



Administrative Services Committee Commission Chamber- 5/28/2019- 1:20 PM Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve HCD's Memorandum of Understanding with Warrick Dunn Charities/Warrick Dunn Communities in support of the Augusta Housing and Community Development Department's Laney Walker/Bethlehem Redevelopment Project.  [Attachments](#)
2. Motion to approve Housing and Community Development Department's (HCD's) request to provide an amendment to 1114 D'Antignac agreement.  [Attachments](#)
3. Motion to approve Housing and Community Development Department's (HCD's) affordable housing request to provide HOME funding to assist two (2) low to moderate income homebuyers with gap financing, down payment and closing cost to purchase homes.  [Attachments](#)
4. Motion to approve Housing and Community Development Department's (HCD's) affordable housing request to provide funding to assist two (2) low to moderate income homebuyers with down-payment assistance to purchase a home.  [Attachments](#)
5. Motion to approve Housing and Community Development Department's (HCD's) request to amend the contract for construction of one (1) single-family affordable housing unit.  [Attachments](#)
6. Motion to approve Housing and Community Development Department's (HCD's) 2019 Seeds For Life Grant Program  [Attachments](#)
7. Motion to approve the minutes of the Administrative Services Committee held on May 14, 2019.  [Attachments](#)
- 8.

Motion to adopt the Augusta, Georgia Film Policy for requests to film on city property.



[Attachments](#)

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Administrative Services Committee Meeting

5/28/2019 1:20 PM

**HCD Memorandum of Understanding _Warrick Dunn Charities/Warrick Dunn Communities
Approval Request**

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve HCD's Memorandum of Understanding with Warrick Dunn Charities/Warrick Dunn Communities in support of the Augusta Housing and Community Development Department's Laney Walker/Bethlehem Redevelopment Project.

Background: This partnership is designed to facilitate the development of residential housing and mixed-use development located on property currently owned by the Augusta, Georgia Land Bank Authority (AGLBA). HCD has concluded that it is beneficial to act as a team for the purpose of increasing affordable homeownership and rental housing opportunities, as well as retaining the cultural and historic context that defines the Laney Walker & Bethlehem communities.

Goals of this partnership include:

- Fostering comprehensive revitalization and the promotion of affordable new single-family housing in the LW/B communities;
 - Up to five (5) housing units
 - Financial Construction Split: 50% HCD/ 50% WDC
 - Avg. Sales Price: \$125,000
- Fostering the use of architectural design patterns that capture the character and history of the LW/B communities, utilizing the LW/B Pattern Book as a basis;
- Increasing homeownership by providing targeted counseling and education to potential homebuyers, and
- Providing ongoing supportive (wraparound) services for homebuyers.

Analysis:	This initiative would increase affordable homeownership opportunities in LW/B through approved participating lenders and use of financial assistance offered through the LW/B bonds funds, various HUD programs, WD Communities investment, and provide ongoing supportive (wraparound) services for homebuyers.
Financial Impact:	Augusta Housing and Community Development Department receives annual allocations from Laney Walker/Bethlehem Project which will fund the City's investment in this project. Warrick Dunn Charities/Warrick Dunn Communities would provide equal investment.
Alternatives:	Do not approve HCD's request.
Recommendation:	Motion to approve HCD's Memorandum of Understanding with Warrick Dunn Charities/Warrick Dunn Communities in support of the Augusta Housing and Community Development Department's Laney Walker/Bethlehem Redevelopment Project.
Funds are Available in the Following Accounts:	1. LW/B Revitalization Project 2. Warrick Dunn Communities Fund 221

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

Memorandum of Understanding

Laney Walker / Bethlehem (LW/B) Revitalization- "Warrick Dunn Charities" and "WD Communities"

This Memorandum of Understanding ("MOU") is entered into on the _____ day of _____, 2019 by and between the Augusta, GA's Housing and Community Development Department (HCD), Warrick Dunn Charities (WDC) and WD Communities. HCD serves as the Augusta, GA's manager for LW/B. WDC serves as a supportive services partner, and WD Communities serves as an investor/developer partner.

The above named parties to this Memorandum of Understanding recognize the importance of facilitating developments within the LW/B neighborhoods to include increasing homeownership opportunities for low to moderate income households as a joint, coordinated effort. This MOU and the accompanying program descriptions set forth the terms and conditions under which the parties express their intent to present and execute a comprehensive approach to achieving the goals of this initiative. It is expected that a signed Development Agreement will evolve from this MOU.

Part I. Structure and Purpose of Initiative

This local initiative will be known as the Laney Walker / Bethlehem Redevelopment Project Initiative (the "Initiative"). The greater Initiative is designed to facilitate the development of residential housing and mixed-use development located on property currently owned by the Augusta, Georgia Land Bank Authority (AGLBA). Augusta, GA has concluded that it is beneficial to act as a team for the purpose of increasing homeownership and rental housing opportunities, as well as retaining the cultural and historic context that defines the Laney Walker & Bethlehem communities.

Part II. Partnership Goals

The goal of the Initiative is to develop a three (3) phased partnership which will:

- Foster comprehensive revitalization, in partnership, and the promotion of new single-family housing in the LW/B communities;
- Increase affordable homeownership opportunities in LW/B through approved participating lenders and use of financing assistance offered through the LW/B bonds funds, various HUD programs and WD Communities investment;
- Foster the use of architecturally compatible building design that captures the character and history of the LW/B communities, utilizing the LW/B Pattern Book as a basis;
- Increase homeownership by providing targeted counseling and education to potential homebuyers;
- Conduct outreach activities to potential renters and homebuyers in the community to inform them of housing opportunities;
- Provide ongoing supportive (wraparound) services for homebuyers; and
- Build a model of partnership that can be replicated in other communities.

