



Administrative Services Committee Meeting Committee Room- 10/27/2008- 1:00 PM

ADMINISTRATIVE SERVICES

1. Motion to approve a Resolution of support for the name change of 15th Street. ☐ [Attachments](#)
2. Approve Final Version of Year 2009 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership and Housing for Persons with AIDS (HOPWA) funds and the Neighborhood Strategy Plan for Laney Walker and Bethlehem Neighborhoods. ☐ [Attachments](#)
3. Approve Resolution Authorizing Submission of the Year 2009 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons with AIDS (HOPWA) Funds to HUD ☐ [Attachments](#)
4. Discuss the existence and City support of organization/business OOPS! or Ounce of Prevention Services, sponsors, an at risk program/business to assist youth delinquents and non-delinquents in the Augusta area. ☐ [Attachments](#)
5. Motion to approve a Resolution authorizing submission of Neighborhood Stabilization Program Grant Application to HUD & Amend 2008 Annual Action Plan. ☐ [Attachments](#)
6. Motion to approve a Resolution of support for CSRA Wounded Warrior Care Project, Inc. and Augusta's unique qualifications to care for America's heroes. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
10/27/2008 1:00 PM
15th Street Name change Request**

Department: Clerk of Commission

Caption: Motion to approve a Resolution of support for the name change of 15th Street.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



John Rangel, Jr.

2665 Teakwood Drive
Hephzibah, Georgia 30815
Phone: 706-771-1173

OCTOBER 06, 2008

TO: THE HONORABLE ED. TARVER , SENATOR
DISTRICT 22

FROM: JOHN RANGEL JR
1ST. CAV DIVISION
CSRA CHAPTER, PRESIDENT

SUBJECT: REQUEST FOR STREET NAME CHANGE.

Senator Tarver,

The reason for this letter is to request a Street Name Change. I called Traffic Control, they informed me that the state handles such request and they suggested I contact you.

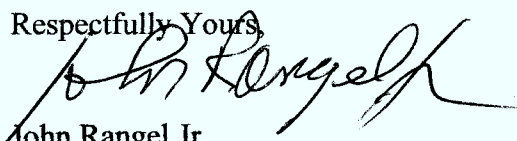
The 1st. Vice President of this Chapter was the late Walter C. Hunter. He and I discussed this matter at length. Prior to his illness and death we had planned to contact you about Changing the name of 15th. Street to The First Cavalry Division Memorial Street. Our plan was to request the street name change, beginning at the 15th. St. and Gordon Highway intersection to continue past the Medical Collage of Georgia and the VA Hospital and ending at the Walton Way intersection.

Since W. C. Hunter's death this request has weighed heavy on my mind. Now it is up to me to make the request and explain our reason for it. There are many 1ST. CAV TROOPERS who have retired here in Augusta and surrounding areas. Many of these Troopers were in the Korean Conflict, in Viet Nam and Saudi. Also there are Active Duty Soldiers stationed here at fort Gordon who served with the 1ST. CAV in Saudi, Iraq, Kuwait, Afghanistan and etc. Some of the soldiers have lost family members and we all lost friends in these Wars. And there have been a lot of 1ST.CAV. Retired Troopers who chose Augusta, Georgia as their hometown; who have since passed away.

I sincerely hope that you can help make this Name Change Request come true. This would be such an honor to so many soldiers and to the CSRA 1ST. CAV DIVISION CHAPTER.

I will be waiting for your reply, I can be contacted at the address and phone number above. Thank you for your time.

Respectfully Yours,

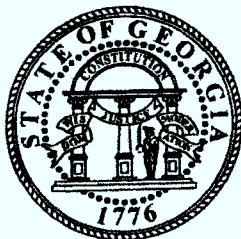

John Rangel Jr.
1st. Cav Division
CSRA Chapter, President

"GARRY OWENS SIR"

ED TARVER
Senator, District 22

P.O. Box 15472
Augusta, Georgia 30919-1473
Phone: (706) 828-6990

313-B Coverdell Legislative Office Building
18 Capitol Square
Atlanta, Georgia 30334
Phone: (404) 656-0340
Facsimile: (404) 656-6579



COMMITTEES:

Agriculture and Consumer Affairs
Secretary - Banking and Financial Institutions
Economic Development
Government Oversight
Special Judiciary

E-mail: Ed.Tarver@senate.ga.gov

The State Senate
Atlanta, Georgia 30334

13 October 2008

Mr. John Rangel, Jr.
2665 Teakwood Drive
Hephzibah, Georgia 30815

Re: Request to Change Name of Augusta Street

Dear Mr. Rangel,

Thank you for writing me about the desire to change of the name of 15th Street in Augusta to "*The First Calvary Division Memorial Street*" in honor of the numerous retired 1st CAV Troopers in the Augusta area, and in memory of CSM (Ret) Walter C. Hunter. I will be more than happy to support your effort on this project.

