on recovery, please refer to the Candler County Hazard Mitigation]

1.6.8 Public Information

1. [Public Information Officer (PIO)]

- a. In the event of an emergency or disaster, the Candler County PIO will closely monitor the situation, receive information from the EMA Director or Deputy Director, and disseminate timely written and verbal information to the public. The PIO will utilize all available media sources, including radio, television, newspaper, social media and other internet sources, and any other feasible sources.
- b. The PIO's primary purpose is to provide information to the general public regarding the disaster and how it impacts the community. This information includes warning citizens of impending danger, the status of active disaster, pertinent information regarding evacuation, re-entry and recovery efforts.
- c. The PIO for Candler County is a member of the Command Group and will be present for all executive level meetings during emergency or disaster operations.
- d. Public Information operations will include the County PIO and will be supplemented with additional administrative staff. This additional staff will include PIO's from other departments, agencies, and businesses as required.
- e. For information detailed information can be found in the ESF – 15 Public Information Annex.

2. Coordination

The Candler County PIO will be the county's official spokesperson during an emergency or disaster. Coordination with all appropriate departments and municipalities will ensure proper emergency public information is being disseminated.

3. Media Procedures

The PIO will be responsible for escorting media members into the EOC and for arranging interviews with EOC Staff. The media will not be allowed in the EOC during

briefing without prior approval from the EMA Director or Deputy Director.]

1.6.9 Alert and Notification

1.6.9.1 Emergency Management Staff

1. [Emergency Management Staff maintains several communication methods for alerts and notifications. The primary communication methods are a county cell phone and a personal cell phone, which includes email and texting capability. Back-up methods include a home phone.

2. The EMA Director, or their designee, will coordinate with all appropriate departments/agencies and organizations to ensure timely notification at the onset of a human-caused or natural incident.

1.6.9.2 State Warning Point

1. The primary method of notification for the State Warning Point is telephone at 1-800-TRY-GEMA (1-800-879-4362).

2. When notifying or alerting the State Warning Point, all reports will be done in accordance with the GEMA/HA Field Reporting Standard Operating Guide.]

1.6.10 Warning

[The ability to warn the public of impending danger or orders of evacuation is a priority in any emergency operation. There are many methods to communicate emergency messages to the general public, the business community and transient population. Official warnings can come from the local, state and federal government.

The Bulloch County 911 Telecommunications Center, located at Bulloch County Public Safety Complex, serves as the county public safety answering point (PSAP) for all incidents. The Candler County Sheriff's Office Communications Center will provide law enforcement dispatch and communication coordination services.]

1.6.11 Evacuation

1. [Evacuation is the controlled movement and relocation of persons and property necessitated by the threat of a natural, technological, or human-caused disaster. The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of the county's road network. Therefore, a major evacuation must be initiated as soon as feasible. Direction, control, and coordination with all appropriate departments/agencies will be conducted through the County EOC.

2. The EMA Director, or designee, will coordinate the evacuation routing to shelters and the provision of transportation, shelter, and congregate care.

3. The EMA Director or designee will facilitate the evacuation by providing detailed evacuation information to the public through the Public Information Officer.]

1.6.12 Request for Assistance

1. [If local capabilities are exceeded, and a local emergency has been declared, a Resource Request for state and/or federal assistance shall be presented to the SOC

through WebEOC, or through the Area Field Coordinator if WebEOC is unavailable.

2. When municipal governments determine that municipal resources are not adequate, additional resources may be requested through the EMA Director or the County EOC, if activated.

3. All needs must go through the process of being filled with local resources, resources for which contracts are in place, or donated resources before a request is made to the state. Once all local resources have been exhausted, the Operations Desk will make the appropriate request to the State for resources.

4. There are many methods of resource requests that can be utilized. The primary method is the State WebEOC. All required information is included in the Resource Request board. If the system fails or is unavailable, the following methods are acceptable:

- a. Area Field Coordinator liaison.
- b. Phone 1-800-TRY-GEMA (1-800-879-4362)
- c. E-mail]

Organization and Assignment of Responsibilities

[Candler County's emergency response and recovery efforts rely on a coordinated, multi-agency approach involving local government departments, public safety agencies, volunteer organizations, and private sector partners. Each agency and organization plays a critical role in preparing for, responding to, and recovering from emergency situations. Responsibilities are assigned based on legal authority, jurisdiction, and capability. The Candler County Emergency Management Agency (EMA) serves as the lead coordinating agency, facilitating overall response coordination and activating the Emergency Operations Center (EOC) as needed.]

1.7 General

[Most departments/agencies/offices of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency/office is responsible for developing and maintaining its own emergency management procedures.]

1.8 Organization

1. [Chief elected officials
2. ESF 1 – Transportation
3. ESF 2 – Communications
4. ESF 3 – Public Works
5. ESF 4 – Firefighting
6. ESF 5 – Emergency Management

7. ESF 6 – Mass Care
8. ESF 7 – Resource Support
9. ESF 8 – Public Health
10. ESF 9 – Search and Rescue
11. ESF 10 – HAZMAT
12. ESF 11 – Agriculture
13. ESF 12 – Energy
14. ESF 13 – Public Safety
15. ESF 14 – Recovery
16. ESF 15 – External Affairs]

1.9 Assignment of Responsibilities

[In accordance with the National Incident Management System (NIMS), Candler County pre-designates primary and supporting agencies to lead or assist with specific emergency functions during disaster response and recovery. Each department, agency, or organization listed in this plan is responsible for executing the tasks that align with their legal authority, expertise, and available resources. These assignments are organized around Emergency Support Functions (ESFs) and are outlined in both the Basic Plan and supporting annexes. The Candler County Emergency Management Agency (EMA) leads overall coordination and will activate the Emergency Operations Center (EOC) as needed. Upon activation of the EOC, each designated department or agency will assign a representative to serve as their point of contact within the EOC or within the county's multi-agency coordination system. This ensures a unified response and real-time coordination of information, resources, and operational support. Responsibilities are assigned to include command and control, communications, public information, fire and EMS services, law enforcement, sheltering and mass care, transportation, health and medical support, and critical infrastructure restoration. All agencies are expected to maintain internal plans and provide for continuity of operations during emergency events.]