Part III. Responsibilities of the Parties

The parties will have the following responsibilities:

a. Phase 1: Homes for the Holidays

- HCD, in partnership with area Nonprofit, will;
 - Provide affordable single-family housing unit
 - Provide homebuyer subsidy (up to \$25k)
- WDC will:
 - Furnish house
 - Provide \$5k for purpose of Down Payment Assistance, if allowed/needed
- Homes currently identified:
 - 30 Ash Street, Augusta, GA
 - 2989 Pepperdine Drive, Augusta, GA

Future Homes: Up to five (5) single family homes in Augusta, GA (not guaranteed by WDC)

b. Phase 2: Development Partnership

- HCD to work with WD Communities to identify up to five (5) Single Family lots
- HCD to work with WD Communities to identify affordable house plan (100k Club Program) for each identified lot
- HCD and WD Communities to agree upon deal structure (land infusion, construction split, down payment, etc.)
- HCD and WD Communities to identify financial sources (Augusta, Federal Home Loan Bank, Bank, Investors, Donors, etc.)
- Other

c. Phase 3: Support Service Wrapped Model

- HCD and WDC to define individual Mission Pillars as follows...
 - Mental Health and Wellness
 - Educational Attainment
 - Workforce Development and Entrepreneurship
 - Financial Literacy and Capability
- HCD and WDC to create an impactful Augusta, GA Support Service Wrapped Model that can be used as a Model and replicated for other Communities across this Country
- Other

Part IV. Performance Objectives

The overall performance of the Initiative will be evaluated on the completion of Phase 1, 2 and 3 (as shown above), and the number of residents who are actually able to obtain housing.

To date, HCD has undertaken an extensive effort to ensure the success of this revitalization. Public meetings were initially held to receive stakeholder input, and on-going meetings are being held to keep the public informed. Land acquisition activities have resulted in significant and meaningful site control. Master plans have been designed to reflect the activity to date, while guiding future endeavors.

A Pattern Book has been designed to guide the production of architecturally compatible designs. Finally, a complete array of professionals has been procured to assist in the continued design, planning, construction, and marketing of the LW/B project as a whole.

Part V. Public Relations

The parties agree that initially, and throughout the term of this MOU, marketing and public announcements relative to Initiative activities be coordinated among and approved by both HCD, WDC, and WD Communities prior to public release.

Part VI. Relationship of Parties

Nothing in this MOU shall be deemed to constitute or create an association, partnership or joint venture among the participating parties, or any agency or employer-employee relationship. No party is granted, nor shall it represent that it has been granted, any right or authority to assume or create any obligation or responsibility, expressed or implied, on behalf of, or in the name of another party, or bind another party in any manner.

Part VII. Term; Early Termination

The term of the MOU is twelve (12) months from the date of the execution. It is the intention of the participants to work diligently to insure that within 90 days, all of the Initiative Development Goals shall be met. At that time, renewal of the partnership may be extended upon the agreement of both parties. The participating parties reserve the right to terminate the MOU with 90 days notice.

Part VIII. Administration and Reports

HCD will facilitate monitoring the Initiative and providing bi-monthly reports to the participants.

Part IX. Additional Provisions

HCD, WDC, and WD Communities shall each identify a primary contact and an alternative contact.

Part X. Acknowledgements

As the authorized representative for my organization, I have read this MOU regarding the Initiative. I agree that it accurately describes the purpose, operational plan and roles of the Initiative participants. I understand that this document is not a contract and is not a legally binding agreement.

However, by executing this Memorandum of Understanding, I further understand that the participating parties are forming an alliance to accomplish the goals set forth herein.

In Witness Whereof, the parties have set their hands and seals as of the date first written above.

Attest: **Augusta, Georgia**

By: _____ Date: _____
Hardie Davis
As Mayor

By: _____ Date: _____
Jarvis Sims
As Interim Administrator

By: _____ Date: _____
Hawthorne Welcher
As Director, HCD

Approved as to Form by: _____ Date: _____
Augusta, GA Law Department

SEAL

Lena Bonner
As its Clerk of Commission

Warrick Dunn Charities

By: _____ Date: _____

Name: _____ Whitney A. Jackson

Title: _____ Executive Director

WD Communities

By: _____ Date: _____

Name: _____ Warrick D. Dunn

Title: _____ Founder/Executive Director



Administrative Services Committee Meeting
5/28/2019 1:20 PM
HCD_ 1114 D'Antignac Street Agreement Amendment

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development Department's (HCD's) request to provide an amendment to 1114 D'Antignac agreement.

Background: Housing and Community Development and the Laney Walker Development Corporation have completed the successful construction of a single family affordable housing unit at 1114 D'Antignac for a low to moderate income homeowner. Due to increased construction cost, additional funding is needed to complete payment of: a) Contractor's retainage, and b) privacy fence. Change order amount: \$ 6,400

Analysis: The approval of funding will allow Laney Walker Development Corporation to complete the construction of unit by providing the proper fencing and paying the retainage.

Financial Impact: HCD will provide Home Investment Partnership (HOME) funding received through its annual allocation from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$6,400.

Alternatives: Do not approve HCD's amendment request.

Recommendation: Motion to approve Housing and Community Development Department's (HCD's) request to provide an amendment to 1114 D'Antignac agreement.

Funds are Available in the Following Accounts: U.S. Department of Housing and Urban Development (HUD) Funds: a) Home Investment Partnership Program (HOME) funds
Org key: 221073212

Cover Memo

Item # 2

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

**FIRST AMENDMENT
TO
AGREEMENT BETWEEN
AUGUSTA, GEORGIA
&
LANEY WALKER DEVELOPMENT CORPORATION
FOR
2017 HOME INVESTMENT PARTNERSHIPS PROGRAM**

1114 D'Antignac Street

This First Amendment to the agreement executed by and between the Parties on November 1, 2018, is made and entered into on the ____ day of _____, 2019, by and between AUGUSTA, GEORGIA, (hereafter referred to as "Augusta"), and LANEY WALKER DEVELOPMENT CORPORATION. (hereinafter referred to as the "LWDC").

WHEREAS, AUGUSTA desires to amend the original agreement to allow Laney Walker Development Corporation to effectively administer its HOME eligible affordable housing development activities;

WHEREAS, Laney Walker Development Corporation has determined that this Amendment is in its best interest and has agreed to the said Amendment;

NOW THEREFORE, in exchange for their mutual good and valuable consideration, the receipt and sufficiency of which each PARTY acknowledges, and intending to be legally bound, AUGUSTA and Laney Walker Development Corporation agree to amend said agreement as follows:

(1)

Article I Section B . Use of Funds. Construction shall be revised to provide additional funding in the amount of \$ 6,400.00 of HOME funding to support the construction of a single family unit located at 1114 D'Antignac Street.