Contrary to what you have been told, it is my understanding that this matter will require a Resolution from the Augusta Commission. Once the Augusta Commission has passed a Resolution supporting the name change, I will, with the assistance of the Department of Transportation, have legislation drafted in support of the City's wishes. I suggest that you speak directly with Commissioner Johnny Hatney (706) 722-5035, Commissioner Calvin Holland (706) 798-5294, or Commissioner Corey Johnson (706) 922-5629, to determine whether sufficient support exists for the project.

Please feel free to keep me informed of your progress.

Respectfully,

Ed Tarver
Senator, District 22

ET/ah



**Administrative Services Committee Meeting
10/27/2008 1:00 PM
2009 Annual Action Plan**

Department: Housing and Community Development Department

Caption: Approve Final Version of Year 2009 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership and Housing for Persons with AIDS (HOPWA) funds and the Neighborhood Strategy Plan for Laney Walker and Bethlehem Neighborhoods.

Background:

The City of Augusta, being an entitlement city, receives entitlement grants annually for CDBG, ESG and HOME funds from the U.S. Department of Housing and Urban Development (HUD). For receipt of these federal funds, the City must develop and follow an approved Consolidated Plan (CP). On March 29, 2005, the Commission approved the City's 5-year CP for years 2005-2009. This plan contains the City's housing and community development needs and strategies for addressing those needs over the 5-year period. Each year, the City must develop a one-year plan of action (Action Plan) indicating what the City intends to do to carry out the goals and objectives in its 5-year CP. The Action Plan is also the City's application for CDBG, ESG and HOME funds for which funds are applied for and received.

On August 11, 2008, the Proposed Year 2009 Annual Action Plan was presented to the Administrative Services Committee for informational purposes. As required by HUD, the Action Plan was presented to the public for a 30-day review period commencing August 21, 2008 with the deadline for comments being September 22, 2008. Public notices were published in the Augusta Chronicle and Metro Courier and a public hearing was held August 21, 2008. We are required to submit the citizens' comments to the Commission for consideration and a summary of the comments to HUD after approval of the final Action Plan. The Commission may accept the comments as information or revise the Action Plan based on the comments received. Staff received comments from one citizen requesting more detailed information on programs being funded during Year 2009, the use of funds for administration, use of unspent funds and whether the HCD Department could function without federal assistance (Attachment #1).

Staff responded to the citizen's request which is herein enclosed as Attachment #2. The comments and the responses are also included in the Action Plan which is required by HUD. Additionally, a Neighborhood Revitalization Strategy (NRS) is being submitted along with the 2009 Annual Action Plan. This NRS targets Bethlehem and Laney-Walker neighborhoods. HUD encourages grantees to develop comprehensive neighborhood revitalization strategies. To stimulate the development of revitalization strategies, HUD offers certain incentives for entitlement cities. Those incentives are: 1. Job Creation/Retention as Low/Moderate Income AREA benefit: Job creation/retention activities undertaken pursuant to the strategy may be qualified as meet area benefit

Item # 2

requirements, thus eliminating the need for a business to track the income of persons that take, or are considered for, such jobs. 2. Aggregation of Housing Units: Housing units assisted pursuant to the strategy may be considered to be part of a single structure for purposes of applying the low and moderate income national objective criteria, thus providing greater flexibility to carry out housing programs that revitalize a neighborhood.

3. Aggregate Public Benefit Standard Exemption: Economic development activities carried out under the strategy may, at the grantee's option, be exempt from the aggregate public benefit standards, thus increasing a grantee's flexibility for program design as well as reducing its record-keeping requirements. 4. Public Service Cap Exemption: Public services carried out pursuant to the strategy by a Community-Based Development Organization will be exempt from the public service cap. This NRS was prepared by Asset Property Disposition, Inc. Three (3) public meetings were held at Beulah Grove Baptist Church to obtain residents of the neighborhoods' input. The NRS is being submitted along with the Year 2009 Annual Action Plan budget (Attachments #3 & #4). Each report must be approved by HUD. However, approval of the Action Plan is not dependent upon approval of the NRS.

Analysis:

Approval and submittal of the Action Plan will enable the City to receive CDBG, ESG, HOME and HOPWA entitlement funds for Year 2009 to carry out much needed projects for benefit of low income persons and low income areas of the City.