1.9.1 Chief Elected Officials

1. [Disaster declarations
2. Evacuation orders
3. Re-entry decisions
4. Other protective action decisions as necessary
5. Providing legal advice as required
6. Performing other necessary legal functions
7. Serving as a liaison with other legal and judicial agencies and sections of the government]

1.9.2 Emergency Support Functions (ESFs)

The Candler County Emergency Operations Plan (EOP) applies a functional approach that groups the capabilities of county departments, municipal agencies, and supporting volunteer and non-governmental organizations into Emergency Support Functions (ESFs). These ESFs provide the planning, resources, operational support, and emergency services most likely to be needed during disaster or emergency incidents. When an actual or potential emergency arises, Candler County may activate some or all ESFs based on the scope and nature of the event. This structure ensures an organized, flexible response that can be scaled according to the severity of the situation.

Each ESF includes primary agencies that are assigned based on their legal authorities, capabilities, and resources to lead operations in a specific functional area. Support agencies are assigned based on their ability to provide additional resources, technical expertise, or operational support to the primary agency. The ESFs coordinate efforts among county departments, municipal governments such as the City of Metter, and external partners to fulfill emergency missions. During activation, these functions also facilitate coordination with regional, state, and federal response partners.

The ESFs serve as the principal coordination mechanism within the Candler County Emergency Operations Center (EOC) and are responsible for carrying out missions aligned with their assigned functions. These include, but are not limited to: law enforcement, fire and EMS response, communications, transportation, sheltering and mass care, public health and medical services, debris management, and public information. Each primary ESF agency is also expected to maintain ongoing relationships with relevant private-sector and non-governmental partners. For example, ESF 2 – Communications includes collaboration with telecommunications providers, and ESF 10 – Hazardous Materials coordinates with industries involved in chemical and fuel handling.

Not every incident will require full ESF activation. Many emergencies may be addressed through a limited activation of certain ESFs or other elements of the EOP. In some cases, such as pre-planned events or terrorism-related operations, activation may be kept minimal to support operational security while still ensuring effective response coordination.

Additional detail regarding the roles and responsibilities of both primary and support agencies for each ESF is provided in the ESF Annexes section of this plan.]

1.9.2.1 ESF 1 – Transportation

1. [Support and assist municipal, county, private sector, and voluntary organizations requiring transportation.
2. Coordinate rail management with state and PSP partners.
3. Movement restrictions, evacuation, and re-entry coordination.
4. Restoration and recovery of transportation infrastructure.
5. Debris management.
6. Damage and impact assessment.]

1.9.2.2 ESF 2 – Communication

1. [Provide communication plans and systems for disaster response
2. Communications with telecommunication providers and operators
3. Coordination of restoration and repair of telecommunication systems
4. Protection, restoration and sustainment of cyber systems and resources
5. Damage assessment of critical communication systems in disasters]

1.9.2.3 ESF 3 – Public Works

1. [Water Sector Critical Infrastructure Assessment, Protection, and Technical.
2. Boil water advisories.
3. Infrastructure restoration and coordination.
4. Damage assessment to critical infrastructure system.
5. Water sample collection assistance.
6. Maintaining designated major streets and avenues, highways, and other designated routes of travel
7. Assisting with heavy rescue
8. Decontamination
9. Engineering services as required
10. Transportation
11. Debris removal
12. Inspection of shelter sites for safe occupancy
13. Inspection of damaged buildings, public and private, for safe occupancy
14. Enforcement of building codes
15. Maintenance of vehicles and other essential equipment of the various departments and agencies
16. Maintenance of a reserve supply of fuel
17. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits]

1.9.2.4 ESF 4 – Firefighting

1. [Command and coordination of firefighting activities.
2. Search and rescue.
3. Decontamination.
4. Damage assessment.]

1.9.2.5 ESF 5 – Emergency Management

1. [Coordination of emergency management program and EOP.

2. Staff and manage EOC.
3. Comprehensive all-hazard emergency preparedness planning.
4. Manage all-hazard emergency preparedness training and education.
5. Coordination of incident management and response efforts.
6. Disseminate emergency public information.
7. Preparation and management of Incident Action Plan.
8. Maintain situational awareness.
9. Coordinate assistance from other jurisdictions.
10. Coordinate resource requests through State Operation Center (SOC).
11. Financial management coordination in disasters.
12. Collection, compilation and dissemination of damage assessment reports.]

1.9.2.6 ESF 6 – Mass Care

1. [Status reporting of mass care, shelter, human services activities to SOC.
2. Providing the use of facilities for emergency public education.
3. Providing facilities for emergency housing of evacuees and relief forces.
4. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues.
5. Providing personnel for shelter managers and staff.
6. Providing recreation plans for shelter occupants' use during shelter-stay period.
7. Coordinating transportation.
8. Supporting shelter managers.
9. Emergency welfare services.
10. Emergency lodging.
11. Emergency feeding.
12. Emergency clothing.
13. Emergency registration and inquiry.
14. Coordinating services for the area homeless population.
15. Coordinating religious services.
16. Coordinating private welfare groups.
17. Identifying non-English-speaking persons and provisions for translation.
18. Identifying special needs population (by culture, language, or age-specific requirements).
19. Maintaining an up-to-date list and supporting memorandums of agreement (MOAs)

with shelter facilities and their points of contact.]