B. Use of Funds

HOME Program funds shall be used by LWDC for the purposes and objectives stated in Article I, Scope of Services of this Agreement. The use of HOME funds for any other purpose(s) is not permitted. The following summarizes the proposed uses of funds under this agreement:

Augusta Housing and Community Development
HOME Investment Partnership Program Agreement Amendment
LWDC – 1114 D'Antignac Street

b. Construction

An amount not to exceed \$ 124,174.89 in a grant shall be expended by the LWDC to support the construction of an affordable single-family housing units to be made available for purchase by HOME program eligible low and moderate home buyers.

Original contract states not to exceed \$ 117,774.89 whereas amendment adds an additional \$ 6,400.00 to support construction cost.

Article II Section D shall be revised to show the additional funding with the following:

D. Project Budget: Limitations

Laney Walker Development Corporation shall be paid a total consideration of \$143,018.87 for full performance of the services specified under this Agreement. Any cost above this amount shall be the sole responsibility of LWDC. It is also understood by both parties to this contract that the funding provided under this contract for this specific project shall be the only funds provided by Augusta- unless otherwise agreed to by Augusta and Laney Walker Development Corporation.

LWDC shall adhere to the following budget in the performance of this contract:

Construction	\$ 124,174.89
Project Delivery	\$ 18,843.98
Total Project Activity Cost	\$ 143,018.87

Except for the modifications made by this Amendment, the terms and conditions of the Agreement, as previously amended, shall remain in full force and effect.

Augusta Housing and Community Development
HOME Investment Partnership Program Agreement Amendment
LWDC – 1114 D’Antignac Street

IN WITNESS WHEREOF, the undersigned have set as of the date first written above.

LANEY WALKER DEVELOPMENT CORPORATION

Date

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above:

ATTEST: AUGUSTA, GEORGIA
(The City)

Approved as to form: _____
Augusta, GA Law Department

Date: _____

By: _____
Hardie Davis
As its Mayor

Date: _____

By: _____
Jarvis Sims
As its Interim Administrator

Date: _____

By: _____
Hawthorne Welcher, Jr.
As its Director, HCD

Date: _____

SEAL

Lena Bonner
As its Clerk

Item # 2



Administrative Services Committee Meeting
5/28/2019 1:20 PM
HCD_ Affordable Homebuyer Subsidy Requests (2)

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development Department's (HCD's) affordable housing request to provide HOME funding to assist two (2) low to moderate income homebuyers with gap financing, down payment and closing cost to purchase homes.

Background: Augusta, GA's Homebuyer Subsidy Program (administered by HCD) is a loan in the form of a second mortgage. This financial assistance is combined with a primary loan (first mortgage loan) from a participating lending institution and enables a qualified first-time homebuyer to become a homeowner. The buyer must be a first-time homebuyer and the home must become the buyer's primary residence. The program is funded by The U.S. Department of Housing and Urban Development (HUD) and administered by Augusta, GA's Housing and Community Development Department (HCD). The program promotes neighborhood stability by assisting with gap financing, towards the purchase price, and closing costs for homes located within the city limits of Augusta, and in conjunction with local Community Housing Development Organizations (CHDOs) and employees of Augusta, Georgia. Two applications are awaiting approval to move forward with the process of becoming homeowners: 1. Homebuyer Subsidy Program- 2561 Dover Street - Requesting: \$25,000 Sales Price: \$ 153,000
2. Employee Incentive Program- 2555 Inverness Drive - Requesting: \$15,000 Sales Price: \$ 193,000 Each application has a first mortgage from a lending institution but needs the Subsidy to complete the process. Once approved, Lenders will schedule closing and the applicant will then become a new homeowner in Augusta, Georgia.

Analysis: The approval of the application will enable an Augusta, GA Cover Memo
employee to become a homeowner and "Make the American Dream" Item # 3

Dream a Reality". Approval will also have a positive impact on the community by increasing the tax base in Augusta, GA.

Financial Impact: The City receives funding from the US Department of Housing and Urban Development Department on an annual basis. This approval will be for the amount of \$40,000.

Alternatives: Do not approve HCD's Request.

Recommendation: Motion to approve Housing and Community Development Department's (HCD's) affordable housing request to provide HOME funding to assist two (2) low to moderate income homebuyers with gap financing, down payment and closing cost to purchase homes.

Funds are Available in the Following Accounts: U.S. Department of Housing and Urban Development (HUD) Funds: a) HOME Investment Partnership Grant (HOME) funds. Org key: 221073212

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

HOME PROGRAM HOMEBUYER WRITTEN AGREEMENT

NOTICE TO HOMEBUYER: This AGREEMENT contains a number of requirements you must fulfill in exchange for the federal assistance you are receiving through the Home Investment Partnerships Program (HOME Program). Be sure to read each paragraph carefully and ask questions regarding any sections you do not fully understand. This AGREEMENT will be enforced by a forgivable loan and mortgage as set forth below. You should be sure that you thoroughly understand these documents before you sign them.

THIS AGREEMENT, made and entered into this ____ day of _____, **2019** by and between _____ hereinafter referred to as “BORROWER,” and **AUGUSTA HOUSING & COMMUNITY DEVELOPMENT** having its principal office at **925 Laney Walker Blvd, 3rd Floor, Augusta, Georgia 30901**, hereinafter referred to as “LENDER.”

WHEREAS, on _____, the Lender agreed to provide to the Borrower financial assistance to be used in pursuit of the purchase of certain real property hereafter described:
Map Parcel # Here and Address Here.

WHEREAS, a percentage of said financial assistance was provided in the form of a Forgivable Loan, hereinafter referred to as a “LOAN,” with said Loan being in the amount of \$ _____, subject to the condition that the Borrower executes this Agreement.

WHEREAS, the Forgiveness Loan is funded by the U.S. Department of Housing and Urban Development (“hereafter HUD”) via the HOME Investment Partnership Program (hereafter “HOME Program”), and restrictions apply to the Borrower when participating in the City of Augusta’s Forgiveness Loan Program.