Financial Impact:

It is anticipated the City will receive and have available a total of \$5,114,515 in CDBG, ESG, HOME, HOPWA and program income for Year 2009.

Alternatives:

1. Approve Year 2009 Annual Action Plan and NRS as recommended. 2. Do not approve and prevent the City from receiving \$5,114,515 in federal funds.

Recommendation:

HCD recommends that the attached Year 2009 CDBG, ESG, HOME & HOPWA and NRS be approved and submitted to HUD as the City's Year 2009 Annual Action Plan.

Funds are Available in the Following Accounts:

2009 HUD funds - CDBG, ESG, HOME and HOPWA

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.**

September 22, 2008

To whom it may concern;

First of all, let me apologize for any lack of understanding which these comments may reveal. It seems that this is the fifth (and last) of a series of such "Action Plans", yet this is the first we've had the privilege to review. The (single) newspaper advertisement is quite easily overlooked. However, the sums of money being requested are quite substantial, and not very well substantiated.

There are a few items on the proposed 2009 Plan which could be better defined. These are the relatively well-funded yet amorphous "programs" labeled "Department Acquisition/Relocation" and "Housing Rehabilitation", as well as the equally ambiguous request for funds for "Housing Counseling".

\$400,000 to "create decent housing" via the acquisition of dilapidated structures and (apparent) subsequent reconstruction of housing on these properties;

\$650,000 (again, to "create decent housing") for repairs on substandard residences, "emergency grants", and lead paint tests;

➤ \$250,000 to "create decent housing" through "counseling on home ownership".

The first two items are supposed to be capable of providing access to 20 and 31 housing units, respectively; this would appear that \$20,000 per unit is being allocated toward these ends ("acquisition" and "rehabilitation") yet nowhere is the actual cost for anything detailed.

Are these merely "ballpark" figures? They seem awfully rounded.

What happens to money that is not spent? Is it diverted to other "programs"?

The third item seems just wasteful. Why are potential homebuyers not able to assess their own potential? And, if they can't, what kind of homeowners would they become? At \$2500 per person it appears there is some unspecified, and highly qualified, third party involved; or is HCD the source of said "counseling"?

Again, this amount also looks estimated.

Finally we'd like to address the costs of "administration" of these programs; \$469,561 for the CDBG and \$224,728 for HOME. Both of these sums are directed to the lead agency on Laney-Walker, and both represent percentages of the total program costs. With a staff of seventeen (p9 of the plan) this would imply that over \$40,000 per staff member is required to "administer" these programs. It is our understanding that the Laney-Walker facility is part of the City (Augusta Richmond County) government. Could HCD continue to function without this level of Federal funding? There is something essentially skewed in a system that requires as much money to operate as it spends to "create decent housing".

Please don't mistake these comments as anything more than requests for clarification of a process long underway. We applaud your efforts to re-vitalize the rundown and abandoned areas of Augusta, and we wish you success.

Sincerely,

GEORGE L. RANSOM

ATTACHMENT #2



**HOUSING AND COMMUNITY DEVELOPMENT
DEPARTMENT**

Chester A. Wheeler, III
Director

October 7, 2008

Mr. George L. Ransom
2711 Margate Drive
Augusta, GA 30909

RE: Response to Comments on 2009 Annual Action Plan

Dear Mr. Ransom:

Thank you for submitting comments on the City of Augusta's 2009 Annual Action Plan. For a better understanding of the Action Plan process and programs that are being funded, I will attempt to explain in this letter.

The City of Augusta is an entitlement city, whereas it can apply for Federal Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships (HOME) and Housing Opportunities for Persons with HIV/AIDS (HOPWA) funds from the U.S. Department of Housing and Urban Development. To receive the aforementioned funds, the City must develop a 5-year long range plan, which must be approved by HUD. We are currently working under the 5-year plan for years 2005 – 2009. The 5-year plan is known as a Consolidated Plan (CP). The CP identifies all of the City's housing and community development needs and describes the strategies and goals that the City intend to meet during the 5-years.

Each year of the CP, the City must develop an Action Plan, describing what projects it intends to carry out to meet the goals established in the CP. This Action Plan is also the City's application for CDBG, ESG, HOME and HOPWA funds. During development of the Action Plan, the City solicits needs from the citizens and applications from non-profits, businesses, etc. From this solicitation, we determine what projects will be funded and the goals we plan to meet for the specified year. This is the Annual Action Plan. Enclosed is a booklet that will give you a detailed explanation of the Consolidated Plan and Action Plan process.