1.9.2.7 ESF 7 – Resource Support

1. [Maintaining a list of suppliers, vendors, and items of critical emergency need.
2. Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support.
3. Logistics planning, management and coordination (Mutual Aid).
4. Coordination of incident facilities, equipment and supplies in disasters.
5. Coordination of contract services in disasters (food, water, commodities, and transportation).
6. Status reporting of logistics and resource activities to the SOC.]

1.9.2.8 ESF 8 – Public Health

1. Emergency medical treatment and triage.
2. Emergency medical care information and coordination.
3. Emergency hospital treatment information and coordination.
4. Traditional hospital medical services.
5. Limited on-site decontamination.
6. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items.
7. Medical support to shelters.
8. Health advisories.
9. Inoculations for the prevention of disease.
10. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing).
11. Assisting with special needs evacuation.
12. Hospital evacuation.
13. Emergency medical transportation.
14. Emergency interment coordination.
15. Sanitation and pest control as required.]

1.9.2.9 ESF 9 – Search & Rescue

1. [Coordination of search activities in disasters.
2. Coordination of rescue activities in disasters.
3. Coordination of search and rescue resources.]

1.9.2.10 ESF 10 – Hazardous Materials (HAZMAT)

1. [Coordination of hazardous material response activities.
2. Coordination of environmental protection and long term clean up.]

1.9.2.11 ESF 11 – Agriculture

1. [Coordination with ESF 6 and County Board of Education for nutrition assistance.
2. Control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
3. Assurance of food safety and food security.
4. Coordination with ESF 6 and ESF 8 for the safety and well-being of household pets during an emergency response or evacuation.
5. Protection of natural and cultural resources and historic properties.]

1.9.2.12 ESF 12 – Energy

1. [Assessment, repair and restoration of damaged energy systems and components.
2. Coordinate private sector energy industry and fuel industry restoration efforts.
3. Prepare energy forecast and assessments for disasters.
4. Coordination for fuel resupply of emergency vehicles & generators.]

1.9.2.13 ESF 13 – Public Safety

1. [Maintaining law and order.
2. Traffic and crowd control.
3. Protecting vital installations.
4. Controlling and limiting access to the scene of the disaster.
5. Assist with movement restrictions, evacuation, and re-entry coordination.
6. Support transportation strike teams.
7. Supplementing communications.
8. Assisting with all evacuation efforts.
9. Assisting with search and rescue.
10. Security planning and technical resource assistance.]

1.9.2.14 ESF 14 – Recovery

1. [Damage, social, and economic impact assessment in disasters.
2. Long-term community recovery assessment and coordination.
3. Analysis of mitigation program activities.]

1.9.2.15 ESF 15 – External Affairs

1. [Public information and protective action guidance dissemination.
2. Media and community relations.

3. Coordination of Joint Information Centers.

4. VOAD and donation management.]

1.9.2.16 Local Emergency Planning Committee

1. [Furnish information, including maps or materials, as needed, for the EMA Director. This includes Tier II reports and other industry-specific information to produce general detailed planning for chemical, transportation, or industrial accidents.

2. Augment EOC staff as necessary]

1.9.3 State Government Department and Agencies

Support from other State government departments and agencies may be requested through the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) State Operations Center by submitting a Resource Request through WebEOC.

1.9.4 Private Sector Organizations

[EOP primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.]

1.9.4.1 Roles

[The private sector's roles, responsibilities, and participation during a disaster or emergency incident vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

1. Impacted Organization or Infrastructure

Private-sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private-sector organizations that are significant to regional economic recovery from the incident. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.

2. Response Resource

Private-sector organizations provide response resources (donated or compensated) during an incident - including specialized teams, equipment, and advanced technologies - through public-private emergency plans, mutual aid agreements, or incident specific requests from government and private-sector-volunteer initiatives.

3. Regulated and/or Responsible Party

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency preparedness plans, procedures, and facilities and to perform assessments, prompt notifications, and training for a response to an incident.

4. Emergency Organization Member

Private-sector organizations may serve as active partners in emergency preparedness and response organizations and activities.]

1.9.4.2 Responsibilities

[Private-sector organizations support the EOP (voluntarily or to comply with applicable laws and regulations) by sharing information with the government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of an Emergency or disaster, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

Response Resources

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. The County Government maintains ongoing interaction with the critical infrastructure and key resource industries to provide coordination for prevention, preparedness, response, and recovery activities. When practical, or when required under law, private-sector representatives should be included in planning and exercises. In some cases, the government may direct private-sector response resources when they have contractual relationships, using government funds.]

1.9.5 Non-Governmental and Volunteer Agencies

[Volunteer agencies, such as the American Red Cross, faith-based organizations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

Nongovernmental and volunteer organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also supports the Mass Care element of ESF 6. Community-based organizations receive government funding to provide essential public health services.

The Voluntary Organizations Active in Disaster (VOAD) is a consortium of over 60 recognized organizations of volunteers active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. For example, the wildlife rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural

resource trustee agencies.]

1.9.6 Citizen Involvement

[Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

The US Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds.

Citizen Corps

The Citizen Corps works through a Citizen Corps Council that brings together leaders from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders.

Citizen Corps Councils Implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs. They provide opportunities for special skills and interests, develop targeted outreach for special-needs groups, and organize special projects and community events.

Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of response to major disasters and other emergencies.

Continuity of Government (COG)/Continuity of Operations Plan (COOP)

Local governments and jurisdictions must be prepared to continue their minimum essential functions throughout the spectrum of possible threats from natural disasters through acts of terrorism. COG/COOP planning facilitates the performance of local government and services during an emergency that may disrupt normal operations. Contingency plans for the continuity of operations of vital government functions and jurisdictions will allow agencies to continue their minimum essential operations and maintain authority. These plans include the spectrum of possible threats from natural disasters through acts of terrorism.