NOW THEREFORE, in consideration of the said Loan and in accordance with the provisions of State of Georgia Statutes, the parties do hereby agree as follows:

The Borrower covenants and agrees with the Lender to adhere to the following HOME Program Restrictions imposed on them for the federal assistance provided:

Affordability Period

You must comply with the HOME Program’s period of affordability. The period of affordability for the home will be 5 years, based on the amount of the direct subsidy to the HOMEBUYER. During this 5 year period, the HOMEBUYER must maintain the home as his/her **principal place of residence** at all times. During this time the recapture restriction is effective and requires all HOME funds that were provided for the purchase of the home to be repaid to the City, including principal, interest, late fees, and other charges, if you do not occupy the property as your principal residence or if you sell or transfer the property.

Maximum Sales Price

The property may not have a purchase price for the type of single family housing that exceeds 95% of the median purchase price for the area. It has been verified that the purchase price of the housing does not exceed 95 percent (95%) of the median purchase price of homes for the area, as set forth in 24 CFR Part 92.254(a).

The maximum purchase price is as follows for the Augusta Richmond County GA:

Unit #	FHA Limits Pre-Economic Stimulus Act	
	Existing Homes	New Homes
1 Unit	\$ 143,000	\$ 228,000
2 Unit	\$ 182,000	\$ 292,000
3 Unit	\$ 221,000	\$ 353,000
4 Unit	\$ 274,000	\$ 438,000
Unadjusted Median Value	\$ 150,000	\$ 240,000

Appraised property value

The AWARDEE certifies that a certified property appraiser has appraised the property that is the subject of this AGREEMENT at a value of \$_____.

Principal residence requirement

This agreement shall remain in force throughout the affordability period as long as the home remains the principal residence of the HOMEBUYER. Should the HOMEBUYER not maintain the home as his/her principal residence, or rent or sell the residence to another party, the HOMEBUYER will be in breach of this agreement and will be required to repay the amount awarded, as of the day the home is no longer the principal place of residence of the HOMEBUYER. If the home is sold to another party, the liability of the HOMEBUYER will be limited to the amount of the net proceeds of the sale as set forth below.

_____ *Buyer Initials*

Recapture Agreement

This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear. The recaptured funds will come from the net proceeds if available. Any such repayment as required shall be made to the Lender no later than thirty (30) days following the action that require the repayment.

Obligation of Repayment

As security of Borrower's obligation of repayment, and subject to the terms and conditions of this Agreement, the Borrower grants, and the Lender shall and hereby does have, a lien on the real estate hereinafter described in the full amount necessary to satisfy said repayment obligation and the cost, including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is legally described as:

ALL THAT LOT OR PARCEL OF LAND, situated, lying and being in the City of Augusta, Richmond County, Georgia bounded North by Old Waynesboro Rd., the South by Brown Road, the East by Mike Padgett Hwy., and the West by Old Waynesboro Road. Parcel # 198-0-299-00-0. Property recorded as 4005 Whispering Pines Road, Augusta, GA 30906.

Promptly after the date of any sale, transfer or other conveyance of the above describe property, or in the event of a sale by contract for deed, at least ten (10) days prior to the date of such sale; or if the property shall cease to be the Borrower's **principal place of residency**, the Borrower or his/her heirs, executors, or representatives shall give the lender notice thereof.

In the event the Borrower or his/her heirs, executors, or representatives shall fail or refuse to make a required payment within said limited period, the Lender may, with or without notice to the Borrower, foreclose said lien in the same manner as an action of the foreclosure or mortgages upon said real estate, as provided by State Statute.

Ownership of Property

You must hold fee simple title to the property purchased with HOME funds for the duration of your Forgiveness Loan.

Use of HOME funds

The HOMEBUYER agrees that the HOME assistance will be used to lower the cost of the home by providing down payment assistance. This will reduce the sales price of the home to the HOMEBUYER and reduce the total amount the HOMEBUYER will be required to borrow in order to purchase the home.

_____ *Buyer Initials*

Household Income

You must be an eligible household through the time of filing a loan application with the City or other lender to the escrow closing of the purchase transaction. Income eligibility means that your annual gross household income, adjusted for household size does not exceed eighty percent (80%) of the Augusta-Aiken median income, as established by HUD.

Insurance requirement

The HOMEBUYER must at all times during the duration of this AGREEMENT maintain a valid and current insurance policy on the home for the current appraised or assessed value of the home. Failure to maintain a valid and current insurance policy will be considered a breach of this AGREEMENT, and the AWARDEE will have the right to foreclose on its mortgage lien if necessary to protect the HOME Program investment.

Property standards

Pursuant to HOME Program rules, the property that is the subject of this AGREEMENT must meet all State and local housing quality standards and code requirements. If no such standards or codes apply, the property must at a minimum meet the HUD Section 8 Housing Quality Standards/Uniform Physical Condition Standards.

Termination Clause

In the event of foreclosure or deed in lieu of foreclosure of Prior Security Deed, any provisions herein or any provisions in any other collateral agreement restricting the use of the Property to low or moderate-income households or otherwise restricting the Borrower's ability to sell the Property shall have no further force or effect. Any person (including his successors or assigns) receiving title to the Property through a foreclosure or deed in lieu of foreclosure of a Prior Security Deed shall receive title to the Property free and clear from such restriction.

Further, if any Senior Lien Holder acquires title to the Property pursuant to a deed in lieu of foreclosure, the lien of this Security Instrument shall automatically terminate upon the Senior Lien Holder's acquisition of title, provided that (i) the Lender has been given written notice of a default under the Prior Security Deed and (ii) the Lender shall not have cured the default under the Prior Security Deed within the 30-day notice sent to the Lender."

This Agreement shall run with the aforementioned real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

If at any time that the City realizes that you have falsified any documentation or information, you may be required by law to pay the full amount of subsidy provided.

_____ *Buyer Initials*

Post Purchase Requirement

Homeowner must attend a Post Homeownership Counseling class and submit a certificate of completion to AHCD within the first two years of purchasing the house. AHCD will not release the lien on the property until this requirement has been met.

_____ *Buyer Initials*

IN WITNESS WHEREOF, the Borrower has executed this Forgiveness Loan Repayment Agreement.

 HOMEBUYER SIGNATURE _____ Date _____

Attest:

Subscribed and sworn to before me _____, 20____.