Housing and Community Development
925 Laney-Walker Boulevard, 2nd Floor, Augusta, GA 30901
(706) 821-1797 – Fax (706) 821-1784
www.augustaga.gov



Item # 2

Mr. George L. Ransom
October 9, 2008
Page 2

Below I will proceed to respond to your questions in more detail:

1. Requests more detail description of CDBG HCD Acquisition/Relocation - \$400,000, CDBG Housing Rehabilitation Program - \$650,000 and HOME Housing Counseling Program - \$250,000.

- HCD Acquisition/Relocation - \$400,000

Response: The City is in the process of doing revitalization in certain targeted low and moderate income neighborhoods. Currently, the neighborhoods are Bethlehem and Laney-Walker neighborhoods. The City will be acquiring property, relocating the residents and constructing new and rehabbing existing houses in these neighborhoods. The Housing and Community Development Department, in collaboration with the Land Bank will be the lead agencies. The costs of the acquisition of properties will be determined once an appraisal and review appraisal are performed.

Because federal funds are being used, the City must adhere to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended. If households or individuals must be relocated, they must be made whole. Therefore, the City must provide to the family advisory services, counseling, assistance in locating replacement housing, payment of moving expenses, and adequate replacement housing payments, normally for 42 months. These costs are unknown at this time, that's why we could not list them in the newspaper.

Revitalizing neighborhoods are very costly projects. Each year, the City will be designating funds for the revitalization.

- Housing Rehabilitation Program - \$650,000

Response: Through this program, low and moderate income persons apply for funds to get their house rehabilitated. The maximum amount a person can apply for is \$35,000. The enclosed Housing Rehabilitation Manual provides more detailed descriptions on the Paint, Emergency Repair, Rental Rehabilitation and Demolition/Rebuild programs.

Mr. George L. Ransom

October 9, 2008

Page 3

- Housing Counseling Program - \$250,000

Response: The City will contract with a non-profit to administer a Housing Counseling Program. The purpose of the program is to provide counseling for all aspects of homeownership to first-time homebuyers that include homeownership education, individualized housing counseling/credit counseling, pre and post counseling, loss mitigation and financial literacy.

2. What happens to money that is unspent?

Response: Any funds that are not expended are reprogrammed to other projects.

3. Could the Housing and Community Development Department continue to function without the use of the administration funds under CDBG and HOME?

Response: For the CDBG program, the City is allowed to use 20% of the total program budget for administrative costs and 10% of the HOME program budget. Administrative costs include payment of staff salaries, rent, office equipment, supplies, etc. The City does not own the facility where HCD is located. Without the federal assistance, the City could not operate this department, provide services to low income persons or improve housing in low income neighborhoods.

I hope this information answers your questions. However, if you should have any more, please call me at (706) 821-1797.

Sincerely,

Rose L. White
Assistant Director-Programs

/rlw

Enclosures: 1) HUD's Consolidated Plan Booklet
2) Housing Rehabilitation Programs' Manual

cc: Chester A. Wheeler, III, Director of HCD

ATTACHMENT #4

NEIGHBORHOOD STRATEGY PLAN

FOR

LANEY-WALKER/BETHLEHEM NEIGHBORHOODS

THIS PLAN IS TOO LARGE TO ATTACH THROUGH THE MUNI-SYSTEM.

IT WILL BE HAND DELIVERED TO THE CLERK'S OFFICE

ATTACHMENT #3**2009 Community Development Block Grant (CDBG) Program**

Estimated Allocation	\$2,232,805
Program Income	\$ 140,000
Total Funds Available	\$2,372,805

Activity	Amount
Acquisition	
• Bethlehem Community Center Acquisition	78,500
• HCD Acquisition/Relocation	400,000
Public Facility	
• Dyess Park	205,000
• Augusta Mini Theatre (fence)	42,772
Public Services (\$261,500)	
• Augusta Mini Theatre	25,000
• Augusta Youth Center	20,000
• Boys & Girls Club	15,000
• CSRA EOA	25,000
• Communities In Schools	4,500
• Coordinated Health Services "Clinic"	25,000
• Coordinated health Services "Samaritan Center"	17,500
• East Augusta CDC	21,500
• Family "Y"	20,000
• Hope House	25,000
• JWC Helping Hands	10,000
• Kids Restart	18,000
• MACH Academy	25,000
• Neighborhood Improvement Project	10,000
Privately Owned Utilities	
• Utility Connection Hardship Fund	50,000
Housing Rehabilitation Program	650,000
• Housing Administration - \$125,000	
• Housing Rehab - projects - \$400,000	
• Emergency Grant - \$50,000	
• Paint Program - \$5,000	
• World Changers - \$50,000	
• Lead Based Paint - \$20,000	
Economic Development	
• Antioch Ministries	12,000
• Façade Rehabilitation Program	123,472
• Economic Development Revolving Loan Fund	75,000
Admin & Planning (20%-\$474,561)	474,561
• Administration - 469,561	
• Fair Housing - 5,000	
TOTAL	2,372,805