Continuity of Government (COG) and Continuity of Operations (COOP) measures will establish lines of personnel succession, ensuring that authority is delegated to appropriate personnel before an emergency. Executive office personnel and department managers will identify, notify, and train the individuals next in line. In addition, personnel

will be familiar with alert, notification, and deployment procedures to provide for command and control of response and recovery operations.

The Chairman of the Board of Commissioners, with assistance from the EMA director and County Administrator, is responsible for the following, but not limited to:

1. Identifying essential positions and Lines of Succession.
2. Determining essential functions and processes that must be maintained during an emergency or disaster.
3. Establishing measures for protecting and safeguarding vital records and critical applications.
4. Maintaining essential communications resources.
5. Identification of alternate operating facility and capabilities.
6. Priorities for recovery of processes, functions, critical applications, and vital records.

1.10 Succession of Command for Local Government

1. County Commissioner Chairman
2. County Commissioner Vice Chairman
3. County Sheriff
4. EMA Director

1.11 Mission Essential Positions

Candler County executes its mission through numerous separate agencies. The following positions within those agencies are designated as Priority Employees for Candler County.

1. County Commissioner Chairman
2. County Commissioner Vice Chairman
3. County Administrator
4. EMA Director
5. EMS Director
6. County Sheriff
7. Fire Chief
8. EMS Director
9. Tax Assessor
10. Roads and Bridges Supervisor
11. Public Information Officer

1.12 Mission Essential Functions and Processes

1.12.1 Mission Essential Functions

When confronting events that disrupt normal operations, Candler County is committed to providing mission essential functions that must be continued even under the most challenging emergency circumstances. The Chairman of the Board of Commissioners for Candler County has identified mission essential functions as only those most critical activities which ensure the safety and security of system users, employees, contractors, and the general public, and support the restoration of internal operations and facilitate emergency response operations.

During the COOP's activation, all activities not identified as essential may be suspended to enable Candler County to concentrate on providing mission-essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications regarding the restoration of the suspended functions with regular or expected users will be a priority.

Candler County's mission essential functions, organized by area of responsibility, are identified below in descending order of priority:

1. Emergency Management
2. Law Enforcement
3. Fire/Hazmat services
4. Communications (911)
5. Sheltering, Feeding
6. Medical Services
7. Power, Electricity, Fuel
8. Transportation
9. Water, Wastewater Services
10. Agricultural Services

1.12.2 Mission Essential Processes

Candler County has also identified essential processes, services, systems, and equipment necessary to support each mission essential function, as well as key personnel required.

Candler County's mission essential business processes are identified below in **descending order of priority**. Priority 1-5 processes are essential to immediate needs.

1. Emergency Operations Center
2. Public Safety (Law Enforcement, Fire, EMS)
3. 911 Communications
4. Public Affairs

5. Finance and Administration

Priority 5-9 processes can be deferred until post-event and reconstitution activities. Selected staffing resources supporting Priority 6-10 processes will be cross-trained and redeployed to support and sustain immediate needs to execute Candler County's role.

6. Education services

7. Business/Commerce Management

8. Non-essential County Operations (Tax assessment, Zoning commission, etc.)

9. Hazard Mitigation

10. Training

1.13 Relocation of Government

1.13.1 Alternate Facilities

Candler County recognizes that normal government operations may be disrupted during an emergency or disaster and that there may be a need to relocate and perform mission essential functions from an alternate facility. The objective of this plan is to ensure that the county retains the capability to sustain essential internal government functions under adverse conditions.

Candler County evaluated locations in selecting an alternate facility based on their ability to support mission-critical operations, staff safety, communications, and logistical needs. Depending on the nature and severity of the emergency, the county may also utilize additional backup sites to ensure continuity of operations.

Candler County has designated the Candler County Board of Commissioners Building, located in Metter, as the primary alternate facility for emergency operations. This building has been chosen based on the following considerations:

- The facility is located away from major high-risk infrastructure and is not in a flood-prone area, providing a lower overall threat profile.
- The building includes secure access controls, limiting unauthorized entry during emergency operations.
- The site is easily accessible via Interstate 16 and major county-maintained roadways, facilitating rapid deployment of personnel and resources.
- The building includes available office space, backup power generation capacity, and utility access to support the relocation of core government functions.
- The site has sufficient communications capabilities to support minimum emergency coordination and connectivity with external partners.
- The surrounding area includes access to lodging, food services, and basic healthcare, supporting sustained operations for staff during extended activations.

Depending on the specific emergency, additional county-owned or partner facilities may also be considered for support operations or temporary use. These include school system buildings, volunteer fire stations, or other public buildings designated through mutual aid or facility use agreements.

The Candler County Emergency Management Agency, in coordination with county departments and stakeholders, reviews the selection and designation of alternate facilities annually. Provisions for staff welfare—including food, transportation, lodging, and behavioral health support—are integrated into continuity planning to ensure effective and humane sustained operations.

1.13.2 Logistics Support

Candler County recognizes that effective logistical support is essential to the successful execution of Continuity of Operations (COOP) at an alternate facility. To ensure sustained operations, a comprehensive logistics plan has been developed to support personnel, equipment, and critical systems during an emergency relocation.

Logistical support for the designated alternate site, including the Candler County Board of Commissioners Building, will include daily cleaning, sanitation, and trash removal services to maintain a safe and healthy working environment. Facilities management or designated vendors will be tasked with performing these essential duties at least once per day, or more frequently as needed, based on occupancy.

All county departments are responsible for identifying, inventorying, and prioritizing vital records, documents, and information systems necessary to sustain essential functions. These records must be securely stored with appropriate access controls and redundancy measures, including cloud-based backups or offsite storage as needed. Departments must ensure continuity of access to these resources at the alternate facility.

During the execution of COOP operations, Candler County EMA and participating agencies will collect operational data and maintain detailed logs for use in post-event analysis. This information will support the development of a comprehensive After-Action Report (AAR) to document the chronology of events, challenges encountered, resources utilized, and lessons learned.