My Commission Expires _____, 20____.

 Notary Signature

Attest: **Augusta, Georgia**

By: _____ Date: _____
 Hardie Davis
 As Mayor

By: _____ Date: _____
 Jarvis Sims
 As Interim Administrator

By: _____ Date: _____
 Hawthorne Welcher
 As Director, HCD

Approved as to Form by: _____ Date: _____
 Augusta, GA Law Department

SEAL

 Lena Bonner
 As its Clerk of Commission



Administrative Services Committee Meeting
5/28/2019 1:20 PM
HCD_ Down Payment Assistance Requests (2)

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development Department's (HCD's) affordable housing request to provide funding to assist two (2) low to moderate income homebuyers with down-payment assistance to purchase a home.

Background: Augusta, GA's Down Payment Assistance Program (administered by HCD) is a loan, given to a prospective homeowner in the form of a second mortgage. This financial assistance is combined with a primary loan (first mortgage loan) from a participating lending institution and enables a *qualified* first-time home buyer to become a homeowner. The buyer must be a first-time home buyer and the home must become the buyer's primary residence. The program is funded by the U.S. Department of Housing and Urban Development (HUD) and administered by Augusta, GA's Housing and Community Development Department (HCD). The program promotes neighborhood stability by assisting with the gap financing towards the purchase price and closing costs for homes located within the limits of Augusta-Richmond County.

Two applications are awaiting approval to move forward with the process of becoming a homeowner is:

1. 1547 Mill Street - **Requesting: \$5,000** Sales Price: \$50,000
2. 1466 Brookstone - **Requesting: \$5,000** Sales Price: \$139,000

The application has a first mortgage from a lending institution but needs down payment assistance to complete the process. A prospective homeowner is only eligible to receive up to \$5,000 if they are purchasing a single-family dwelling in the Richmond County area.

Cover Memo

Item # 4

Once approved, Lenders will schedule closing and the applicant will soon be on their way to homeownership in Augusta – Richmond County.

Analysis: The approval of the applications (2) will enable an individual to become a homeowner and “Make the American Dream a Reality”. Approval will also have a positive impact on the community by increasing the tax base in Augusta, Georgia.

Financial Impact: The City receives funding from the U.S. Department of Housing and Urban Development Department (HUD) on an annual basis. This approval would be for the amount of \$10,000 given in the form of a second mortgage (forgiven on the fifth year after closing date) and shown as a second lien against said property until forgiven.

Alternatives: Do not approve HCDs Request.

Recommendation: Motion to approve Housing and Community Development Department’s (HCD's) affordable housing request to provide funding to assist two (2) low to moderate income homebuyers with down-payment assistance to purchase a home.

Funds are Available in the Following Accounts: The U.S. Department of Housing and Urban Development (HUD) Funds: a)HOME Investment Partnership Grant (HOME) funds Org key: 221073212

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

HOME PROGRAM HOMEBUYER WRITTEN AGREEMENT

NOTICE TO HOMEBUYER: This AGREEMENT contains a number of requirements you must fulfill in exchange for the federal assistance you are receiving through the Home Investment Partnerships Program (HOME Program). Be sure to read each paragraph carefully and ask questions regarding any sections you do not fully understand. This AGREEMENT will be enforced by a forgivable loan and mortgage as set forth below. You should be sure that you thoroughly understand these documents before you sign them.

THIS AGREEMENT, made and entered into this ____ day of _____, **2019** by and between _____ hereinafter referred to as “BORROWER,” and **AUGUSTA HOUSING & COMMUNITY DEVELOPMENT** having its principal office at **925 Laney Walker Blvd, 3rd Floor, Augusta, Georgia 30901**, hereinafter referred to as “LENDER.”

WHEREAS, on _____, the Lender agreed to provide to the Borrower financial assistance to be used in pursuit of the purchase of certain real property hereafter described: Map Parcel # _____ and _____.

WHEREAS, a percentage of said financial assistance was provided in the form of a Forgivable Loan, hereinafter referred to as a “LOAN,” with said Loan being in the amount of (\$ _____), subject to the condition that the Borrower executes this Agreement.

WHEREAS, the Forgiveness Loan is funded by the U.S. Department of Housing and Urban Development (“hereafter HUD”) via the HOME Investment Partnership Program (hereafter “HOME Program”), and restrictions apply to the Borrower when participating in the City of Augusta’s Forgiveness Loan Program.

NOW THEREFORE, in consideration of the said Loan and in accordance with the provisions of State of Georgia Statutes, the parties do hereby agree as follows:

The Borrower covenants and agrees with the Lender to adhere to the following HOME Program Restrictions imposed on them for the federal assistance provided:

Affordability Period

You must comply with the HOME Program’s period of affordability. The period of affordability for the home will be 5 years, based on the amount of the direct subsidy to the HOMEBUYER. During this 5 year period, the HOMEBUYER must maintain the home as his/her **principal place of residence** at

all times. During this time the recapture restriction is effective and requires all HOME funds that were provided for the purchase of the home to be repaid to the City, including principal, interest, late fees, and other charges, if you do not occupy the property as your principal residence or if you sell or transfer the property.

Maximum Sales Price

The property may not have a purchase price for the type of single family housing that exceeds 95% of the median purchase price for the area. It has been verified that the purchase price of the housing does not exceed 95 percent (95%) of the median purchase price of homes for the area, as set forth in 24 CFR Part 92.254(a).

The maximum purchase price is as follows for the Augusta Richmond County GA:

Unit #	FHA Limits Pre-Economic Stimulus Act	
	Existing Homes	New Homes
1 Unit	\$ 143,000	\$ 228,000
2 Unit	\$ 182,000	\$ 292,000
3 Unit	\$ 221,000	\$ 353,000
4 Unit	\$ 274,000	\$ 438,000
Unadjusted Median Value	\$ 150,000	\$ 240,000

Appraised property value

The AWARDEE certifies that a certified property appraiser has appraised the property that is the subject of this AGREEMENT at a value of \$_____.