2009 Emergency Shelter Grant (ESG) Program

Activity	Amount Available
Augusta Urban Ministries	11,000
CSRA EOA	10,804
Coordinated Health Services	4,323
Georgia Legal Services	5,023
Hope House	10,000
St. Stephen's Ministries	15,000
Safe Homes	20,000
Salvation Army - Emergency Financial Assistance	9,700
Salvation Army - Employment Training	9,224
Admin (5%)	5,003
Total	100,077

2009 HOME Investment Partnerships (HOME) Program

Estimated Allocation	\$1,240,698
Program Income	\$1,006,580
Sub-Total	\$2,247,278
ADDI	\$ 9,355
TOTAL	\$2,256,633

Activity	Amount Available
Housing Redevelopment Initiative	1,586,445
Housing Counseling Program	250,000
ADMINISTRATION (10% maximum)	224,728
CHDO SET-ASIDE (15%)	186,105
ADDI	9,355
TOTAL	2,256,633

2009 Housing Opportunities for Persons with AIDS (HOPWA) Program

Activity	Amount Available
Projects - \$373,450	
Hope Health	100,000
St. Stephens	273,450
Administration (3%)	11,550
TOTAL	\$ 385,000

TOTAL \$5,114,515



**Administrative Services Committee Meeting
10/27/2008 1:00 PM
2009 AP Resolution**

Department:	Housing and Community Development Department
Caption:	Approve Resolution Authorizing Submission of the Year 2009 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons with AIDS (HOPWA) Funds to HUD
Background:	As a prerequisite for receipt of federal entitlement funds, the City must submit and Action Plan for each year of the City's approved 5-year Consolidated Plan (CP) to HUD for approval. The City's current 5-year CP covers years 2005 through 2009. The 2009 Action Plan is the last year of this 5-year plan. This resolution authorizes the submission of the plan.
Analysis:	Approval of this resolution will enable the City to submit its Year 2009 Annual Action Plan and receive its entitlement allocations for CDBG, ESG, HOME and HOPWA funds.
Financial Impact:	It is anticipated that the City will receive and have available a total of \$5,114,515 for use in Year 2009. This amount includes CDBG, ESG, HOME, HOPWA entitlement funds and program income expected to be generated from Housing Rehabilitation, Economic Development Revolving Loan Fund and other loan repayments.
Alternatives:	None recommended.
Recommendation:	Approve attached resolution for submission of the City's Year 2009 Annual Action Plan and the Neighborhood Revitalization Strategy for Laney Walker and Bethlehem neighborhoods to HUD.
Funds are Available in the Following Accounts:	For receipt of the City's 2009 allocations of CDBG, ESG, HOME and HOPWA funds.

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.**

Cover Memo

Item # 3

A RESOLUTION AUTHORIZING THE SUBMISSION OF THE ANNUAL ACTION PLAN FOR YEAR 2009 AND GRANTING THE AUTHORITY TO GIVE ASSURANCES AND CERTIFICATIONS AS REQUIRED BY THE SECRETARY OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND GRANTING THE AUTHORITY TO EXECUTE THE CONSOLIDATED PLAN AND ACTION PLAN AS APPROVED.

WHEREAS, Augusta-Richmond County has availed itself of the provisions of the Housing and Community Development Act of 1974, as amended and the Housing and Community Development Act of 1987; and

WHEREAS, it is necessary to submit a Year 2009 Action Plan as a prerequisite to receiving Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds after public hearings have been held and projects suggested by citizens have been given careful and serious consideration; and

WHEREAS, in order to expedite the orderly execution of the assurances, certifications and Grant Agreement, the Mayor is hereby given authority to provide such assurances, certifications and execute the Grant Agreement as required by the Secretary; and

WHEREAS, in order to expedite the federal programs included in the plan, the Housing and Community Development Department is given authority to carry out the programs as approved by Augusta-Richmond County Commission.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and the Housing and Community Development Department be authorized to prepare and submit the Year 2009 Action Plan and amendments thereto as well as provide the required assurances, certifications, and execution of the Grant Agreement; and

BE IT FURTHER RESOLVED: That the Housing and Community Development Department be authorized to carry out the orderly execution of the Year 2009 Action Plan as approved by the Augusta-Richmond County Commission in compliance with all applicable law, rules, and regulations.