Based on the AAR's findings, the COOP plan will be updated and revised to reflect actual operational experience, improve future response capabilities, and ensure readiness for future disruptions. The Candler County EMA will coordinate this process and lead the effort to institutionalize corrective actions across county departments.

1.13.3 Resource Requirements

Resources requirements for the alternate site during COOP issues/incidents:

To ensure the effective continuation of essential government functions at the designated alternate site during a Continuity of Operations (COOP) activation, Candler County has identified several critical resource requirements that must be addressed to support operations at the Candler County Board of Commissioners Building.

The alternate site must be capable of expanding temporary workstations to accommodate not only county personnel but also potential state and federal response partners, depending on the nature and scale of the incident. Flexible workspace solutions, including portable desks, additional network connections, and supplemental

communication equipment, may be required to support surge operations.

Facility management services must be enhanced during COOP operations. This includes the availability of backup electrical power (such as generators or UPS systems), increased HVAC capacity to manage elevated occupancy and equipment loads, and routine maintenance to ensure the facility remains operational. Access routes, including parking lots and building entrances, must be cleared and maintained for personnel, supply delivery, and emergency vehicle access.

Additionally, security operations must be established or expanded to ensure that only authorized personnel are permitted into the facility. This may include controlled access points, identification checks, and coordination with the Candler County Sheriff's Office or designated security staff to monitor entrances and ensure the safety of staff and equipment.

Meeting these resource requirements is essential to maintaining a secure, functional, and resilient operational environment during COOP activation and throughout the duration of sustained emergency operations.

1.14 Vital Records and Data Management

Preservation of Records addresses the protection of essential records (e.g., vital statistics, deeds, corporation papers, operational plans, resource data, personnel and payroll records, inventory lists, laws, charters, and financial documents) by the appropriate agency following an emergency or disaster. Governments will plan for preservation of succession and delegation of authority and records necessary for carrying out governments legal and financial functions and the protection of legal and financial rights of citizens.

Candler County has identified vital records and databases that must be available to support essential functions. It has also identified vendors and contractors available to support the restoration of vital records, systems, and/or processes.

1.14.1 Communications

Communications systems are essential to sustaining operations during Continuity of Operations (COOP) events. These systems must ensure uninterrupted connectivity with internal departments, external partner agencies, critical service providers, and the general public. To maintain operational effectiveness during an emergency relocation or disruption, Candler County has identified both primary and alternate communication methods.

Primary communications include landline telephone systems provided by Pineland Telephone Cooperative and Candler County-issued cellular phones supported by Verizon and T-Mobile. Internet-based communication, such as email and cloud collaboration platforms, is also a standard method used across county departments for internal coordination and external response.

Alternate communications include the Tango Tango Radio-over-IP (ROIP) platform, which enables interoperability between traditional two-way radios and cellular/Wi-Fi networks to maintain reliable voice communication among field personnel, dispatch, and

mutual aid partners. Additional support is provided by county-operated two-way radios, including handheld and vehicle-mounted units, which are integrated into the county's public safety communications network.

Starlink satellite internet has been identified for acquisition to further strengthen communication resilience in the upcoming fiscal cycle. Once implemented, Starlink will serve as a high-speed, redundant internet solution capable of supporting voice, data, and emergency coordination functions when traditional infrastructure is compromised.

These communications systems are tested regularly through drills and operational exercises coordinated by the Candler County Emergency Management Agency to ensure reliability and readiness during emergency events.

1.14.2 Information Technology

Candler County relies on a combination of internal and contracted resources to maintain and support its information technology infrastructure. Pineland Telephone serves as the county's primary broadband provider and supplies redundant internet links to maintain connectivity during normal operations and emergencies.

The Candler County Government Data Center is physically located within the Candler County Jail, a hardened facility with 24-hour security and controlled access. This location was strategically selected for its robust structural integrity and on-site security presence, which provides enhanced protection for critical servers, data storage systems, and network equipment.

Information Technology (I.T.) support is managed by a combination of in-house personnel and contracted consultants and vendors who assist with system maintenance, network administration, cybersecurity, and infrastructure recovery during emergency events or continuity operations.

To ensure operational continuity during a COOP event, the following I.T. capabilities are in place or planned:

Wireless network infrastructure support, including network hardware and secure connectivity to available internet access for mobile or temporary workstations at alternate sites.

Wired network infrastructure support, including physical network hardware and connectivity through vendor-provided broadband services, enabling high-speed and stable connections to government systems.

Prepositioned phones, switches, and networking equipment are available to support rapid deployment of both wired and wireless communication systems at alternate facilities.

Plans are in place to establish alternate connectivity to critical agency systems via secure internet-based access if the primary headquarters becomes inaccessible.

These capabilities are regularly assessed and tested by the Candler County Emergency Management Agency and I.T. staff to ensure that systems remain functional, secure, and accessible during both routine operations and emergencies.

1.14.3 Public Information

Public information is critical to Candler County's emergency response and continuity operations. Effective and timely communication with the public, elected officials, and partner agencies ensures that accurate information is disseminated during all phases of an emergency.

Candler County utilizes a multi-platform public information strategy to communicate key protective actions, emergency updates, and recovery guidance to citizens. This includes the use of OnSolve's CodeRED system for emergency notifications, which allows county officials to send voice, text, email, and targeted alerts to residents and businesses during crisis events. CodeRED is integrated with the Integrated Public Alert and Warning System (IPAWS) to expand reach via Wireless Emergency Alerts (WEA) and the Emergency Alert System (EAS) when needed.

In addition to CodeRED, the county maintains robust social media channels, including official accounts for the Candler County Board of Commissioners and the Candler County Sheriff's Office. These channels share real-time updates, preparedness information, road closures, shelter locations, and more. These platforms allow for rapid information sharing and direct engagement with the public before, during, and after emergency events.