Principal residence requirement

This agreement shall remain in force throughout the affordability period as long as the home remains the principal residence of the HOMEBUYER. Should the HOMEBUYER not maintain the home as his/her principal residence, or rent or sell the residence to another party, the HOMEBUYER will be in breach of this agreement and will be required to repay the amount awarded, as of the day the home is no longer the principal place of residence of the HOMEBUYER. If the home is sold to another party, the liability of the HOMEBUYER will be limited to the amount of the net proceeds of the sale as set forth below.

_____ *Buyer Initials*

Recapture Agreement

This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear. The

recaptured funds will come from the net proceeds if available. Any such repayment as required shall be made to the Lender no later than thirty (30) days following the action that require the repayment.

Obligation of Repayment

As security of Borrower's obligation of repayment, and subject to the terms and conditions of this Agreement, the Borrower grants, and the Lender shall and hereby does have, a lien on the real estate hereinafter described in the full amount necessary to satisfy said repayment obligation and the cost, including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is legally described as:

Promptly after the date of any sale, transfer or other conveyance of the above describe property, or in the event of a sale by contract for deed, at least ten (10) days prior to the date of such sale; or if the property shall cease to be the Borrower's **principal place of residency**, the Borrower or his/her heirs, executors, or representatives shall give the lender notice thereof.

In the event the Borrower or his/her heirs, executors, or representatives shall fail or refuse to make a required payment within said limited period, the Lender may, with or without notice to the Borrower, foreclose said lien in the same manner as an action of the foreclosure or mortgages upon said real estate, as provided by State Statue.

Ownership of Property

You must hold fee simple title to the property purchased with HOME funds for the duration of your Forgiveness Loan.

Use of HOME funds

The HOMEBUYER agrees that the HOME assistance will be used to lower the cost of the home by providing down payment assistance. This will reduce the sales price of the home to the HOMEBUYER and reduce the total amount the HOMEBUYER will be required to borrow in order to purchase the home.

_____ *Buyer Initials*

Household Income

You must be an eligible household through the time of filing a loan application with the City or other lender to the escrow closing of the purchase transaction. Income eligibility means that your annual gross household income, adjusted for household size does not exceed eighty percent (80%) of the Augusta-Aiken median income, as established by HUD.

Insurance requirement

The HOMEBUYER must at all times during the duration of this AGREEMENT maintain a valid and current insurance policy on the home for the current appraised or assessed value of the home. Failure

to maintain a valid and current insurance policy will be considered a breach of this AGREEMENT, and the AWARDEE will have the right to foreclose on its mortgage lien if necessary to protect the HOME Program investment.

Property standards

Pursuant to HOME Program rules, the property that is the subject of this AGREEMENT must meet all State and local housing quality standards and code requirements. If no such standards or codes apply, the property must at a minimum meet the HUD Section 8 Housing Quality Standards/Uniform Physical Condition Standards.

Termination Clause

In the event of foreclosure or deed in lieu of foreclosure of Prior Security Deed, any provisions herein or any provisions in any other collateral agreement restricting the use of the Property to low or moderate-income households or otherwise restricting the Borrower's ability to sell the Property shall have no further force or effect. Any person (including his successors or assigns) receiving title to the Property through a foreclosure or deed in lieu of foreclosure of a Prior Security Deed shall receive title to the Property free and clear from such restriction.

Further, if any Senior Lien Holder acquires title to the Property pursuant to a deed in lieu of foreclosure, the lien of this Security Instrument shall automatically terminate upon the Senior Lien Holder's acquisition of title, provided that (i) the Lender has been given written notice of a default under the Prior Security Deed and (ii) the Lender shall not have cured the default under the Prior Security Deed within the 30-day notice sent to the Lender."

This Agreement shall run with the aforementioned real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

If at any time that the City realizes that you have falsified any documentation or information, you may be required by law to pay the full amount of subsidy provided.

_____ *Buyer Initials*

Post Purchase Requirement

Homeowner must attend a Post Homeownership Counseling class and submit a certificate of completion to AHCD within the first two years of purchasing the house. AHCD will not release the lien on the property until this requirement has been met.

_____ *Buyer Initials*

IN WITNESS WHEREOF, the Borrower has executed this Forgiveness Loan Repayment Agreement.

Date _____
HOMEBUYER SIGNATURE

Attest:

Subscribed and sworn to before me _____, 20____.

My Commission Expires _____, 20____.

Notary Signature

Attest: _____ Augusta, Georgia Housing & Community Development Dept.
Builders of Hope

By: _____ Date: _____
By: _____
Hardie Davis
As Mayor

Name: _____ Name: _____
By: _____ Date: _____
Jarvis Sims
As Interim Administrator

Title: _____ Title: _____
By: _____ Date: _____
Hawthorne Welcher
As Director, HCD

Approved as to Form by: _____ Date: _____
Augusta, GA Law Department

SEAL

Lena Bonner
As its Clerk of Commission



**Administrative Services Committee Meeting
5/28/2019 1:20 PM
HCD_1249 Eleventh Street Agreement Amendment**

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development Department's (HCD's) request to amend the contract for construction of one (1) single-family affordable housing unit.

Background: Housing and Community Development and the Community Development Collaborative is currently working in collaboration with Georgia Department of Community Affairs CHIP Program to construct single family units on Perry Avenue and 11th Street. The original contract was awarded to the organization with an emphasis to construct units within the range of \$100K - \$130K prior to procurement of contractor. This unit was bided outside of the other (5) units as the appropriate design had to be located for the smaller lot size. Once the unit was bid out, construction cost came in higher than the original estimated amount. Change order amount: \$14,927

Analysis: The approval of funding will allow the Community Development Collaborative to construct an affordable housing unit to an eligible low income homebuyer.

Financial Impact: HCD will provide Home Investment Partnership (HOME) funding received through its annual allocation from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$14,927.

Alternatives: Do not approve HCD's request.

Recommendation: Motion to approve Housing and Community Development Department's (HCD's) request to amend the contract for construction of one (1) single-family affordable housing unit.

Cover Memo

**Funds are
Available in the
Following
Accounts:**

U.S, Department of Housing and Urban Development (HUD)
Funds: a) Home Investment Partnership Program (HOME)
funds. Org key: 221073212

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

**FIRST AMENDMENT
TO
AGREEMENT BETWEEN
AUGUSTA, GEORGIA
&
COMMUNITY DEVELOPMENT COLLABORATIVE, LLC
FOR
2017/2018 HOME INVESTMENT PARTNERSHIPS PROGRAM**

1249 Eleventh Street

This First Amendment to the agreement executed by and between the Parties on December 21, 2018, is made and entered into on the ____ day of _____, 2019, by and between AUGUSTA, GEORGIA, (hereafter referred to as “Augusta”), and THE COMMUNITY DEVELOPMENT COLLABORATIVE, LLC. (hereinafter referred to as the “Collaborative”).

WHEREAS, AUGUSTA desires to amend the original agreement to allow the Collaborative to effectively administer its HOME eligible affordable housing development activities;

WHEREAS, the Collaborative has determined that this Amendment is in its best interest and has agreed to the said Amendment;

NOW THEREFORE, in exchange for their mutual good and valuable consideration, the receipt and sufficiency of which each PARTY acknowledges, and intending to be legally bound, AUGUSTA and Antioch agree to amend said agreement as follows:

(1)

Article I Section B . Use of Funds. Construction shall be revised to provide additional funding in the amount of \$ 14,927.00 of HOME funding to support the construction of a single family unit located at 1249 Eleventh Street.

B. Use of Funds

HOME Program funds shall be used by the Collaborative for the purposes and objectives stated in Article I, Scope of Services of this Agreement. The use of HOME funds for any other purpose(s) is not permitted. The following summarizes the proposed uses of funds under this agreement:

b. Construction

An amount not to exceed \$ 119,927.00 in a grant shall be expended by the Collaborative to support the construction of an affordable single-family housing units to be made available for purchase by HOME program eligible low and moderate home buyers.

Augusta Housing and Community Development
HOME Investment Partnership Program Agreement Amendment
The Collaborative- 1249 Eleventh Street

Original contract states not to exceed \$ 115,00.00 whereas amendment adds an additional \$ 14,927.00 to support construction cost.

Article II Section D shall be revised to show the additional funding with the following:

D. Project Budget: Limitations

Collaborative shall be paid a total consideration of \$131,327.00 for full performance of the services specified under this Agreement. Any cost above this amount shall be the sole responsibility of Collaborative. It is also understood by both parties to this contract that the funding provided under this contract for this specific project shall be the only funds provided by Augusta- unless otherwise agreed to by Augusta and Collaborative.

The Collaborative shall adhere to the following budget in the performance of this contract:

Construction	\$ 129,927.00
Project Delivery	\$ 1,400.00
Total Project Activity Cost	\$ 131,327.00

Except for the modifications made by this Amendment, the terms and conditions of the Agreement, as previously amended, shall remain in full force and effect.

Augusta Housing and Community Development
HOME Investment Partnership Program Agreement Amendment
The Collaborative- 1249 Eleventh Street

IN WITNESS WHEREOF, the undersigned have set as of the date first written above.

The Community Development Collaborative, LLC

Date

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above:

ATTEST: AUGUSTA, GEORGIA
(The City)

Approved as to form: _____
Augusta, GA Law Department

Date: _____

By: _____
Hardie Davis
As its Mayor

Date: _____

By: _____
Jarvis Sims
As its Interim Administrator

Date: _____

By: _____
Hawthorne Welcher, Jr.
As its Director, HCD

Date: _____

SEAL

Lena Bonner
As its Clerk



Administrative Services Committee Meeting
5/28/2019 1:20 PM
HCD_2019 Seeds For Life Grant Program

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development Department's (HCD's) 2019 Seeds For Life Grant Program

Background: Each year Augusta, Georgia receives Community Development Block Grant (CDBG) funds that are used to support agencies and projects that assist low-income persons and revitalize low-income neighborhoods. In 2018, a grant program was established under eligible HUD Economic Development guidelines and activities to make direct grants to businesses located in Augusta-Richmond County and who have been in existence for a minimum of twelve months with ten or less employees. Through a competitive decision process, five (5) businesses will be chosen to each receive a \$10,000 grant that supports and makes a strong impact on the growth of that business with the mandate that the recipient retains a current employee or hire a new full-time employee within six (6) months of receiving the grant. The on-line application would begin approximately two weeks following a Commission approval.

Analysis: Approval of 2019 Seeds For Life program will enable HCD to continue impactful economic and small business development activities for persons/areas considered low to moderate in Augusta Richmond County.

Financial Impact: Augusta, GA receives funding from the US Housing and Urban Development Department on an annual basis. Based on the Augusta GA CDBG Action Plan, certain Economic Development activities are funded each year (2018: \$100,000 and 2019: \$100,000) to make direct grants to established businesses to help spur growth and employment. \$50,000 was submitted as part of HCD's 2019 plan for this program.

Cover Memo

Item # 6

Alternatives: Do not approve HCD's 2019 Seeds For Life Grant program.

Recommendation: Motion to approve Housing and Community Development Department's 2019 Seeds For Life Grant Program

Funds are Available in the Following Accounts: U.S. Department of Housing and Urban Development (HUD)
Funds: a) Community Development Block Grant (CDBG)

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

\$10,000 SEED GRANT FOR SMALL BUSINESSES

**SOME SEE A SEED...WE SEE THE
WHOLE TREE**

Funding available for a limited
number of eligible small
businesses.

Funds may be used for
equipment/inventory, training,
marketing, etc.



Now Accepting Applications

Application Opening Date

June 10, 2019

Application Closing

July 19, 2019 11:59 pm

To apply, visit:

<https://portal.neighborlysoftware.com/Augusta/Participant>

**Follow the instructions in the portal
to register for an account and apply.
Call David @ 706.821.1797 for help
or questions.**

Augusta
G E O R G I A

SEEDS FOR LIFE INITIATIVE

HOUSING & COMMUNITY DEVELOPMENT
(706) 821-1797 | dmaher@augustaga.gov

 Grow Augusta

 @ga_hcd

 @growaugusta





**Administrative Services Committee Meeting
5/28/2019 1:20 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on May 14, 2019.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 5/14/2019

ATTENDANCE:

Present: Hons. Sias, Chairman; Clarke, Vice Chairman; Davis and B. Williams, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Central Services Department - Fleet Management Division requests the purchase of 7 Pickup Trucks for various departments in the General Fund. Bid Item 19-140 - Gerald Jones Ford
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner John Clarke	Commissioner Mary Davis	Passes