ATTEST:

AUGUSTA, GEORGIA

BY: _____
David S. Copenhaver
Mayor

Lena J. Bonner
Clerk of Commission

CERTIFICATION

I, Lena J. Bonner, Clerk of Commission, hereby certify that the above is a true and correct copy of a Resolution as adopted by said AUGUSTA-RICHMOND COUNTY COMMISSION in meeting held on November 5, 2008.

S E A L

Lena J. Bonner
Clerk of Commission



**Administrative Services Committee Meeting
10/27/2008 1:00 PM
Henry T. Armstrong III**

Department: Clerk of Commission

Caption: Discuss the existence and City support of organization/business OOPS! or Ounce of Prevention Services, sponsors, an at risk program/business to assist youth delinquents and non-delinquents in the Augusta area.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

- ☒ Commission
- ☐ Public Services Committee
- ☒ Administrative Services Committee
- ☐ Engineering Services Committee
- ☐ Finance Committee
- ☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: HENRY T. ARMSTRONG III
Address: 14035 Pinnacle Way - Hephzibah, Ga. 30815
Telephone Number: (404) 706-793-4290 (404) 706-833-3731
Fax Number: 706-793-4290
E-Mail Address: lozofprevention@bellsouth.net

Caption/Topic of Discussion to be placed on the Agenda:

Existence and City support of ORG./business
OOPS! or Ounce of Prevention Services, sponsors,
an @RISK program/business to assist our youth
delinquents and non-delinquents in the Augusta Area.

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30911

Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: lbonner@augustaga.gov

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.



**Administrative Services Committee Meeting
10/27/2008 1:00 PM
Resolution - NSP**

Department:	Housing and Community Development Department
Caption:	Motion to approve a Resolution authorizing submission of Neighborhood Stabilization Program Grant Application to HUD & Amend 2008 Annual Action Plan.
Background:	As a result of the Housing and Economic Recovery Act of 2008, HUD authorized the Neighborhood Stabilization Program. The City of Augusta is eligible to apply for grant funds in the amount of \$2,473,064. The application must be submitted to HUD by December 1, 2008. The City has 18 months to commit the funds and 4 years to expend funds. These funds are to be used for redevelopment of abandoned and foreclosed homes in areas of greatest needs in Augusta.
Analysis:	These funds will be additional funds that will be administered the same as Community Development Block Grant funds. However, these funds can be used to assist families/households who do not exceed 120% of Augusta's median income. The Housing and Community Development Department will administer the funds to address redevelopment of abandoned and foreclosed homes in neighborhoods affected by foreclosures and mortgage crisis.
Financial Impact:	The \$2,473,064 will additional grant funds for the City to use.
Alternatives:	None recommended.
Recommendation:	Approve Resolution Authorizing Submission of the Neighborhood Stabilization Program (NSP) Grant Application to HUD and amend the 2008 Annual Action Plan to include this program and use of funds.
Funds are Available in the Following Accounts:	2008 Neighborhood Stabilization Program (NSP) Funds

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.**

Cover Memo

Item # 5

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION UNDER TITLE III OF THE HOUSING AND ECONOMIC RECOVERY ACT OF 2008 AND GRANTING THE AUTHORITY TO GIVE ASSURANCES AND CERTIFICATIONS AS REQUIRED BY THE SECRETARY OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND GRANTING THE AUTHORITY TO EXECUTE THE GRANT AGREEMENT.

WHEREAS, Title III of Division of the Housing and Economic Recovery Act, 2008 (HERA) appropriates \$3.92 billion for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

WHEREAS, funds are to be used to address areas of greatest need within the city including those:

- (1) With the greatest percentage of foreclosures,
- (2) With the highest percentage of homes financed by subprime mortgage related loans, and
- (3) Identified as likely to face a significant rise in the rate of home foreclosures.

Attachment number 1
Page 1 of 2

WHEREAS, the eligible uses of funds include but are not limited to:

- Establishing financing mechanisms for purchase and redevelopment of foreclosed homes and residential properties in neighborhoods affected by foreclosures and mortgage crisis;
- Purchasing and rehabilitating homes and residential properties abandoned or foreclosed;
- Establishing land banks for foreclosed homes;
- Demolishing blighted structures; or
- Redeveloping demolished or vacant properties

WHEREAS, Augusta-Richmond County has availed itself of the provisions of the Housing and Economic Recovery Act of 2008, commonly known as the Neighborhood Stabilization Program; and

WHEREAS, it is necessary to amend the City of Augusta's 2008 Annual Action Plan as a prerequisite to receiving Neighborhood Stabilization funds in the amount of \$2,473,064 after the public have been given 15 days to comment on the application; and