Public messaging is also shared through local media outlets, including radio stations, newspapers, and regional television broadcasts. Public Information Officers (PIOs) serve as the primary points of contact for media inquiries, support the maintenance of official county websites and social platforms, and serve as spokespersons for TV and radio interviews as necessary.

The county also designates a Constituent and Elected Officials Liaison to handle direct communications with local, state, and federal elected officials, as well as to respond to inquiries from the general public. This ensures that information flows consistently and accurately between government leadership and the community.

Administrative staff and I.T. support are available to assist with publication development, data entry, and other support functions needed to maintain operations and document critical information for future planning and after-action analysis. Public education campaigns are conducted periodically to increase awareness of emergency preparedness, promote the use of alert systems, and encourage personal responsibility in disaster readiness.

1.14.4 Finance and Administration Section

The Candler County Administrator and supporting administrative staff are responsible for managing financial and administrative operations during emergency events and Continuity of Operations (COOP) activations. This section ensures that critical financial tracking, procurement, and staff support functions continue seamlessly throughout the incident lifecycle.

During an emergency, the Finance and Administration Section is responsible for initiating the processing and tracking of all expenditures related to response and recovery activities. This includes the creation and maintenance of financial records to

support potential reimbursement claims from state or federal sources.

The County Administrator's Office also assists with logistical and administrative support, including emergency purchasing, vendor coordination, and travel arrangements for personnel supporting field or EOC operations. Clear procedures are in place to ensure compliance with local procurement policies even under emergency conditions.

The section is also tasked with tracking staff overtime, compensatory time, and any personnel-related costs associated with extended operations. This information is essential for financial transparency and for supporting claims through FEMA's Public Assistance Program or the Georgia Emergency Management Agency (GEMA).

In coordination with state partners, the County Administrator will liaise with state agency finance officers to support the reimbursement process, ensuring all required documentation is collected and submitted in a timely manner.

Through proactive coordination and oversight, the Finance and Administration Section ensures that Candler County remains accountable, compliant, and well-positioned to recover eligible expenses incurred during emergency operations.

1.14.5 Vital Records (Safeguards)

Vital records and data consist of documents, publications, digital files, and other information—regardless of format—that are essential to the execution of Candler County's emergency management mission, the continuity of government operations during disaster response, and the restoration of services following an emergency. The protection and accessibility of these records are crucial during emergency operation events and are supported by established information technology safeguards and data retention practices.

Candler County follows the Georgia State Government Record Retention Schedule and Policies to ensure that essential records are preserved and retrievable during an incident. Records are maintained in both hard copy and digital formats and are backed up in accordance with Candler County I.T. procedures. The county utilizes a combination of in-house I.T. staff and contracted vendors to maintain secure network infrastructure, including daily backups and redundant systems for critical data.

The county's primary data center is housed within the Candler County Jail, a hardened facility that provides 24-hour security and restricted access. This location was selected to ensure that core government data systems remain secure and operational even during major emergencies. The data center hosts essential systems, including human resources, financial data, public safety databases, and administrative records.

Emergency operating records protected by these safeguards include personnel files, payroll and financial records, procurement documentation, and critical public safety communications data. These files are essential to the management of response and recovery activities and are stored securely on local servers and in offsite backups.

Additionally, emergency management documentation such as the Candler County Emergency Operations Plan (EOP), disaster declarations, FEMA Public Assistance files, damage assessments, and grant documentation are maintained and backed up regularly. These records are critical for disaster coordination, resource tracking, and

federal reimbursement following a declared event.

Geographic Information System (GIS) data and mapping products that support situational awareness and operational planning are maintained by county departments and regional partners. These resources are stored on secure servers and are used to support field operations, evacuation planning, damage assessments, and long-term recovery efforts.

By safeguarding vital records and ensuring regular backups, Candler County preserves its ability to maintain emergency operations, uphold government functions, and restore services in the aftermath of any disaster.

1.14.5.1 Designation of Candler County Essential Records and Data

Candler County has identified and designated specific records and data as essential to carrying out its emergency management mission, maintaining government continuity, and supporting effective response and recovery operations. These essential records must be protected, accessible, and regularly updated to ensure their availability during emergency operation events.

Among the most critical records are the Candler County Emergency Operations Plan (EOP) and all applicable mutual aid agreements that support interagency coordination. In addition, the county maintains official Declarations of Emergency, as well as documentation related to requests for and approvals of State or Presidential Disaster Declarations. These records are vital for initiating and justifying emergency actions and accessing state and federal resources.

Operational documents such as Emergency Operations Center (EOC) procedures and protocols, delegations of authority, master contact lists, and recall rosters are essential for incident management and resource coordination. Candler County also maintains inventories of critical equipment, communications assets, and I.T. systems, which are used to support resource tracking, logistics, and situational awareness during response operations.

Other essential records include strategic preparedness plans, domestic security plans, and threat and vulnerability assessments, all of which guide preparedness initiatives and risk reduction strategies. Training records, school safety plans, and state transportation maps from agencies such as Georgia DOT are preserved to support situational planning and field coordination.

From a communications standpoint, the county retains copies of its Crisis Communication Plan, pre-scripted public messages, and access to mass notification platforms and databases, including CodeRED, IPAWS, and master contacts databases that support real-time information sharing with the public and partner agencies.

Essential financial management records include tools and documents related to emergency procurement, public assistance reimbursement, and other documentation necessary to track and manage expenditures during disasters. These may include spreadsheets, vendor contracts, damage assessments, and project worksheets required for FEMA's Public Assistance Program and compliance with systems such as NEMIS.