2. The Utilities Department requests the purchase of 11 Pickup Trucks for various divisions.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner John Clarke	Commissioner Mary Davis	Passes

3. Motion to approve Memorandum of Understanding and Financial Stipend for Financial Literacy Program.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 4-0.	Commissioner John Clarke	Commissioner Mary Davis	Passes
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4. Motion to approve Housing and Community Development Department's (HCD's) request to provide Laney Walker/Bethlehem Bond Funding to contract with Cranston Engineering for site Surveys of three (3) areas within the Laney Walker/Bethlehem neighborhoods for the purpose of redistribution of narrow lots to accommodate slightly wider homes. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
--------------------	--------------------	----------------	--------------------	----------------------

Approve	Motion to approve. Motion Passes 4-0.	Commissioner John Clarke	Commissioner Bobby Williams	Passes
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5. Motion to approve the minutes of the Administrative Services Committee held on April 30, 2019. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 4-0.	Commissioner John Clarke	Commissioner Mary Davis	Passes
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6. Approve change order #3 to the contract to Renovate Former Offices for Records Retention in the amount of \$42,845.00. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 4-0.	Commissioner Bobby Williams	Commissioner John Clarke	Passes
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7.

Item # 7

Recommendation to award RFP #19-123A Architectural/Engineering Design Services for the Lucy Craft Laney Museum (2019) to 2 KM Architects, Inc., as the qualified and selected architectural/engineering firm.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner John Clarke	Commissioner Mary Davis	Passes

www.augustaga.gov



Administrative Services Committee Meeting
5/28/2019 1:20 PM
Policy for requests to film on Augusta, Georgia property

Department:	Central Services Department
Presenter:	Takiyah A. Douse
Caption:	Motion to adopt the Augusta, Georgia Film Policy for requests to film on city property.
Background:	On June 20, 2017 the Augusta Commission declared Film Augusta, a division of the Augusta Convention & Visitor's Bureau, the official film liaison to the film industry for Augusta, GA. Film Augusta provides assistance to film projects of various types including feature films, commercials, music videos, documentaries and television series. Film Augusta, provides location assistance, locates business resources needed for filming, connects productions with local crew, provides other film related support services, and facilitates all communication with government offices and departments of Augusta, Georgia.
Analysis:	As requests to film on city property have increased, there is a need for a streamlined process to funnel these requests in a timely and effective fashion. This process designates the Central Services Department as the point of contact to field all requests to film on city owned property or in city right of ways. This process allows the City of Augusta to remain film friendly, provide exceptional customer service to the film industry, and protects the city from any liability related to filming.
Financial Impact:	There is no financial impact involved in adopting a policy.
Alternatives:	1. Adopt the Augusta, Georgia Film Policy for requests to film on city property. 2. Do not adopt the policy.
Recommendation:	Adopt the Augusta, Georgia Film Policy for requests to film on city property.

Cover Memo

Item # 8

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Law.
Administrator.
Clerk of Commission**

Augusta, Georgia Film Policy

Background

On June 20, 2017 the Augusta Commission declared Film Augusta, a division of the Augusta Convention & Visitor's Bureau, the official film liaison to the film industry for Augusta, GA. Film Augusta provides assistance to film projects of various types including feature films, commercials, music videos, documentaries and television series. Film Augusta, provides location assistance, locates business resources needed for filming, connects productions with local crew, provides other film related support services, and facilitates all communication with government offices and departments of Augusta, Georgia.

As requests to film on city property have increased, there is a need for a streamlined process to funnel these requests in a timely and effective fashion. This process designates the Central Services Department as the point of contact to field all requests to film on city owned property or in city right of ways. This process allows the City of Augusta to remain film friendly, provide exceptional customer service to the film industry, and protects the city from any liability related to filming.

Approval Process

All productions interested in filming or staging on City owned property or public right of ways must register and complete all required forms through Film Augusta who will submit the completed packet to the Central Services Director, as directed by the Administrator, for processing and approval. If a production is requesting the use of City owned property or a public right of way, Film Augusta will provide the production a 'City Application to Film in Augusta' and a 'Property Use Release and Indemnification Agreement' for completion and inclusion in their film request packet.

The fully completed request packets must be received by the Central Services Department a minimum of five business days prior to filming to secure appropriate authorizations for use of a public facility and/or public right of way.

- All approvals are issued on a first come, first serve basis and the logistical complexity of the project may affect the time frame needed for approval.
- Approval or denial of an application for filming shall be provided to the applicant in writing. Failure to receive a response does not signify approval or denial of the application.
- Payment, executed authorizations, and certificate of insurance is required prior to production.

The Film Augusta Registration review process may include but not limit the following Augusta, Georgia departments and offices:

- Administrator's Office
- Central Services Department
- Finance Department – Risk Management Division
- Fire Department
- Richmond County Marshal's Office
- Richmond County Sheriff's Office

Augusta, Georgia Film Policy

Approval of a request to film or stage on Augusta, Georgia owned property or public right of way does not circumvent any additional needed authorizations or documents set by other agencies.

As needed, the Central Services Director will coordinate with or refer to the appropriate Augusta, Georgia department or office impacted by the request to film application for review, evaluation, investigation, and recommendation regarding approval or denial of the application. The Central Services Director will coordinate with Film Augusta for any additional information needed surrounding the nature of the film, distribution intentions, and/or other pertinent data to determine final authorization. The Administrator's signature is required on the Property Use Release and Indemnification Agreement prior to approval of all productions requesting to film or stage on City owned property or public right of ways.

Fees

Requests for filming in a public facility during normal business hours may require the payment of usage fees, additional approvals and or security measures to be taken. Augusta, Georgia welcomes film and video productions using City property, as long as the primary responsibility to provide services and protection to the general public is not impaired and provided that Augusta, Georgia is compensated for the time, labor and all other costs associated with allowing the utilization of City owned property and facilities.

If Augusta, Georgia personnel is needed there will be additional costs associated with the request. All additional costs will be determined prior to filming. The actual costs of such said fees are determined on a case by case basis, dependent upon the facility, labor force needed and security requirements. All fees are paid directly to the Finance Department.