WHEREAS, the comment period will commence November 6, 2008, and expire November 20, 2008; and

WHEREAS, the City is authorizing the Housing and Community Development Department to develop and submit an application for the Neighborhood Stabilization funds to HUD by December 1, 2008; and

WHEREAS, the Neighborhood Stabilization Program funds must be obligated with 18 months and expended with four years from the date of the Grant Agreement; and

WHEREAS, in order to expedite the orderly execution of the assurances, certifications and Grant Agreement, the Mayor is hereby given authority to provide such assurances, certifications and execute the Grant Agreement as required by the Secretary; and

WHEREAS, in order to expedite the projects included in the application, the Housing and Community Development Department is given authority to carry out the projects in accordance with federal regulations; and

WHEREAS, it is necessary to hire additional staff , which has been approved by Human Resources, with the capability to administer and manage the program which shall consist of four (4) positions; HERA Manager, Administrative Assistant –Housing, Housing Inspector I and Housing Programs Coordinator II; and

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and the Housing and Community Development Department be authorized to prepare and submit an application for Neighborhood Stabilization Program funds in the amount of \$2,473,064 and amendments thereto as well as provide the required assurances, certifications, and execution of the Grant Agreement and hire additional workforce; and

BE IT FURTHER RESOLVED: That the Housing and Community Development Department be authorized to carry out the orderly execution of the Neighborhood Stabilization Program in compliance with all applicable law, rules, and regulations.

ATTEST:

AUGUSTA, GEORGIA

BY: _____
David S. Copenhaver
Mayor

Attachment number 1
Page 2 of 2

Lena J. Bonner
Clerk of Commission

CERTIFICATION

I, Lena J. Bonner, Clerk of Commission, hereby certify that the above is a true and correct copy of a Resolution as adopted by said AUGUSTA-RICHMOND COUNTY COMMISSION in meeting held on November 5, 2008.

S E A L

Lena J. Bonner
Clerk of Commission

Augusta-Richmond County

Job Description

Approved Title: Administrative Assistant - Housing
Title: Administrative Assistant - Housing
Department: Augusta Housing and Community Development
Reports to: HERA Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 2008
Job Grade: 42

GENERAL SUMMARY:

Provides administrative, secretarial and clerical support within the guidelines of supervisory instructions, county and departmental regulations, ordinances, and policies and procedures. Reports to the Housing and Economic Recovery Act Manager or other designated person and works with co-workers, contractors, sub-recipients, and community agencies to achieve Housing and Community Development Department goals.

PRINCIPAL HOUSING PROGRAM DUTIES AND RESPONSIBILITIES

1. Provides administrative duties and support including: maintaining calendars, maintaining departmental files, answering the phones, greeting and directing visitors, scheduling appointments, and responding to inquiries.
2. Composes and produces various legal, financial, or other critical documents.
3. Assembles, types, and maintains confidential and sensitive correspondence, files, records, and reports.
4. Works with staff to ensure that office operations are maintained.
5. Provides technical support and coordinates program information for staff members.
6. Provides and records program information on behalf of the department and disseminates the information to the appropriate parties.
7. Assists HERA Manager with various reports, presentations, special projects and all other aspects of the Neighborhood Stabilization Program (NSP).
8. Ensures proper operation of office equipment, and secures repairs and maintenance as necessary.
9. Set up and schedule meetings
10. Review reimbursement documentation for processing
11. Monitor reports and set up file.
12. Other duties as assigned

REQUIREMENTS

Education: High School Diploma, trade school, or equivalent level of education.

Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of documentation, office practices and procedures, payroll, procurement, and computer equipment and terminology.
- Proficiency in acquiring and maintaining skill sets on new and evolving administrative support tools.
- Ability to prepare accurate documentation to include reports, memos, etc.
- Familiarity with division, department, and County policies and procedures, and interpersonal relations.
- Proficiency in office automation programs and preparing reports for management.
- Proficiency in analyzing reports and records for discrepancies.
- Mastery of standard office equipment, and multi-line phone system.
- Good communication skills, both oral and written.
- Demonstrated ability to work with a team or independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Work is performed in an office.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

DRAFT

Augusta-Richmond County

Job Description

Approved Title: Housing Inspector I
Title: Housing Inspector I
Department: Augusta Housing and Community Development
Reports to: HERA Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 2008
Job Grade: 47

GENERAL SUMMARY:

Conducts on-site inspections of residential and commercial properties within the guidelines of local, state, and federal regulations. Determines what repairs to the property are needed and prepares work write-ups and specifications to be used in bidding and construction. Reports to the HERA Manager or other designated personnel and works with homeowners, contractors, engineers, fire officials, attorneys, zoning officials, insurance adjusters architects, and the public to ensure quality and safety in construction. The Housing Inspector I is primarily responsible for all duties and responsibilities associated with the Housing and Economic Recovery Act (HERA).