Finally, demographic information and GIS data for key areas within Candler County are preserved to support population-specific planning, sheltering, evacuation, and recovery strategies. All of these records are protected in accordance with Candler County's I.T. procedures and backed up regularly to ensure accessibility when most needed

1.14.5.2 The Candler County Administrator or Designee Shall:

The Candler County Administrator, or an appointed designee, is responsible for ensuring the continued availability and functionality of vital records and data necessary for effective emergency operations. This responsibility includes coordinating with key agencies, departments, and partners to ensure mission-critical documentation is accessible during emergencies and throughout the activation of the Emergency Operations Center (EOC) or alternate facilities.

The Administrator shall coordinate with state agencies and designated Emergency Support Function (ESF) partners to confirm that records and documents needed to execute their responsibilities within the EOC are readily available. This includes, but is not limited to, mutual aid agreements, response plans, contact lists, financial tracking tools, and documentation required for resource requests and disaster declarations.

Additionally, the Administrator shall ensure that the Candler County Board of Commissioners Building, which serves as the designated alternate operations site, maintains the functional capabilities to support all mission-critical applications, data systems, and communications platforms necessary for Candler County's emergency management operations. This includes verifying access to essential databases, email and file systems, and connectivity to internal and external networks through redundant broadband and secured backup systems.

The Administrator or designee will also oversee the periodic review and validation of records storage, data backup processes, and operational continuity of key systems, ensuring that they meet the needs of departments and partners engaged in emergency response.

1.14.5.3 Information Technology Recovery

Candler County's Information Technology (I.T.) section is responsible for administering, maintaining, and recovering all county information and networking systems. The county's ability to sustain emergency operations and critical services during a disaster highly depends on the I.T. team's capacity to implement the Candler County I.T. Disaster Recovery Plan.

Candler County I.T. staff shall establish and maintain a designated "hot site" at the Candler County Board of Commissioners Building, which serves as the county's alternate operations facility. This site must be equipped to support all mission-critical applications, databases, and network systems required for emergency operations. The hot site must include capabilities for remote access, secure file sharing, and real-time communication platforms. All system requirements, including hardware, software, and connectivity standards, are defined in the Candler County I.T. Recovery Protocol.

The I.T. section is also responsible for ensuring the daily backup of all server-based applications, files, and databases that support emergency operations, including systems used within the Emergency Operations Center (EOC). Backups are securely

stored in accordance with county policy, with redundancy built in through offsite or cloud-based storage solutions.

In the event of an emergency, the I.T. team will coordinate with the Emergency Management Agency and administrative leadership to restore access to critical systems, recover essential data, and ensure the continuity of communications, public safety systems, and countywide operational functions.]

Direction, Control, and Coordination

[Candler County utilizes a coordinated incident management structure based on the National Incident Management System (NIMS) to ensure effective direction, control, and coordination during emergency operations. The Emergency Management Agency, in conjunction with county leadership and response partners, provides centralized command and support through the activation of the Emergency Operations Center (EOC).]

1.15 Authority to Initiate Actions

[The decision to activate the EOP will be made by one of the following responsible public official(s) and the on-scene commander within the jurisdiction.

- a. County Commission Chairman
- b. County Commission Vice Chairman
- c. EMA Director
- d. County Sheriff]

1.16 Command Responsibility for Specific Actions

1.16.1 General Guidance of Emergency Operations

[Direction and control of disaster situations and other emergency operations will be coordinated from the County EOC, located at 1015 E. Hiawatha St. Metter, GA 30439]

1.16.2 Direction of Response

[Responsible for the overall direction of the disaster response activities of all of the jurisdiction's departments and agencies. During emergencies, those responsibilities will be carried out normally from the EOC.

1. Chairman of the Board of Commissioners has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.
2. EMA Director will act as the chief advisor to the Chairman of the Board of Commissioners during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments will conduct emergency operations under the direction of the jurisdiction's EMA Director.

3. Personnel assigned to the following roles will be required to complete NIMS Incident Command System and position-specific training within 1 year of being assigned to the position.

- a. EOC Director
- b. Incident Commander
- c. Planning Chief
- d. Operations Chief
- e. Logistics Section Chief
- f. Finance and Administration Chief
- g. ESF Leads

4. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.]

Information Collection and Dissemination

[Disaster information managed by Candler County EOC is coordinated through Emergency Support Function representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.

Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Candler County EOC.]

Communications

[The Candler County Communications Plan describes communication protocols and coordination procedures in detail. Please refer to this plan for additional information.]

Administration, Finance, and Logistics

[Candler County maintains administrative, financial, and logistical policies to support the effective implementation of emergency operations. Mutual aid agreements, vendor contracts, and intergovernmental understandings are in place to ensure coordinated regional response and resource sharing. Financial tracking procedures and procurement processes are established to support reimbursement efforts and maintain accountability during disaster response and recovery.]

1.17 Appointment of Officials

[All Candler County departments, offices, and agencies are required to designate

personnel with decision-making authority for emergency conditions before any event. These appointments ensure continuity of operations and effective coordination during response and recovery efforts.]

1.18 Administration

[A large-scale emergency or disaster will place great demands on Candler County's resources. Distribution of required resources may be made difficult by such emergencies. Coordination with appropriate departments will be conducted to ensure that operational readiness is maintained at all times. Administrative procedures will be conducted in accordance with existing county rules, regulations, and policies.]

1.19 Finance

1. [Expenditures of county monies for emergency operations will be conducted in accordance with the county ordinance or policy. In addition, state and federal monies may become available to assist in the disaster effort. Accounting for the expenditures of the federal, state, and county monies will be subject to audits, both internally and externally.

2. Individual departments are responsible for collecting, reporting, and maintenance of records documenting disaster costs. The County Administrator or designee will be responsible for collecting the data from all departments and compiling it for a total cost.]

1.20 Logistics

During emergency operations, individual Candler County departments and supporting agencies will manage and track their own supplies, transportation assets, and operational resources. Any additional logistical needs, including personnel, equipment, or transportation, will be requested through and coordinated by the Candler County Emergency Operations Center (EOC).

Resource management activities—such as inventory tracking, financial documentation, and reporting—will be conducted in accordance with Emergency Support Function (ESF) 7 – Resource Support. Augmentation of response personnel will follow established procedures and be carried out in compliance with applicable Candler County ordinances and policies

1.21 Local Agreements and Understandings

[(This section should list any agreements with local private partners, NGOs, and faith based organizations which provide support during emergencies or disasters. The following is sample language.)

1. Red Cross] Sheltering Agreement
2. Mass Evacuation Agreement

1.22 Additional Policies

[(Reference any local or municipal policies that may impact this plan.)

1. Candler County Telework Policy]

Plan Development and Maintenance

[The Candler County Emergency Management Agency is responsible for the development, coordination, and maintenance of the Emergency Operations Plan (EOP). The plan will be reviewed annually, updated as needed, and revised following exercises, actual events, or changes in policy, resources, or structure. All participating departments and agencies are expected to support the review process and ensure their assigned responsibilities remain current.]

1.23 Development

[The Candler County Emergency Management Agency (EMA) Director is responsible for leading and coordinating the development, revision, and maintenance of the Basic Plan, annexes, appendices, and supporting documents such as checklists and standard operating procedures. Emergency Support Function (ESF) representatives from each assigned agency are responsible for contributing to the planning process and ensuring the accuracy and relevance of their respective sections. Final approval of the Emergency Operations Plan and any significant updates is coordinated through the EMA in consultation with county leadership.]

1.24 Maintenance

[The Emergency Operations Plan (EOP) is a living document and must be regularly reviewed and updated to remain accurate and effective. The Candler County EMA Director is responsible for overseeing the maintenance of the Basic Plan, annexes, appendices, and supporting documents. The plan will be reviewed at least annually, or after exercises, actual incidents, or changes in policy or resources. Updates will be coordinated with all relevant departments and agencies to ensure responsibilities and procedures remain current. All revisions will be documented and incorporated into the official version of the plan.]

1.24.1 Requirements

1. Changes should be made to plans and appendices when the documents are no longer current. Reasons to review and update a plan may include, but are not limited to:
 - a. A major incident
 - b. The impacts of an incident based on an exercise or AAR
 - c. Change in operational resources or elected officials
 - d. Change in the concept of operations for emergencies
 - e. Change in warning and communications systems
 - f. Change in hazards or threats
 - g. Updated planning standards or guidance
 - h. New and/or amended laws and
 - i. Grammatical errors or programmatic changes
2. [The EMA Director will maintain, distribute, and update the EOP. Responsible officials

in County or municipal agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.

3. To comply with requirements outlined in Nuclear Regulatory Commission Regulation 0654/FEMA-REP-1, the plans of jurisdictions located within the emergency planning zones with nuclear power plants must annually review, update (if needed), and certify plans to be current.

4. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.]

1.24.2 Review and Update

1.24.2.1 Review

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be reviewed annually. Any plan "reviewed" will have three potential findings:

1. No Action Required,
2. Partial Update Required (Admin Update), or
3. Full Update Required (Operational or Organizational changes to plan)

If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has a "No Action Required" finding, then it will be given an automatic 12-month extension. If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has an "Update Required" finding, then it will be scheduled for an (Partial or Full) update. Partial Updates will not change the approval date of the original plan.

1.24.2.2 Update

1. Partial update:

Partial Updates are generally categorized as administrative updates or corrections and do not substantially change the original intent and purpose of the plan. Partial updates can be annotated on the Record of Change table of the plan. Those changes will be distributed to those listed on the Distribution List table.

2. Full Update:

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be fully updated within 48-months of the Promulgation date. Based on the Review, the original Planning Lead or responsible Section Manager will determine the level or effort of the plan Update. Full Updates require that the formal planning process be used; stakeholder engagement, content review and comment. The entire plan will require a new signature and distribution to those listed on the Distribution List table. All Updates of existing plans will have the following statement inserted in the Record of Changes table (Description of Change column); "This version supersedes Full Name and Date of Plan, which is rescinded."

3. Rescind:

Any plan that has outlived its usefulness or that has become obsolete may be Rescinded. In consultation with Chairman of the Board of Commissioners, the EMA Director may recommend that applicable plan(s) be Rescinded. Any plan scheduled for Rescindment will require formal notification to all plan stakeholders stating that the plan is rescinded.

Authorities and References

(This section should describe the legal basis for emergency operations and contain references to important documents the plan supports, such as the jurisdiction-level emergency operations plan. The following is sample language.)

1.25 Legal Authority

1.25.1 Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
2. 42 USC, Chapter 139 Volunteer Protection

1.25.2 State

1. O.C.G.A. § 38-3 Emergency Management
2. O.C.G.A. § 51-1-29.2 Liability of Persons/Entities Acting During Catastrophic Acts of Nature

1.25.3 Local

1. [\[Insert county emergency management ordinance.](#)
2. [Insert county emergency expenditure ordinance](#)
3. [Insert county emergency staff augmentation ordinance](#)
4. [Insert other applicable ordinances.](#)]

1.26 References

1.26.1 Federal

1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
3. National Incident Management System (NIMS), December 2008.
4. National Response Framework, Federal Emergency Management Agency, January 2008.

1.26.2 State

1. Georgia Emergency Operations Plan (GEOP), 2017

2. State of Georgia Continuity of Government Plan, 2017
3. Georgia Emergency Management and Homeland Security Agency Plans Standardization and Maintenance, May 2018

1.26.3 Local

1. [Georgia Emergency Management Agency-Homeland Security Statewide Mutual Aid and Assistance Agreement
2. [Municipal EOPs](#)
3. [Inter-local agreement\(s\)](#)

1.26.4 Volunteer

1. [Reference any specific local MOA/MOU with volunteer agencies for emergency/disaster support. \]](#)