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs initial inspections of residential and commercial property for code violations and other needed work.
2. Performs project inspections to ensure local, state, and federal compliance.
3. Coordinates reports, walk-throughs, write-ups, costs, and cost estimates for eligible projects.
4. Receives sealed bids and oversees bid process, pre-construction conference, and contract signing.
5. Oversees construction projects while ensuring adherence to contractual provisions.
6. Performs final inspections and executes final project documents.
7. Maintains records, including project folders, licensing and insurance documents, and warranties.
8. Other duties as assigned.

REQUIREMENTS

Education: High School diploma or GED.

Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of construction and general contracting principles.
- Familiarity with local, state, and federal housing and building codes.
- Proficiency in construction cost estimating, specification writing, and inspection techniques.
- Excellent oral and written communication skills.
- Demonstrated ability to work independently.

Other:

- Possess or have the ability to obtain state certification for required inspections.
- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Work is performed in an office and outdoors on construction sites with exposure to cold/inclement weather, dust, dirt, construction machinery, and noise.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

DRAFT



Administrative Services Committee Meeting

10/27/2008 1:00 PM

RESOLUTION of Support of CSRA Wounded Warrior Care Project Inc.

Department: Commissioners Grantham and Hatney

Caption: Motion to approve a Resolution of support for CSRA Wounded Warrior Care Project, Inc. and Augusta's unique qualifications to care for America's heroes.

Background: The CSRA Wounded Warrior Care Project is dedicated to ensuring that every service man and woman has the best outcome possible including physical, mental, spiritual and vocational healing and to providing the family and community support necessary to make that happen. CSRA Wounded Warrior Care Project aims to expand and fully use the resources of local hospitals and treatment facilities, including Eisenhower Army Medical Center, the Charlie Norwood VA Medical Center (and its one-of-a-kind Active Duty Rehab Unit), the Medical College of Georgia and the MCG School of Nursing, Walton Rehabilitation Hospital, and both the existing Fisher House at Fort Gordon and the one to be built at the VAMC Uptown Division.

Analysis: N/A

Financial Impact: This is a Resolution of non-financial support.

Alternatives: Not approve resolution

Recommendation: Consider Resolution of Support.

Funds are Available in the Following Accounts: None.

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.

RESOLUTION

RESOLUTION OF SUPPORT FOR CSRA WOUNDED WARRIOR CARE PROJECT, INC. AND AUGUSTA'S UNIQUE QUALIFICATIONS TO CARE FOR AMERICA'S HEROES

A RESOLUTION BY COMMISSIONERS DON GRANTHAM AND J.R. HATNEY

WHEREAS, the CSRA Wounded Warrior Care Project is dedicated to ensuring that every service man and woman has the best outcome possible including physical, mental, spiritual and vocational healing and to providing the family and community support necessary to make that happen,

WHEREAS, CSRA Wounded Warrior Care Project has determined that Augusta, Georgia is uniquely qualified to play an even larger role in caring for America's heroes than it has in the past by capitalizing on the synergy of private and governmental entities working in concert to form partnerships, relationships and collaborations that do not exist elsewhere in America, by identifying transitional, vocational rehabilitation and research opportunities, and by matching community volunteers with local needs for wounded warriors and their families;

WHEREAS, CSRA Wounded Warrior Care Project aims to expand and fully use the resources of local hospitals and treatment facilities, including Eisenhower Army Medical Center, the Charlie Norwood VA Medical Center (and its one-of-a-kind Active Duty Rehab Unit), the Medical College of Georgia and the MCG School of Nursing, Walton Rehabilitation Hospital, and both the existing Fisher House at Fort Gordon and the one to be built at the VAMC Uptown Division;

WHEREAS, the Augusta-Richmond County Commission is in support of our military, our war veterans and their families and the Commission supports the programs benefiting wounded warriors in Augusta, Georgia;

WHEREAS, Augusta-Richmond County Commission provides non-financial support of this project and its purpose and plan to benefit wounded warriors and their families;

NOW, THEREFORE, BE IT RESOLVED by the Augusta-Richmond County Commission that the CSRA Wounded Warrior Care Project is strongly supported by the Augusta-Richmond County Commission.

Adopted this _____ day of October, 2008.

David S. Copenhaver
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission
Seal: