Prior to making a public comment, please fill out the form available on the table in the hallway to help ensure that your information is correctly entered into the minutes. Once you have spoken, please hand your form to the staff in front of the podium for the Clerk.

TENTATIVE AGENDA REVISED 12-29-2023

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

TUESDAY, JANUARY 2, 2024, **6:00 P.M.**

CITY HALL

If business has not concluded by 8:15 p.m., there will be a 15-minute break.

A. Roll call

B. Approve Minutes of meetings of Tuesday, December 5; Tuesday, December 12; and non-voting meetings of Tuesday, December 12; and Thursday, December 14, 2023.

C. Written communications

D. Public input. If you wish to address the Mayor and Commission on any item listed below on the consent agenda, please go to the podium and state your name and address. RULES OF THE COMMISSION STATE THAT MEMBERS OF THE PUBLIC MAY SPEAK ONCE DURING THE FOLLOWING PORTION OF THE AGENDA FOR UP TO THREE MINUTES WITH A 30 SECOND REMINDER AT TWO AND A HALF MINUTES.

E. Consent agenda. Items under this section have been discussed at prior public meetings and will be presented for consideration as a single item. Only one vote will be taken.

1. ADOPT: Ordinance in reference to S.T.O.P Violence Against Women Grant – Solicitor General's Office Competitive Application for 2024

2. ADOPT: Ordinance in reference to request to rename Rocksprings Park and Community Center

3. APPROVE: Water and wastewater connection fees for Athens Area Habitat for Humanity – 195 Marlborough Downs Road

4. APPROVE: Matching funds for Federal Southern Crescent Regional Commission State Economic and Infrastructure Development (SEID) Grant Program

5. APPROVE: Vendor selection and contract Award: RFP 01114 - Leisure Services Comprehensive Master Plan

F. Public input. If you wish to address the Mayor and Commission on any other item (#6-18) listed below on this agenda, please go to the podium and state your name and address. Comments on items not listed on this agenda will be received upon the completion of all other business. RULES OF THE COMMISSION STATE MEMBERS OF THE PUBLIC MAY SPEAK ONCE DURING THE FOLLOWING PORTION OF THE AGENDA FOR UP TO THREE MINUTES WITH A 30 SECOND REMINDER AT TWO AND A HALF MINUTES.

G. Old business

6. AHC Scope of Work for ARPA-funded Homelessness Activities, and ARPA Homelessness RFP Concept

7. SPLOST 2020 Project 03, Classic Center Arena – Proposed construction contract change order to JE Dunn

8. SPLOST 2020 Project 26- Recovered Material Processing Facility, Sub-Project #1 proposed project concept

9. TSPLOST 2018 Project 16, Prince Avenue Corridor Improvements - Sub-Project #3 Load Zone - Meigs Street

10. CY23 Pavement Maintenance Program - Change order to existing contract

11. 2024 Georgia Department of Transportation (GDOT) Local Maintenance Improvement Grant (LMIG) application submittal

12. Neighborhood Traffic Management Program FY24 contract bid award

13. Judiciary request for ARPA Funds for CY2024-CY2025

14. Revisions to Chapter 5-5, Stormwater utility ordinance

15. Memorial Park pool maintenance – Contract award

16. RFP 24023- ACCGov Unified Pay Plan Classification Comprehensive Study

17. Three contract attorney positions – District Attorney's Office for FY24

18. Adoption of Unified Government of Athens-Clarke County Transit Title VI Plan Update

H. New business – Consider under suspension of Rules

21. Resolution authorizing settlement

I. Public input. If you wish to address the Mayor and Commission on any item other than those listed on this agenda, please go to the podium and state your name and address. RULES OF THE COMMISSION STATE THAT MEMBERS OF THE PUBLIC MAY SPEAK **ONCE** DURING THE FOLLOWING PORTION OF THE AGENDA FOR UP TO THREE MINUTES WITH A 30 SECOND REMINDER AT TWO AND A HALF MINUTES.

J. Receive report from Mayor

19. Adopt-A-Highway proclamations

K. Receive report from Manager

20. Contract awards in excess of $10,000 for month of November 2023

L. Receive report from Auditor

M. Receive report from Attorney

N. Receive input from Commissioners

O. Adjourn

A qualified interpreter for the hearing impaired is available upon request at least 10 days in advance of this meeting. Please call (706) 613-3031 (TDD {706} 613-3115) to request an interpreter or for more information.

Wireless access will be available for general use shortly before, during, and shortly after each Mayor and Commission meeting. Connect to "A_Registered" User name: public Password: jan2

Free parking deck vouchers for citizens attending the monthly Regular Voting Meetings, Work Sessions, and Agenda Setting Meetings of the Mayor and Commission held at City Hall are available on the 2nd floor of City Hall.

Attachment #1

AN ORDINANCE TO AMEND THE FY2024 ANNUAL OPERATING AND CAPITAL BUDGET FOR ATHENS-CLARKE COUNTY, GEORGIA SO AS TO PROVIDE GRANT FUNDING FROM THE GEORGIA CRIMINAL JUSTICE COORDINATING COUNCIL FOR TWO FULLTIME POSITIONS AND ASSOCIATED EXPENSES TO SUPPORT DOMESTIC VIOLENCE CASES; AND FOR OTHER PURPOSES.

The Commission of Athens-Clarke County, Georgia hereby ordains as follows:

SECTION 1. The Commission of Athens-Clarke County, Georgia desires to amend the Grants Special Revenue Fund to provide grant funding from the Georgia Criminal Justice Coordinating Council for two fulltime positions and associated expenses to support domestic violence cases. Said Operating and Capital budget is hereby amended as follows:

Grants Special Revenue Fund:

REVENUES:
Increase:
Stop Violence Against Women Grant (CJCC) $107,028

EXPENDITURES:
Increase:
Solicitor General Operating Expenses $107,028

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: S.T.O.P. Violence Against Women Grant – Solicitor General's Office Competitive Application for 2024

DATE: November 29, 2023

BUDGET INFORMATION:

REVENUES: $107,028 (estimate)

EXPENSES:

ANNUAL:	$107,028	Grant
	$35,676	Mandatory Match
Total:	$142,704	

CAPITAL:
OTHER:

FUNDING SOURCE: Georgia Criminal Justice Coordinating Council ($107,028); Match ($35,676) in-kind funds from Athens-Clarke County Solicitor General's Office Operating Budget

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve the Solicitor General's submission of a Criminal Justice Coordinating Council (CJCC) grant application for and, if awarded, acceptance of S.T.O.P. Violence Against Women (VAWA) grant funds in the amount of $107,028 to be used to fund one Domestic Violence Prosecutor position for the prosecution of domestic violence cases in calendar year (CY) 2024 and to fund appropriate training and travel for the prosecutor and team;

b. Approve the continuation of one full-time authorized position for the Solicitor General's Office specialized domestic violence prosecution in CY24;

c. Approve a budget amendment **(Attachment #1)** for $107,028 for the CJCC Grant. There is a match requirement which will be met by a portion of the salaries of two assistant solicitors; and

d. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. Each calendar year since CY10, the Solicitor's Office has been awarded VAWA grant funds to fund a Domestic Violence Prosecutor position, now divided between two prosecutors, one assigned to each courtroom. These prosecutors devote 100 percent of their time to the prosecution of domestic violence and other violent offenses in Athens-Clarke County.

2. In subsequent years, the Solicitor General's Office applied for the renewal of the original funds and was awarded funds in the same amount to continue with the proposed project. To maintain a full-time position for a Domestic Violence Prosecutor, the Solicitor General's Office submitted competitive grant applications in new cycles for calendar years 2014 and 2021 and was awarded $70,000 each time.

3. On October 5, 2023, the CJCC released a competitive application for this next grant cycle to begin in CY 2024. ACCGov has applied to receive funds from this solicitation.

4. If awarded, the Solicitor's Office will be eligible to apply for continued funding annually through December 31, 2026.

FACTS & ISSUES:

1. The S.T.O.P. Violence Against Women Act (VAWA) Grant Program provides financial assistance to states to develop and strengthen effective law enforcement and prosecution strategies to respond to crimes of violence against women, including domestic violence, dating violence, sexual assault, and stalking, as well as to support and expand victim assistance programs serving victims of violence against women. The S.T.O.P. VAWA Grant Program is administered in the State of Georgia by the Criminal Justice Coordinating Council and promotes a coordinated, multidisciplinary approach to improve the criminal justice system's response to violent crimes against women.

2. The S.T.O.P. VAWA program supports several priorities including:
    - improving law enforcement responses;
    - sustaining the number of and enhancing the knowledge of prosecuting attorneys committed to the prosecution of domestic violence, sexual assault, stalking and dating violence;
    - supporting a team approach to prosecution among other criminal justice system teams;
    - identifying effective court policies and procedures; and
    - developing culturally sensitive approaches.

3. The Solicitor General's Office proposes to continue funding the existing Domestic Violence Prosecutor position through this grant funding and to enable victim focused and specific training for the prosecution team. The Solicitor General recognizes the need to devote special attention to domestic violence, sexual assault, stalking, dating violence, and violations of protective order cases because of their often complicated and dangerous nature.

4. The success of the project first proposed in 2009 has verified that specialized attention to domestic violence, sexual assault, stalking, and dating violence is essential to meaningful intervention, including measures of offender accountability and treatment, and provide safety assurances and support for victims.

5. An example of the Office's specialized efforts is the Fast-Track arraignment program which accelerates the arraignment of offenders who have at least one prior arrest for domestic violence, or are charged with stalking or violation of a protective order. As a result of the Fast-Track program, the average time to disposition for fast-track cases pre-pandemic was 66 days earlier than cases which did not receive an accelerated arraignment date. Due to the sensitive nature of these cases and the additional efforts required to achieve the criminal justice system's intervention goals, it is necessary to designate one prosecutor in each courtroom (one VAWA funded full-time position) to handle only VAWA eligible cases.

6. With the increasing misdemeanor caseload, office staff would be required to distribute domestic violence cases among all the prosecutors and prioritize cases as determined by the court schedule. The VAWA designated prosecutors are afforded additional time to meet personally with victims which also provides opportunities for appropriate victim services referrals and safety discussions. Grant funding may also allow for specialized domestic violence, sexual assault, and stalking training, including national conferences.

7. With continuation of grant funding, the Domestic Violence Prosecutors will be devoted exclusively to domestic violence and stalking cases in order to maximize the office's ability to intervene in a manner that includes accountability for perpetrators and appropriate treatment recommendations while increasing opportunities to communicate with victims, therefore ensuring the safest possible environment for them. The benefits of increased personal contacts with victims include:
    - discovering a history of unreported domestic violence behavior;
    - substance abuse concerns;
    - potential negative impact on children;
    - the desired outcome of the case from the victim's perspective; and
    - overall increased comfort level of the victim to effectively work with the prosecutor.

8. Information gained from these increased personal contacts with victims is important to the Domestic Violence Prosecutors because it will be used to fashion a sentence that will be the most beneficial to the victim and include both accountability and treatment, and provide access to support, services, and safety assurances for the victim.

9. Additionally, with this application, in addition to continuing core services, the Domestic Violence Prosecutors will participate in a collaborative effort with community partners at the Athens-Clarke County Police Department, Project Safe, and Family Counselling services, Clarke County. This innovative practice provides a vehicle for communication across disciplines as well as an audit of our community's DV response system and will highlight gaps in services. The team will provide ongoing monitoring of high-risk offenders in efforts to reduce the risk of intimate partner homicide and near lethal assault. Solicitor General's staff plan to form a cohesive response to our most serious cases, working to provide safety resources and offender accountability.

10. The grant requires a 25% local match, either with in-kind or cash contributions. The Solicitor General intends to meet this match by using a percentage of the total compensation of the DV prosecutors as the in-kind match.

11. The grant is effective in January 2024, subject to acceptance of the award. The grant does not require ACCGov to fund the positions or activities beyond the grant term. Subject to federal VAWA appropriations and allocations by the CJCC, the Solicitor's Office plans to apply for the competitive grant funding in 2027.

12. The S.T.O.P. VAWA Grant program forwards the goal of the Solicitor General's Office to provide responsive, equitable, and humane public safety services, including judicial operations, through community collaboration. It allows the continuance of the Domestic Violence Prevention Program, which seeks to enhance diversion and offender community re-entry.

13. These recommendations support the following Mayor and Commission Strategic Commitments:
    - Safe and Prepared Community

OPTIONS:

1. Mayor and Commission

    a. Approve the Solicitor General's submission of a Criminal Justice Coordinating Council (CJCC) grant application for and, if awarded, acceptance of S.T.O.P. Violence Against Women (VAWA) grant funds in the amount of $107,028 to be used to fund one Domestic Violence Prosecutor position for the prosecution of domestic violence cases in calendar year (CY) 2024 and for appropriate training and travel funds;

    b. Approve the continuation of one full-time authorized position for the Solicitor General's Office specialized domestic violence prosecution in CY24;

c. Approve a budget amendment **(Attachment #1)** for $107,028 for the CJCC Grant.; and

d. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission do not approve the Solicitor General's submission of a CJCC grant application in the amount of $107,028 to be used to fund one Domestic Violence Prosecutor position and appropriate training for the team to respond to violence against women.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option 1 a, b, c, & d

DEPARTMENT:
Prepared by: Elizabeth Yates



Elizabeth Yates

11/29/23
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, c, & d



Manager

December 5, 2023
Date:

ATTACHMENTS:

Attachment 1 - Budget Ordinance

Attachment #1

AN ORDINANCE TO AMEND THE FY2024 ANNUAL OPERATING AND CAPITAL BUDGET FOR ATHENS-CLARKE COUNTY, GEORGIA SO AS TO PROVIDE FUNDING TO LEISURE SERVICES FOR PURCHASE AND REPLACEMENT OF SIGNAGE FOR THE ROCKSPRINGS PARK AND COMMUNITY CENTER RENAMING; AND FOR OTHER PURPOSES.

The Commission of Athens-Clarke County, Georgia hereby ordains as follows:

SECTION 1. The Commission of Athens-Clarke County, Georgia desires to amend the General Fund Operating Budget to provide funding to Leisure Services for purchase and replacement of signage for the Rocksprings Park and Community Center renaming.

Said Operating and Capital budget is hereby amended as follows:

General Fund:

EXPENDITURES:	
Decrease:	
Other General Administration	
Operating Contingency	$26,570
Increase:	
Leisure Services	
Operating Expenditures	$26,570

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Request to Rename Rocksprings Park and Community Center

DATE: November 20, 2023

BUDGET INFORMATION:

REVENUES: 0

EXPENSES:
ANNUAL:
CAPITAL: $26,570
OTHER:

FUNDING SOURCE: General Fund Operating Contingency

COMMISSION ACTION REQUESTED ON: January 2,2024

PURPOSE:
To request that the Mayor and Commission:

a. Approve the application to rename the Rocksprings Park and Community Center to the Christine W. Howard Park and Community Center;

b. Adopt a budget amendment (**Attachment #1**) in the amount of $26,570 to improve and replace existing signage changes; and

c. Authorize the Manager to take the appropriate steps to implement the name change.

HISTORY:

1. On September 7, 1999, the Mayor and Commission (M&C) approved a new policy for the Naming of ACCGov Owned Facilities.

2. In July 2017, Mayor Denson assigned the Government Operations Committee (GOC) with the tasks of updating the 1999 policy.

3. On December 5, 2017, the M&C approved a new policy for the Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities. **(Attachment #2)**

4. On March 2, 2021, the M&C approved an updated policy for Naming of Public Facilities, Parks, Natural Areas, and Amenities that detailed the volume of community support required and provided new opportunities for public input. The policy further required

that an individual must be deceased a minimum of three years before a facility can be named in his/her honor. **(Attachment #3)**

5. On March 7, 2023, the Mayor and Commission approved an updated policy for Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities that reduced the requirement of time an individual must be deceased from three years to one year. **(Attachment #4)**

6. On July 18, 2023, Leisure Services received a completed application with the required petition signatures to rename Rocksprings Park and Community Center after Ms. Christine W. Howard. **(Attachment #5)**

FACTS & ISSUES:

1. The attached application for Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities was submitted by the applicant to honor Christine W. Howard. Ms. Howard is a former ACCGov employee in the Leisure Services Department who retired in 1999 and passed away on March 17, 2021. While working with ACCGov, Ms. Howard served the community for 36 years, ending her career as a recreation programmer at Rocksprings Park.

2. The application for this renaming includes a demonstration of community support represented by 1,018 confirmed Athens-Clarke County resident signatures, more than 100 of which are within a one-mile radius of Rocksprings Park as required by policy.

3. Additionally, as required by policy, a 60-day public notice period regarding the potential name change was posted from October 3 – December 3, 2023. However, no public comment has been received by staff.

4. The cost to replace all existing signs and bring signs up to department standards for Rocksprings Park and Community Center is estimated at $26,570. If the renaming is approved by Mayor and Commission, staff anticipates six to nine months to manufacture new signs, create a dedication plaque, and install all items. During this time, staff will also change all on-line and print references to the park's name, as well.

5. This recommendation supports the following FY23-25 Strategic Plan Goal Area #1: Good Neighbors

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OPTIONS:

1. Mayor & Commission:

    a. Approve the application to rename the Rocksprings Park and Community Center to the Christine W. Howard Park and Community Center;

b. Adopt a budget amendment (**Attachment #5**) in the amount of $26,570; and

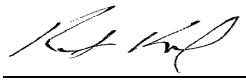
c. Authorize the Manager to take the appropriate steps to implement the name change.

2. Mayor and Commission deny the request to rename Rocksprings Park and Community Center.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a, b, and c

DEPARTMENT: Leisure Services
Prepared by: Kent Kilpatrick



Kent Kilpatrick

11/20/23

Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, & c



Manager

December 5, 2023

Date:

ATTACHMENTS:

Attachment #1 - Budget Ordinance
Attachment #2 - 2017 Policy for Naming Public Facilities, Parks, Natural Areas, or Amenities
Attachment #3 - 2021 Revised Policy for Naming Public Facilities, Parks, Natural Areas, or Amenities
Attachment #4 - 2023 Revised Policy for Naming Public Facilities, Parks, Natural Areas, or Amenities
Attachment #5 – Application to Rename Rocksprings Park and Community Center

POLICY AND PROCEDURE STATEMENT

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities

POLICY AND PROCEDURE NUMBER: COM-002 (Revised December 5, 2017)

EFFECTIVE DATE:

I. Purpose

The purpose of this policy is to establish a uniform procedure for the official naming and renaming of public facilities, parks, natural areas, and their amenities owned and operated by the Unified Government of Athens-Clarke County to ensure that they are easily identified and given names that are consistent with the values and character of the area, neighborhood, and community served.

II. Definitions

- Public Facility: A building owned and/or operated by the Unified Government of Athens-Clarke County.
- Parks: Open space for active and/or passive recreation and/or aesthetic values. Includes traditionally designed parks under the stewardship of the Leisure Services Department.
- Natural Areas: Open space with a mix of natural resource and passive recreation values. Generally possess limited development except for those improvements needed to allow visitor access.
- Amenities: Any component within a building or park to include trails, ball fields, outdoor courts, shelters, playgrounds, etc.

III. Policy

It is the policy of the Unified Government of Athens-Clarke County to name newly acquired, developed, or unnamed public facilities, parks, natural areas, and amenities and to rename existing public facilities, parks, natural areas, and amenities based upon the procedures set forth in this policy. Every naming should best serve the interest of the Unified Government of Athens-Clarke County and provide a worthy and enduring legacy, while remaining relevant as the community grows and changes.

IV. Guiding Principles

This policy establishes a set of standards and guidelines for the naming and renaming of public facilities, parks, natural areas, and amenities. The following guiding principles will be taken into account, either collectively or individually, throughout the review process:

- Enhance a sense of community within Athens-Clarke County
- Engender a strong positive image
- Ensure public facilities, parks, natural areas, and amenities are easily identifiable
- Be appropriate, having regard to the asset's location and/or history
- Ensure consistency with values and characteristics of Athens-Clarke County
- Have historical, cultural, or social significance for future generations
- Ensure quality of name
- Have broad public support
- Encourage and recognize monetary and/or land donations by individuals, businesses or groups

V. Naming/Renaming Procedure

Names may be nominated by:

- The Mayor;
- A Commissioner;
- The Director of the affiliated department;
- Neighborhood Associations;
- Individuals and Civic Organizations; or
- Authorities that operate an Athens-Clarke County-owned building.

Process for submittal and review:

- Considerations for naming of public facilities, parks, natural areas, and amenities must be made through the completion of the "Naming of Public Facilities, Parks, Natural Areas, and Amenities Application" and submitted to the Director of the affiliated department. The application should contain the following minimum information:
    - The proposed name
    - Reasons for the proposed name
    - Written documentation indicating community support for the proposed name
    - If proposing to rename an existing asset, include justification for changing an established name

    - If proposing to name an asset after an outstanding person, include documentation of the individual's community involvement, civic contributions, and public service
- The Director of the affiliated department will review the application, conduct appropriate research, and present the findings to the Manager.
- The Manager shall consult with the Mayor to determine the next review step.
- The Mayor may decide to either:
    - Request the Manager to have staff perform additional research and/or conduct a public hearing,
    - Assign the application to a committee for further review and to make a recommendation for the Mayor and Commission, or
    - Request the Manager to have staff prepare an agenda report for the Mayor and Commission.
- Following approval of a name by the Mayor and Commission, the Central Services Department or the Leisure Services Department will install signage designed according to the existing specifications for signage.
- If at any point within the review process the application is denied, the Director of the affiliated department will notify the applicant in writing of the denial.

VI. Naming and Renaming Considerations and Criteria

It is the policy of the Athens-Clarke County Unified Government to use the following considerations and criteria when naming public facilities, parks, natural areas, and amenities:

- Neighborhood or geographic identifications
- A historical figure, place, event, or other instance of historical or cultural significance
- Natural or geological features
- An individual, living or deceased, who:
    - has made a significant land and/or monetary contribution to the particular public facility, park, natural area or amenity at issue,
    - has performed extraordinary or outstanding public service for the good of the community, and/or
    - was an outstanding community leader who made significant civic contributions to Athens-Clarke County.
- Names that duplicate or that are very similar to existing public facilities, parks, natural areas, or amenities shall not be considered in order to avoid confusion.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Renaming: A name selected for a public facility, park, natural area, or amenity should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Proposed name changes shall be subject to the same considerations and criteria set forth in this policy for the naming of public facilities, parks, natural areas, and amenities.

VII. Business Naming Policy

- Where naming rights are purchased for a corporate entity or business, the naming rights shall be limited to no longer than the life of the corporate entity.
- Benefits which may violate other Unified Government of Athens-Clarke County policies or ordinances will not be included in any agreement.
- The following criteria must be met for any corporate entity or business applying for corporate naming rights:
    - Does not discriminate against any person, employee, member, or volunteer on the basis of race, color, creed, religion, gender, sexual preference, age, marital status, ancestry, national origin, or physical or mental disability, in compliance with all federal, state, and local laws and statutes.
    - Name does not have connotations that by contemporary community standards are derogatory or offensive.
    - Does not constitute violations of law.
    - Does not participate in unethical business practices as determined by a court of law.
    - Does not exploit participants or staff members of the Unified Government of Athens-Clarke County.
- The Mayor and Commission reserves the right to reject any corporate naming request.

VIII. Recognition

Markers may be placed in facilities, parks, natural areas, and amenities to recognize those individuals or groups being honored or memorialized. These identifications shall be approved by the affiliated department Director and conform to sign policies. All recognition must be in keeping with the character as defined by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to modify or remove any marker if deemed appropriate for governmental purposes.

IX. Exclusions

- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent (i.e. park benches, tables, etc.), shall be addressed under a separate Leisure Services Department policy.

X. Responsibilities

The Director of the affiliated department shall administer this policy.

Recommended By: Central Services Department
Leisure Services Department

David Fluck, Director — Date: 11/20/17

Kent Kilpatrick, Interim Director — Date: 11/20/17

Recommended By:

Blaine H. Williams, Manager — Date: 11/20/17

Approved by the Commission of the Unified Government of Athens-Clarke County on December 5, 2017.

Jean Spratlin, Clerk of Commission — Date: December 6, 2017

POLICY AND PROCEDURE STATEMENT

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities

POLICY AND PROCEDURE NUMBER: COM-002 (Revised March 2, 2021)

EFFECTIVE DATE:

I. Purpose

The purpose of this policy is to establish a uniform procedure for the official naming and renaming of public facilities, parks, natural areas, and their amenities owned and operated by the Unified Government of Athens-Clarke County to ensure that they are easily identified and given names that are consistent with the values and character of the area, neighborhood, and community served.

II. Definitions

- Public Facility: A building owned and/or operated by the Unified Government of Athens-Clarke County.
- Parks: Open space for active and/or passive recreation and/or aesthetic values. Includes traditionally designed parks under the stewardship of the Leisure Services Department.
- Natural Areas: Open space with a mix of natural resource and passive recreation values. Generally possess limited development except for those improvements needed to allow visitor access.
- Amenities: Any component within a building or park to include trails, ball fields, outdoor courts, shelters, playgrounds, etc.

III. Policy

It is the policy of the Unified Government of Athens-Clarke County to name newly acquired, developed, or unnamed public facilities, parks, natural areas, and amenities and to rename existing public facilities, parks, natural areas, and amenities based upon the procedures set forth in this policy. Every naming should best serve the interest of the Unified Government of Athens-Clarke County and provide a worthy and enduring legacy, while remaining relevant as the community grows and changes.

IV. Guiding Principles

This policy establishes a set of standards and guidelines for the naming and renaming of public facilities, parks, natural areas, and amenities. The following guiding principles will be taken into account, either collectively or individually, throughout the review process:

- Enhance a sense of community within Athens-Clarke County
- Engender a strong positive image
- Ensure public facilities, parks, natural areas, and amenities are easily identifiable
- Be appropriate, having regard to the asset's location and/or history
- Ensure consistency with values and characteristics of Athens-Clarke County
- Have historical, cultural, or social significance for future generations
- Ensure quality of name
- Have broad public support
- Encourage and recognize monetary and/or land donations by individuals, businesses, or groups

V. Naming/Renaming Procedure

Names may be nominated by:

- The Mayor;
- A Commissioner;
- The Director of the affiliated department;
- Neighborhood Associations;
- Individuals and Civic Organizations; or
- Authorities that operate an Athens-Clarke County-owned building.

Process for submittal and review:

- Considerations for naming of public facilities, parks, natural areas, and amenities must be made through the completion of the "Naming of Public Facilities, Parks, Natural Areas, and Amenities Application" and submitted to the Director of the affiliated department. The application should contain the following minimum information:
    - The proposed name
    - Reasons for the proposed name
    - Written documentation indicating community support for the proposed name to include a petition, which will be provided by the affiliated Athens-Clarke County department.
    - The petition should only be signed by people currently living in Athens-Clarke County above the age of 18.
    - The petition should show a printed name and address of each signer.
    - The number of signatures required are based on the following criteria:
        - For naming a park, building, or natural area – 1,000 signatures to include a minimum of 100 or one-third (1/3) of the population living within a one-mile radius of the location to be named.
        - For naming an aquatic facility, ball field, group shelter/pavilion, gymnasium, or trail – 400 signatures to include a minimum of 60 or one-third (1/3) of the population living within a one-mile radius of the location to be named

        - For all other amenities – 100 signatures
    - If proposing to rename an existing asset, include justification for changing an established name.
    - If proposing to name an asset after an outstanding person, include documentation of the individual's community involvement, civic contributions, and public service.
- The Director of the affiliated department will review the application, conduct appropriate research, and present the findings to the Manager.
- The Manager shall consult with the Mayor and Commission to determine the next review step.
- The Mayor and Commission decide to either:
    - Request the Manager to have staff perform additional research and/or conduct a public hearing,
    - Assign the application to a committee for further review and to make a recommendation for the Mayor and Commission, or
    - Request the Manager to have staff prepare an agenda report for the Mayor and Commission.
- A public notice of the recommended Qualifying Name will occur twice during a sixty (60) period in the local newspaper(s).
- For the duration of the sixty (60) day period, a sign will be posted at the entrance of the location to be named informing the public of the proposed name change.
- At the end of the sixty (60) day period, the Director shall submit the Qualifying Name along with a summary of the public comments to the Manager and Commission for consideration.
- Following approval of a name by the Mayor and Commission, the Central Services Department or the Leisure Services Department will install signage designed according to the existing specifications for signage.
- If at any point within the review process the application is denied, the Director of the affiliated department will notify the applicant in writing of the denial.

VI. Naming and Renaming Considerations and Criteria

It is the policy of the Athens-Clarke County Unified Government to use the following considerations and criteria when naming public facilities, parks, natural areas, and amenities:

- Neighborhood or geographic identifications
- A historical figure, place, event, or other instance of historical or cultural significance
- Natural or geological features
- An individual that has been deceased at least three years who:
    - has made a significant land and/or monetary contribution to the particular public facility, park, natural area or amenity at issue,
    - has performed extraordinary or outstanding public service for the good of the community, and/or
    - was an outstanding community leader who made significant civic contributions to Athens-Clarke County.
- The Athens-Clarke County Commission may make exceptions to nominate the name of a living individual when warranted by exceptional circumstances.

- Names that duplicate or that are very similar to existing public facilities, parks, natural areas, or amenities shall not be considered in order to avoid confusion.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Renaming: A name selected for a public facility, park, natural area, or amenity should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

All donations associated with the original naming will be non-refundable.

Proposed name changes shall be subject to the same considerations and criteria set forth in this policy for the naming of public facilities, parks, natural areas, and amenities.

VII. Business Naming Policy

- Where naming rights are purchased for a corporate entity or business, the naming rights shall be limited to no longer than the life of the corporate entity.
- Benefits which may violate other Unified Government of Athens-Clarke County policies or ordinances will not be included in any agreement.
- The following criteria must be met for any corporate entity or business applying for corporate naming rights:
    - Does not discriminate against any person, employee, member, or volunteer on the basis of race, color, creed, religion, gender, sexual preference, age, marital status, ancestry, national origin, or physical or mental disability, in compliance with all federal, state, and local laws and statutes.
    - Name does not have connotations that by contemporary community standards are derogatory or offensive.
    - Does not constitute violations of law.
    - Does not participate in unethical business practices as determined by a court of law.
    - Does not exploit participants or staff members of the Unified Government of Athens-Clarke County.
- The Mayor and Commission reserves the right to reject any corporate naming request.

VIII. Recognition

Markers may be placed in facilities, parks, natural areas, and amenities to recognize those individuals or groups being honored or memorialized. These identifications shall be approved by the affiliated department Director and conform to sign policies. All recognition must be in keeping with the character as defined by the Unified Government of Athens-Clarke County.
The Unified Government of Athens-Clarke County reserves the right to modify or remove any marker if deemed appropriate for governmental purposes.

IX. Exclusions

- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent (i.e. park benches, tables, etc.), shall be addressed under a separate Leisure Services Department policy.

X. Responsibilities

- The Director of the affiliated department shall administer this policy.

XI. Exceptions

- Any pending renaming requests submitted to Athens-Clarke County Unified Government before March 3, 2021 will not be affected by any changes or updates to this policy and will be immediately sent to Mayor and Commission for consideration.

Recommended By: Central Services Department

Leisure Services Department

Date: 3/3/21

Andrew Saunders, Central Services Director

Date: 3/3/21

Kent Kilpatrick, Leisure Services Director

Recommended By:

Date: 3-3-2021

Blaine Williams, Manager

Approved by the Commission of the Unified Government of Athens-Clarke County on: March 2, 2021

POLICY AND PROCEDURE STATEMENT

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

POLICY SUBJECT: Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities

POLICY AND PROCEDURE NUMBER: COM-002 (Revised March 7, 2023)

EFFECTIVE DATE:

I. Purpose

The purpose of this policy is to establish a uniform procedure for the official naming and renaming of public facilities, parks, natural areas, and their amenities owned and operated by the Unified Government of Athens-Clarke County to ensure that they are easily identified and given names that are consistent with the values and character of the area, neighborhood, and community served.

II. Definitions

- Public Facility: A building owned and/or operated by the Unified Government of Athens-Clarke County.
- Parks: Open space for active and/or passive recreation and/or aesthetic values. Includes traditionally designed parks under the stewardship of the Leisure Services Department.
- Natural Areas: Open space with a mix of natural resource and passive recreation values. Generally possess limited development except for those improvements needed to allow visitor access.
- Amenities: Any component within a building or park to include trails, ball fields, outdoor courts, shelters, playgrounds, etc.

III. Policy

It is the policy of the Unified Government of Athens-Clarke County to name newly acquired, developed, or unnamed public facilities, parks, natural areas, and amenities and to rename existing public facilities, parks, natural areas, and amenities based upon the procedures set forth in this policy. Every naming should best serve the interest of the Unified Government of Athens-Clarke County and provide a worthy and enduring legacy, while remaining relevant as the community grows and changes.

IV. Guiding Principles

This policy establishes a set of standards and guidelines for the naming and renaming of public facilities, parks, natural areas, and amenities. The following guiding principles will be taken into account, either collectively or individually, throughout the review process:

- Enhance a sense of community within Athens-Clarke County
- Engender a strong positive image
- Ensure public facilities, parks, natural areas, and amenities are easily identifiable
- Be appropriate, having regard to the asset's location and/or history
- Ensure consistency with values and characteristics of Athens-Clarke County
- Have historical, cultural, or social significance for future generations
- Ensure quality of name
- Have broad public support
- Encourage and recognize monetary and/or land donations by individuals, businesses, or groups

V. Naming/Renaming Procedure

Names may be nominated by:

- The Mayor;
- A Commissioner;
- The Director of the affiliated department;
- Neighborhood Associations;
- Individuals and Civic Organizations; or
- Authorities that operate an Athens-Clarke County-owned building.

Process for submittal and review:

- Considerations for naming of public facilities, parks, natural areas, and amenities must be made through the completion of the "Naming of Public Facilities, Parks, Natural Areas, and Amenities Application" and submitted to the Director of the affiliated department. The application should contain the following minimum information:
    - The proposed name
    - Reasons for the proposed name
    - Written documentation indicating community support for the proposed name to include a petition, which will be provided by the affiliated Athens-Clarke County department.
    - The petition should only be signed by people currently living in Athens-Clarke County above the age of 18.
    - The petition should show a printed name and address of each signer.
    - The number of signatures required are based on the following criteria:
        - For naming a park, building, or natural area – 1,000 signatures to include a minimum of 100 or one-third (1/3) of the population living within a one-mile radius of the location to be named.
        - For naming an aquatic facility, ball field, group shelter/pavilion, gymnasium, or trail – 400 signatures to include a minimum of 60 or one-third (1/3) of the population living within a one-mile radius of the location to be named

        - For all other amenities – 100 signatures
    - If proposing to rename an existing asset, include justification for changing an established name.
    - If proposing to name an asset after an outstanding person, include documentation of the individual's community involvement, civic contributions, and public service.
- The Director of the affiliated department will review the application, conduct appropriate research, and present the findings to the Manager.
- The Manager shall consult with the Mayor and Commission to determine the next review step.
- The Mayor and Commission decide to either:
    - Request the Manager to have staff perform additional research and/or conduct a public hearing,
    - Assign the application to a committee for further review and to make a recommendation for the Mayor and Commission, or
    - Request the Manager to have staff prepare an agenda report for the Mayor and Commission.
- A public notice of the recommended Qualifying Name will occur twice during a sixty (60) day period in the local newspaper(s).
- For the duration of the sixty (60) day period, a sign will be posted at the entrance of the location to be named informing the public of the proposed name change.
- At the end of the sixty (60) day period, the Director shall submit the Qualifying Name along with a summary of the public comments to the Manager and Commission for consideration.
- Following approval of a name by the Mayor and Commission, the Central Services Department or the Leisure Services Department will install signage designed according to the existing specifications for signage.
- If at any point within the review process the application is denied, the Director of the affiliated department will notify the applicant in writing of the denial.

VI. Naming and Renaming Considerations and Criteria

It is the policy of the Athens-Clarke County Unified Government to use the following considerations and criteria when naming public facilities, parks, natural areas, and amenities:

- Neighborhood or geographic identifications
- A historical figure, place, event, or other instance of historical or cultural significance
- Natural or geological features
- An individual that has been deceased for at least one year, who:
    - has made a significant land and/or monetary contribution to the particular public facility, park, natural area or amenity at issue,
    - has performed extraordinary or outstanding public service for the good of the community, and/or
    - was an outstanding community leader who made significant civic contributions to Athens-Clarke County.
- Names that duplicate or that are very similar to existing public facilities, parks, natural areas, or amenities shall not be considered in order to avoid confusion.

- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Renaming: A name selected for a public facility, park, natural area, or amenity should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Proposed name changes shall be subject to the same considerations and criteria set forth in this policy for the naming of public facilities, parks, natural areas, and amenities.

VII. Business Naming Policy

- Where naming rights are purchased for a corporate entity or business, the naming rights shall be limited to no longer than the life of the corporate entity.
- Benefits which may violate other Unified Government of Athens-Clarke County policies or ordinances will not be included in any agreement.
- The following criteria must be met for any corporate entity or business applying for corporate naming rights:
    - Does not discriminate against any person, employee, member, or volunteer on the basis of race, color, creed, religion, gender, sexual preference, age, marital status, ancestry, national origin, or physical or mental disability, in compliance with all federal, state, and local laws and statutes.
    - Name does not have connotations that by contemporary community standards are derogatory or offensive.
    - Does not constitute violations of law.
    - Does not participate in unethical business practices as determined by a court of law.
    - Does not exploit participants or staff members of the Unified Government of Athens-Clarke County.
- The Mayor and Commission reserves the right to reject any corporate naming request.

VIII. Recognition

Markers may be placed in facilities, parks, natural areas, and amenities to recognize those individuals or groups being honored or memorialized. These identifications shall be approved by the affiliated department Director and conform to sign policies. All recognition must be in keeping with the character as defined by the Unified Government of Athens-Clarke County.
The Unified Government of Athens-Clarke County reserves the right to modify or remove any marker if deemed appropriate for governmental purposes.

IX. Exclusions

- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent (i.e. park benches, tables, etc.), shall be addressed under a separate Leisure Services Department policy.

X. Responsibilities

The Director of the affiliated department shall administer this policy.

XI. Exceptions

The Athens-Clarke County Commission may make exceptions to this policy when warranted by exceptional circumstances.

Any pending renaming request submitted to Athens-Clarke County Unified Government before March 3, 2021 will not be affected by any changes or updates to this policy and will be immediately sent to the Mayor & Commission for consideration.

Recommended By:



Date: _March 2, 2023

Blaine Williams, Manager

Approved by the Commission of the Unified Government of Athens-Clarke County on: March 7, 2023

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

Naming of Public Facilities, Parks, Natural Areas, and Amenities Application

INSTRUCTIONS:

1. Please review the Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities policy for information on the rules and process.
2. Contact the appropriate Athens-Clarke County Government (ACCGov) Department Director, or designee, if you have questions or need additional information.
3. Complete this application form in its entirety to include a written narrative to support the nomination for consideration.
4. If proposing a name after an outstanding person, include documentation of the individual's community involvement, civic contributions, and public service in Athens-Clarke County.
5. Provide evidence of community support by completing the petition form provided by ACCGov. Reference policy for more information on completing a petition.
6. Once completed, return the application form and all attachments to the appropriate ACCGov Department.

Applicant Name: Evelyn Barrow

Mailing Address: 424 Reese St City/State: Athens, GA Zip: 30601

Home Phone: 706-296-2537 Work Phone: _____ Cell Phone: 706-296-2537

Email Address: evelynpbarrow52@gmail.com

Organization (if applicable): _____

Proposed Name/Change

Request to Name:

- ☒ Facility
- ☐ Park
- ☐ Natural Area
- ☐ Amenity

_____

- ☐ Other

_____

Criteria:

- ☐ Neighborhood or geographical identifications
- ☐ A historical figure, place, event, or other instance of historical or cultural significance
- ☐ Natural or geological features

☐ An individual, living or deceased, who:

- has made a significant land and/or monetary contribution to the particular public facility, park, natural area or amenity at issue,
- has performed extraordinary or outstanding public service for the good of the community, and/or
- was an outstanding community leader who made significant civic contributions to Athens-Clarke County.

Current name of Facility, Park, Natural Area, or Amenity (if applicable)

Rocksprings Park and Community Center

Facility, Park, Natural Area, or Amenity Address:

291 Henderson Extension, Athens, GA 30606

Proposed New Name:

Christine W. Howard ~~Recreation Center~~ Park and Community Center EB

Once the application has been processed and reviewed, the applicant will be notified of the next steps in accordance with the policy for Naming and Renaming of Public Facilities, Parks, Natural Areas, and Amenities.

Attachments: Written Narrative of Support

Documentation of Community Involvement, Contributions, and/or Public Service (if naming for an individual)

Completed Petition

Written narrative to suppport nomination for naming of public facilities:
Rocksprings Park and Community Center
To
Christine W. Howard Recreation Center

Christine (Chris) Weaver Howard was born and raised in Athens, Georgia and truly loved her community through her passion for sports. Christine graduated from Athens High and Industrial School in 1951 and was one of the school's greatest women athletes, leading the girls basketball team for four years. As a guard and forward, Howard excelled at both the six-player and five-player games.

In 1961, she began her personal service ministry volunteering at the Rocksprings Recreation Center under Artie Charles Brown. Her ability to engage youth and guide them on a positive path was not overlooked as she was later employed as a Center Leader at Rocksprings Recreation Center in 1963. Chris provided extended care for children of working parents and exposed the neighborhood children to a variety of activities and camps that would not just amuse them, but also prepare them for life. She joined other city agents in the Athens Model Cities program and was later promoted to an Area Recreation Supervisor in 1970.

Not long after, Chris met and married fellow co-worker James Howard, Jr. Together, they were active in coaching, managing concessions, and funding recreational activities including summer dances. On Fridays, Chris helped organize socials for the kids where they sold hotdogs and drinks in order to fund field trips to places such as Atlanta Braves games, Disney World, Six Flags, Stone Mountain, etc. She truly championed opportunities for the kids within the community to experience places they may have never had the chance to see outside of Rocksprings Recreation Center. Beyond activities, she worked with the University of Georgia to provide tutors and educational learning opportunities to the attendees of the recreation center. Chris fostered a community of family where they all looked out for each other, stimulated their brains through playing board games, and cared for children until their parents were off from work.

Chris spent 26 years as a supervisor/coach for softball and baseball while also encouraging kids to participate in other sports outside of her realm of expertise and experience such as swimming and gymnastics. As a result, many of those kids went on to become lifeguards. Christine effectively built a system of paying it forward where she not only coached and sent kids off to college to play sports, but many of them secured positions working at the recreation department or coaching at high schools and colleges.

Christine mentored several community members that ended up following in her own footsteps. Horace King who was mentored by Howard via Rocksprings Recreation Center went on to the University of Georgia and the NFL to play for the Detroit Lions. King was part of the First Five, the first African-American football players in program history at the University of Georgia. Willie Green, former professional athlete who played for both the Detroit Lions and Tampa Bay Buccaneers, also spent his formative years under the guidance of Chris. Billy Wade grew up in

Rocksprings Recreation Center, went on to graduate from college and become a coach himself. Gloria Mason, who was also under the direction of Howard, went on to work for the recreation department. Willie Hull, growing up under the direction of Chris at Rocksprings Recreation Center, went on to become a supervisor at Lay Park. Chris' impact on these lives and many others is shown through so many diverse, successful life journeys.

Chris also organized the recreation football teams. While the recreation football league grew, the budget remained the same at $500 per year, which meant she was involved in some extensive fundraising in the early years. She never let anything limit her reach to the youth. Until her retirement in 1999, Chris worked extensively with seniors as the Program Coordinator for senior citizens, providing enriching activities like ceramics, local outings such as camping, and transportation services. Beyond the Rocksprings Recreation Center, Chris worked diligently for ten years to coordinate the Hill Chapel Legacy Awards Scholarship Banquet which highlights prominent citizens for their civic contributions and provides several collegiate scholarships to local youth. Former Athens Mayors Gwen O'Looney and Nancy Denson were both recognized for their community contributions via Howard's leadership over the Legacy Awards.

Through all of Chris' contributions, she truly left a legacy of excellence in sports, education, and community involvement. The many lives she touched are a true testament to that. Women are often left out of the legacy of sports, and it is vital to show future sports leaders about the success and impact women have made within our community. Today, it's becoming increasingly more evident how important women in sports are for society. Our very own, Christine (Chris) Weaver Howard, paved the way and is the perfect embodiment of that in our community.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Water and Wastewater Connection Fees for Athens Area Habitat for Humanity: 195 Marlborough Downs Rd

DATE: November 29, 2023

BUDGET INFORMATION:

REVENUES: ($6,375)

EXPENSES:

FUNDING SOURCE: Water & Sewer Enterprise Fund

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request the Mayor and Commission:

a. Exempt the water and wastewater connection fees of $6,375 at 195 Marlborough Downs Road based on Athens Area Habitat for Humanity (AAHFH) providing additional affordable housing resources of substantial benefit to the Athens-Clarke County community; and
b. Authorize Mayor and ACCGov staff to execute all related documents.

HISTORY:

1. In 1987 water and wastewater connection fees were established. Subsequent updates to the ordinance occurred on January 5, 1993, October 3, 1995, March 1, 2005, May 6, 2008, May 10, 2010, February 7, 2017, March 2, 2021, June 7, 2022, and June 6, 2023.
2. On June 4, 2019, the M&C adopted revisions to the water and wastewater connection fee provisions of Code allowing M&C-approved exemptions for public benefits such as affordable housing and job creation.
3. On February 2, 2021, the M&C accepted the Financial Element of the 2020 Service Delivery Plan Update with associated water and sewer rates and fees charged to water and sewer accounts, as amended by the Commission-Defined Option.
4. On October 17, 2023, Athens Area Habitat for Humanity requested water and sewer connection fees of $6,735 be waived for an affordable housing project at 193 Marlborough Downs Road.

FACTS & ISSUES:

1. *Connection fee purpose and scope.* Water and wastewater connection fees refer to the payment made by a builder or developer representing the share of the capital cost of water and wastewater conveyance and treatment system proportionate to that development's demand. Connection fees help to establish equity in the water and wastewater infrastructure with respect to existing ratepayers. In an enterprise function of government, water and sewer customers are both ratepayers and owners/investors in the environmental and public health infrastructure. The result of charging connection fees is that existing ratepayers' investment in infrastructure with capacity for new development is matched by new development.
2. *Criteria.* Criteria for connection fees include the following:
   - New taps of varying sizes match equity held by existing homes and businesses
   - Fair, defensible and predictable for new investors
   - Fees compare well with other jurisdictions
   - Comport with public interest regarding economic development and affordable housing
3. *Affordable housing and economic development.* Regarding the two criteria of economic development and affordable housing, the ordinance amendment in June 2019 allows the M&C to exempt connection fees as follows:

   - *Code Section 5-3-76 Water Connection Fees.* "The Mayor and Commission may exempt all or part of particular development projects from water system connection fees if the Mayor and Commission determine that such projects will either: (i) create substantial economic development and employment growth of benefit to the Athens-Clarke County community, or (ii) preserve existing or provide additional affordable housing resources of substantial benefit to the Athens-Clarke County community."
   - *Code Section 5-3-79 Wastewater Connection Fees.* "The Mayor and Commission may exempt all or part of particular development projects from wastewater connection fees if the Mayor and Commission determine that such projects will either: (i) create substantial economic development and employment growth of benefit to the Athens-Clarke County community, (ii) facilitate conversion of existing on-site sewage disposal systems to public wastewater which conversion will substantially benefit water quality in the watershed, or (iii) preserve existing or provide additional affordable housing resources of substantial benefit to the Athens-Clarke County community."
4. Since the adoption of the 2019 ordinance amendment, the following requests for water and/or wastewater connection fee waivers for affordable housing developments have been received and approved by the M&C:

ADDRESS	RECEIVED BY PUD	APPROVED BY M&C
705 Spring Valley Rd	September 15, 2020	February 2, 2021
883 Reese St	May 5, 2021	August 3, 2021
874 & 876 Waddell St	April 14, 2022	June 7, 2022
320-340 Hawthorne Ext	January 24, 2023	April 4, 2023
250 Dublin St	January 24, 2023	April 4, 2023

5. AAHFH is an affordable housing partner with the Unified Government of Athens-Clarke County (ACCGov). AAHFH has built and renovated 93 homes in the Athens-Clarke County area for families with an Area Median Income of 50-80%, including 17 other affordable housing residences in the Stonehenge neighborhood where 195 Marlborough Downs Road is located **(Attachment #1)**.

6. AAHFH has requested a waiver of water and wastewater connection fees in the total amount of $6,375. The cost of water meters and regular water & sewer billing based on use are not included as part of this waiver request.

Sanitary Sewer:	
(1) ¾" sewer connection fee	$3,875
Water Connections:	
(1) ¾" water connection fee	$2,500
Total Water and Sewer Connection Fees:	$6,375

7. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
   - Quality, Stable, Affordable Housing for All Goal, Strategy A: *Support home ownership by increasing opportunities for low- and middle- income people to own a home and help people retain and remain in homes.*

OPTIONS:

1. Mayor and Commission:
   a. Exempt the wastewater connection fees of $6,375 at 195 Marlborough Downs Road based on Athens Area Habitat for Humanity providing additional affordable housing resources of substantial benefit to the Athens-Clarke County community; and
   b. Authorize Mayor and ACCGov staff to execute all related documents.
2. Mayor and Commission deny the request.
3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option 1 a & b

DEPARTMENT: Public Utilities

Prepared by: Hollis Terry IV



11/27/23

Hollis Terry IV — Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b



December 5, 2023

Manager — Date:

ATTACHMENTS:

Attachment #1 - AAHFH Projects

Attachment #1

Athens Area Habitat for Humanity
Affordable Housing Activities with HCD

Funding Type	Total Award	Activities Carried Out by Agency:
FY17 HOME	$239,823	Acquisition of rental properties (24 units) for rehab and affordable rental.
FY21 CDBG	$190,000	Homeowner occupied rehab (25 units); rehab of homebuyer and rental housing units (5 units).
FY21 HOME	$120,000	Construction of two single-family affordable homebuyer units.
FY22 CDBG	$192,500	Homeowner occupied rehab (14); rehab of homebuyer and rental housing units (3).
FY23 CDBG	$155,000	Homeowner occupied rehab (13); rehab of homebuyer and rental housing units (4).
FY24 ARPA	$1,500,000	Construction of up to 70 affordable housing units located in East Athens (Micah's Creek Project).
FY24 CDBG	$147,000	Currently funded to provide homeowner occupied rehab and rehab of homebuyer and rental housing units.
FY25 HOME	Applied for funding to support infrastructure development.	Infrastructure to support development of up to 70 affordable housing units located in East Athens (Micah's Creek Project).

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Matching Funds for Federal Southern Crescent Regional Commission State Economic and Infrastructure Development (SEID) Grant Program

DATE: November 28, 2023

BUDGET INFORMATION:

REVENUES: $0

EXPENSES: $35,000 required matching funds

FUNDING SOURCE: FY24 Economic Development Department Budget (Special Programs Fund – Workforce Development program)

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that the Mayor and Commission (M&C):

a. Approve the Unified Government of Athens-Clarke County's (ACCGov) participation in the Federal Southern Crescent Regional Commission State Economic and Infrastructure Development (SEID) Grant Program and the required local match; and
b. Authorize appropriate staff to execute all related documents.

HISTORY:

1. In 2021, ACCGov's Economic Development Department began partnering annually with Northeast Georgia Regional Commission - WorkSource Northeast Georgia to facilitate a Summer externship program for Clarke County School District educators to spend time on-site with local advanced manufacturing and biotechnology employers, visit related programs of study at Athens Technical College, and learn about high school career preparation pathways at CCSD's Athens Community Career Academy. Over the past three summers, more than 60 CCSD educators have participated in the externship program.

2. In May 2022, Boehringer Ingelheim Animal Health announced that they would expand their Athens-Clarke County campus by investing $57 Million to build a new research and development-focused Global Innovation Center and adding 55 new jobs.

3. In August 2022, ACCGov Economic Development partnered with CCSD's Community Career Academy, Georgia Bio - Workforce Division, and Athens Technical College to convene a Catalyst Committee of leaders of 6 local biotechnology companies that hire

for positions with a high school level of education, to create a new biomanufacturing pathway curriculum, and develop a hands-on learning laboratory for students to learn high-demand, entry-level skills. The new biomanufacturing pathway is currently under review by the Georgia Department of Education and if approved will launch in Athens-Clarke County in Fall 2024.

4. In April 2023, Meissner, a biotechnology company that makes microfiltration devices for the pharmaceutical industry, announced their selection of Athens-Clarke County for a new facility with an investment of nearly $250 Million that will create approximately 1,785 new jobs. Roughly half of the new jobs to be created will be production jobs, for those with a high school diploma.

5. On June 19, 2023, the federal Southern Crescent Regional Commission (SCRC) released the 2023 Notice of Funding Availability for the State Economic and Infrastructure Development (SEID) Grant Program. One of the targeted goals and objectives for the funding is for efforts that strengthen workforce capacity by "promot[ing] workforce development programs for local, high-demand job opportunities."

6. In early September 2023, a group of grant partners, including Northeast Georgia Regional Commission - WorkSource Northeast Georgia (applicant), ACCGov Economic Development Department, the Development Authority of Walton County, and Newton County Industrial Development Authority submitted a pre-application for the SCRC's SEID Grant program. The proposal requested funding to support workforce development for local high-demand job opportunities in bioscience/biomanufacturing and advanced manufacturing, including:
    - K-12 educator externships with local bioscience/biomanufacturing and advanced manufacturing employers;
    - paid work-based learning opportunities for high school students with local employers;
    - short-term credential/training to help create entry-level job access for high school students;
    - professional development training for STEM/bioscience educators; and,
    - regional marketing of bioscience/biomanufacturing and advanced manufacturing career pathways to raise awareness and access to available careers.

7. In mid-November 2023, the SCRC informed Northeast Georgia Regional Commission - WorkSource Northeast Georgia that the group's pre-application has been selected to submit a full grant application for $340,025 for SEID Grant Program consideration. The full grant application is due December 15, 2023.

FACTS & ISSUES:

1. According to *The Georgia Life Sciences Industry Trends and Impacts Report, 2022*, "*Companies across the industrial life sciences in Georgia have published more than 52,000 unique job postings in the last 3.5 years, representing the breadth of both the sector in terms of leading employers with hires, and the roles required in terms of varied skill and educational requirements*."

2. Since 2020, approximately 2,040 new biotechnology jobs have been announced by new and existing employers located in Athens-Clarke County: RWDC Industries (200), Boehringer Ingelheim Animal Health (55), Meissner (1,785). These announcements are in addition to organic job growth over the past year at local biotechnology companies including Athens Research & Technology, Dalan Animal Health, and Ethicon.

3. The new biomanufacturing career pathway that has been developed by the Catalyst Committee for CCSD's Community Career Academy will be the first of its kind in the State of Georgia. Biomanufacturing pathway students will learn high-demand, hands-on laboratory skills and Good Manufacturing Practices (GMP) utilized by local employers. Upon completion of the 3-course pathway, students will take the Biotechnician Assistant Credentialing Exam (BACE), an industry-recognized exam designed to assess core skills and knowledge sets defined by the bioscience industry.

4. The requested $340,025 in SCRC SEID Grant Program funds, if awarded, will be used collaboratively by the grant partners towards workforce development for local high-demand job opportunities in bioscience and advanced manufacturing in the Northeast Georgia region (Athens-Clarke, Walton, and Newton counties), including:
    - K-12 educator externships with local bioscience/biomanufacturing and advanced manufacturing employers;
    - paid work-based learning opportunities for high school students with local employers; short-term credential/training to help create entry-level job access for high school students;
    - professional development training for STEM/bioscience educators; and,
    - regional marketing of bioscience/biomanufacturing and advanced manufacturing career pathways to raise awareness and access to available careers.

5. The Northeast Georgia Regional Commission - WorkSource Northeast Georgia will be the grant applicant and administer the grant funds, if awarded, on behalf of the grant partners.

6. If awarded, the grant requires a total of $140,000 in matching funds. The grant partners will each provide a portion of the matching funds. ACCGov would be responsible for $35,000 in matching funds.

7. The Economic Development Department has $35,000 in the department's FY24 Budget that could be used for the required matching funds, if the grant is awarded.

8. This recommendation supports the following ACCGov Strategic Plan Goals and Strategies:
    - Identify and Close Gaps in Partnership with the Community Goal, Strategy A: *Partner to develop tools and relationships to increase awareness of and access to Athens workforce and workplace development opportunities.*
    - Identify and Close Gaps in Partnership with the Community Goal, Strategy E: *Support Diverse, Innovative, and Creative Economy*

OPTIONS:

1. Mayor and Commission:
    a. Approve the Unified Government of Athens-Clarke County's (ACCGov) participation in the Federal Southern Crescent Regional Commission State Economic and Infrastructure Development (SEID) Grant Program and provide the required local match; and
    b. Authorize appropriate staff to execute all related documents.

2. Mayor and Commission do not approve the matching funds for the grant.

3. Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a & b

DEPARTMENT: Economic Development
Prepared by: Ilka McConnell



Ilka McConnell

11/28/23
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b



December 5, 2023

Manager Date:

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Vendor Selection and Contract Award: RFP 01114 - Leisure Services Comprehensive Master Plan

DATE: December 4, 2023

BUDGET INFORMATION:

REVENUES: $0

EXPENSES:
ANNUAL:
CAPITAL: Up to $446,739
OTHER:

FUNDING SOURCE: FY22, FY23 & FY24 Capital Funds

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:
To request that the Mayor and Commission:

a. Approve the selection of Berry, Dunn, McNeil & Parker, LLC (dba BerryDunn) as the most responsive proposal for the provision of an ACCGov Leisure Services Department Comprehensive Master Plan; and

b. Authorize Mayor and appropriate staff to execute the proper documentation to award the contract to BerryDunn for an amount not to exceed $446,739 for the completion of said plan.

HISTORY:

1. In early 2008, PROS Consulting LLC was selected to begin work on a Strategic Master Plan for Leisure Services.

2. On June 15, 2021, the Mayor and Commission (M&C) authorized $100,000 to develop a master plan for the Rock and Shoals property off Barnett Shoals Road. The decision was made by staff to merge this project with the pending department master plan.

3. On June 7, 2022, and June 6, 2023, the Mayor and Commission (M&C) authorized up to $400,000 in capital funding for a Comprehensive Master Plan for the Athens-Clarke County Leisure Services Department which included $200,000 per year for two fiscal year budgets (FY23 and FY24).

4. On June 6, 2023, the Finance Department's Purchasing Division issued a Request for Proposal (RFP) to place a bid for a Comprehensive Master Plan for the Athens-Clarke County Leisure Serves Department. **(Attachment #1)**

5. On July 21, 2023, a Q & A addendum was added to RFP # 01114 for service expectation clarification questions asked by the bidding contractors. Answers to these questions were provided via the addendum to interested companies. **(Attachment #2)**

6. On August 10, 2023, two proposals were received for the development of a Leisure Services Master Plan from the following firms:
   - Berry, Dunn, McNeil & Parker, LLC; and
   - WLA Studios

7. On September 11, 2023 and September 14, 2023, the Master Plan selection team interviewed both firms and scored each proposal. As a result of their work, the team agreed that BerryDunn provided the most responsive proposal and were best suited to perform the work required. **(Attachment #3)**

8. On September 26, 2023, the Finance Department's Purchasing Division certified the RFP 01114 review panel selection of BerryDunn for award of the associated contract.

FACTS & ISSUES:

1. The goal of a Strategic Master Plan is to provide a long-range vision, reduce cost redundancies, build community support, and help secure grant funding for Leisure Services. The development of the Master Plan is expected to be accomplished through public engagement, research, surveys, and staff input to assess the current and future needs of the residents and communities surrounding Athens-Clarke County, particularly in terms of arts, nature, and recreation. Compilation of a Strategic Master Plan for Leisure Services is an important tool that ACCGov will use to enhance the development, funding, management, and planning of the department's cultural and natural resources, facilities, parks, and trails, as well as the activities and programs offered by the department and its' community partners.

2. The scope of the Master Plan will entail:
   - A review and assessment of community demographics and trends.
   - An inventory of existing parks and their condition.
   - Recommendations for further park development and improvements.
   - An evaluation of staffing for departmental growth.
   - A program inventory to include a needs assessment.
   - Strategies for acquiring long range and increased grant funding.

The Plan will also incorporate any proposed future park expansion concepts such as Pocket Parks and other ACCGov properties to include Rock and Shoals, with cost estimates. The Plan will be accomplished through a series of community input sessions that will afford all residents the opportunity to share input. A final document and presentation will be developed in a way that can be presented and adopted by the Mayor and Commission.

3. A Comprehensive Master Plan is also envisioned as a document that follows best practices as outlined by the National Parks and Recreation Association (NRPA). Once a Master Plan is implemented, Leisure Services will have met one of the main requirements to start the accreditation process through NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation. This accreditation is the only national level accreditation available and there are currently only 206 agencies that maintain this prestigious status.

4. This recommendation supports the following FY23-25 Strategic Plan Goal Area #3: Organizational Improvement, Section C: *Improve programs, processes, policies and communication external and internal, assess how resources are allocated to meet existing and future needs for better service delivery and what we deliver.*

OPTIONS:

1. Mayor & Commission:
   a. Approve the selection of Berry, Dunn, McNeil & Parker, LLC (dba BerryDunn) as the most responsive proposal for the provision of an ACCGov Leisure Services Department Comprehensive Master Plan; and

   b. Authorize Mayor and appropriate staff to execute the proper documentation to award the contract to BerryDunn for an amount not to exceed $446,739 for the completion of said plan.

2. M&C deny selection of BerryDunn as the most responsive proposal for the provision of a Comprehensive Master Plan for the Leisure Services Department.

3. M&C defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a and b

DEPARTMENT: Leisure Services
Prepared by: Kent Kilpatrick



Kent Kilpatrick

11/20/23

Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a and b





Manager

December 8, 2023
Date:

ATTACHMENTS:
Attachment #1 – Comprehensive Master Plan RFP
Attachment #2 – RFP Addendum
Attachment #3 - BerryDunn Proposal

THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY(ACCUG)

DATE: **June 6, 2023**

TO: **Pre-Qualified Vendors**

SUBJECT: **RFP # 01114 LEISURE SERVICES COMPREHENSIVE MASTER PLAN**

You are invited to submit a proposal to provide a Comprehensive Master Plan, for the Leisure Services Department.

Inquiries regarding proposals should be made to Jessica Beri, Purchasing Administrator, or Angie Perteet Senior Buyer, accbids@accgov.com. Technical questions may be directed to Kent Kilpatrick, Leisure Services at: 706-613-3800 or email: kent.kilpatrick@accgov.com.

A MANDATORY pre-proposal conference to respond to all inquiries with regards to this project will be held at **1:00 P.M. ET, Wednesday, June 21, 2023, 375 Satula Ave, Athens, Georgia 30601.** Potential offerors are required to attend.

This project is estimated not to exceed $450,000.00.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

*** One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing, One (1) printed paper copy(s) without pricing**
*** One (1) Separately Sealed USB Flash drive with Section V-D Price Proposal Schedule, with One (1) printed paper copy(s) of section V-D Price Proposal Schedule. Both of these must be submitted in a clearly marked and separately sealed envelope.**

Proposals are to be sealed, marked with the offeror's name and address and labeled, "RFP # 01114 Leisure Services Comprehensive Master Plan" and delivered to:

The Unified Government of Athens-Clarke County
Finance Department, Purchasing Division
375 Satula Avenue
Athens, Georgia 30601

Not later than **3:00 P.M. ET, Thursday, August 10, 2023**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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ATTACHMENT A: WHAT YOUR BUSINESS NEEDS TO KNOW ABOUT GEORGIA'S E- VERIFY REQUIREMENTS

SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

A complete signed proposal must include the documents listed below:

PROPOSAL FORMAT: Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. ***The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.***

All proposals received will become a part of the official contract file and may be subject to disclosure.

PROPOSAL FORMAT: All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.

2. **Table of Contents:** Including all sections and subsections.

3. **Business Information:** State the full name and address of your organization and the branch office or subordinate element that will perform the services described in this proposal. Include a telephone number, the point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.

4. **Team Organization and Roles:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles.

5. **Experience and Understanding of Project:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles.

    a. **Current Project Assignments**: Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
    b. **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.

    c. **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.

6. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

SUBMITTAL FORMAT: ALL proposal copies must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the RFP number and TITLE (**"RFP # 01114 Leisure Services Comprehensive Master Plan"**). If you have an ACCUG Vendor Number please include it on the sealed envelope or container. If you do not know or have a vendor number, please note we are not entering "bid only" vendors into our database. We will set up your company if you are awarded the RFP. Please rest assured that the vendor number is not a requirement for submitting your bid and will not count against you in any way.

☐ **One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing**
☐ **One (1) paper copy of the signed proposal WITHOUT price**

☐ **One (1) Separately Sealed USB Flash drive with copy of section V-D Price Proposal Schedule with**
☐ **One (1) paper copy of section V-D Price Proposal Schedule**
(Must be submitted separately in a sealed envelope)

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered**.

ALL DOCUMENTS SUBMITTED ON USB FLASH DRIVE MUST BE IN A SINGLE PDF FILE

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to create a Comprehensive Master Plan for the Leisure Services Department. Only the firms shortlisted during the Request for Qualifications phase of this solicitation are invited to participate in thie RFP. The Comprehensive Master Plan will involve public engagement, surveys, research, and staff input to assess the current and future needs of the residents and communities surrounding Athens-Clarke County, particularly in terms of nature, arts, and recreation. The ultimate objective of this plan is to enhance the planning, funding, development, and management of the department's parks, facilities, trails, natural and cultural resources, as well as the programs and activities offered by the department and its community partners. Currently, there is not a Comprehensive Master Plan for the Leisure Services Department.

The comprehensive master plan is also envisioned as a document that follows best practices as outlined by the National Parks and Recreation Association (NRPA), meeting the requirements for the pursuit of accreditation through NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

Proposal Documents Available……...**Monday, June 12, 2023**

Pre-Proposal Conference ..... **1:00 P.M. ET, Wednesday, June 21, 2023**

Mandatory Site Visit..... **2:00 P.M. ET, Wednesday, June 21, 2023**

Deadline for submission of questions..... **2:00 P.M. ET, Friday, July 14, 2023**

Deadline for receipt of proposal ..... **3:00 P.M. ET Thursday, August 10, 2023**

Presentations to be presented……September 11, 2023 – September 15, 2023
(Contact Kent Kilpatrick, Leisure Services at: 706-613-3800 or email: kent.kilpatrick@accgov.com to schedule presentation.)

C. CONTACT PERSON

The contact person for this RFP is Jessica Beri, Purchasing Administrator, or Angie Perteet Senior Buyer, accbids@accgov.com. Technical questions may be directed to Kent Kilpatrick, Leisure Services at: 706-613-3800 or email: kent.kilpatrick@accgov.com.

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 120 days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and email address.

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements

Offerors who obtain this Request for Proposal from Georgia Procurement Registry or Athens Clarke County/Purchasing (https://www.athensclarkecounty.com/Bids.aspx)or from other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified, withdrawn, or canceled by the offeror for a period of **one hundred twenty (120) days** following the time and date designated for the receipt of proposals, and each offeror so agrees in submitting his proposal. Negligence on the part of the Offeror in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

G. PROPOSAL CLOSING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from Georgia Procurement Registry or Athens Clarke County Bids or via email request to E-Mail: accbids@accgov.com after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to the commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of the Athens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. AWARD OF CONTRACT

Award will be made to the responsible offeror whose proposal is responsive to the terms of the request for proposals and is most advantageous to the Unified Government of Athens-Clarke County.

Q. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license if they are physically located in Athens-Clarke County or if they perform a service in Athens-Clarke County.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to the Unified Government will not be accepted.

R. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

S. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10**. If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;

SECTION III - SCOPE OF SERVICES

A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCUG) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCUG serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCUG provides a multitude of local and state-funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCUG employs approximately 1,500 people.

The ultimate objective of this plan is to enhance the planning, funding, development, and management of the Athens Clarke County's parks, facilities, trails, natural and cultural resources, as well as the programs and activities offered by the Leisure Services department and its community partners. Currently, there is not a Comprehensive Master Plan for the Leisure Services Department.

B. GENERAL REQUIREMENTS

1. Contract Performance Period: Contract performance period shall be determined from the date of award, unless terminated by either party giving to the other written notice of termination in writing thirty (30) days prior to the proposed date of termination. Termination by the Unified Government of Athens-Clarke County can be immediate upon contractor failure to comply with any of the terms.

C. ADDITIONAL REQUIREMENTS

1. TERMINATION FOR CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the successful vendor at least ten (10) days before the effective date of termination. The successful vendor will not be relieved of any outstanding responsibilities or unfinished obligations under this contract.

   The successful vendor has the right to terminate this contract for cause by providing a written notice of intent to the Purchasing Administrator to terminate at least thirty (30) days prior to the effective date of the contract termination.

2. TERMINATION WITHOUT CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the contract at any time without cause, in whole or in part, by providing a written notice to the other party at least thirty (30) days before the effective date of termination. The other party will not be relieved of any outstanding responsibilities or unfinished obligations under this contract that were incurred prior to termination.

3. INSURANCE.

a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.

b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:

   i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least $1,000,000 each accident; at least $1,000,000 each employee for disease and $1,000,000 policy limit for disease.
   ii. General Liability - $2,000,000 aggregate; $1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
   iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least $1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
   iv. Excess Liability - $1,000,000 on a per occurrence basis.
   v. Professional Liability - $2,000,000.00
   vi. Any bid exceeding $50,000 requires a performance and payment bond for in the amount of 100% of the job. No material deviation from the language will be accepted. These documents must be filled out completely and notarized with appropriate power of attorney form attached. The bonding company must appear on the Federal register of approved companies.

c. The Certificate of Insurance evidencing required insurance coverages must be provided. An endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County's interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Administrator. An additional insured endorsement must be provided on all policies, except workers' compensation and professional liability, naming Unified Government of Athens Clarke County as an additional insured. A primary and non-contributory endorsement must be provided on all coverages, except workers' compensation and professional liability.

d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.

e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request."

f. The following persons or entities are to be listed on the Contractor's general liability policy of insurance as additional insureds:
Unified Government of Athens-Clarke County, Georgia.

D. SPECIFIC TASKS:

The project is expected to include, at a minimum the following items:

- Review and assessment of community demographics and trends;
- Inventory of existing parks and provide a conditions report for each park and their facilities;
- Through public input, identify unmet current and future needs in the parks system;
- Prioritize park improvements, development, and any proposed future park development;
- Develop a cost estimate for the park improvements designated in the proposed master plan;
- Evaluate current programming, and recommend updates or additions based on community input;
- Evaluate staffing and funding needs along with strategies; and,
- Prepare final document and presentation organized such that it can be presented and adopted by the Athens-Clarke County Mayor and Commission.

To facilitate the preceeding specific task requirements RFP submittals shall include, but not be limited to your approach to the following tasks and associated deliverables:

1. Project Administration

The consultant will conduct meetings and communicate with Leisure Services staff on a regular basis throughout all phases of the project, to review and comment upon work products, refine plan objectives, and develop recommendations.

Associated Project Deliverables should include: work plan, project timeline, meeting schedules, agendas, handouts, minutes/reports, etc.

2. Demographics Report

The consultant will develop demographic characteristics that provide a snapshot of the community population including current and projected data on health, household makeup, race and ethnicity, income, housing status, education, transportation access, and access to technology.

Associated Project Deliverables should include:
Community Research and Analysis Report that includes charts, tables, and reports reflecting community demographics and recommendations related to this project in a succinct and clear format.

3. Inventory and Conditions Report

Develop a comprehensive inventory of the existing parks and recreation facilities. This includes the development of a GIS based condition assessment tool for park facilities and amenities that can be used for annual inspections and condition updates. The overall inventory and condition report will include the following:

- Parks and Facilities (All)
- Classification type and purpose
- Map location
- Acreage
- Inventory of facilities and amenities

- Assessment of physical conditions and functionality using the GIS based data collection tool
- A current accessibility score based on data collected by A-Corps
- Improvement recommendations, including accessibility improvements
- Natural and Cultural Resource Management Recommendations

This report should provide a comparative analysis to communities of similar size regionally and to the data provided by the National Recreation and Park Association (NRPA). The analysis should consider the capacity of each amenity found with the park system as well as its functionality, accessibility, general conditions and convenience. Other private and public parks and recreational facilities within the Athens-Clarke County community should be researched and listed in the comparative analysis in meeting resident service needs, including price points for comparable services. The consultant will also produce maps and graphic representations of the parks and the park system for use both in the plan and outreach materials for the Agency.

Associated Project Deliverables should include:
Inventory and Conditions Report that includes charts, maps, tables, and reports to provide the above listed items.

4. Needs Assessment/GAP Analysis

The consultant will produce a Needs Assessment that examines both needs in the existing parks and facilities as well as the need for updated or additional parks, facilities, and amenities. This should include a full inteventory andrecommendations for programming and activities in parks

- Community Outreach/Public Input (See *Meeting, Presentations, and Public Involvement* section);
- Recreation participation trends;
- Level of Service recommendations based on community input and data from the National Recreation & Parks Association – NRPA;
- Full inventory and audit of current programs (including camps)
- Social and physical accessibility audit of programs and activities
- Identify unmet service needs (parks, facilities, trails, open spaces, programs, etc.) of the residents; and,
- Identification of areas of significant recreational opportunities (not existing) to include Event and Open Spaces, Connectivity Networks, etc.

Associated Project Deliverables should include:
Community Involvement Plan; Meeting Agendas, Handouts, Presentations and Minutes/Reports; Survey Instruments and Reports; Needs Assessment Report that includes charts, maps, tables, and reports to communicate the requested items.

5. Recommendations for Park Improvements, Development, and Potential Future Acquisitions

From the Conditions Report and Needs Assessment, the consultant will develop prioritized recommendations to meet needs through renovation and maintenance of existing parks/facilities, development of additional recreational spaces and facilities, and land acquisition to include:

- Level of Service Standards Recommendations
- Park Classification System Recommendations
- Natural and Cultural Resource Management Recommendations that are site specific
- Existing Park and Facilities Recommendations
- Land Acquisition Recommendations *(identify quantities and locations of acreage needed to satisfy future recreation needs)*

- New Park, Trails, Open Space, and Facility Recommendations
- Pocket park study and recommendations, including process for selection and implementation and operations
- Budgeting and Funding Recommendations *(develop estimates of the capital and operational cost for each recommendation and produce a 10-year CIP listing)*

Associated Project Deliverables should include:
Charts, maps, tables, and details to present the final recommendations.

6. Staffing, Operational and Funding Needs along with Strategies.
The consultant will assess the Agency's organizational structure, staffing, operating hours, operating capacity, and funding levels in relation to data provided by the NRPA. The consultant will provide a budget and staffing analysis needed for current level of service, an adequate level of service and a desirable level of service each of which includes capital funding for the CIP. The analysis will also include funding and staffing requirements for future growth and operation in line with the priority recommendations. The consultant will also provide feasible funding strategies and priorities.

Associated Project Deliverables should include:
A summary report of current and future staffing and operational needs with incremental implementation steps and suggested job descriptions and duties.

7. Implementation Strategy
From the Conditions Report and Needs Assessment, the consultant will develop prioritized recommendations to meet needs through renovation and maintenance of existing parks/facilities, development of additional recreational spaces and facilities, and land acquisition to include:

- Yearly goals and objectives with a step by step checklist and timeline, including feasible funding strategies to fill any potential funding gaps in meeting goals
- Simple storytelling guide that identifies wins and milestones that should be shared on a website and social media to help keep the community informed of plan progress
- Clearly identify partnerships and key decision points for ACCGov leadership
- Changes and updates to policies and procedures that will support achievement of plan implementation

Associated Project Deliverables should include:
PDF file of plan implementation guide that includes all above listed elements, basic graphic and web templates for storytelling elements.

8. Meetings, Presentations, and Public Involvement
The consultant will take lead on public involvement for the planning process, providing opportunities for flexibility and adaptability. Materials should be available in multiple language, with translation services provided if needed. The community engagement process will be robust and inclusive of all community members. At a minimum, the consultant should pursue the following engagement tools and opportunities:

- Kick-off Meeting with appropriate staff;
- Multiple and diverse input opportunities for appropriate touch points and milestones during the planning process and should include the following populations:
  - Leisure Services staff;
  - Community Steering Committee;
  - Stakeholder and Focus Group workshops;

    - Traditionally under-represented areas of the community;
- Project website that includes up to date information on the plan process and progress, virtual engagement opportunities, and calendar for all engagement opportunities
- Public surveys (On-line open surveys limited to one response per IP address.);
- Public Presentations at milestones (3 per milestone, outside of traditional working hours and at varied locations);
- Final Presentation to the Athens-Clarke County Mayor and Commission

Associated Project Deliverables should include:
Meeting Schedules, Agendas, Handouts, Presentations, Minutes/Reports; Survey Instruments and Reports; Etc.

9. Prepare Final Document

The consultant will prepare a reader-friendly document with an emphasis on maps, charts, photos, graphics, and tables to convey information rather than using lengthy text. The plan should be formatted in such a way that is easy to update on a routine basis. The plan should be constructed in a manner that allows for the relevant parts to be separated as necessary. Electronic versions of key plan elements should be provided to assist with sharing.

Associated Project Deliverables should include:
Ten (10) spiral bound Executive Summaries of the final plan; and, a complete color version of the final plan and 3 flash drives with the final plan and all project files and data.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Unified Government of Athens-Clarke County intends to evaluate proposals from the shortlisted vendors selected in the RFQ phase of this solicitation.

Based on the evaluation criteria, the Selection Committee will review and assign a score to each proposal. Offerors will make a formal presentation of their firm's experience, project approach, and qualifications and will provide a cost/price proposal. Upon completion of the short-listed firms presentations, the Selection Committee will then score each presentation and the highest ranked firm, after the presentation scoring process, considering price and price-related factors, will be recommended for award.

EVALUATION CRITERIA

Evaluation criteria to be used in determining the selected firm **in order of importance** are:

Evaluation Criteria	**Scoring Value Maximum Points**
Firm Administration and Project Management Approach • Overall quality of submittal • Team and project management • Team member current project loads • Team organization and task assignments • Communication channels and update methodology	15
Project Approach • Understanding of the overall project • Proposed approach to individual tasks • Depth of staff inclusion and engagement • Knowledge of and proposed approach to accessibility project elements • Overall estimated timeline and estimated time dedicated to each task	30
Community Engagement • Depth and effectiveness of proposed engagement tools • Proven success in reaching traditionally under-represented communities (provide references and/or demographics) • Translation services and techniques • Adaptability and Flexibility based on feedback (provide examples) • Overall accessibility of engagement opportunities • Quality and interaction level of online engagement (provide examples)	30
In-Person Presentation • Overall quality of presentation • Understanding of Athens-Clarke County Community and Department needs • Innovation in Community Engagement • Demonstrated ability and technique for pivoting and adapting process if needed • Use of technology in plan development, deliverables, and engagement	25
Pricing	50
MAXIMUM SCORING POINTS TOTAL	**150**

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

A: PROPOSAL FORM

Proposal of_____

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

_____, ***doing business as*** _____***.***

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP # 01114 LEISURE SERVICES COMPREHENSIVE MASTER PLAN** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of one hundred twenty (120) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

☐ ***By checking this box, I acknowledge that I have read ATTACHMENT B - MASTER CARD E-PAYABLES PROGRAM WELCOME LETTER***

☐ ***By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in*** **RFP # 01114 LEISURE SERVICES COMPREHENSIVE MASTER PLAN if awarded.**

Authorized Representative/Title *(print or type)*	**Authorized Representative** *(Signature)*	**Date**

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
					Initial

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

(1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVIT ON FOLLOWING PAGE

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

C: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____

Federal Work Authorization Company Identification Number Date of Authorization

Name of Contractor: _____

Name of Project: _____

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on ____, _____, 202__ in _____, _____.

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 202_

_____

Notary Public
My Commission Expires:

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

D: SCHEDULE OF SERVICES OR PRICE/PROPOSAL SCHEDULE

(Must be submitted separately in a sealed envelope)



Pricing Worksheet.xls

SECTION VI DOCUMENTS CHECKLIST:

PROPOSAL DOCUMENTS CHECKLIST:

- ☐ 1. Cover Letter
- ☐ 2. Table of Contents
- ☐ 3. Business Information
- ☐ 4. Team Organization and Roles
- ☐ 5. Experience and Understanding of Project
- ☐ 6. Other Relevant Information

MANDATORY PROPOSAL FORMS (SECTION V) Offeror must complete, execute and include with the proposal the following mandatory documents:

- ☐ A. Proposal form
- ☐ B. Acknowledgement of Addenda
- ☐ C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- ☐ D. Schedule of Services and Price Proposal **(Must be submitted separately in a sealed envelope)**

ATTACHMENT A

What Your Business Needs to Know about Georgia's E- Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law**, O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed $2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General's website) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found here.

E-Verify Private Employer Requirements

Georgia law**, O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found here.

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/ program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the DHS website. If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at http://www.dhs.gov/e-verify.

ADDENDUM I

DATE: July 21, 2023

TO: ALL PROSPECTIVE BIDDERS

FROM: Angie Perteet, Senior Buyer

RE: **ADDENDUM I, "RFP # 01114 Leisure Services Comprehensive Master Plan"**

Pursuant to RFP # 01114 the following information is provided:

1. QUESTION: Has the ACC Leisure Services Department been doing in-house benchmarking evaluations (including evaluations of compliance with CAPRA standards) that would be made available to the consultant.

ANSWER: Yes, we should have CAPRA evaluation that is partial completion. Some specific programs have industry measures we use such as American Camping Association for Sandy Creek Day Camp.

2. QUESTION: Under 3. Inventory and Conditions Report (page 12), SOW requests "development of a GIS based condition assessment tool" and an "inventory of facilities and amenities."

a. Does this mean that the consultant is expected to create a GIS map and database of every building and small-scale feature (i.e. every light pole, trash can, bench) under the department's purview?

ANSWER: The firm is asked to verify the existing "amenities layers" within GIS that are used for work orders and Capital asset tracking.

b. What GIS based inventory software is currently being used? Does ACC expect the consultant to build an assessment tool using the current software?

ANSWER: ARCGIS. There is an existing tool: Cityworks. ACCLS is asking for an industry standards based evaluation that can be implemented within the current Cityworks system.

3. QUESTION: Needs Assessment/GAP Analysis: Under 4. Needs Assessments/GAP Analysis (page 13), Please clarify the "physical accessibility audit of programs and activities."

a. Is this intended to be a general review of the community's ability to access programs or is it intended to be a full-blown ADA/Accessibility audit of every facility where programs are offered?

ANSWER: Yes, both.

b. Please describe what is meant by "data collected by A-Corps." Is the consultant expected to use this data or will the consultant need to reevaluate accessibility of every facility?

ANSWER: A-Corps was a paid local group of young people that collected raw data that needs to be evaluated.

4. QUESTION: Human Resources: Under 6. Staffing, Operational and Funding Needs (page 14) does the client expect a full Human Resource audit of the department or does the client expect an evaluation of present and projected staffing needs based on industry best practices?

ANSWER: The focus should be evaluating the current program and facility needs for current staffing levels. Also, estimate staffing issues for future need based on industry standards. It is important to understand that ACCLS is part of a larger HR system that needs to be considered.

5. QUESTION: Access to venues: Will ACCUG provide access to public venues (such as gymnasiums, parks, libraries) for the purpose of public engagement events (such as open houses, focus groups, private dinners)? And if so, will food and beverage be allowed on the premises from outside vendors?

ANSWER: Yes, will have access to ACCGov facilities (LS, Fire departments, Library) at no charge. Yes, food and beverage would be allowed based on the site.

6. QUESTION: Communication channels: What communication channels will ACCUG have available to use for the purposes of disseminating public engagement opportunities to the public? (Ie: social media accounts, newsletters, commissioner communications, ACCUG website banner.

ANSWER: Yes, department and ACCGov channels will support this effort.

7. QUESTION: Publicity access: Where on existing communications channels can the contractor place approved copy and links to assets for the purpose of collecting public input from Athens-Clarke County residents? (i.e.: on a specific website page, on social media, a blurb within a newsletter).

ANSWER: ACCGOV.COM, local cable channel, government buildings, CCSD school newsletter, department media.

8. QUESTION: Public awareness partners: Does ACCUG have partnerships with communication partners (such as libraries, schools, places of worship, etc.) that help ACCUG disseminate important public information to residents?

ANSWER: Yes.

9. QUESTION: Mailing materials: Is it appropriate to allow the contractor to mail postcards to residents of Athens-Clarke County to help gather input in the process, and if so, how would the contractor acquire up-to-date addresses of residents, and are there any restrictions to data privacy?

ANSWER: Yes, we can provide addresses through program registration software and the GIO office.

10. QUESTION: Cyber Security requirements: Will ACCUG require cyber-security if we have a tech-enabled website for use in public engagement and gathering input? If so, what is the minimum coverage required (i.e.: $3M, $5M, etc.).

ANSWER: All ACCGov hosted sites (GIS, Registration, and ACCGOV) are secure. Any externally hosted should have cyber-security. Minimum TBD.

11. QUESTION: Presentations: Are there any updates to share regarding the format of presentations for the proposal in September?

ANSWER: Presentation format is up the vendor but should not exceed an hour not including questions from ACCGov. Presentations will be in a conference type room with AV equipment provided.

12. QUESTION: Is a statistically valid survey needed?

ANSWER: Yes

13. QUESTION: Can you provide more detail about the desired depth of the facilities assessment? Is ACC looking for an overview of facility conditions or a detailed assessment?

ANSWER: The firm should help define the industry standards to evaluate a facility/amenity. There is existing data in a GIS enabled work order and asset management software (Cityworks) that is foundational to this effort.

14. QUESTION: Have you established an advisory user group or stakeholder committee? If not, will ACC lead the identification of members or will the consultant lead the formation of said group?

ANSWER: We expect the public input to include the multitude of affiliated groups with the department. Members of a user group are yet to be determined.

OTHER IMPORTANT INFORMATION:

Questions and Answers are hereby added to and become a part of **RFP # 01114 Leisure Services Comprehensive Master Plan.** This Addendum modifies and forms a part of the Quote Documents. All other terms and conditions remain unchanged.

Any inquiries concerning this Request for Proposal should be made to Angie Perteet, Senior Buyer, (762) 400-6053, or email accbids@accgov.com.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the proposal based on the highest and best interest of the Unified Government of Athens-Clarke County.

ADDENDUM I

DATE: July 21, 2023

TO: ALL PROSPECTIVE BIDDERS

FROM: Angie Perteet, Senior Buyer

RE: **ADDENDUM I, "RFP # 01114 Leisure Services Comprehensive Master Plan"**

Pursuant to RFP # 01114 the following information is provided:

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a. Does this mean that the consultant is expected to create a GIS map and database of every building and small-scale feature (i.e. every light pole, trash can, bench) under the department's purview?

ANSWER: The firm is asked to verify the existing "amenities layers" within GIS that are used for work orders and Capital asset tracking.

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a. Is this intended to be a general review of the community's ability to access programs or is it intended to be a full-blown ADA/Accessibility audit of every facility where programs are offered?

ANSWER: Yes, both.

b. Please describe what is meant by "data collected by A-Corps." Is the consultant expected to use this data or will the consultant need to reevaluate accessibility of every facility?

ANSWER: A-Corps was a paid local group of young people that collected raw data that needs to be evaluated.

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ANSWER: ACCGOV.COM, local cable channel, government buildings, CCSD school newsletter, department media.

8. QUESTION: Public awareness partners: Does ACCUG have partnerships with communication partners (such as libraries, schools, places of worship, etc.) that help ACCUG disseminate important public information to residents?

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14. QUESTION: Have you established an advisory user group or stakeholder committee? If not, will ACC lead the identification of members or will the consultant lead the formation of said group?

ANSWER: We expect the public input to include the multitude of affiliated groups with the department. Members of a user group are yet to be determined.

OTHER IMPORTANT INFORMATION:

Questions and Answers are hereby added to and become a part of **RFP # 01114 Leisure Services Comprehensive Master Plan.** This Addendum modifies and forms a part of the Quote Documents. All other terms and conditions remain unchanged.

Any inquiries concerning this Request for Proposal should be made to Angie Perteet, Senior Buyer, (762) 400-6053, or email accbids@accgov.com.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the proposal based on the highest and best interest of the Unified Government of Athens-Clarke County.

Attachment # 3

BerryDunn



PROPOSAL TO THE

Unified Government of Athens-Clarke County, Georgia

TO PROVIDE A

Leisure Services Comprehensive Master Plan

RFP #01114

Berry, Dunn, McNeil & Parker, LLC
2211 Congress Street
Portland, ME 04102
207-541-2200

www.berrydunn.com

Chad Snow, PMP®
Principal
csnow@berrydunn.com

Elsa Fischer, MS, CPRP
Project Manager
efischer@berrydunn.com

Submittal Date:
August 10, 2023



01 Cover Letter

August 10, 2023
Unified Government of Athens Clarke County (ACCUG)
Attention: Kent Kilpatrick, Leisure Services
375 Satula Ave.
Athens, GA 30601
Dear Kent Kilpatrick and Members of the Selection Committee:

On behalf of Berry, Dunn, McNeil & Parker, LLC (BerryDunn), I would like to thank you for the opportunity to submit this follow-up proposal in response to Athens Clarke County's (ACCUG's) Request for Proposals (RFP) #01114 for a Leisure Services Comprehensive Master Plan. We are honored to have been selected to move forward in this process and are excited to discuss this project with ACCUG in greater detail. We have read ACCUG's request and reviewed its terms, conditions, and contents presented therein. Our proposal is a firm and irrevocable offer valid for 120 calendar days from the proposal due date of August 10, 2023.

As you know from our previous submission, BerryDunn is an independent management and consulting firm that has experienced sustained growth throughout its 49-year history. Focused on inspiring clients to transform and innovate, we formed a specialized practice dedicated to serving the needs of clients in the parks, recreation, and libraries industry. BerryDunn's Parks, Recreation, Libraries Practice provides master and strategic planning, programming and financial analysis, feasibility studies, change management, service quality assessments, and more—offering clients deep expertise built upon decades of experience working in and with agencies on comparable projects. We deliver exceptional experiences to organizations like ACCUG as they seek to achieve their visions, offer innovative services and facilities to their constituents, and determine the actions necessary to make consistent progress toward desired outcomes. We appreciate the chance to assist ACCUG in assessing its system and setting priorities to best serve the community.

Our Trusted Subcontracting Partnerships

BerryDunn has carefully assembled a highly qualified project team intended to help ACCUG achieve its goals and objectives for this important initiative. In partnership with Pond, IBCCES, and ETC Institute (ETC), we will contribute tailored and valuable insights, lead thorough information-gathering activities, and develop recommendations in alignment with current and future needs and in conformance with best practices defined by national, regional, and local associations. Below, we highlight our subcontracting partnerships for the master planning process, in conformance with best practices defined by local, regional, and national associations.

POND	IBCCES	ETC INSTITUTE
Contributing site analysis, resource management recommendations, and conceptual costing	Contributing accessibility assessment for programming	Contributing statistically valid survey design and implementation

Why Choose the BerryDunn Team?

We are confident that we are best suited to assist ACCUG with this Leisure Services Comprehensive Master Planning effort, and we ask that you consider the following reasons why the BerryDunn-led team would be the ideal partner on this planning initiative.

We have firsthand experience serving clients in the State and bring locality through our project team members.

We take pride in our long history serving organizations like the ACCUG similar initiatives. We also have one employee, our proposed subject matter expert, Becky Dunlap, whose first job in parks and recreation was working for ACCUG at the Bear Hollow Zoo, which inspired her to advance her career in the field. Our subcontracting partner, Pond, is based in Athens and has completed multiple projects for ACCUG and in the region. These team members will provide unique insights and lessons learned from their years of service and relevant project work to help ensure master planning success for ACCUG.

We understand how to innovate within public-sector parameters because we have held similar positions.

Each of our proposed team members has decades of experience working in local government park and recreation agencies. We leverage these experiences to provide best practices and coaching related to developing high-performance teams, delivering remarkable customer experiences, improving and maintaining level of service, and more.

We have carefully assembled a team to meet your needs.

Our proposed project manager, Elsa Fischer, has more than 30 years of experience, a majority of which was in senior leadership roles. She also has extensive experience with diversity, equity, and inclusion (DEI) and will apply these principles to public engagement. Our team also includes Lisa Paradis, who has over 25 years of experience as a parks and recreation director. Rounding out the team are supporting consultants Jason Genck, who will assist with engagement and facilitation, and Dave Peterson, who will lead the inventory and level of service analysis. Subject matter experts Becky Dunlap, Lakita Frazier, Jesse Myott, Tom Diehl, and Adrian Newman offer area knowledge and specialized skillsets to guide goals, recommendations, and implementation strategies. Unified with Pond, IBCCES, and ETC, we are well-positioned to deliver an unmatched consulting experience, lead a sound master planning process, and help ensure desired project outcomes to ACCUG.

We offer a proven yet flexible approach.

We will work closely with ACCUG and its community to thoroughly understand the current environment and develop realistic and implementable recommendations to guide strategic progress. Our team will review outcomes from previous planning efforts, effectively engage ACCUG leadership, staff, and community members, and consider various data elements to inform our efforts and help ACCUG efficiently run its leisure services system. Our efforts are performed through an equity lens, as well as focused on delivering high-quality services to residents and visitors alike.



As a principal in BerryDunn's Local Government Practice Group and chief operating officer of BerryDunn's Consulting Services Team, I am legally authorized to bind BerryDunn to the commitments made therein. If you have any questions related to this proposal or updates during the evaluation process, please consider me ACCUG's primary point of contact and feel free to connect with me directly using the information provided below.

Chad Snow, PMP®
Principal, Chief Operating Officer

Consulting Services Team,
Local Government Practice Group
207-541-2294 | csnow@berrydunn.com

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Business Information



About BerryDunn

BerryDunn's Parks, Recreation, Libraries Practice offers clients deep industry expertise in parks, programming, open space, and natural areas built upon decades of experience working in and with agencies on:

- Master Planning
- Strategic Planning
- Needs Analyses
- Financial Analyses
- Cost Recovery
- Quality Assessments

All our Parks, Recreation, Libraries consultants are former industry practitioners and seasoned advisors, and our proposed project team consists of professionals with many years of experience operating assets similar to those ACCUG manages. Collectively, our team of more than 20 professionals has completed over 650 related planning projects, working with local, state, and national government agencies, as well as private-sector organizations, as they seek to make progress toward a shared vision.

Looking beyond the industry, we strive to deliver high quality services by understanding expectations up front, developing a reasonable and achievable project approach, gaining concurrence on project tasks and timing, and using appropriate staff for each engagement. Supported by a wider team of over 325 consultants dedicated to serving nearly all aspects of local and state government, we offer a holistic approach to ACCUG's initiative. It is through our firsthand experience in parks and recreation and our broader team's well-rounded perspective that we bring tailored insights and firsthand perspective related to government operations and community needs that impact every project.

Whatever your plans may be, **we will be with you at each step.**

COMPANY NAME
Berry, Dunn, McNeil & Parker, LLC (BerryDunn)

FOUNDED & INCORPORATED
1974 in Maine

HEADQUARTERED
2211 Congress Street
Portland, ME 04102

LOCATIONS
Maine
Massachusetts
New Hampshire
Connecticut
West Virginia
Arizona
Puerto Rico

BUSINESS TYPE
Limited Liability Company

EMPLOYEES
800+ nationwide

WEBSITE
www.berrydunn.com

BerryDunn
2211 Congress Street
Portland, ME 04102

207-541-2200
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Our Parks, Recreation, Libraries team is dedicated to the industry, regularly learning about and sharing trends and relevant information at conferences and events. Our commitment to the industry includes involvement with the Georgia Recreation and Park Association (GRPA) and the National Recreation and Parks Association (NRPA). Through this, we stay apprised of trends and best practices at the local, regional, and national levels and share them with our clients to promote industry alignment and innovative thinking. Our proposed engagement manager, Lisa Paradis, has presented at GRPA eight times and has taught the George Harris Leadership Series since 2018.

BerryDunn is an active participant in the NRPA, which enables us to stay apprised of trends and best practices to share with our clients.

Recent sessions include:

"How Parks and Recreation Can Support Mental Health Challenges"

"Leading to Create Organizational Excellence"

"Engage the Silent Voices"

"The Case of Cost Recovery: Why, How, and Does It Work?"

"Measuring Operational Performance"

"A Racially Just Future: 2021 NCAA Basketball Final Four Talks"

"Impact Fees and Cost of Service"

"Successfully Implementing a Strategic Plan"

In addition, the Let's Talk Parks Podcast with BerryDunn, hosted by Becky Dunlap, offers fresh ideas and new approaches to advance innovation in the parks and recreation industry. Episodes include:

"Pflugerville Wants to Be the Best: Innovation in Parks and Recreation"

"Recruiting & Retaining All-Star Employees"

"The Future of Parks and Recreation: Creating Inclusive Spaces"

Introducing Our Subcontracting Partners

When composing the ideal project team for ACCUG, we looked for partners who bring the right skillsets, experience, and background necessary to complement those the BerryDunn team possesses. We believe that ACCUG will see the value our subcontracting partners provide as it relates to this master planning project, and we are pleased to introduce them in the sections that follow.

Founded in 1965, Pond is a Georgia-based, full-service landscape architecture, planning, engineering, and architecture firm providing design services to local, regional, state, and federal clients. They are proud of their diversity of skills, staff, experiences, and their long history of landscape architecture-driven planning, and design projects throughout the Southeast. Pond's PLACE team is an integrated team of planners, landscape architects, and civil engineers committed to seeking the best solution for public spaces and infrastructure. The core of their experience is parks, trails, and public spaces. From brand new parks of all shapes and sizes to repair and renovation, their team of professionals are always ready to help add to and improve clients' parks and facilities.

PHILOSOPHY AND APPROACH TO PLANNING

Pond's philosophy, or guiding principle for planning, is one of inclusivity and engagement. They recognize that each community and each plan is unique to a particular place and people. Therefore, they approach each plan and process with open minds and seek to guide the community to consensus around their plan and goals.

Their approach to planning is based on a number of standardized tools and activities that allow them to collect and analyze the data for presentation to the community and stakeholders. The tools and activities are not designed to produce standard results; rather, they encourage participation, engagement, and consensus building so in the end, the community has developed the plan that meets its needs under their expert guidance.

For more than 20 years, IBCCES has been the industry leader in cognitive disorder training and certification for education, healthcare, corporate, and travel and entertainment professionals around the globe. IBCCES provides evidence-based training and certification programs created in conjunction with its board of clinical and subject matter experts and autistic individuals to provide professionals with a better understanding of autism and other neurodivergencies. IBBCES will conduct an accessibility audit for ACCUG, focusing on key programs, parks, and facilities. The audit will include on-site visits, evaluations of accessibility for individuals with sensory and cognitive needs, and a review of accommodations, navigability, and communication methods. The findings will result in a written report with recommendations and sensory guides, all aimed at enhancing inclusivity. These insights will be integrated into ACCUG's Leisure Services Comprehensive Master Plan to foster better accessibility for all visitors.

ETC Institute is recognized as the national leader in the design and administration of market research studies for local government organizations. Since 1982, ETC Institute has completed research projects for organizations in 49 states. ETC Institute has designed and administered more than 2,500 statistically valid surveys and our team of professional researchers has moderated more than 1,500 focus groups and panels and over 2,000 stakeholder interviews. ETC Institute also uses the most up-to-date and innovative analytical tools that will help ACCUG understand and use its survey data.

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Team Organization and Roles



4.1 Organizational Structure

Our team members bring valuable perspectives from their experiences leading parks and recreation agencies, as well as supporting agencies through master planning, strategic planning, and cost recovery projects. Figure 1 illustrates our team's organization, leadership, support, and partnerships.

BerryDunn

Elsa Fischer - *Project Manager*

Lisa Paradis - *Engagement Manager*

Jason Genck - *Supporting Consultant*

Dave Peterson - *GRASP® Leader*

Adrian Newman - *Art Director*

SUBJECT MATTER EXPERTS

Becky Dunlap

Lakita Frazier

Jesse Myott

Tom Diehl

Rich Neumann

Subcontractor Partners

POND

Sydney Thompson

Matt Wilder

Emily Blackwell Hsiao

Rosie Mafe

ETC INSTITUTE

Jason Morado

IBCCES

Meredith Tekin

4.2 Roles, Responsibilities, and Qualifications

Below and on the following page(s), we introduce our proposed project team members, describe their roles and responsibilities, and detail their qualifications as they relate to delivering projects of this nature. *Full resumes can be reviewed in Appendix A.*



ELSA FISCHER
MS, CPRP

Project Manager

As project manager, Elsa Fischer will serve as ACCUG's primary point of contact. She will monitor project progress, track the initiation and completion of tasks and milestones, and manage the master planning process. Elsa will organize and direct the subconsultant team.

Elsa is a manager in BerryDunn's Parks, Recreation, Libraries Practice. She brings more than 30 years of experience in parks and recreation, a majority of which was in senior leadership roles. Her encompassing experience in recreation programming, facility management, fiscal management, collaboration, and capital project involvement infuses itself into all aspects of her consulting project work.



LISA PARADIS
MBA, CPRP

Engagement Manager

As engagement manager, Lisa Paradis, based in Florida, will work closely with our proposed project manager, providing oversight for this initiative. She will monitor project progress, track the initiation and completion of tasks and milestones, and manage the master planning process.

Lisa is a senior manager in BerryDunn's Parks, Recreation, Libraries practice. She has more than 25 years of experience as a public Park and Recreation Director, most recently in Brookline, MA. Lisa has helped many organizations and communities to embrace systemic challenges through action-oriented strategic planning and financial and organizational management. Her approach involves creating and implementing cost recovery plans, feasibility studies, strategic plans, and organizational assessments and understands the importance of a thoughtful, mission driven, community-centric, and implementable approach.



JASON GENCK
MPA, CPRP

Supporting Consultant

As supporting consultant, Jason Genck will support all aspects of the project, including engagement and analyses activities and deliverables development.

Jason is a manager in BerryDunn's Parks, Recreation, Libraries Practice and its practice lead. He has nearly 30 years of experience in the parks and recreation industry, and is a sought-after thought leader in this space. Prior to joining BerryDunn's Parks, Recreation, and Libraries Practice, Jason was executive director of the three-time Gold Medal Award Winning Westminster, Colorado, Parks, Recreation, and Libraries Department, where he oversaw a staff of more than 1,000 and served a city of approximately 115,000 residents. He has worked with multiple clients who manage zoos and other specialty facilities as part of their parks and recreation systems.



DAVE PETERSON
PLA
GRASP® Leader

As GRASP® leader, Dave will manage inventory and level-of-service analysis activities.

Dave is a senior consultant in Berry Dunn's Parks, Recreation, Libraries Practice and leader of the BerryDunn GRASP® Team. His leadership in the science of parks and recreation planning embraces innovative techniques for incorporating demographics data into geographic information systems (GIS) analyses and determining needs beyond traditional broad-brush allocation strategies.

Subject Matter Experts

As subject matter experts, the following team members will contribute specialized expertise throughout all aspect of the project.



BECKY DUNLAP
CPRP

Based in Newnan, Georgia, Becky is a senior consultant in BerryDunn's Parks, Recreation, Libraries practice. She is a Certified Parks & Recreation Professional who is adept in strategizing and planning for organizational efficiencies and innovation. She has completed hundreds of demographics and trends reports for clients since 2015, helping agencies understand how to better plan for their changing communities. Over the past several years, Becky has published over 100 episodes of the Let's Talk Parks podcast, a show to inspire and share resources within the parks and recreation field.



LAKITA FRAZIER
MPA

Lakita Frazier is a senior consultant in BerryDunn's Parks, Recreation, Libraries Practice. She is an accomplished executive with extensive experience in human resource management, marketing, and leading high-performing teams. She is adept at managing strategic planning, budgets, critical problem analysis, and public relations. She also has experience in fiscal management, public/private sector alliances, and personnel management, along with proven success in special event planning and community service through solid communication and exceptional supervisory/interpersonal skills.



JESSE MYOTT
MA

Jesse is a manager in BerryDunn's Local Government Practice Group. He brings over 12 years of public sector experience, focusing on supporting municipalities with operating and capital improvement budget development and management; special fund accounting, revenue and expenditure forecasting; customer valuation; and cost of revenue analyses for municipal programs and services



TOM DIEHL
MS, CPRP

Tom is a manager in BerryDunn's Parks, Recreation, Libraries Practice and a Recreation and Athletics Management Professional with 35 years of experience at both public and private institutions. Tom has concentrated on program and facility enhancement, and his expertise includes strategic and master planning, feasibility studies, capital and operational planning, budgeting, resource management, procurement/contract administration, equipment specifications, construction management and historical renovations. He has extensive experience with recreation and athletics programming, community relations, and special events management. He has successfully overseen capital projects valued up to $60 million.



ADRIAN NEWMAN
Art Director

Adrian is a senior consultant and art director in BerryDunn's Parks, Recreation, Libraries Practice. He is an experienced art director and designer with a broad portfolio of editorial design, social media, and branding for municipal clients. Adrian will support branding and marketing collateral through graphic and web design. Additionally, he will contribute subject matter expertise when and where it will benefit ACCUG most, particularly with regard to final report design.

Adrian's work helps improve project visibility and brings a unique touch to engagement. He creates bold and unique design concepts for memorable experiences for people of all ages.



RICH NEUMANN
Subject Matter Expert

Rich is a senior consultant in BerryDunn's Parks, Recreation, Libraries Practice. He is a recognized public sector industry leader in marketing, communications, and branding, as well as a wildly creative cultural arts professional. He has a proven success in community engagement, special events, strategic planning, marketing, public relations, sponsorships/ fundraising, and arts administration. His additional strengths include media and community relations, creative and technical writing, branding, volunteer management, and presentational speaking.

4.3 Subconsultant Partners

Below and on the following page(s), we introduce our proposed subconsultant partners, describe their roles and responsibilities, and detail their qualifications as they relate to delivering projects of this nature. *Full resumes can be reviewed in Appendix A.*

Pond



SYDNEY THOMPSON

PLA, ASLA

Sydney has over 10 years of experience as a landscape architect working on a variety of projects ranging from small pocket park design to large master planning efforts. Her recent work includes numerous public greenspace designs, trail and greenspace feasibility studies, and multiple master planning projects. She is skilled in all aspects of a project ranging from site inventory and analysis, concept design and planning graphics, technical construction documents, to client communication and public engagement. She is passionate about positively impacting communities through her work and strives to ensure both clients and community members are engaged and feel heard throughout the design process.



MATT WILDER

PLA, ASLA, PRINCIPAL

Matthew is the Program Manager of PLACE at Pond where our Planners, Landscape Architects, and Civil Engineers work collaboratively to plan, design, and build the wonderful communities in which we conduct our daily lives. Matthew is a landscape architect by training, and his career has given him the opportunity to design neighborhood and regional parks, plan trail and greenways that connect numerous communities, improve transportation networks to elevate the status of bicyclists and pedestrians, and develop urban design plans for cities, districts, and corridors which set the stage for decades of growth and success. He greatly appreciates the value of good public spaces and the community they foster.



EMILY BLACKWELL HSIAO

PLA, ASLA LANDSCAPE ARCHITECT

Emily is dedicated to the profession of landscape architecture and has over 12 years of experience. Her portfolio includes deep experience in parks of all sizes with active amenities, natural and passive recreation elements, connector trails, and community features.
She is a determined professional with a passion for designing spaces people want to return to time after time. Emily has worked on dozens of parks and recreation projects. Emily excels at creative pubic engagement strategies focused on bringing communities together, meeting citizens where they are already engaging, and connecting with groups typically under represented in those communities.

Pond (Continued)



ROSIE MAFE

PLANNER

Rosie is a detailed-oriented planner who is passionate about creating implementable and equitable plans and policies that reflect the needs of residents by including all community groups from the beginning of the process. Her experience in the public sector developed her aptitude for understanding the interests of residents, community organizations, and public officials, then synthesizing those interests to create innovative solutions. She brings this nuanced insight into her long-range planning work and code writing with Pond.

IBBCES



MEREDITH TEKIN

PRESIDENT

Meredith works with professionals in the various industries to increase the number of trained professionals in autism and other cognitive disorders and ultimately improve outcomes, access and quality of life for individuals with these disorders.

She focuses on accessibility, inclusion certification, training and support, and organizational strategy. She has over 15 years of experience in the healthcare industry and offers a deep understanding of programming for neurodivergencies.

ETC



JASON MORADO

MBA

DIRECTOR OF COMMUNITY RESEARCH

Jason Morado has over 18 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for over 500 local governmental organizations throughout the U.S. Mr. Morado is experienced in all phases of project management of market research studies, including survey design, developing sampling plans, quantitative and qualitative analysis, interpretation of results and presentation of findings. His areas of emphasis include citizen satisfaction surveys, parks and recreation needs assessment surveys, community planning surveys, business surveys, and transportation studies. He has also led the coordination and facilitation of focus groups and stakeholder interviews for a wide range of topics.

4.4 Current Project Assignments

Below, we have listed current project assignments of key team members along with anticipated end dates. ACCUG can be confident in our ability to manage and assign the right resources based on ACCUG's unique needs. Our internal resource manager monitors staff allocations across all of our projects, tracks staff availability, and provides information to our management team to help identify qualified project resources. All team members identified in this proposal are available to complete this project.

TEAM MEMBER	PROJECT ROLE	ANTICIPATED COMPLETION DATE
Elsa Fischer - ACCUG Project Manager		
Bangor, Maine - Sawyer Ice Arena and Recreation Center Feasibility Study	Project Manager	10/31/2023
Elmhurst Park District, Illinois - Strategic Plan	Engagement Manager	1/31/2024
Owensboro, Kentucky - Parks and Recreation Master Plan	SME - Rec Assessment	9/30/2023
Raleigh, North Carolina - Master Plan Update (subconsultant)	SME - Rec Assessment	3/31/2024
Wheeling Park District, Illinois - Comprehensive and Strategic Plans	Project Manager	9/30/2023
Wilmette Park District, Illinois - Comprehensive and Strategic Plans	Engagement Manager	3/31/2024
Lisa Paradis - ACCUG Engagement Manager		
Gilbert, Arizona - Parks and Recreation Master Plan	Subject Matter Expert	2/28/2024
Maryland Department of Legislative Services - Maryland State Parks (subconsultant)	Project Manager	12/1/2023
Raleigh, North Carolina - Master Plan Update (subconsultant)	Project Manager	3/1/2024
Jason Genck - ACCUG Subject Matter Expert		
Adams County, Colorado - Riverdale Regional Park Master Plan	Project Manager	10/1/2023
Gilbert, Arizona - Parks and Recreation Master Plan	Project Manager	2/28/2024
Greeley, Colorado - Parks, Recreation, and Cultural Resources Department Organizational Assessment	Engagement Manager	11/1/2024
Hyland Hills Park District Strategic Plan	Program Manager	12/31/2023
Loveland, Colorado - Fieldhouse and Recreation Facility Study	Engagement Manager	3/30/2024
Avondale, Arizona - Parks and Recreation Master Plan	Project Manager	8/1/2024
College Station, Texas - Recreation and Event Center Study	Engagement Manager	6/1/2024
Dave Peterson - GRASP® Leader		
Commerce City, Colorado - Parks, Recreation and Golf Master Plan	GIS Inventory and Analysis	11/30/2023
Kennewick, Washington - PROS Plan	GIS Inventory and Analysis	10/1/2023
Novato, California Comprehensive Parks Master Plan	GIS Inventory and Analysis	10/31/2023
Owensboro, Kentucky - Parks and Recreation Plan	GIS Inventory and Analysis	9/30/2023
Palm Coast/Flagler County - Parks Master Plan	GIS Inventory and Analysis	9/19/2023
PenMet Park District, Washington - PROS Master Plan	GIS Inventory and Analysis	9/4/2023
Gilbert, Arizona - Parks and Recreation Master Plan	GIS Inventory and Analysis	9/30/2023

05

Experience and Understanding of the Project



Project Understanding

ACCUG's Leisure Services Department (the Department) serves a vibrant and culturally-rich community of more than 100,000 residents, offering an impressive 2,000 acres of leisure and play. The historic architecture, lively music scene, and Southern charm of the area complement the long-standing parks, outdoor spaces, and growing trail network that the Department has continued to improve over the years.

The Department's parks and recreation facilities are well-used and well-loved. Parents with young children frequent playgrounds and splash pads; schools utilize Sandy Creek Nature Center and Bear Hollow Zoo for educational opportunities; young artists hone their skills at Athens Creative Theater and the East Athens Education Dance Center; cyclists enjoy the Firefly Trail; mountain bikers explore Walker Park; nature enthusiasts kayak at Sandy Creek Park; and neighborhood children gather at Heard Community Center. Needless to say, the Department offers an outstanding selection of diverse programs, services, and experiences that most agencies would envy.



This wide variety of exceptional offerings can present complex challenges such as prioritizing improvements to aging infrastructure; allocating SPLOST dollars amongst important projects; addressing valued employee concerns; balancing requests from user groups with operational realities; and creating a unified vision of the future while remaining flexible to opportunities. Despite these challenges, significant progress has been made, including updates to parks and playgrounds, infrastructure improvements, expansion of trail networks, and individual park plans.

Our goal is to understand these changes and challenges alongside you and craft solutions that strategically consider your resources, timeline, and dreams for the future. We see opportunities to align diverse priorities and deliver creative solutions that resonate with Athens-Clarke County's unique identity.

ACCUG, and the dedicated long-time staff at the Department, have excelled in providing a wide variety of quality leisure experiences at an exceptionally low cost, with abundant scholarship programs prioritizing access and affordability. Building on this, a core part of our planning process will focus on inclusion, conducting an analysis of physical barriers through an Americans with Disabilities Act (ADA) transition plan, and thoroughly reviewing sensory environments and potential unseen barriers.

Inclusivity is also central to our engagement approach. Our team at BerryDunn prides itself on exceptional efforts to reach historically inactive and underserved community members. Our innovative strategies will reach users and non-users "where they are." Insights gained from this process, combined with our trademarked GRASP® park inventory method and in-depth assessments of parks, facilities, programs, and the organization, will help build a clear vision and direction for the Department.

The preparation from ACCUG to initiate this comprehensive master plan process shows a promising level of dedication. Our team at BerryDunn and our partners at Pond, ETC, and IBBCES have outlined the following proposed scope of work that represents our best understanding of the different components needed to produce an actionable, visionary, and thorough roadmap into the future.

How BerryDunn Can Help

Our team offers a blend of local knowledge and national experience. We understand how to combine community engagement results with analysis to create realistic and implementable recommendations. We offer:

LOCAL PRESENCE: Our sub contracting partner, Pond, has a local presence in Georgia and experience working with ACCUG. They understand ACCUG's unique character needs. We are deeply familiar with the local landscape, culture, and demographic trends, as one of our subject matter experts worked for the Department previously. This intimate knowledge allows us to design a Leisure Services Comprehensive Master Plan that will be not only efficient and strategic but also deeply connected to the heart of the community. Additionally, one of our subject matter experts, Becky Dunlap, lives in the region.

EXPERIENCED CONSULTING: Our firm has extensive experience in developing Comprehensive Master Plans for public agencies, including communities with characteristics similar to ACCUG.

A COMPREHENSIVE APPROACH: We offer a comprehensive approach to master planning that includes not only physical park development but also community engagement, data collection, and strategic implementation. Our process is thorough and helps ensure all aspects of park and recreation planning are addressed.

COMMUNITY ENGAGEMENT: Our strategy places a high emphasis on community engagement. We believe in creating parks and recreational spaces that truly reflect the needs and preferences of the community. We implement strategies that ensure fair, inclusive, and proactive public participation.

INFORMED DECISION-MAKING: We facilitate consensus building and provide informed, equitable decision-making support for ACCUG leadership, Department staff, the Community Steering Committee, and the Commission. Our approach helps ensure that all voices are heard and that the final master plan reflects a broad consensus.

DATA-DRIVEN PLANNING: We use data-driven methods to analyze and plan park and recreation spaces. We conduct comprehensive community needs assessments, demographic trend analysis, and facility inventory to help ensure our recommendations are backed by solid data.

GOAL-ORIENTED PROCESS: Our planning process is directed towards achieving clear, tangible goals that align with the ACCUG vision and values. We help develop and define these goals and provide the roadmap to reach them.

FUTURE-PROOF PLANNING: Our master plans are designed to be future-proof. We consider future demographic trends, potential land acquisitions, and the projected impact of future trends. This helps ensure the longevity and sustainability of our plans.

HOLISTIC SUSTAINABILITY: We prioritize strategies based on their impact on social, health, and environmental outcomes. Our approach helps ensure that the parks and recreation facilities contribute positively to the overall sustainability of the community.

STRATEGIC PARTNERSHIPS: We recognize the value of collaboration and recommend partnerships that can enhance the opportunities for the community. Our approach aims to minimize duplication and leverage existing resources effectively.

TRANSPARENCY AND ACCOUNTABILITY: Our firm is committed to maintaining transparency and accountability throughout the planning process. We will provide regular progress reports, and schedule biweekly meetings with the Department planning staff. We will also provide three public meetings for the three large milestones (following engagement, assessment, and visioning) outside of normal work hours at various locations. We will include the Community Steering committee as advised by the ACCUG.

5.2 Work Plan

Below and on the following pages, we present our work plan intended to achieve ACCUG's goals and objectives for this important initiative. We look forward to discussing our approach with ACCUG and further customizing our work plan to best accommodate the Department's master planning needs.

Phase 1: Project Planning and Administration

1.1 Conduct Initial Project Planning. We will conduct an initial project planning call to identify stakeholder groups and identify members of the Community Steering Committee, project team members, project milestones, and expectations. We will discuss our proposed project schedule, project work plan, and roles and responsibilities. Outcomes of this discussion will be used to develop the Project Work Plan and Schedule in Task 1.2.

1.2 Develop a Project Work Plan and Schedule. We will develop a Project Work Plan and Schedule, which will outline our communication and scope; review a timeline to schedule project meetings; and identify stakeholder groups. In addition, the Project Work Plan will incorporate agreed-upon procedures between BerryDunn and ACCUG related to project control, including quality management and deliverable submission/acceptance management.

Deliverable 1: Project Work Plan and Schedule

1.3 Facilitate a Kickoff Presentation. We will conduct an on-site kickoff presentation with the ACCUG project team that will serve as an opportunity to introduce our project team members, discuss project goals, present our project approach and methodology, review the final schedule of key project dates, and answer any questions ACCUGs project team may have. While on-site, we will also tour areas of the system and relevant parks, recreation facilities, and cultural arts resources. This tour will give us a grounded exposure to physical resources, user experience, and staff environments.

1.4 Conduct a Data Review. One of the most important elements of this process will be our team's ability to gain a breadth of knowledge about plans, structure, operations, and systems, as well as the Department's staff and the ACCUG community. To start the process, we will submit an information request to the ACCUG project team to gather applicable documents and data. We may request recent and current planning work, such as copies of:

- Previous Leisure Services planning documents
- ACCUG Comprehensive Plan
- Individual Park Master Plans
- Budgets, work plans, and other relevant information

ACCUG will only be asked to provide documents and data that are available. All information gathered will be reviewed by our team to inform our understanding of the current environment, glean insights from work completed to date, and minimize impacts to Department staff during the work effort.

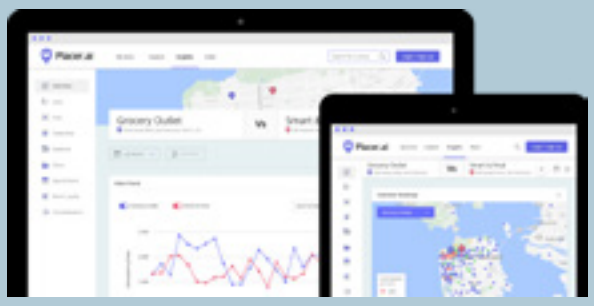
1.5 Analyze Demographics and Population Projections. To provide insight into the potential market for ACCUG's parks, recreation facilities, and cultural arts facilities, we will conduct a demographic analysis and market profile of ACCUG. Our team will utilize all information available from previous planning efforts, the U.S. Census Bureau, Esri, and other national and local sources. We will work directly with ACCUG leadership to help document growth, redevelopment areas, and land use changes. We will analyze demographic characteristics of the community, including current and projected data on:

- Population trends and five-plus year projections
- Health metrics
- Household makeup
- Race and ethnicity over time
- Income
- Housing status
- Education
- Transportation access
- Access to technology

To delve deeper into community data, BerryDunn utilizes Placer.ai to analyze mobile data for our clients.

Placer.ai is an advanced foot traffic analytics platform that leverages mobile location data to better understand current and potential users, usage patterns, and local and national competitors. This data provides detailed insight into how people move in and out of physical spaces such as parks, recreation centers, stores, shopping malls, and other public spaces. These insights can be used to help the ACCUG optimize operations by recognizing usage and travel patterns and use data-driven decisions for future programming and facilities. Placer.ai's powerful analytics capabilities are made possible by a proprietary machine learning algorithm that processes billions of location data points. The data is collected based on high level mobile data and does not collect any sensitive user information such as actual home or work locations or names.

Placer.ai



Deliverable 2: Community Research and Analysis Report

1.6 Conduct status update meetings. We will conduct status update meetings with ACCUG's project team on a biweekly cadence to communicate current and anticipated project management needs, provide updates on project progress and the schedule, and discuss potential risks and issues. These meetings are intended to promote transparency in the process and generate buy-in for project outcomes.

Phase 2: Engagement

2.1 Create a Detailed Engagement Strategy. To create actionable and implementable recommendations, it is important to engage multiple user groups and non-users of the Department's system. To reach a broader section of community members, we have proposed a hybrid approach for this master planning project. We chose this approach for the following reasons:

- An interactive, virtual project site can give residents a "home base" to give opinions and check on ongoing events. This consistent access to project communication will support our stated goal to engage the community throughout the engagement.
- In-person events will play a key role in reaching disconnected community groups or groups with limited access to technology.
- Multiple channels of engagement will support efforts to include users and non-users within ACCUG's system.

As we develop a Detailed Engagement Strategy with ACCUG, we will discuss both virtual and in-person options, identify and describe methods of community involvement, identify key stakeholders, create a schedule for public input events, develop a schedule for the promotion and coordination of stakeholder input events, and identify specific stakeholder interview and focus group questions. The Detailed Engagement Strategy will also be developed with ACCUG's culture and identity in mind.

Deliverable 3: Detailed Engagement Strategy

2.2 Develop a Project Brand. Creating a brand for a master planning project helps to establish buy-in throughout the community and make residents more aware of how to connect with parks, recreation, trails, and open space in ACCUG. We will work with ACCUG to develop a message and brand for the Leisure Services Comprehensive Master Plan that is recognizable for community members and resonates with different groups and demographics.

2.3 Develop a Project Website and Engagement Portal. We will work with ACCUG staff and the Community Steering Committee to create a project website via Social Pinpoint that will keep the community informed of the project. ACCUG's Social Pinpoint site will also provide community members a means to share valuable input. This interactive online tool helps strengthen ACCUG's relationship with its stakeholders, resulting in a diverse collection of feedback and better-informed planning outcomes.

We will collaboratively determine which Social Pinpoint tools will best serve the desired outreach outcomes. We anticipate that ACCUG will see value in utilizing Social Pinpoint's survey, mapping, forums, and ideas wall, and we look forward to discussing and customizing this site to reflect the needs and desires, goals and objectives, and community culture of ACCUG.

> **Note:** Our team will maintain the project website throughout the planning process to keep residents and staff up to date on project progress and promote any participatory events.

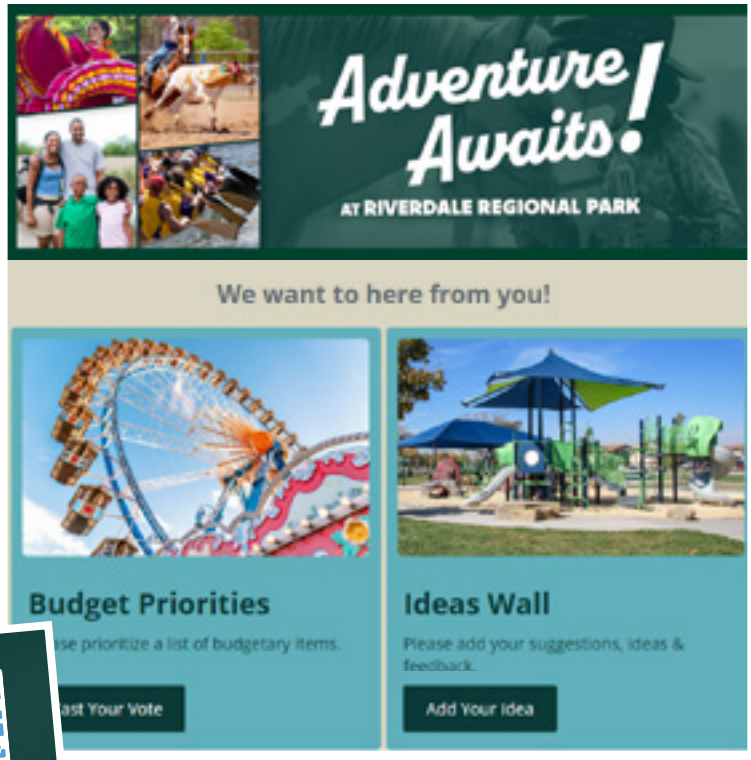
Deliverable 4: Customized Engagement Website



Flyer



Business card



Sample Social Pinpoint homepage

Inclusive Engagement

BerryDunn and our local team members will engage in targeted outreach to underrepresented communities, including but not limited to communities of color, low-income communities, immigrant and refugee communities, communities facing health disparities, elderly residents, and more. In order to ensure recommendations promote equitable outcomes, we must not only lower barriers to participating in the planning process, but also actively prioritize engagement of entities working with communities facing the highest barriers to accessing parks, recreation, cultural facilities and programs, and natural areas. We will conduct demographic research and identify priority communities and geographies for targeted outreach. Results will serve as the foundation for community engagement efforts moving forward.

We have commonly used a hybrid approach to engagement, using in-person and digital engagement to reach more members of the community. We have also partnered with local groups including sports organizations, faith-based groups, and other community leaders to meet members of your community where they are and encourage broader participation.

2.4 Conduct Internal Leader and Staff Activities. Internal engagement with ACCUG will include interviews and focus groups with Department leadership, management, and staff to conduct fact-finding activities, focusing on recreation programs, services, and facility operations.

We anticipate meetings with:

- Leisure Services Department leadership
- The Community Steering Committee
- Administrative team members
- Key full- and part-time staff
- Other ACCUG staff and volunteers as needed

These meetings will provide internal stakeholders an opportunity to provide input related to the future direction of ACCUG's parks, recreation programming, and cultural arts facilities improvements and needs. Staff perspectives are extremely important, and our approach intentionally involves staff throughout the entire process, as they will have responsibility for implementing the recommendations.

2.5 Facilitate Stakeholder Meetings. To gather information related to needs and interests, we will hold meetings with key stakeholders composed of community leaders from ACCUG, school district representatives, user groups, homeowner associations, neighborhood associations, friends groups, alternative providers, and other groups or individuals as identified.

2.6 Host Public Input Sessions. Our team will facilitate public focus groups to collect input from key community stakeholders. We will seek input from businesses, nonprofits, public agencies, and volunteer partners, as well as any neighborhood alliances and representatives. Further, we will routinely reach out to representatives of identified under-represented population groups and engage them in the assessment and recommendations development process, helping to ensure an inclusive and equitable engagement process.

Our team aims to anticipate obstacles to participation, which might include technology barriers, special needs, childcare, language barriers, and work schedules. During our strategy development, we will work with ACCUG to organize events that are child-friendly; physically accessible for those with hearing, vision, or mobility challenges; and scheduled at a variety of times to widen attendance. Additionally, we will leverage Social Pinpoint's language feature to provide multiple language options on the project site.

Passive Information Gathering Points

Passive engagement typically lends itself to some of the most innovative engagement ideas for master planning. BerryDunn would be happy to facilitate a virtual brainstorming session(s) with as many staff as possible to generate ideas. Based on our experience, this effort will yield some of the most innovative ideas in the field (e.g., the award-winning mobile community chalkboard in Pflugerville, Texas).

Engagement posters, visioning boards, comment card drop boxes, advertisements for virtual comment cards, and more will be placed at key areas around ACCUG where both community members and staff can add their comments and recommendations as they relate the future vision for park and recreation services. The gathering points will be balanced in the type of engagement tools being utilized and customized for audiences. Technology will be used to enhance these efforts, such as RealTime feedback and other tools.





2.7 Conduct a Statistically Valid Survey. BerryDunn is a strong proponent of including surveys as part of all planning projects to reflect the quantitative needs of a community most accurately. While stakeholder meetings, focus groups, and public meetings allow us to draw in interested parties and users, a statistically valid survey is the only defensible mechanism that provides feedback from non-users, who are most likely taxpayers.

We will work with ETC to create a survey to be mailed to a representative sample of households within ACCUG. The survey will provide critical information in determining community values, satisfaction levels, needs and priorities, preferred marketing channels, level of awareness, current usage levels, and demographic information for long-range planning efforts.

Design the Survey and Prepare the Sampling Plan. Working with BerryDunn and ACCUG staff to develop the content of the survey, ETC Institute will meet by phone/video conference with ACCUG to discuss the goals and objectives for the project. To facilitate the survey design process, ETC Institute will provide sample surveys created for similar projects. It is anticipated that three to four drafts of the survey will be prepared before the survey is approved. The survey will be up to six pages in length. ETC will:

- Conduct a pilot test of the survey to ensure the questions are understood. Based on the results of the pilot test, ETC will recommend changes (if needed) to the survey.
- Select a random sample of residents to be contacted for the survey. The sample will be address-based.

Administer the Survey. ETC will administer the survey by a combination of mail and online. ETC will mail the survey and a cover letter (on ACCUG letterhead) to a random sample of households in the County. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. ACCUG will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it online.

ETC will follow up with residents who receive the mailed survey by sending texts, postcards, and a second mailing (if needed) to maximize participation in the survey. Our team will continue following up with households until reaching the targeted number of completed surveys.

We will target a sample of 600 completed surveys. This sample size will provide results that have a margin of error of +/-4% at the 95% level of confidence.

ETC will promote awareness of the survey using social media ads on Facebook and Instagram to encourage participation. All respondents who complete the survey online will be required to provide their home address when they finish the survey. ETC Institute will match addresses from respondents who complete the survey online to the addresses that were selected for the random sample to ensure the participant is part of the random sample. If a respondent does not provide an address or the address is not part of the random sample, it will not be included.

ETC will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the sampling area with regard to geographic dispersion, age, gender, race/ethnicity and other factors. ETC Institute will weight the data as needed if one or more demographic groups is over/underrepresented relative to recent census estimates for the area's population.

Analysis and Final Report. ETC Institute will submit a final report to ACCUG. At a minimum, this report will include the following items:

- Formal report that includes an executive summary of the survey methodology and a description of major findings.
- Charts and graphs that show the overall results of each question on the survey.
- Priorities-Investment Rating (PIR) analysis that will identify the facilities and programs that should receive the highest priority for investment from the County.
- Tabular data that shows the results for each question on the survey, including open ended questions.
- A copy of the survey instrument.

2.8 Prepare an Engagement Feedback Summary. Our team will provide a summary of insights gleaned throughout the engagement process. Key findings generated from the demographics analysis, staff engagement, and community engagement activities will be assessed in relationship to each other. We will identify the common themes woven throughout the meetings, electronic engagement tools, and potential service gaps, as well as any pertinent observations garnered through the feedback. This assessment of community needs will help inform recommendations.

Deliverable 5: Engagement Feedback Summary

2.9 Facilitate Public Presentations. Our team will host three public presentations outside of traditional hours and at various locations. We will facilitate the first series of presentations following engagement to present findings to interested community members.



Phase 3 Analysis

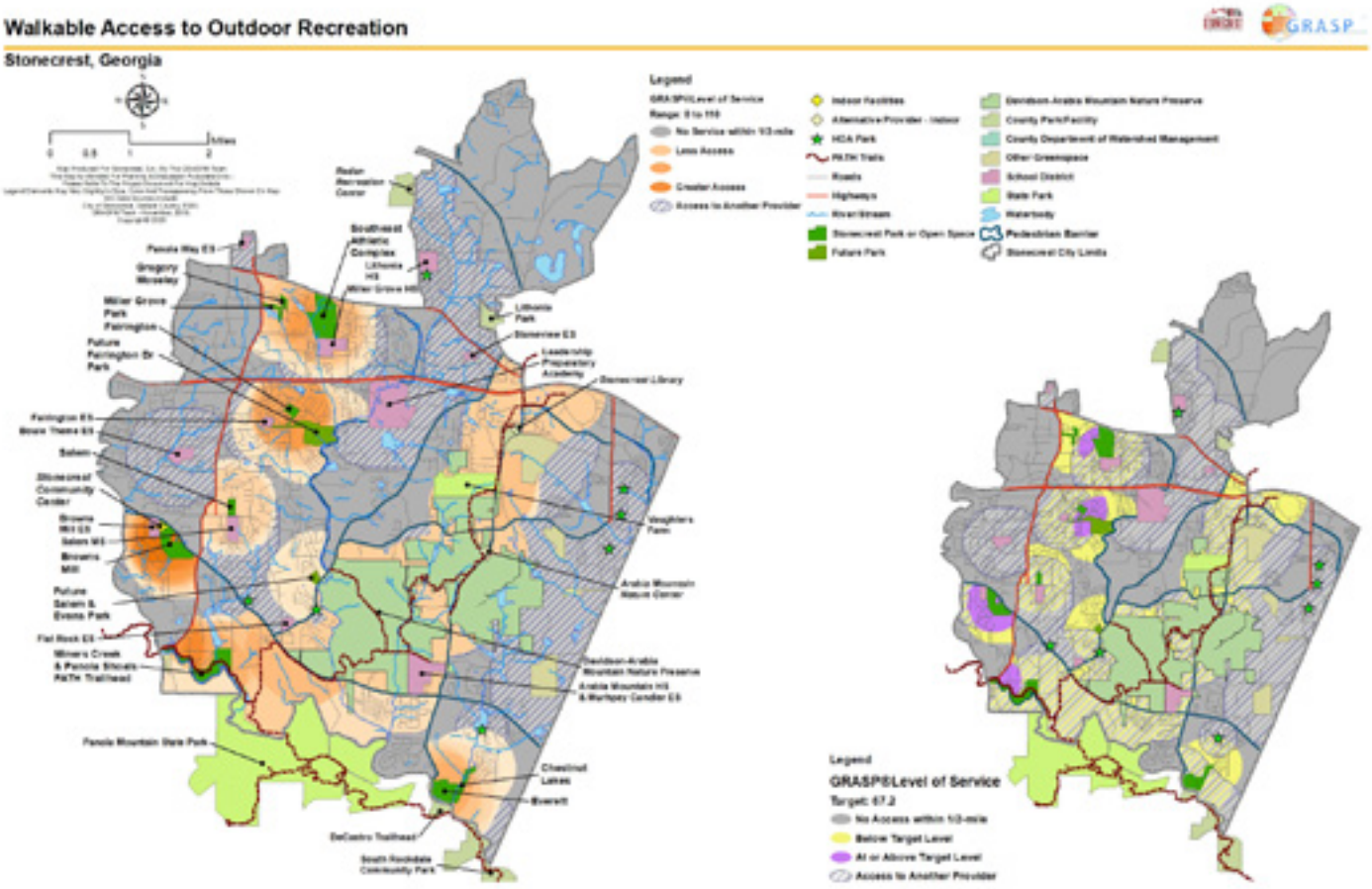
3.1 Conduct an Inventory of Parks, Facilities, Trails, and Open Space. Our team will utilize all your available base GIS materials to compile an updated assessment of parks, recreation and cultural arts facilities, open spaces, trails, and amenities within ACCUG. We know that the Department has GIS information on file from previous planning efforts and is currently in the process of digitizing the data. We will supplement the inventory with various tasks including,research, mapping, and personal inspection noting conditions of key parks, open spaces, and trails as needed.

The available capacity-style approach will be enhanced with on-site component data collection and analysis to create a complete data set and determine current conditions for:

- Quantity of all relevant system components
- Quality of components (three-point scaling along with aesthetic attributes)
- Functionality of components for their intended purpose for this plan life cycle

This GRASP® analysis builds upon the traditional capacity analysis but is unique in its ability to analyze both the quantity (capacity) and quality of individual components of an entire system. The process has been developed to provide detailed, customized analyses of ACCUG's system—based on the unique assets of the community—to determine how effectively the current system is serving residents and visitors.

We will collect and classify park components. Using this predetermined list allows us to compare ACCUG to other agencies who have completed the GRASP® system and allows for a very efficient and budget-minded inventory process. We are happy to share a complete list of GRASP® components in advance if requested.



By combining these metrics with demographics information and findings from other tasks, we will tailor our deliverables to target issues, needs, and community goals specific to ACCUG.

Assess Inventory and Conditions. As part of the conditions assessment, we will review ACCUG's current ADA Transition Plan and previously collected data by A-Corps volunteers. Interviews with Leisure Services staff will provide additional insight in identifying current accessibility issues. Once we have reviewed the information, we will conduct on-site assessments with two teams of two consultant staff each (focusing on community buildings/facilities and parks/trails). These reviews will be cursory in nature to provide/confirm current ratings. We will focus greater attention on facilities that previous ratings have scored lower or which staff have identified.

Once the rating is complete, we will develop recommendations for each facility. This will include infrastructure and accessibility improvements. The recommendations will be general in nature noting specific improvements where appropriate or needed. Examples will be provided through visual documentation and supporting narrative to communicate recommendations.

ACCUG's Leisure Services program is unique in that it also includes a number of facilities that prioritize natural and cultural resource management (i.e., protected/conserved areas, Lyndon House Arts Center, Nature Center, and wildlife rehabilitation zoo). Based on our physical assessment, identified goals and priorities, and interviews with ACCUG staff and stakeholders, we will develop recommendations that specifically address natural and cultural resource management. These recommendations may come in the form of new/altered programming, change in policy, and suggested future studies that help further protect ACCUG's existing assets. System-wide recommendations will influence site specific recommendations (See "Recommendations" task).

Prepare a Needs Assessment/Gap Analysis. An important part of the needs assessment is a social and physical accessibility audit. This audit examines equity using several metrics:

- Community access to parks (can you get there safely and quickly and is there a park within a 10-minute walk from your house?)
- Physical accessibility within the park (can you play once you arrive?)
- Social accessibility through layout and programming (can you have positive interactions with others?)

Deliverable 6: Parks, Facilities, Trails, and Open Space Inventory

3.2 Research Similar Providers. To help ensure ACCUG and its community have a clear understanding of the key topics and trends influencing the next several years, we will compare the agency to similar providers. We will look at comparative trends and available benchmarks for financial sustainability, asset management, programs and services, and related planning aspects. Additional topics may be identified to help understand and prioritize other community concerns, including but not limited to sustainability and resilience, social equity and affordability, and other industry trends.

3.3 Prepare an Inventory and Analysis of Programs. We will develop an inventory of existing programs for youth, adults, and seniors and subsequently compare the inventory to feedback collected during the engagement process. This will help ensure program offerings are aligned appropriately with community needs. The program and services inventory will be matched up to the parks, facilities, open space, and trails analysis to help ensure there are appropriate spaces for the future program menu.

ACCUG currently offers regional programs through the Nature Center and the Lyndon Arts Center. There is a need to assess best practices including how to care for art works, maintenance, and how to repair outdoor artworks. Our team includes Rich Neumann, an arts and culture subject matter expert to assess these assets and make recommendations.

ACCUG operates Bear Hollow Zoo, that also includes a rehabilitation center and an animal sanctuary. We will assess programs offered at this facility as part of this task.

The analysis process will begin with an interactive workshop with ACCUG staff to review strengths, weaknesses, opportunities, and threats of programs and services. An inventory of core programs will be developed and analyzed according to program life cycle

distribution, gap analysis, and age segment analysis. Other areas of review may include:

- Program reach
- Programming trends within offerings as well as regional and national trends
- Assessing an equitable distribution of programs
- Developing key performance measures based on national best practice approaches

We will review program performance trends and consider their impact on ACCUG, and we will conduct a participation analysis and financial performance review. These activities will help establish the level of equitable distribution of programs as well as alignment with community need. Based on our data review, we will develop mapping visuals illustrating where ACCUG's programs and services are offered, with the intent of informing our gap analysis. We will compare our findings to community feedback gathered on recreation programming and desired changes or improvements. This feedback will help inform our recommendations for future program offerings.

As part of this process, IBCCES will prepare an accessibility audit of programs and activities, as well as key parks and facilities, to include:

- On-site visits to locations
- Review and data collection related to accessibility and options for individuals with sensory needs, autism, or other cognitive needs (accessibility to those with other kinds of physical disabilities or needs will also be considered as potential co-occurring needs)
- Review of facilities and programs to include sensory environment, accommodations offered, adaptable programs or features offered, navigability of locations, supports available, clarity and breadth of communication (digital, website, and physical communication including signage), safety considerations, and policy review for specific needs related to accommodating individuals
- Provide a written report with observations and recommendations to be implemented into the Leisure Services Comprehensive Master Plan
- Prepare sensory guides for appropriate areas (interactive areas, playgrounds, zoo exhibit areas, etc.) to be used by staff as well as shared with the public as part of recommended changes for better accessibility for visitors.
- Other recommendations or feedback as needed as part of the BerryDunn overall recommendations and master plan

Deliverable 7: Recreation Assessment





3.4 Assess Staffing, Operations, and Funding. Our team will assess ACCUG to inform plan recommendations, including the following tasks:

Review the organizational structure. We will meet with leadership, Department leadership, supervisory staff, and front-line staff in a series of virtual meetings to discuss and document the current customer service and service delivery framework. Our goal during these meetings will be to gain an understanding of the general process and steps necessary to deliver all services the ACCUG provides and begin to discuss the approximate level of staffing effort and resources necessary to do so.

Review applicable operating, special fund, and capital budgets. We will review the annual operating and, if applicable, any special fund, and/or capital budgets that support ACCUG operations. This task will include a review of budgeted sources and uses but will also include a review of any applicable unique functions and financing sources as well. This will help us determine the total projected costs to deliver all applicable services for a selected fiscal year(s) as well as determine funding and available resources for select fiscal year(s) as well. This assessment will provide the foundation upon which we will assess the capacity of the ACCUG to add, expand, or enhance services in the future, especially as it related to capital program development. Additionally, this information will also provide a foundation upon which we can compare operating capacity and funding levels to reported NRPA benchmarking metrics.

Review personnel capacity and resources. Using information obtained through interviews with staff, and our review of personnel information identified in budgets in the previous tasks, we will perform a personnel review related to current levels of service delivered, identify service level deficiencies, and determine where increased levels of service may be appropriate. This information will help us begin assessing and calculating workforce capacity, current deficiencies, and to project future staffing needs, especially as it pertains to any unique facilities and functions, and any impact staffing additions may have on the fiscal capacity of the organization.

3.5 Analyze Trends. Our team will lead a strategic trends analysis that will consider demographic shifts and their impact on future parks, recreation, and cultural arts provisions. This analysis will identify interest and participation levels for a variety of activities and assess how services are provided through both administrative and planning trends. This process also includes strategic analysis of local, state, and national best practices, along with the latest parks and recreation industry trends.

3.6 Present Findings to the Public. Following the conclusion of all tasks in Phase 3, we will conduct our second series of three public presentations to update constituents on what we have learned. We will host these presentations outside of traditional hours and at a different locations.

Phase 4 Visioning

4.1 Prepare Level of Service Recommendations. Based on our analysis, site visits and stakeholder/community engagement, we will develop a series of prioritized recommendations that align with goals established for the plan. We will hold a visioning session to collaboratively develop recommendations.

Utilizing NRPA's Park Metrics and Community Engagement we will assess ACCUG's current level of service and make recommendations on expanding recreational services and facilities that address the needs of the local community.

4.2 Develop Recommendations for the Park Classification System. Based on our review of existing conditions and agreed upon expansion and changes to the Leisure Services Department, we may recommend changes to park classification system. These changes will impact the Department's targeted audience, programming and capital improvements.

4.3 Develop Recommendations for Natural/Cultural Resource Management (Site Specific). Once we have established overall policy recommendations and priorities for natural and cultural resource management, we will recommend improvements and adjustments to specific sites. These recommendations will lean more towards site improvements that can support long-term resiliency of individual assets.

4.4 Develop Recommendations for Land Acquisition. We will use a scoring matrix to identify potential available land for acquisition. Stakeholder and staff engagement, along with our gap analysis, will help inform the criteria for evaluating potential acquisitions. Another factor will be land ACCUG already owns and has been conceptually master planning. Programming for these future park sites will further inform our analysis. We will provide ACCUG with a list of recommended potential acquisitions (which may be appropriate as a separate supporting technical memo).

4.5 Develop Recommendations for Parks, Trails, and Open Space Facilities. Following a review of ACCUG's facilities we will provide a list of recommended and prioritized improvements. ACCUG's current trails master plan will also inform these recommendations that will consider both on-site improvements and improved connections for greater accessibility.

4.6 Develop Recommendations for Pocket Parks. We will map existing municipal-owned parcels and areas of public rights-of-way to understand the potential for new pocket park locations. Feedback from community and staff coupled with on-site evaluations will help determine the best locations. We develop criteria for establishing a pocket park and pick up to three "catalyst sites" that are prioritized locations for new pocket parks. These will be supported by conceptual graphics of potential designs and precedent imagery. Review of ACCUG transportation and public works regulations will also be referenced for right-of-way areas.

4.7 Identify Unmet Service Needs. We will analyze the information on usage, needs, desires, operations, maintenance, land use trends, and make recommendations. We will identify areas of service shortfalls and projected impact of future trends.

4.8 Identify Areas of Significant Recreation Opportunities. Using results of the inventory and community and stakeholder engagement, our team will identify areas of significant recreation opportunities. These may include, but will not be limited to, events, open spaces, connectivity networks, etc.

4.9 Create a Summary of Staffing Recommendations. Based on the organizational assessment conducted as part of Phase 3, our team will develop a summary report of current and future staffing and operational needs. This report will include incremental implementation steps and suggested job descriptions and duties.

4.10 Develop Recommendations for Budgeting and Capital Funding. We will assign budgetary numbers for all capital improvements. These costs will be high level and single line item numbers for each park/recommendation. These will be summarized in a matrix with potential timelines and prioritization ratings.

Deliverable 8: Recommendations Summary

4.11 Present Outcomes of Phase 4 to the Public. Our team will host the third series of milestone meetings upon completion of Phase 4. At these meetings, we will present recommendations and confirm the plan to address the gaps. We will host these meeting outside of traditional hours and at different locations.

Experience and Understanding of the Project Berry Dunn

Phase 5: Implementation Strategy

5.1 Develop Yearly Goals and Objectives. Following the development of recommendations and public presentation, we will develop Yearly Goals and Objectives. This report will contain action steps with a step-by-step checklist and timeline. The plan will also present prioritized strategic initiatives based on staff input, aligned with a clear timeline for implementation and outlining feasible funding strategies to fill potential funding gaps.

Deliverable 9: Yearly Goals and Objectives

5.2 Develop a Storytelling Guide. Since this plan will be based heavily on community engagement, it is important to involve the public in its implementation. We will develop a Storytelling Guide that identifies wins and milestones to share on ACCUG's website and social media. This will keep the public informed of plan progress.

5.3 Identify Potential Partnerships. Our team will identify key decision points for ACCUG leadership. We will identify key partners in the area through the planning process and can provide management recommendations to enhance this potential funding area.

5.4 Review Existing Policies and Procedures. We will review relevant policies and procedures and recommend changes and updates that will support achievement of plan implementation.

Phase 6: Draft and Final Leisure Services Comprehensive Master Plan

6.1 Prepare a Draft Plan. We will summarize and synthesize all research and stakeholder input and develop recommendations and priorities into a Draft Leisure Services Comprehensive Master Plan. We will work with ACCUG's project team to prioritize recommendations, balancing needs and cost/benefit analyses, capacity of ACCUG, and potential budgetary realities. The result will be a set of recommendations phased into immediate, near-term, and long-term time frames that address goals and action strategies.

Deliverable 10: Draft Leisure Services Comprehensive Master Plan

6.2 Facilitate a Review Session. After applying first round edits, we will facilitate a review session with ACCUG to discuss feedback and recommendations within the plan. We will plan to include a section in the Leisure Services Comprehensive Master Plan that will provide a detailed sequence of steps needed for successful implementation, as well as review techniques to effectively deploy the plan with ACCUG:

- Securing funding sources
- Capital project review
- Identification of a plan champion or team of champions
- Visual management techniques
- Ongoing employee engagement
- Reporting mechanisms and communication
- Internal marketing
- Institutionalizing the process by documenting the steps in the process and continuous improvement of the process
- Ongoing plan adjustments
- Connection to the community, ACCUG management and elected officials, and employees

6.3 Deliver a Final Presentation. We will present the Leisure Services Comprehensive Master Plan to the ACCUG Mayor and Commission to provide an opportunity for them to ask questions and request final edits.

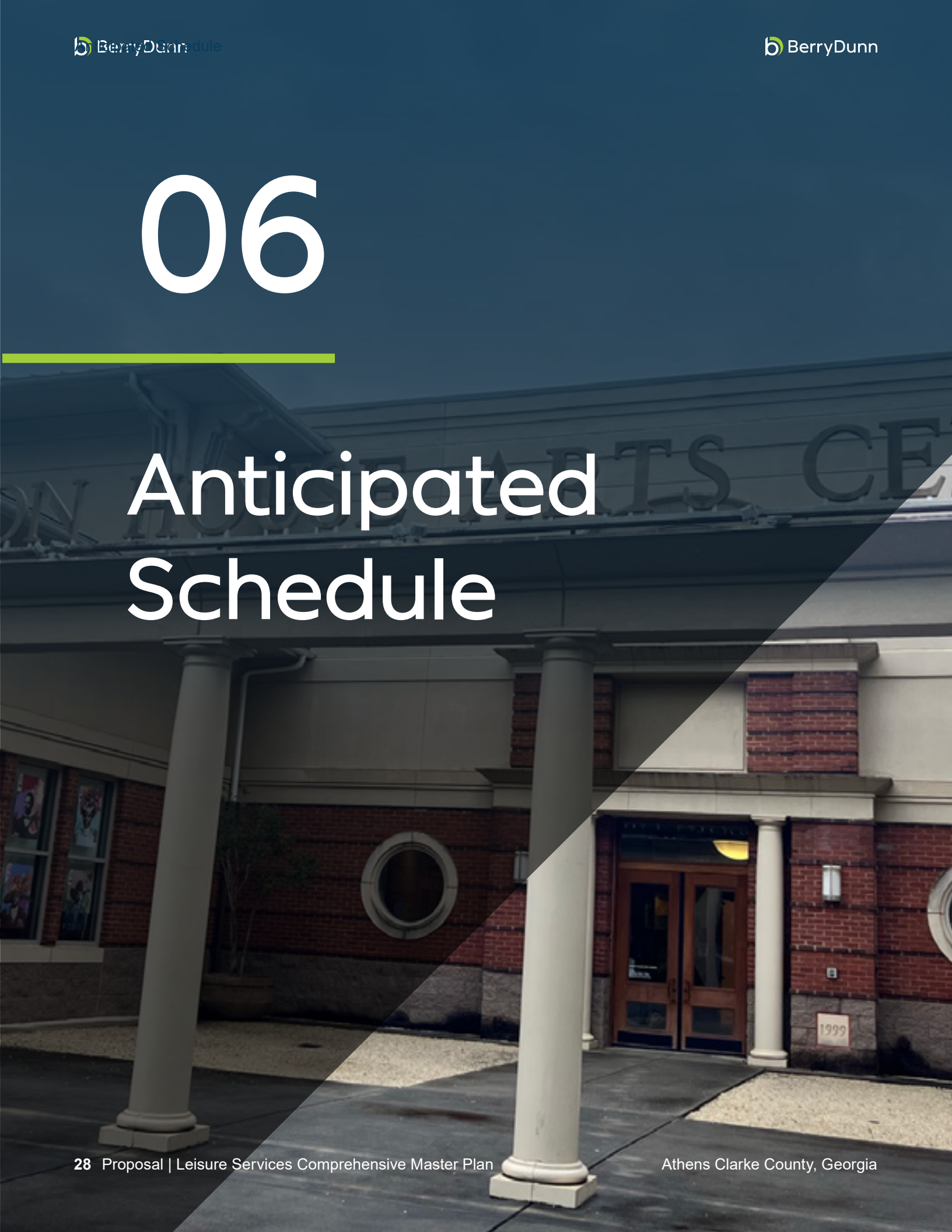
6.4 Finalize the Plan. After implementing edits and submitting to ACCUG for review after our presentation, we will develop the Final Leisure Services Comprehensive Master Plan. The final plan will be placed on ACCUG's website for public access, and we will encourage additional public announcement and communication with residents about ongoing implementation updates to continue progress toward ACCUG's desired future.

Deliverable 11: Final Leisure Services Comprehensive Master Plan

BerryDunn

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Anticipated Schedule





Anticipated Schedule

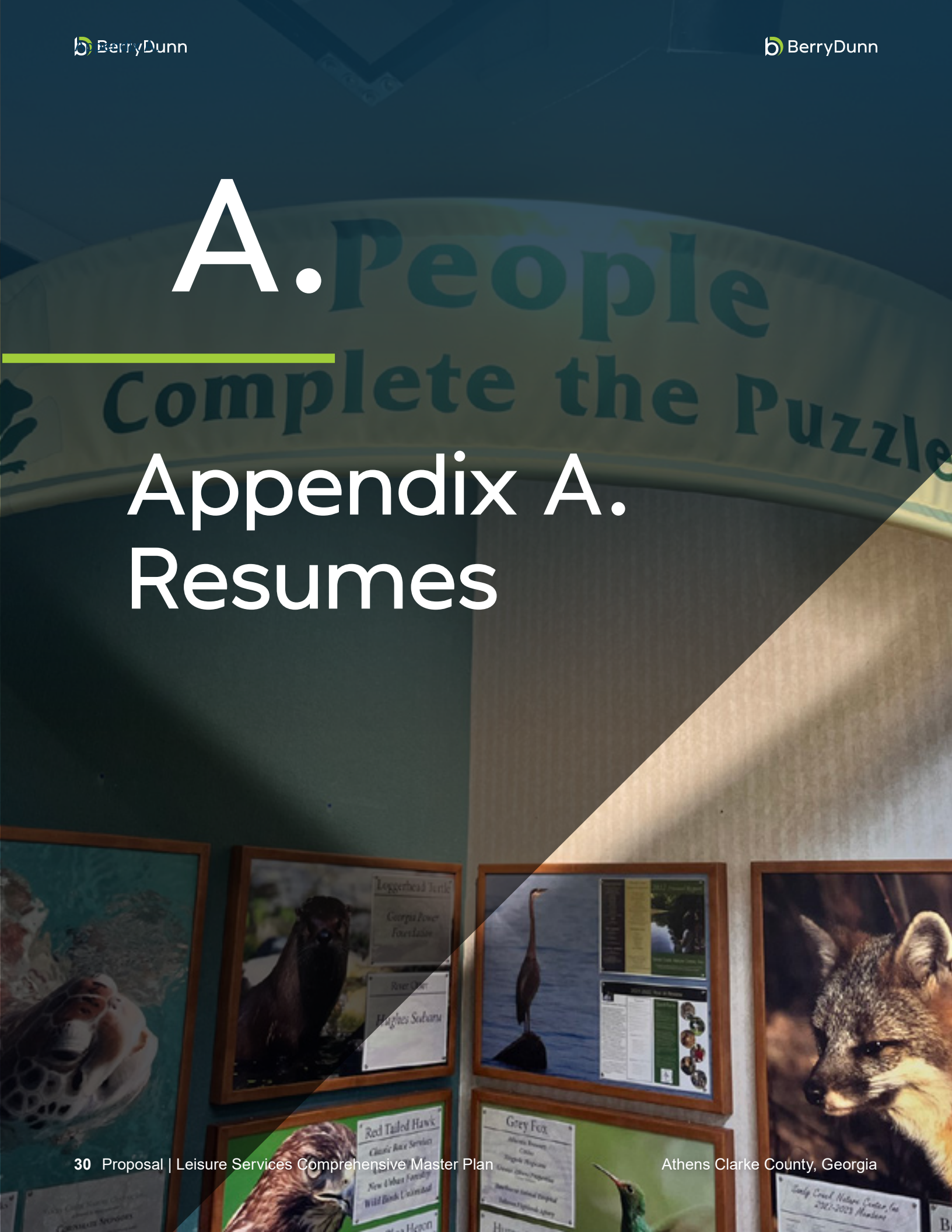
Below, we provide our anticipated schedule for completing ACCUG's requested scope of work. We expect this project to take approximately 16 – 18 months, and we look forward to working in collaboration with ACCUG to formalize this schedule. We are happy to expedite or elongate this process as necessary to accommodate ACCUG's needs, while maintaining momentum throughout the work effort.

	MONTHS															
PHASE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Phase 1: Project Planning and Administration																
Phase 2: Engagement																
Phase 3: Analysis																
Phase 4: Visioning																
Phase 5: Implementation Strategy																
Phase 6: Draft and Final Plan																

BerryDunn

A.

Appendix A. Resumes





ELSA FISCHER, MS, CPRP

Manager

EDUCATION & CERTIFICATION

University of Illinois, Champaign Illinois – B.S., Leisure Studies

Aurora University, Aurora, Illinois – M.S, Recreation Administration

IPRA Professional Development School

NRPA Rocky Mountain Revenue Management School

KEY QUALIFICATIONS

Former director of recreation and superintendent of leisure services

32 years of experience in parks and recreation, with extensive facility management responsibilities

SPEAKING ENGAGEMENTS

IPRA Workshop, September 2021

IPRA LGBTQ Safe Zone Facilitator 2021 – Present

IL Wesleyan, October 2021

IPRA Conference, January 2022

TRAPS, February 2022

WPRA, February 2022

IPRA Supervisors Symposium, April 2023

Elsa Fischer is a manager in BerryDunn's Parks, Recreation, Libraries Practice. She brings more than 30 years of experience in parks and recreation, a majority of which was in senior leadership roles. Her comprehensive experience in recreation programming, facility management, fiscal management, collaboration, and capital project involvement infuses itself into all aspects of her consulting project work.

HIGHLIGHTED EXPERIENCE

Parkland, FL – Parks and Recreation Master Plan

Lauderdale Lakes, FL – Parks and Recreation Master Plan

Manchester, CT – Parks and Facilities Master Plan

St. Charles, IL – Indoor Space Study

Lynchburg, VA – Recreation Assessment (as part of Master Plan)

Ferguson, MO – Recreation Assessment (as part of Master Plan)

DeKalb County, GA – Recreation Assessment (as part of Master Plan)

Loudoun County Parks, Recreation, and Community Services, VA – Strategic Plan

Sanibel, FL – Recreation Department Assessment

Wheeling Park District, IL – Parks and Recreation Comprehensive Plan

Charleston County Parks and Recreation Commission, SC – Parks, Recreation, Open Space, and Trails Master Plan

Iowa City, IA Recreation Facilities Master Plan

Norwalk, CT – Parks and Recreation Master Plan

Wilmette Park District, IL – Master and Strategic Plan

Wheeling Park District, IL – Parks and Recreation Comprehensive Plan

KEY FOCUS AREAS

Master and Strategic Planning: As a manager in BerryDunn's Parks, Recreation, Libraries Practice, Elsa regularly leads and participates in parks and recreation master and strategic planning efforts. She understands the full lifecycle of these initiatives, applies lessons learned and industry best practices, and provides project management in ways that help ensure the long-term success of the planning initiatives. Elsa is an industry leader, regularly speaking at trade conferences and events.

Parks and Recreation Leadership: Prior to joining BerryDunn, Elsa served as superintendent of leisure services for Glenview Park District, Illinois; director of leisure services for Northbrook Park District, Illinois; and in various leadership positions for Downers Grove Park District, Illinois. In these roles, she oversaw indoor and outdoor recreation facilities, recreation programming, cultural facilities, including farms, museums, chapels, theatres, and more.

Capital Improvement: While supporting the Northbrook Park District, Elsa participated in planning and executing the District's $2 million capital improvement plan and played a key role in a related feasibility study. For the Downers Grove Park District, Elsa helped oversee the design, planning, construction, and operation of a 69,000-square-foot recreation and fitness center.



LISA PARADIS, MBA, CPRP
Senior Manager

EDUCATION

University of Massachusetts, Amherst, Massachusetts – B.A, Political Science

University of Massachusetts, Boston, Massachusetts – M.B.A.

Certified Park and Recreation Professional, National Recreation and Park Association

Harvard University, Cambridge, Massachusetts – Post-Graduate coursework, Public Administration, Organizational Management

University of Massachusetts, Boston, Massachusetts – Post-Graduate coursework; Performance Measurement

American Academy of Park and Recreation Administration (AAPRA), 2018

Massachusetts Recreation and Park Association Professional of the Year, 2017

Lisa Paradis is a senior manager in BerryDunn's Parks, Recreation, Libraries practice. She has over 25 years of expertise as a public Park and Recreation Director, most recently serving in Brookline, Massachusetts. Throughout her career, Lisa has been instrumental in guiding various organizations and communities to address systemic challenges. She focuses on action-oriented strategic planning, financial and organizational management, financially sustainability planning, and organizational assessments. She recognizes the significance of a considerate, mission-driven, community-centric, and practical approach to achieving successful outcomes.

HIGHLIGHTED PROJECT EXPERIENCE

Charleston County Parks and Recreation Commission, SC – Parks, Recreation, Open Space and Trails Master Plan

City of Gilbert, AZ – Parks and Recreation Master Plan

Maryland National Capital Park Planning Commission – Youth Sports Strategic Plan

City of Pflugerville, TX – Parks, Recreation, and Open Space Master Plan

KEY QUALIFICATIONS

Experience as a Public Park and Recreation Director for 25 years

Extensive experience creating and implementing solutions for systemic challenges in government work, both as an agency director and as a consultant, to park and recreation agencies across the country

RELEVANT EXPERIENCE

Strategic planning and organizational development: As a leader, mentor, and often provocateur, she helps organizations and communities to achieve unimagined greatness by embracing systemic challenges through bold, action-oriented strategic planning, financial and organizational management. Lisa is steadfast in her pursuit to challenge professionals to think beyond the obvious and tackle challenges from a variety of perspectives to find the best possible solution for their communities.



JASON GENCK, MPA, CPRP
Manager, Practice Lead, Parks, Recreation, Libraries

EDUCATION AND CERTIFICATIONS

MPA, Arizona State University

BA, University of St. Francis

Certified Park and Recreation Professional (CPRP), National Recreation and Park Association (NRPA)

PROFESSIONAL AFFILIATIONS

National Recreation and Park Association (NRPA)

American Park and Recreation Society

Colorado Park and Recreation Association

Illinois Park and Recreation Association

American Academy for Park and Recreation Administration Extern Program

Jason Genck is a manager in BerryDunn's Parks, Recreation, Libraries Practice and its practice lead. He has nearly 30 years of experience in the parks and recreation industry, and is a sought-after thought leader in this space. Prior to joining BerryDunn's Parks, Recreation, and Libraries Practice, Jason was executive director of the three-time Gold Medal Award Winning Westminster, Colorado, Parks, Recreation, and Libraries Department, where he oversaw a staff of more than 1,000 and served a city of approximately 115,000 residents. Jason recently helped guide Westminster's $1 billion downtown development plan, transit oriented development plan, citywide COVID-19 social recovery efforts, the City's first ever Inclusivity Board, and focus area-specific plans in marketing and outreach, libraries, open space and cultural arts.

PROJECT EXPERIENCE

Parks, Recreation, and Open Space Master Plan, City of Pflugerville, TX
Project Manager

Outdoor Adventure and Alternative Sports Master Plan, City of Denver, CO
Recreation Analyst (Prime firm: Livable Cities Studio)

Strategic Plan, Metro Parks Tacoma, WA — Business Analyst

Comprehensive Parks, Recreation, and Active Transportation Plan, City of Bozeman, Montana — Recreation Analyst (prime firm: Agency Landscape + Planning)

OTHER RELEVANT EXPERIENCE

City of Westminster, CO: Prior to joining BerryDunn, Jason was executive director of a parks, recreation, and library department that had a $22 million annual operating budget; 1,000+ staff members; 65 parks, two full-service libraries, five recreation centers, three aquatic facilities, multiple sports complexes, two golf courses, and 150 miles of recreation trails. Jason provided executive level leadership to the design, development, operations, management and renovations of all parks and public spaces in Westminster. Most recently, he was responsible for the development and implementation of the award winning Westminster Station Park.

KEY FOCUS AREAS

Community Outreach and Marketing: During his tenure with the City of Westminster, Jason created and led one of the highest performing marketing and outreach teams in the United States. This experience has given him a deep understanding of the challenges and opportunities of engaging the local and diverse communities (including those that are hard to reach) in Colorado, especially in the Denver Metro area.

Strategic Planning: Jason has overseen the development of numerous strategic plans, including a citywide strategic plan, libraries master plan, open space stewardship plan, arts and culture master plan, park and recreation district comprehensive plan and cost recovery models, organization restructure plans, and more. In particular, a recent libraries master plan became a source of tremendous pride for the staff and community.



DAVE PETERSON, MS, RLA
Senior Consultant

EDUCATION

M.S., Exercise and Sports Science, University of Arizona, Tucson, Arizona

B.S., Landscape Architecture, Colorado State University, Fort Collins, Colorado

B.S., Education, University of Nebraska, Lincoln, Nebraska

CERTIFICATIONS

Registered Landscape Architect in Colorado (#977), 2012

CLARB Certified Landscape Architect

Dave Peterson is a senior consultant in Berry Dunn's Parks, Recreation, Libraries Practice and leader of the BerryDunn GRASP® Team. His leadership in the science of parks and recreation planning embraces innovative techniques for incorporating demographics data into GIS analyses and determining needs beyond traditional broad-brush allocation strategies.

Dave started his career in community development and planning but expanded to park and school design. This provided an excellent transition into park and recreation master planning. This variety of experience, as well as his diverse background in education and sports medicine make him a valuable team member.

Dave loves the latest in software and technology and is always looking for the newest computer graphic technique or process to incorporate into his projects. He also enjoys the opportunity to visit hundreds of parks each year as part of GRASP® inventory and assessment. Parks and recreation master planning and comprehensive GIS mapping using composite values methodology incorporates both detailed and broad thinking and therefore is a good match for his skills. Dave is a Registered Landscape Architect in Colorado and is a CLARB Certified Landscape Architect.

REPRESENTATIVE PROJECT EXPERIENCE:

Park & Recreation Master Planning

- Angleton, Texas
- Arlington County, Virginia
- Aurora, Colorado
- Barrington, New Hampshire
- Brookline, Massachusetts
- Bloomington, Illinois
- Cary, North Carolina
- Charleston County, South Carolina
- Cook County Forest Preserve District, River Forest, Illinois
- Commerce City, Colorado
- Corvallis, Oregon
- Denver, Colorado
- Desert Recreation District, Indio, California
- El Paso County, Colorado
- Encinitas, California
- Farmington, New Mexico
- Glendale, Arizona
- Greater Vallejo Recreation District, California
- Green Valley Ranch Metro District, Denver, Colorado
- Hampton, Virginia
- Hamilton County, Tennessee
- Henderson, Nevada
- Lakewood, Colorado
- Lathrop, California
- Littleton, Colorado
- Louisville, Colorado
- Palm Springs, California
- Pearland, Texas
- Perris, California
- Plainfield Park District, Illinois
- Post Falls, Idaho
- Sandpoint, Idaho
- Springfield Park District, Springfield, Illinois
- Stafford County, Virginia
- Stonecrest, Georgia
- Tualatin Hills Park and Recreation District, Beaverton, Oregon
- Tulsa, Oklahoma
- Valdez, Alaska
- Valleywide Rec. District, California
- Victorville, California
- Wake Forest, North Carolina
- Wheat Ridge, Colorado
- Wilsonville, Oregon
- Windsor, Colorado

Healthy Communities Planning

- Arlington Heights Park Dist., Arlington Heights, Illinois
- Liberty, Missouri
- South Bend, Indiana

Statewide Comprehensive Outdoor Recreation Plan (SCORP)

- Maryland Department of Natural Resources
- State of New Mexico

Parks Asset Inventory/Assessment

- City and County of Denver, Colorado



BECKY DUNLAP, CPRP
Senior Consultant

EDUCATION & CERTIFICATION

Bachelor of Science of Forest Resources, Natural Resource Recreation and Tourism,

University of Georgia, 2013

Certified Parks and Recreation Professional, National Recreation & Parks Association (NRPA)

SPEAKING ENGAGEMENTS

Georgia Parks and Recreation Association - 2019

Missouri Parks and Recreation Association - 2018

National Recreation and Parks Association – 2017 and 2018

Colorado Parks and Recreation Association 2016

Topics: Technology, Marketing, Productivity, Organizational Efficiencies

PUBLICATIONS

NRPA Marketing and Communications Certificate program, Co-Author, 2018

“Defining an Audience” Parks and Recreation Business, December 2017

Creator and Host of Let’s Talks Parks Podcast., 2017 - Present

Becky Dunlap is a senior consultant in BerryDunn’s Parks, Recreation, Libraries practice. She is a Certified Parks & Recreation Professional who is adept in strategizing and planning for organizational efficiencies and innovation. Becky takes a human-first approach to find solutions for the most pressing issues facing the field of parks and recreation, including new technology, software solutions, community engagement, employee onboarding, marketing, and branding. She has completed hundreds of demographics and trends reports for clients since 2015, helping agencies understand how to better plan for their changing communities. Before working in the consulting field, Becky worked in a variety of public sector positions, including management of recreation centers, parks, and summer camps. Over the past several years, Becky has published over 100 episodes of the Let’s Talk Parks podcast, a show to inspire and share resources within the Parks & Recreation field.

CURRENT/PRIOR POSITION SUMMARY

- BerryDunn, Consultant, 2022 - Present
- GreenPlay, LLC: 2015 - 2021 (Merged with BerryDunn in January 2022)
  - Project Consultant assisting in all planning elements, with a focus on process improvement, business operations, project management and workflow software and innovative community outreach
  - Research Assistant conducting nationally-focused and community specific trends and demographics analysis

Public Sector:
Facility Operations Coordinator for the City of Boulder Parks and Recreation Department

Marketing Assistant/Customer Service Specialist for City of Boulder Parks and Recreation Department

Recreation Assistant, Athens Clarke County Leisure Services Dept.

Bear Hollow Zoo

REPRESENTATIVE PROJECT EXPERIENCE

Alexandria, VA – Cost Recovery and Resource Allocation Study

Brush, CO – Parks and Recreation Master Plan

Coconino County, AZ – Parks and Recreation Master Plan

Florence, AZ – Parks and Recreation Master Plan

Hamilton County, TN – Parks and Recreation Master Plan

Henderson, NV – Parks and Recreation Master Plan Update

Hesperia Recreation and Park District, CA – Comprehensive Parks and Recreation Master Plan

Mariners Museum and Park, Norfolk, VA – Needs Assessment

Northeast Tennessee Regional Economic Partnership – Marketing and Branding Plan

Phelan Piñon Hills Park and Recreation District, CA – Comprehensive Plan

Pleasant Valley Recreation & Parks District, CA – Senior & Community Recreation Facilities Needs Assessment

Prospect Heights Park District, IL – Comprehensive Master Plan

San Bernardino, CA – Prado Park Master Plan

San Luis Obispo County, CA – Parks Needs Assessment, Trends Analysis and Cost Recovery Plan



LAKITA FRAZIER, MPA

Senior Consultant

EDUCATION & CERTIFICATION

- Master of Public Administration - Liberty University | 2023
- Bachelor of Social Work - Norfolk State University

PROFESSIONAL AFFILIATIONS

- Member, Board of Directors, National Recreation and Parks Association, 2020 to Present
- Fellow, Committee Chair, American Academy of Parks and Recreation Administration. 2020 to Present
- Instructor, Co-Chair, National Recreation and Parks Association Director's School, 2022
- Membership Chair, Board of Directors, National Association of Park Foundations, Present
- Regent/Instructor, National Recreation and Parks Revenue Development and Management School, 2019 to Present
- Member, Board of Directors, National Association of County Park Officials, 2018 to 2022
- Member, Society of Human Resource Management, 2018 to Present
- Member, International City/County Management Association, 2018 to Present
- President, National Recreation and Parks Ethnic Minority Society, 2019 to 2021
- Diversity Chair, South Carolina Recreation and Parks Society, 2020
- President, Virginia Recreation and Parks Society, 2010 to 2012

Lakita Frazier is a senior consultant in BerryDunn's Parks, Recreation, Libraries Practice. She is an accomplished executive with extensive experience in human resource management, marketing, and leading high-performing teams. Lakita offers expertise in establishing long-term relationships with staff at all levels to achieve performance and productivity. She is adept at managing strategic planning, budgets, critical problem analysis, and public relations. She also has experience in fiscal management, public/private sector alliances, and personnel management, along with proven success in special event planning and community service through solid communication and exceptional supervisory/interpersonal skills. She is instrumental in designing programs through community engagement and partnerships.

FOCUS AREAS

- Regulatory Compliance
- Marketing
- Public Relations
- Budgeting & Forecasting
- Reports & Presentation
- Operations Excellence
- Strategy Planning & Execution
- Risk Assessment & Mitigation
- Team Building & Leadership
- Cost Control/Quality Assurance

HIGHLIGHTED EXPERIENCE

Fresh Start Consulting: Undertakes short-term or long-term projects for public, private, and nonprofit agencies to address various organizational issues and needs in parks and recreation, human resources, diversity, equity, and inclusion (DEI). Provides leadership in developing marketing strategies to include media and public relations. Meets with management or appropriate staff to understand their requirements and goals for capacity building. Using interviews, surveys, etc., collects necessary data to develop strategic goals and implementation strategies for human resources, programming, and community building. Coordinates marketing plans and social media marketing.

Women in Parks and Recreation: Provides overall management responsibility for a growing impactful nonprofit organization with over 11,000 members online. Combining inspirational leadership and sophisticated management abilities, the position is responsible for advancing the organization's culture, capability, processes, and impact. While working closely with the organization's executive team, the CEO inspires innovation and ensures the organization is continually well-equipped to advance its mission.

Richland County Recreation Commission, South Carolina: Advised a seven-member board to manage all aspects of the Agency, including human resources, risk management, budget/finance, property management (43 facilities), and community relations. Formulated a budget of $25M while employing 200 full-time employees and 600 part-time employees, volunteers, and contracted instructors. Developed and implemented compensation and job classification plan to create equity in pay. Served as spokesperson for all public relations matters on behalf of the Commission and Board



JESSE MYOTT
Senior Consultant

EDUCATION AND CERTIFICATIONS

AS, Champlain College

BA, History, University of Rhode Island

MA, History, San Francisco State University

Jesse Myott is a senior consultant in BerryDunn's Local Government Practice Group. He brings nearly a decade of public sector experience, focusing on supporting municipalities with operating and capital improvement budget development and management; special fund accounting, revenue and expenditure forecasting; customer valuation; and cost of revenue analyses for municipal programs and services.

PROJECT EXPERIENCE

Recreation and Parks Masterplan Update, City of Norwalk, CT – Recreation Analyst (Prime firm: Kimley-Horn)

Outdoor Adventure and Alternative Sports Master Plan, City of Denver, CO – Recreation Analyst (Prime firm: Livable Cities Studio)

Parks and Recreation Needs Assessment and Master Plan, City of Lynchburg, VA — Recreation Analyst (Prime firm: Lose Design)

Local Rapid Response Planning, Massachusetts Department of Housing and Community Development – Subject Matter Expert

Golf Management System Selection Consulting, City of Boca Raton, FL — Business Analyst

Parks and Recreation Master Plan, City of Tampa, FL – Recreation Analyst (Prime firm: AECOM)

Building Fee Study, City of Gainesville, FL — Project Manager

Parks & Recreation Cost of Service Study, Jefferson City, MO – Project Manager

Cost Recovery Analysis & Fee Study, City of Mobile, AL – Project Manager

PROFESSIONAL AFFILIATIONS

California Society of Municipal Finance Officers (CSMFO)

Municipal Management Association of Northern California (MMANC)

KEY FOCUS AREAS

Process Analysis: Jesse is an experienced municipal finance and management professional with nearly a decade of experience serving in many areas of local government both as an analyst and in management roles. His municipal business process knowledge extends through city administration, public works, water delivery and waste collection services, solid waste collection, public safety, economic development and redevelopment, library and recreation services, human resources, capital improvement program development, facility planning, compensation and benefits analysis, and city-wide operating budget planning, monitoring and delivery.

Fee Studies: Jesse has authored highly complex and sensitive fee studies, created detailed subsidy analyses, developed cost recovery models, and water and sewer rate setting models for a number of municipalities in the San Francisco Bay Area, California and Boston, Massachusetts area.



TOM DIEHL, MS, CPRP

Manager

EDUCATION

Master of Science, Syracuse University, August 1990
Bachelor of Science, Syracuse University, December 1982

PROFESSIONAL AFFILIATIONS AND DEVELOPMENT

Long-time NIRSA and NRPA member
The Grace E. Harris Leadership Institute VCU Leadership Development - October 2013
NIRSA School of Recreational Sports Management - June 1997
Has been CPR/First Aid/AED certified, Certified Pool Operator, Certified Emergency Shelter Operator
Active Shooter Training
Cemetery Superintendent

AREAS OF EXPERTISE

- Master/Strategic Planning & Needs Assessments
- Feasibility Studies & Operational Programming
- Pricing Philosophy
- Organizational Structuring
- Alternative Funding & Partnerships
- Business Planning
- Policy Development

Tom Diehl is a manager in BerryDunn's Parks, Recreation, Libraries Practice and a Recreation and Athletics Management Professional with 35 years of experience at both public and private institutions. Tom has concentrated on program and facility enhancement, and his expertise includes strategic and master planning, feasibility studies, capital and operational planning, budgeting, resource management, procurement/contract administration, equipment specifications, construction management and historical renovations. He has extensive experience with recreation and athletics programming, community relations, and special events management. He has successfully overseen capital projects valued up to $60 million.

CURRENT/PRIOR POSITION SUMMARY

BerryDunn, Manager: 2022 - Present

GreenPlay LLC, Principal: 2015 - 2021 (Merged with BerryDunn in January 2022)

Director and Associate Director of Recreational Sports at Virginia Commonwealth University

Assistant Athletic Director for Facilities at Marist College

Intramural Director, Facility Director, HPE Instructor and Lacrosse Coach at Le Moyne College

Played Division I Lacrosse at Syracuse University

13 years of experience coaching at the university level, high school coaching experience and experience coaching almost all sports at various youth levels

REPRESENTATIVE PROJECTS

86 projects, 21 states
25 Comprehensive Recreation and Open Spaces Strategic Master Plans

20 Feasibility Studies

9 Conceptual Park Master Plans

7 Needs Assessments

5 Operation and Maintenance Total Cost of Ownership Analysis

4 Sports Tourism/Economic Impact Studies

4 Organizational Analysis Studies

3 Land Preservation, Parks, and Recreation Plan

3 Athletic Fields Studies

3 Cost Recovery Studies

2 ADA Transition Plans

Albany, NY – Recreation Center Feasibility Study
Brookline, MA – Athletic Facilities Master Plan
Colchester, VT – Needs Assessment and Master Plan
College Park, MD – Duvall Field Visioning and Master Plan
Grover Beach, CA – Senior Center Needs Assessment and Feasibility Study
Pleasant Valley Recreation & Parks District, CA – Senior & Community Recreation Facilities Needs Assessment
Sandpoint, ID – Parks, Recreation and Open Space Master Plan
Umatilla, OR – Parks Master Plan



ADRIAN NEWMAN

Senior Consultant

EDUCATION & CERTIFICATION

Metropolitan State University of Denver

Rocky Mountain College of Art & Design

PRESENTATIONS AND PUBLICATIONS

Design Like a Pro! For Minimal Dough, Brand+Aid, 2017, www.BrandAidConference.com

CPRA-Colorado Parks & Recreation Association, 2018, www.cpra-web.org

Adrian Newman joined BerryDunn's Local Government Practice Group with a strong background in empathetic, community-centric design in the public and private sector. Focusing on client audience's challenges and goals, his approach to creating project-branded communications and deliverables will be centered around listening and research, contributing to a meaningful strategic planning process.

RELEVANT EXPERIENCE

Project Branding

Adams County, CO − Riverdale Regional Park Master Plan

Town of Gilbert, AZ − Parks, Recreation, and Open Space Master Plan

Hyland Hills Recreation District, CO − Strategic Plan

City of Monterey Park, Bruggemeyer Library, CA − Strategic Plan

City of Pflugerville, TX − Parks, Recreation, Open Space, and Trails Master Plan

Graphic Design: Adrian is a skilled graphic designer with a focus on government communications and marketing. He creates logos, branding strategies and standards, social media/web graphics, email newsletters, and layouts for magazine/publications. Projects include Salida Climate Action Plan, City of Modesto 'Forward Together' campaign, and the City of Newberg 2021 Water Quality Report and brand guide. Addition clients include the City and County of Denver; Heather Younger: Caring Leadership Academy; City of Westminster: drought awareness; Lotus Engineering & Sustainability; Tri-County Health Department; and Foothills Regional Housing.





RICH NEUMANN
Project Manager

EDUCATION & CERTIFICATION

B.S. Communications/B.S. English; James Madison University, Harrisonburg, VA

PRESENTATIONS

Outrageous Events—Incredible Results!
Michigan Recreation and Parks Association Annual mParks Conference
Virtual Session, February 2021

Relieve Yourself From Creative Constipation
Alabama Recreation and Parks Association Annual Conference, Birmingham, AL, January 2019
North Carolina Recreation & Park Association Annual Conference, Winston-Salem, NC, October 2018

Marketing Strategy: From Practical to Practically Insane
North Carolina Recreation & Park Association Annual Conference, Winston-Salem, NC, October 2018
National Recreation and Parks Association Annual Conference,

Caution: Extreme Marketing Ahead
Colorado Parks and Recreation Association Marketing Workshop, Erie, CO
November 2016

Rich Neumann is a senior consultant in BerryDunn's Parks, Recreation, Libraries Practice. He is a recognized public sector industry leader in marketing, communications, and branding, as well as a wildly creative cultural arts professional. He has a proven success in community engagement, special events, strategic planning, marketing, public relations, sponsorships/fundraising, and arts administration. His additional strengths include media and community relations, creative and technical writing, branding, volunteer management, and presentational speaking.

RELEVANT EXPERIENCE

City of Westminster, CO (2016 to 2023) — Cultural Affairs Administrator Rich manages the city's arts and culture efforts, including special events, public art, cultural heritage initiatives, and historic preservation. Lead master planning processes, including facilitation of robust community engagement outreach. He leads the city's creative services team, including management of communications, marketing, graphic design, and event professionals. He has been tasked with developing and executing marketing and engagement strategies in support of city branding initiatives. Accomplishments include increasing special event revenues by >850%; expanding event attendance by 300%; designing and implementing an event sponsorship program with contracts exceeding $200K per year; growing social media audiences by 500%; and generating more than 17 million marketing impression per year.

Adams County, CO (2013 to 2016) — Communications Manager Rich managed all internal and external communications for Adams County government. He also managed and led the county's first visual arts and cultural venues task force and helped coordinate the distribution of SCFD funds via the county's cultural council. He developed strategic communication plans; provided proactive media relations and issues management; oversaw digital content (social media, intranet, website); performed community outreach; supported executive staff and elected officials with media training and policy advisement; helped launch major policy initiatives; assembled and led a team of communication professionals. Chosen by county leadership to serve on the county's first Innovation Academy sponsored by the Alliance for Innovation and Arizona State University.

Office of the Mayor, Wilmington, DE (2007 to 2013) — Director of Communications. Rich served as media spokesperson for the City of Wilmington. He wrote and disseminated press releases and media advisories as well as personal correspondence from the Mayor. While working as the Communications Director, he helped launch major policy initiatives (e.g. Delaware's first single-stream, curbside recycling program) and tracked legislation.

He crafted marketing initiatives for the city's Office of Cultural Affairs, including promotion of the DuPont Clifford Brown Jazz Festival (the largest free outdoor festival on the East Coast). Rich supported management of cultural venues, including Theatre N at Nemours (a city-run independent film house). He planned and organized media events and press conferences. Rich served as Associate Producer and Co-Host of Wilmington: In the Middle of it All (the Mayor's television show).

POND

Sydney Thompson, PLA, ASLA

Project Manager



BLA, University of Georgia, 2013

Professional Landscape Architect, GA #LA001801

GSWCC Level II #81873

Sydney has over 10 years of experience as a landscape architect working on a variety of projects ranging from small pocket park design to large master planning efforts. Her recent work includes numerous public greenspace designs, trail and greenspace feasibility studies, and multiple master planning projects. She is skilled in all aspects of a project ranging from site inventory and analysis, concept design and planning graphics, technical construction documents, to client communication and public engagement. She is passionate about positively impacting communities through her work and strives to ensure both clients and community members are engaged and feel heard throughout the design process.

Project Experience

Pleasantdale Park Master Plan
Project Manager

Rowland Road Park Master Plan
Landscape Architect

Dunwoody Nature Center Master Plan
Project Manager

Perimeter CID Trail Scoping Study
Project Manager

AeroATL Model Mile Trail Scoping Study
Landscape Architect

Zonolite Trail Scoping Study
Landscape Architect

Woodruff Park Strategic Plan and Phase 1 Improvements
Project Manager/Landscape Architect

Tyrone Master Plan
Landscape Architect

Master Planning & Design
Project Manager

PCID Trail Feasibility Study
Project Manager



Rowland Road Park

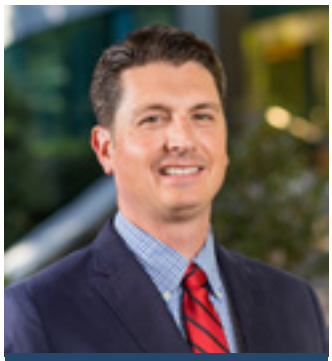


Woodruff Park Improvements

POND

Matt Wilder, PLA, ASLA

Principal-In-Charge



Matthew is the Program Manager of PLACE at Pond where our Planners, Landscape Architects, and Civil Engineers work collaboratively to plan, design, and build the wonderful communities in which we conduct our daily lives. Matthew is a landscape architect by training, and his career has given him the opportunity to plan and design neighborhood and regional parks, trails and greenways that connect numerous communities, and improve transportation networks to elevate the status of bicyclists and pedestrians. He has led parks and recreation master plans for cities and counties, as well as the Georgia State Parks. As a little league baseball coach and an active park user, he understands the complexities of park use by different types of people and programs. He can navigate the differences and overlaps between various user groups and program demands to develop park systems that serve the entire community. He greatly appreciates the value of good public spaces and the community they foster. Matthew enjoys working with communities and clients to lay the groundwork for long term investment and ownership by the people who live and work there.

MLA, University of Georgia, 2001

Graduate Certificate, Historic Preservation, University of Georgia, 2001

BS, Botany, Miami University, 1997

Professional Landscape Architect, GA #15143

GSWCC – Level II Certified Design Professional # 0000015143

Project Experience

Effingham County Parks and Recreation 15 yr Master Plan - 2023
Effingham County, GA

City of East Point 10yr Parks and Recreation Master Plan
East Point, GA

Panola Mountain State Park Master Plan
Stockbridge, GA

Davidson-Arabia Mountain 2500 acre Nature Preserve Master Plan
DeKalb County, GA

South River Trail Master Plan
DeKalb County, GA

Piedmont Pathway Trail Study
Atlanta, GA

Master Plan for Multi-Use Trails Connecting Conyers & Covington
Rockdale & Newton Counties, GA

The Loop Trail - Phase A
Gwinnett County, GA

PATH Lakewood Trail
Atlanta, GA

POND

Emily Blackwell Hsiao, PLA, ASLA

Landscape Architect

Emily is dedicated to the profession of landscape architecwture and has over 12 years of experience. Her portfolio includes deep experience in parks of all sizes with active amenities, natural and passive recreation elements, connector trails, and community features.

She is a determined professional with a passion for designing spaces people want to return to time after time. Emily has worked on dozens of parks and recreation projects.

Emily excels at creative pubic engagement strategies focused on bringing communities together, meeting citizens where they are already engaging, and connecting with groups typically under represented in those communities.



BLA, North Carolina State University

Professional Landscape Architect: NC #1912, SC #1306

Permaculturist, Permaculture Designer and The International Ecotourism Society

Project Experience

City of Concord Parks & Recreation Needs Assessment*
Concord, NC

Iredell County Parks and Recreation Master Plan*
Iredell County, NC

Kannapolis Downtown Connectivity Analysis*
Kannapolis, NC

Harrisburg Veterans Park *
Harrisburg, NC

Harrisburg Park Master Plan*
Harrisburg, NC

Rowan County Communities Carolina Threat Trail Greenway Master Plan*
Rowan County, NC

Monroe Greenway Bikeway Master Plan*
Monroe, NC

Spencer & East Spencer Bike Ped Plan*
Spencer, NC

Mebane Parks and Recreation Master Plan*
Mebane, NC

Winston-Salem Recreation and Parks Deferred Maintenance Assessment
Winston-Salem, NC

Pope Memorial Park Master Plan*
Kernersville, NC

Keeley Park Master Plan Update and Phase II*
Greensboro, NC

Matthews Veterans Memorial Park Concepts*
Matthews, NC

Henry Street Park Multi-Generational Transformation*
Greensboro, NC



Pope Memorial Park Master Plan*

POND

Rosie Mafe

Community Engagement/Planner

Rosie is a detailed-oriented planner who is passionate about creating implementable and equitable plans and policies that reflect the needs of residents by including all community groups from the beginning of the process. Her experience in the public sector developed her aptitude for understanding the interests of residents, community organizations, and public officials, then synthesizing those interests to create innovative solutions. She brings this nuanced insight into her long-range planning work and code writing with Pond.



MPA, University of Georgia

BA, History, Piedmont College

CNU-Accredited Member

Project Experience

Davidson-Arabia Mountain 2500 acre Nature Preserve Master Plan
DeKalb County, GA

Dekalb County, GA

Dunwoody Parks Master Plan - Roberts Dr/Vermack Rd
Dunwoody, GA

Master Plan for Gwinnett County Arts and Creative Economy
Gwinnett County, GA

Downtown Master Plan
Winder, GA

Atlanta Beltline Sub-Area Master Plans
Atlanta, GA

Reconnecting Communities Grant Proposal
Clarkson, GA

City Springs Master Plan Update
Sandy Springs, GA

Hammond Park Action Plan Update
Sandy Springs, GA

MEREDITH TEKIN

CURRENT ROLE

President, International Board of Credentialing and Continuing Education Standards (IBCCES)

Since 2017

Focus on accessibility and inclusion certification, training and support for organizations in parks and recreation, hospitality, education, and healthcare settings.

- **Public speaking/educational presentations**
- **Key partner liaison for certification, onboarding, and ongoing support**
- **Consulting related to autism, neurodiversity, and related conditions**
- **Organizational strategy and operations**
- **Assist in development of program content and International symposium**
- **Experienced in best practices related to autism, neurodiversity, and sensory inclusion and accessibility**

FORMER ROLES/EXPERIENCE

Leadership

President, Client Focused Media

2014-2017

Strategic initiatives, client relationship management, operations/HR, and creative campaign oversight

Nonprofit

Marketing Manager, First Coast No More Homeless Pets

2012-2014

Healthcare Analytics and Recovery

Project Manager, SCIO Analytics (formerly National Audit)

2009-2012

Managed a team of clinical staff and professional coders to analyze and audit healthcare data and medical record to identify suspicious billing patterns, fraud, and patient outcomes.

EDUCATION + CERTIFICATIONS

B.S - University of North Florida

Board Certified Cognitive Specialist

Certified Professional Coder (2011-2013)



JASON MORADO
Director of Community Research
ETC Institute
725 W. Frontier Circle, Olathe, KS 66061
jason.morado@etcinstitute.com
(913) 254-4514

EDUCATION

M.B.A., Webster University, 2009
B.S. in Business Administration – Marketing, Avila University 2000

SUMMARY OF EXPERIENCE

Mr. Morado has over 20 years of experience in the design, administration, and analysis of community market research. He has served as the project manager on community survey research projects for over 600 local governmental organizations throughout the U.S. Mr. Morado is experienced in all phases of project management of market research studies, including survey design, developing sampling plans, quantitative and qualitative analysis, interpretation of results and presentation of findings. His areas of emphasis include citizen satisfaction surveys, parks and recreation needs assessment surveys, community planning surveys, business surveys, and transportation studies. He has also led the coordination and facilitation of focus groups and stakeholder interviews for a wide range of topics.

RELEVANT PROJECT EXPERIENCE

Parks and Recreation Surveys

Mr. Morado has served as a project manager for over 250 parks and recreation surveys for local governmental organizations. Some of these organizations include:

- Atlanta, GA
- Arlington County, VA
- Boone County, KY
- Brownsburg, IN
- Broward County, FL
- Carmel-Clay, IN
- Casa Grande, AZ
- Charleston, SC
- Chatham County, NC
- Chesterfield, MO
- Chino, CA
- Cincinnati, OH
- Coral Gables, FL
- Columbia, MO
- Corpus Christi, TX
- Culpepper County, VA
- Dania Beach, FL
- Davie County, NC
- Denver, CO
- Detroit, MI
- Downers Grove Park District, IL
- Durango, CO
- El Paso County, TX
- Fayetteville-Cumberland County, NC
- Fremont, CA
- Gilroy, CA
- Gwinnett County, GA
- Hamilton County, OH
- Harnett County, NC
- Hoffman Estates Park District, IL
- Hunters Creek, FL
- Huron-Clinton Metroparks, OH
- Idaho Falls, ID
- Las Vegas, NV
- Manchester, CT
- Mecklenburg County, NC



B.

Appendix B. Requested, Negotiable Exceptions

Listed below are our requested exceptions to ACCUG's provided terms and conditions. We believe in being fully transparent about any potential conflicts at the time of proposal. To this end, we have our Compliance Team perform a thorough review. As consultants focused on government clients, we are well aware of the limitations on exceptions and additional constraints. If selected for this project, we fully expect to work with ACCUG to reach an agreement on these terms that is fair and beneficial to both parties. We respectfully request the following exceptions.

p. 10 section C(1): We would like to request that written notice and an opportunity to cure be provided before the Contract is terminated for cause as in Section C(1).



C.

Appendix C. Forms

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

A: PROPOSAL FORM

Proposal of Berry, Dunn, McNeil & Parker, LLC

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

Maine, ***doing business as*** BerryDunn*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP # 01114 LEISURE SERVICES COMPREHENSIVE MASTER PLAN** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of one hundred twenty (120) days following such time.

Company:	Berry, Dunn, McNeil & Parker, LLC		
Contact:	Charles Snow		
Address:	2211 Congress Street		
	Portland, Maine 04102		
Phone:	(207) 541-2200	Fax	(207) 774-2375
Email:	csnow@berrydunn.com		

☒ ***By checking this box, I acknowledge that I have read ATTACHMENT B - MASTER CARD E-PAYABLES PROGRAM WELCOME LETTER***

☒ ***By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in*** **RFP # 01114 LEISURE SERVICES COMPREHENSIVE MASTER PLAN if awarded.**

Charles Snow, Principal		August 10, 2023
Authorized Representative/Title *(print or type)*	**Authorized Representative** *(Signature)*	**Date**

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

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(Hereinafter called "Offeror"), organized and existing under the laws of the State of

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By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

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2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of one hundred twenty (120) days following such time.

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Contact:	Charles Snow		
Address:	2211 Congress Street		
	Portland, Maine 04102		
Phone:	(207) 541-2200	Fax	(207) 774-2375
Email:	csnow@berrydunn.com		

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Charles Snow, Principal		August 10, 2023
Authorized Representative/Title ***(print or type)***	**Authorized Representative** ***(Signature)***	**Date**

Company Name: Berry, Dunn, McNeil & Parker, LLC

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.	1	dated	July 14, 2023	Acknowledgement	CS
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
					Initial

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

C: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

166359 — Federal Work Authorization Company Identification Number

11/21/2008 — Date of Authorization

Name of Contractor: Berry, Dunn, McNeil & Parker, LLC

Name of Project: RFP # 01114 - Leisure Services Comprehensive Master Plan

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on 10th, August, 2023 in Portland, Maine.

Signature of Authorized Officer or Agent

Charles Snow, Principal
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
10th DAY OF August, 2023

Daphne Edwards
Notary Public

DAPHNE EDWARDS
NOTARY PUBLIC
State of Maine
My Commission Expires
January 5, 2030

My Commission Expires:

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

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Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

166359 — Federal Work Authorization Company Identification Number

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Name of Contractor: Berry, Dunn, McNeil & Parker, LLC

Name of Project: RFP # 01114 - Leisure Services Comprehensive Master Plan

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on 10th, August, 2023 in BerryDunn, X.

_____
Signature of Authorized Officer or Agent

Charles Snow, Principal
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
10th DAY OF August, 2023

_____
Notary Public
My Commission Expires:

Proposed CDO Language re: ARPA Homelessness RFPs

Submitted by Commissioners Fisher, Culpepper, Thornton, and Wright

Budget:

ARPA Funding Available	**$4,960,000 (**$4,765,000 Homelessness + $195,000 Workforce)
Homeless Coalition Contract	$1,080,000
Salvation Army Award	$ 550,000
Emergency Shelter Plan	$ 500,000
Three RFPs	$2,830,000

1. Approve the Athens Homeless Coalition scope of work and budget ($1,080,000 of ARPA Homelessness funds) as proposed in the agenda report and authorize the mayor and staff to execute all related documents.

2. Award $550,000 of ARPA Homelessness funds to the Salvation Army Center in Athens, GA., for the purposes of facility improvements and operational costs that will increase the capacity of existing shelter beds. Authorize Mayor and staff to execute all related documents. The following are examples of how the funding could be utilized:

    a. Kitchen appliances functional upgrade
    b. Bunk beds - replacement
    c. Locker - replacement
    d. Restroom/Shower equipment upgrade
    e. Exhaust fans replacement
    f. Additional Security Cameras
    g. Computer equipment for Social Services
    h. Washers and Dryers replacement
    i. Monitor pay increase from $9 to $15
    j. Case Worker pay increase from $17 to $20

3. Authorize the use of $500,000.00 of ARPA Homelessness funds to support the implementation of ACCGov's Warming Shelter plan, to include purchase of durable goods like blankets, pillows, and other necessary shelter supplies for ACCGov to deploy to our service partners and generators for ACCGov locations. The shelter equipment should be made available to local partners willing to expand current shelter capacity or offer overflow space in support of warming shelters due to extreme cold weather conditions. This equipment, including generators, may also be used in ACCGov-operated shelters in case the Governor of Georgia declares a state of emergency, and/or other large-scale impacts such as loss of power and ice.

4. Approve the release of $2,830,000—which represents the remaining ARPA Homelessness funding after Items #1, #2, #3 of this CDO and $195,000 of ARPA Workforce Development funds allocated via CDO on October 3, 2023, toward physical healthcare initiatives—in the following manner:

a. By February 15, 2024, HCD will release three (3) separate Requests for Proposals (RFPs), each focused on a specific type of activity recommended in the Strategic Plan to Reduce and Prevent Homelessness (SPRPH) accepted by this body on October 3, 2023. These include:
    i. **RFP 1**: Increase low barrier shelter, emergency shelter and transitional housing units (SPRPH Goal 3, Key Strategy 6)
    ii. **RFP 2**:
        1. Comprehensive street outreach (SPRPH Goal 2, Key Strategy 4)
        2. Physical healthcare access (per CDO on October 3, 2023)
        3. Housing surges for encampments (SPRPH Goal 2, Key Strategy 5)
    iii. **RFP 3**: Homelessness Supportive Services
        1. Diversion & rapid exit activities (SPRPH Goal 3, Key Strategy 7)
        2. Landlord-focused initiatives (SPRPH Goal 4, Key Strategy 9)
        3. Establishing partnerships for employment (SPRPH Goal 5, Key Strategy 10)
b. No awards shall exceed the "cap" of $2,830,000 in funding amount available per RFP, or per activity included therein.
c. Minimum threshold request of $50,000 per program application to cover a 2-year contract period (2024-2026).
d. Each eligible (as defined in the RFP) agency will be able to submit a maximum of 3 proposals with only one proposal for each RFP category.
e. The Homeless Coalition Board shall participate in the review and recommendation process for all RFPs under this CDO. All participants in the RFP process shall comply with all conflict of interest policies required by this funding.

5. After documentation (e.g. financial audit, insurance coverage, etc.) as required by Department of Treasury guidelines is completed, staff shall bring to the Mayor & Commission for consideration a proposed contract with the Salvation Army of Athens, based on the unsolicited proposal received by ACCGov from the Salvation Army of Athens on August 24, 2023. Such proposed contract shall include:

    a. a budget for use of all funds being allocated by ACCGov, with specified line items and timelines associated with each;
    b. a plan for how the operational programming funded by ARPA may be sustained by the Salvation Army of Athens after the funding allocated therein runs out; and
    c. a plan for ensuring and promoting inclusivity with regard to clients served, clarifying that **all** persons of any identity, minority status, and protected class (regardless of religious affiliation and including LGBTQ+ individuals), shall be welcomed into any programs or facilities funded in whole or in part by ACCGov and/or ARPA; and
    d. the contract shall be brought to the Mayor & Commission as soon as is feasible, with the possibility of an agenda item being considered in a Special Called Session if applicable.

###

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Approval of Athens Homeless Coalition Scope of Work for ARPA-funded Homelessness Activities, and ARPA Homelessness RFP Concept

DATE: ~~November 22, 2023~~ ~~December 15, 2023~~ December 20, 2023

BUDGET INFORMATION:

REVENUES:	$ 4,960,000	Remaining ARPA SLFRF M&C Designation for Homelessness
EXPENSES:		
	$ 1,080,000	Athens Homeless Coalition Designation
	$ 2,200,000	Low-Barrier Shelter for Homelessness RFP
	$ 395,000	Street Outreach, Physical Healthcare and Housing Surge RFP
	$ 635,000	Supportive Services RFP
	$ 500,000	Remaining in APRA SLFRF M&C Designation for Homelessness

FUNDING SOURCE: American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request Mayor and Commission:

a. Approve proposed scope of work and budget from the Athens Homeless Coalition (AHC) to implement the Strategic Plan to Prevent and Reduce Homelessness (SPRPH) Key Strategies #1, 2, 3 and 8 (**Attachments #1)**;

b. Approve ARPA Homelessness Request for Proposals (RFP) drafts for associated competitive RFP release process for homeless services (**Attachments #2, 3 and 4**); and

c. Authorize Mayor and staff to execute all related documents.

HISTORY:

1. On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic.

2. In March 2020, and in response to the COVID-19 pandemic, the Mayor & Commission (M&C) allocated $150,000 in Indigent Services funds from General Fund Balance to provide relief to the homeless in Athens-Clarke County. These funds were used to provide emergency shelter through local hotels.

3. On April 8, 2020, the U.S. Department of Housing and Urban Development (HUD) notified Housing and Community Development (HCD) of an allocation of $829,383 of CDBG-CV funding; this was the first allocation for Athens-Clarke County. CDBG-CV funding was created as a part of the federal response to the COVID-19 pandemic (Allocation I).

4. On May 5, 2020, the M&C approved funding allocations for FY21 CDBG annual funding. After the awards were modified to match final HUD funding, $75,000 of the HUD-capped $204,000 in Public Service funds were allocated to homeless services.

5. On July 7, 2020, and in response to the COVID-19 pandemic, the M&C approved the Resiliency Package, which in part allocated an additional $150,000 in Indigent Services funds from General Fund Balance after an RFP process to provide relief to the homeless in Athens-Clarke County. These funds were used to provide emergency shelter through local hotels.

6. On September 15, 2020, HUD notified HCD of a second allocation of $893,937 of CDBG-CV funding (Allocation II).

7. At the January 12, 2021 M&C Work Session, HCD presented recommendations for $829,383 in CARES Act (CDBG-CV Allocation I) funding. Athens Area Habitat for Humanity, Athens Land Trust, Casa de Amistad, and the Ark UMOC all received CDBG-CV (Allocation I) funding to support financial assistance programs and successfully carried out these programs. All funds were utilized as of August 2021, assisting 660 households.

8. On March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law. The $1.9 trillion package is intended to combat the COVID-19 pandemic by stabilizing state and local government operations, households, and small businesses.

9. In mid-March 2021, ACCGov was granted $57.6 million of ARPA Coronavirus State and Local Fiscal Recovery Funds (SLFRF) funding to allocate across defined categories by virtue of being both a city and a county.

10. On April 6, 2021, the M&C approved an additional round of funding in the amount for indigent services and relief to the homeless, allocating General Fund Balance from the Resiliency Package.

11. On April 6, 2021, the M&C approved funding allocations for FY22 CDBG annual funding. After the awards were modified to match final HUD funding, $86,543 of the HUD-capped $201,720 in Public Service funds were allocated to homeless services.

12. On April 8, 2021, the Department of Housing and Urban Development (HUD) announced the award of $4.925 billion in HOME-ARP funding to give “states the flexibility to best meet the needs of people experiencing or at risk of experiencing homelessness, including through development of affordable housing, tenant-based rental assistance, supportive services, and acquisition and development of non-congregate shelter units.”

13. On June 15, 2021, the M&C approved the FY22 ACCGov General and Operating Budget, which included a Mayor-recommended Homeless Specialist position in the Housing and Community Development Department using CDBG-CV funds. Through Commission Defined Option, the Commission also approved an allocation of $220,000 to the Athens Area Homeless Shelter.

14. On June 15, 2021, the M&C adopted a Resolution to Address Homelessness with Immediacy and Strategic Planning. This resolution identified the goal to develop a strategic plan related to homelessness.

15. On August 3, 2021, the M&C authorized up to $250,000 in FY22 General Fund Operating Contingency be used to prepare the North Athens School site to support a Sanctioned Homeless Encampment. The M&C also authorized $50,000 of FY22 General Fund Operating Contingency to be used in the creation of a Strategic Plan to Reduce and Prevent Homelessness (SPRPH).

16. On September, 22, 2021, ACCGov received a grant agreement from HUD to accept the $2,506,309 in HOME-ARP funding for Athens-Clarke County. HOME-ARP funds must be used by September 30, 2030 to benefit qualified populations identified as:
    a. Individuals who are homeless;
    b. Individuals at risk of homelessness;
    c. Individuals who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
    d. Other populations where providing supportive services or assistance would prevent the family's homelessness or would serve those with the greatest risk of housing stability.

17. On October 4, 2021, the M&C authorized staff to apply for $400,912 in Continuum of Care (CoC) funds to support homeless housing in Athens. The CoC is an annual award that ACCGov has received annually since 1995.

18. On November 21, 2021, the M&C voted to accept the HOME-ARP funding and authorized staff to execute related HUD grant agreements.

19. On November 22, 2021, the Mayor executed the grant agreement for HOME-ARP funding.

20. On December 7, 2021, the M&C awarded $2,542,691 to the Athens Alliance Coalition to operate the Sanctioned Homeless Encampment at 1000 Barber Street. This award provided for a maximum of 22 months of service (ending December 31, 2023), and is in partnership with Advantage Behavioral Health Service to provide case management.

21. On December 7, 2021, the M&C awarded $2,425,000 to the Athenian First Development Corporation to operate the Eviction Prevention Program. This award provided for 12 months of service, but may be extended for two additional one-year periods at the direction of the M&C.

22. On January 6, 2022, the U.S. Department of the Treasury released the Final Guidance for ARPA SLFRF.

23. On March 1, 2022, the M&C approved a budget allocating ARPA SLFRF to various programs, including a budget of $5,000,000 to address homelessness. This action included a strategic planning process, followed by an RFP, and the associated timeline. The M&C also designated the existing Athens Homeless Coalition (AHC) as the advisory committee for the homeless ARPA allocation.

24. At the same March 1, 2022 meeting, the M&C also approved a budget allocating ARPA SLFRF to various programs, including a budget of $11,000,000 for affordable housing. This action included a strategic planning process, followed by an RFP, and the associated timeline. The M&C also designated the existing Georgia Initiative for Community Housing (GICH) Committee as the advisory committee for the affordable housing allocation.

25. On March 29, 2022, the members of the AHC met to discuss ARPA funding. At this meeting, they finalized a project scope for the SPRPH. At this time, the group decided to develop an Ad-Hoc

Committee to guide plan development. AHC applications for Ad-Hoc Committee participation were due by April 19, 2022.

26. On April 5, 2022, the M&C voted to approve funding allocations for FY23 CDBG annual funding. After the awards were modified to match final HUD funding, $102,853 of the HUD-capped $195,463 in Public Service funds were allocated to homeless services.

27. On April 22, 2022, the AHC Board of Directors voted to approve an ad-hoc Committee membership to guide the development of SPRPH.

28. On April 25, 2022, ACCGov released a request for proposals for the SPRPH. This plan became the strategic plan that will inform the ARPA allocation for homelessness.

29. On May 17, 2022, no responses were received for the RFP for a consultant to develop the SPRPH.

30. On June 7, 2022, the M&C approved the FY23 ACCGov Operating Budget, which included an allocation of $220,000 to the Athens Area Homeless Shelter.

31. On June 10, 2022, the Manager's Office distributed a Notice of Proposed Administrative Action to the M&C regarding CDBG-CV (Allocation II). This memo outlined a staff proposal to deploy remaining CDBG-CV funds with a limited focus to address homeless services.

32. On June 13, 2022, ACCGov re-released a request for proposals for the SPRPH.

33. On July 10, 2022, HCD released a request for applications for CDBG-CV (Allocation II) funding to address homeless emergency service activities.

34. On July 22, 2022, HCD received 14 notices of intent totaling $1,874,838 in funding request for CDBG-CV (Allocation II). This accounts for approximately 210% of the available funding.

35. On July 26, 2022, ACCGov received a single response from The Cloudburst Group for the SPRPH RFP.

36. On August 8, 2022, a review team composed ACCGov staff and representatives from the AHC completed the review of the Cloudburst Group proposal response.

37. During the regular voting session on August 2, 2022, M&C authorized staff to issue a purchase order to HR&A Advisors (sole respondent to a competitive RFP) to complete the Affordable Housing Investment Strategy (AHIS) as a part of the ARPA strategic planning process, at an amount not to exceed $160,550 as per agenda report revised July 29, 2022; and authorize staff to execute all related documents. The motion passed by unanimous vote.

38. On August 10, 2022, representatives from HCD and the Cloudburst Group met to review minor clarifications to improve the strength of the overall proposal. These clarifications were focused on the project deliverables of funding analysis, encampment guidance, stakeholder engagement, the advisory committee, and addressing needs on the full spectrum of homelessness.

39. On August 12, 2022, The Cloudburst Group submitted a no-cost project addendum to add detail to the proposed project approach and deliverables. This addendum became part of the binding project scope.

40. On September 6, 2022, the M&C authorized staff to contract with The Cloudburst Group for the development of the SPRPH. As a part of its scope, this plan would develop the HOME-ARP Allocation Plan by the fall of 2023.

41. Between October 2022-July 2023, staff collaborated with HR&A Advisors to develop the Affordable Housing Investment Strategy.

42. On October 25, 2022, ACCGov issued a purchase order to the Cloudburst Group for the development of the SPRPH.

43. On October 31, 2022, HUD released Notice CPD-22-13 which notified all Participating Jurisdictions of a March 31, 2023 deadline for the submission of all HOME-ARP Allocation Plans.

44. On November 15, 2022, under suspension of rules, M&C authorized the use of $150,000 of existing Eviction Prevention Program funding to provide financial assistance to program participants who were approved at the time that the project administered by the Athenian First Development Corporation was suspended due to federal noncompliance on October 24, 2022.

45. On November 30, 2022, after participating in their first meeting with the ARPA Homelessness Advisory Committee, The Cloudburst Group raised concerns about possible real or perceived conflicts of interest if the role of the ARPA Homelessness Advisory Committee (composed of mostly homeless service providers) was more than advisory in nature. Specific to the committee's role in the development of the HOME-ARP Allocation Plan, Cloudburst cited Section IV of HUD's HOME Program Conflict of Interest Provisions:

    "No covered person who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or ***who is in a position to participate in a decision making process or gain inside information with regard to these activities****, may obtain a financial interest or benefit from a HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family ties, during their tenure and for one year thereafter."*

46. On the week of December 5, 2022, the ACCGov Attorney's Office confirmed that given the composition of the ARPA Homelessness Advisory Committee (i.e., mostly homeless service providers who could stand to benefit from the strategies and proposed funding allocation in the final plan), the committee should only be advisory in nature and have no decision-making power in "approving" either the HOME-ARP Allocation Plan or the Strategic Plan to Reduce & Prevent Homelessness prior to their submission to M&C for acceptance. This decision was communicated via email and forthcoming meetings with the committee.

47. Between December 7, 2022 and January 20, 2023, Housing & Community Development (HCD), supported by the Cloudburst Group, conducted stakeholder and public engagement for the development of the HOME-ARP Allocation Plan. This engagement included a community survey, a survey and interviews of individuals experiencing homelessness, service provider focus groups, and a focus group of individuals experiencing homelessness.

48. On December 13, 2022, M&C directed staff to create and release an RFP structured around the previous eviction prevention program that will utilize at least $800,000 of the remaining ARPA funds previously allocated to the program administered by the Athens First Development Corporation.

49. On February 3, 2022, HCD released an RFP for a second eviction prevention program based on direction from M&C (History #48).

50. On February 14, 2023, HCD provided a work session presentation to the M&C to review the draft HOME-ARP Plan and launched a public input process (thru March 7, 2023) that included online survey and community forum.

51. During the March 7, 2023 Regular Session, M&C approved staff's proposed allocation of $2,506,309 of HOME-ARP funds that ACCGov received from HUD. The approved allocation included:

Acquisition, construction & rehabilitation of affordable rental housing	$1,300,000
Supportive services (e.g., financial assistance, mental health, etc.)	$ 625,000
Non-profit operating costs (must be tied to another HOME-ARP activity)	$ 125,315
Non-profit capacity building (must be tied to another HOME-ARP activity)	$ 125,315
ACCGov administration and planning costs	$ 330,679

52. On March 21, 2023, HCD submitted the HOME-ARP Allocation Plan to HUD. The plan was subsequently accepted and approved by HUD.

53. On May 2, 2023, M&C approved the 2023 Eviction Prevention Program contract award to Family Promise of Athens in the amount of $800,000 from the ARPA SLFRP Allocation to EPP, as well as an additional $100,000 from the same fund for use by the agency for additional direct financial assistance to program participants, as needed.

54. Between November 2022-August 2023, HCD staff collaborated with The Cloudburst Group to complete the Strategic Plan to Reduce & Prevent Homelessness in consultation with the ARPA Homelessness Advisory Committee. Relevant activities of this process are outlined in Facts & Issues #8.

55. On June 6, 2023, as part of a Commission Defined Option, the M&C approved the FY2024 ACCGov Annual Budget including, but not limited to:
    a. Allocated $300,000 of the ARPA homelessness funding toward a "Flexible Housing Fund" to support individuals experiencing or at risk of homelessness;
    b. Moved $100,000 from the ARPA homelessness funding to help balance the General Fund budget; and
    c. Increased funding for Homeless Street Outreach program by $100,000 from general funds.

    After these changes, $4,466,884 of ARPA homelessness funding remained to be allocated according to the SPRPH.

56. Between August 7-30, 2023, staff coordinated several opportunities for stakeholders and residents to provide input on the Affordable Housing Investment Strategy draft. The timing was designed to lead up to the original September 5, 2023 M&C vote to accept the plan.

57. On August 10, 2023, HR&A Advisors and staff presented an overview of the Affordable Housing Investment Strategy to M&C during a Work Session meeting. At that meeting, M&C discussed pushing the vote to October 3, 2023 to coincide with their vote on the SPRPH.

58. On August 16, 2023, The Cloudburst Group presented the final draft to and requested feedback from the ARPA Homeless Advisory Committee. As part of follow-up with the Committee in the days after the meeting, staff reminded members of the advisory nature of the group and were re-encouraged to submit any additional feedback via email.

59. On August 25, 2023, a quorum (12 of 16) of ARPA Homeless Advisory Committee members and an additional *ad hoc* member submitted formal written feedback to the final draft of the SPRPH that was presented during the August 16, 2023 committee meeting. Staff submitted a response to the feedback received on September 5, 2023.

60. Between September 5-27, 2023, staff provided ACC residents and service providers several opportunities to provide input on the SPRPH draft to be presented to M&C for the October 3, 2023 vote, as outlined on Facts & Issue #10. Staff provided M&C with a summary of all public comments received as part of the agenda report.

61. On September 12, 2023, The Cloudburst Group presented an overview of the SPRPH to the M&C during a regularly scheduled Work Session meeting.

62. On October 3, 2023, Mayor & Commission approved a Commission-Defined Option that:
    a. Accepted the Strategic Plan to Reduce and Prevent Homelessness as presented in the agenda report;
    b. Accept funding requests [included in plan] with the addition of $195,000 from ARPA homeless funds for the physical health care of the homeless in accordance with key strategy #4 related to establishing comprehensive street outreach and use $195,000 ARPA workforce funds for "partnerships for employment" (strategy 10);
    c. Directed the Manager to create RFPs for approved funding within 90 days, after having reviewed them with commissioners in a work session;
    d. Directed the Manager to work with Mayor to identify opportunities for regional coordination to reduce homelessness and report back to the commission within 180 days;
    i. Direct the manager to communicate with surrounding hospitals, local governments, and local authorities that Athens-Clarke County intends to enforce the provisions of Senate Bill 62 that went into effect on June 1, 2023 […];
    e. Request that hired Homeless Coalition staff a) explore opportunities with faith-based organizations to help with our homeless population, b) work with neighboring community leaders and state representatives for regional coordination, and c) engage philanthropic and additional non-profit entities, including educational & healthcare institutions and neighborhood organizations, as well as for-profit entities including major employers, financial institutions, developers, and property owners to invest in strategies to reduce homelessness in Athens-Clarke County; and
    f. Request that the Homeless Coalition report back to the Commission every 180 days.
63. Between October 4-November 22, 2023, in response to History #62, staff collaborated with the AHC to develop the Scope of Services and framework for implementation of key strategies # 1, 2, 3 and 8 from the Strategic Plan to Reduce and Prevent Homelessness in Athens-Clarke County. The funding for the delivery of services will be disbursed over a period of 3 years via advanced installment payments (Fact & Issue #14).

64. Between October 4- November 22, 2023, in response to History #62, staff prepared draft RFP release notices to solicit homeless initiative projects that increase low-barrier emergency shelter units for homeless individuals & families, conduct street outreach, physical healthcare, and housing surge activities for encampment in alignment with the recommendations, and provide supportive services in support of key strategies from the Strategic Plan to Reduce and Prevent Homelessness (Fact & Issues #15-18).

65. On November 14, 2023, in response to History #62, Manager Williams invited the AHC to attend the March 14, 2024 Annual Update Session to present to the M&C on its progress related to contracted and other related initiatives. Since then, staff has confirmed AHC's attendance.

FACTS & ISSUES:

1. Since the onset of the COVID-19 pandemic, HCD has deployed more than $8.8 million to address the homeless crisis in Athens-Clarke County. A summary of these activities is listed in the table below:

Deployed Funding for Homeless Services

Activity	Funding Amount	Status
COVID Indigent Services Funds (all rounds)	$600,000	Completed
CDBG-CV (Allocation I)	$829,383	Completed
Continuum of Care Grant (FY2021)	$$880,335	Underway
CDBG (FY23)	$66,943	Completed
Homeless Specialist	$60,300	On Staff
Athens Area Homeless Shelter FY23 GF Support	$220,000	Completed
ABHS Street Outreach FY23 GF Support	$30,000	Completed
Sanction Homeless Encampment Site Preparation	$250,000	Completed
Continuum of Care Grant (FY2022)	$879,338	Underway
Sanctioned Homeless Encampment - Operations	$2,542,691	Underway
Eviction Prevention	$2,425,000	2022 program with Athenian First Development Corporation – Completed 2023 program with Family Promise of Athens - Underway
CDBG (FY24)	$93,000	Underway
Athens Area Homeless Shelter FY24 GF Support	$220,000	Underway
ABHS Street Outreach FY24 GF Support	$130,000	Underway
Total Allocations Since March 2020	**$9,226,990**	

2. Additionally, ACCGov has $8.7 million+ from at least five different funding sources available to address homelessness in the community. Much of this funding may be used to create or expand facilities such as shelters, supportive housing, or rapid rehousing. The approved strategic plan is meant to guide and make the best use of these funding sources. A summary of each funding source is listed in the table below:

Additional Funding Available Homeless Services

Activity	Funding Amount	Status
CDBG-CV (Allocation II)	$893,937	5 of 6 projects Completed- ABHS will operate hotel voucher program until December 31, 2023.
HOME-ARP	$2,506,309	Per 10/3/23 CDO, on hold until FY25
Remaining ARPA-SLFRF Homeless Allocation	$4,466,884	RFPs to be released in early 2024, if approved on 1/5/24 M&C vote.
Continuum of Care Grant (FY2023)	$879,338*	Application and Planning Underway
CDBG (FY25)	TBD	Application Release in October Planning to Begin in December
Total Available for Future Use	**$8,746,468**	

* - Anticipated award based on HUD formula.

3. The U.S. Treasury Department requires that ARPA SLFRF funds be obligated by December 31, 2024 and spent by December 31, 2026. At the March 1, 2022 meeting, the M&C approved five focus areas for the use of SLFRF funding in the community. These include Affordable Housing, Youth Development, Homelessness, Business and Workforce Development, and Behavioral Health. At this meeting, the M&C also approved general timelines for the designation and use of ARPA funds in the community, and designated the AHC as the advisory group for the ARPA Homeless Allocation.

4. The U.S. Treasury Department strongly encourages communities to guide the implementation of ARPA SLFRF funds through a strategic planning process. This process permits SLFRF utilization be informed by a needs assessment and strategies to enhance community equity and provides a platform by which decision makers can determine priorities for funding based on data and community context

5. Staff issued a request for proposals to select a consultant to develop the SPRPH. The scope of this RFP was developed in partnership with the AHC. In total, the RFP was posted twice to the Athens-Clarke County website and the Georgia State Procurement Registry for periods of 30-45 days.

6. At the end of the second RFP period, one proposal was received. The review team recommended the proposal from The Cloudburst Group as the most responsive proposal. In total, this proposal was awarded 89 of 100 possible points. In their review, the review team noted the following items regarding this proposal:
   a. The project team's skills, education and background are diverse, which is important for this project. Two of the team members have ties to Georgia, having attended Georgia universities.
   b. They seem to understand the project well and have outlined a nine-month process to complete all of the necessary deliverables. Their approach seems to be inclusive of a number of relevant stakeholders.

c. Project Team has expertise in program evaluation, systematic analysis, measurable goal development, data analysis, live experience engagement, domestic violence, addressing issues of racial and gender equity, and needs assessment/gaps analysis.
d. The proposal is primarily focused on unsheltered homelessness, the scope will need to be clarified to ensure they are including families experiencing homelessness.
e. Project team has strong experience in housing and community development to include HUD federal funded programs, local governments, human service & shelter facilities, policies, grant writing, data collection, analysis, management, gender equity. Personnel manage a minimum of two projects at a time with the majority of projects ending in 2022. Project team has maintained a track record of success through the completion of projects annually.
f. The budget is reasonable for the proposed scope of work.

7. Per the local purchasing ordinance, M&C approval is not traditionally required for purchases under $200,000. However, the agenda report for the March 1, 2022 ARPA concept approval states "*The primary advisory group for affordable housing (GICH) is charged with creating a community-wide Housing Affordability Investment Strategy. This would involve the group returning to the M&C for the approval for a qualified facilitator for development of such an investment strategy, after a competitive procurement process."* For this reason, staff returned to M&C on September 6, 2022 to request authorization of $133,116 for the Cloudburst Group to facilitate the development of the SPRPH. M&C voted to authorize funding for the Cloudburst Group to complete the plan.

8. HCD staff collaborated with The Cloudburst Group throughout the SPRPH development process November 2022-August 2023 (History #54), including:
   a. Held weekly calls between The Cloudburst Group and key staff
   b. Held 4 in-person meetings with the ARPA Homelessness Advisory Committee on November 30, 2022, April 5, 2023, May 3, 2023 and August 16, 2023.
   c. A comprehensive review of administrative data, to include grant administration and operations of local homeless service programs, the Homeless Management Information System (HMIS, a database required by HUD for many homelessness programs that includes demographics and outcomes of services), the Point-in-Time count (PIT, annual census of people experiencing homelessness), the Housing Inventory count (HIC, includes number of shelter, transitional housing and some permanent housing beds), data on eviction prevention programs, calls to police for assistance, students experiencing homelessness, and other sources.
   d. Between December 2022 and March 2023, held 8 listening sessions with stakeholders and residents:

Date	Audience	Purpose
January 18, 2023	Homeless service providers	HOME-ARP & SPRPH
January 18, 2023	Non-health support services	HOME-ARP & SPRPH
January 18, 2023	Victim service providers	HOME-ARP & SPRPH
January 19, 2023	Health support services	HOME-ARP & SPRPH
February 28, 2023	Faith-based & low-barrier providers	SPRPH
March 7, 2023	Student support and educators	SPRPH
March 8, 2023	Local businesses	SPRPH
March 17, 2023	Neighborhood associations	SPRPH

   e. In January 2023, conducted in-person interviews with 20 individuals currently homeless, who had experienced homelessness, or were at risk of homelessness in ACC.
   f. Between April and May 2023, Cloudburst interviewed 27 representatives from 20 different local homeless service providers, supportive service providers (e.g., medical services) and partners outside the homeless services that support this community (e.g., library).

g. In spring 2023, conducted two targeted surveys to collect written input from key groups:
    i. Business community: 240 responses from business owners and managers were received in an effort to understand impact of homelessness on business community and how local businesses can be part of the solution.
    ii. Students: To ensure perspective of students experiencing rental cost burden, housing instability and homelessness, a survey was administered for students 18+ years. 60 responses were received.

9. The HOME-ARP activities, which included community surveys, surveys from housing and homelessness stakeholders, listening sessions, and community meetings, helped inform the final draft of the SPRPH . HOME-ARP funds do not have an allocation deadline but must be spent by 2030. To extend availability of one-time federal funds, HCD recommended delaying the RFP process for HOME-ARP until Fall 2024 to coincide with the FY26 CDBG RFP cycle. This recommendation was approved as part of October 3, 2023 CDO (History #62)

10. ACC residents were engaged both in the development phase of the SPRPH (History #54) and through a comprehensive public input campaign in the 4 weeks leading up to the M&C vote on the plan on October 3, 2023. Activities during the final public input period (September 5-27, 2023) included:
    a. The accgov.com/arpa website was updated to include:
        iii. Full draft of plan, and a one-sheeter outlining key strategies in English and Spanish
        iv. Video recording of staff presenting an overview of the key components of the plan
        v. Recording from August 16, 2023 ARPA Homelessness Advisory Committee meeting
        vi. Description and scheduled of all public input opportunities related to this plan
    b. Four in-person community forums whereby staff presented an overview of key plan components and accepted oral and written public comment. These events were held at locations and times accessible to stakeholders *and* residents who are most impacted by housing affordability:
        vii. Forum #1: Heard Park, Tuesday, September 5 (11am-1pm)
        viii. Forum #2: Snipes Water Resource Center, Wednesday, September 13 (3-5pm)
        ix. Forum #3: ACC Library, Wednesday, September 20 (11am-1pm)
            1. Added to the schedule on September 5, in response to public concerns about not having been given enough advance notice about Forum #1.
        x. Forum #4: ACC Library, Wednesday, September 20 (6-8pm)
    c. Online input form for individuals to provide written, confidential comment (available September 5-27, 2023).

    These activities were promoted heavily by staff through ACCGov News Flash, emails to stakeholders and non-profits (including Neighborhood Leaders), social media posts, flyers and A-frame posters in College Square, and interviews with local outlets.

11. The SPRPH provides background information on the context of homelessness in Athens-Clarke County, current funding, resources to address homelessness and housing insecurity, and the data collection process for this strategic plan. It suggests six overarching goals, each with specific strategies to further that goal.

12. The SPRPH also included a proposed allocation plan for the remaining $4.46M of ARPA Homelessness funds. Based on the October 3, 2023 CDO (History #62), the current allocation of ARPA funds in support of the SPRPH is:

Strategy	CDO Approved Allocation	ARPA Category
Key Strategy #1: Staff the Coalition	$400,000	Homelessness
Key Strategy #2: Increase participation from persons with Lived Experience Engagement	$30,000	Homelessness
Key Strategy #3: Improve Coordinated Entry Policy and Implementation	$350,000	Homelessness
Key Strategy #4: Establish Comprehensive Street Outreach	$200,000	Homelessness
In support of Key Strategy #4: Physical Healthcare of Homeless Individuals	$195,000	Homelessness
Key Strategy #5: Organize Housing Surges for Encampments	$150,000	Homelessness
Key Strategy #6: Increase Low-Barrier Shelter Units	$2,200,000	Homelessness
Key Strategy #7: Implement Diversion and Rapid Exit	$200,000	Homelessness
Key Strategy #8: Create Support Fund to End and Prevent Homelessness	No additional allocation; M&C allocated through FY24 budget process.	Homelessness
Key Strategy #9: Engage in Landlord-Focused Initiatives	$240,000	Homelessness
Key Strategy #10: Establish Partnerships for Employment	$195,000	Business Dev. & Workforce Support
All other strategies	$500,000	Homelessness

13. Staff considers the Athens Homeless Coalition as the best-positioned local entity to implement Key Strategies # 1, 2, 3 and 8, given their role as the governing body of the Athens Continuum of Care. Per the proposed ARPA allocation and History #62, M&C awarded them a total of $1,080,000 (including the $300,000 previously allocated for the Flex Fund as part of the FY24 annual budget process, per History #54).

14. **Attachment #1** is the draft scope of work, budget and job descriptions submitted to HCD by the Athens Homeless Coalition. Staff recommends approval as presented. Of note:
    a. The AHC timeline describes the initial implementation of activities occurring in calendar year 2024.
    b. Anticipated Hire date for AHC Executive Director is May 2024.
    c. Proposed Budget lines items include all funding awarded in CDO. These funds will be used over a minimum of two years to be fully expended prior to ARPA expenditure deadline of December 31, 2026.
    d. Staff recommends providing funding through monthly advanced installment payments, given the nature of the work and current assets of organization.

15. Staff proposes releasing three competitive RFPs for the remaining Key Strategies (#4, 5, 6, 7, 9 and 10) and activities described in the CDO (History #62) in January 2024 to identify entities and fund projects that reduce and prevent homelessness. The funding for these services will be disbursed through the ARPA expenditure deadline of December 31, 2026.

16. The first RFP (**Attachment #2)** is focused on increasing low-barrier shelter units for individuals and families, through construction, acquisition and conversion, rehabilitation of existing low-barrier shelters to increase capacity, and costs associated with qualified staffing. Allocated ARPA funding for this activity is $2.2MM.

17. The second RFP (**Attachment #3)** encompasses three types of programs designed to reduce impact of unsheltered homelessness. These programs include:
    a. Comprehensive street outreach strategies to ensure efficient use of resources and intentional relationship building with people experiencing unsheltered homelessness. Allocated ARPA funding: $200,000
    b. Physical healthcare access and services for individuals experiencing unsheltered homelessness. Allocated ARPA funding: $195,000
    c. Housing surges for encampments. Allocated ARPA funding: $150,000

18. The third and final RFP (**Attachment #4**) encompasses three types of supportive services to increase access to permanent housing and increase housing stability for those experiencing or at risk of experiencing homelessness. These programs include:
    a. Diversion & rapid exit activities to reduce inflow into homelessness. Allocated ARPA funding: $200,000
    b. Landlord-focused initiatives to help increase housing supply for people exiting homelessness. Allocated ARPA funding: $240,000
    c. Establishing partnerships for employment to support individuals/household experiencing homelessness to increase income and therefore access to housing. Allocated ARPA funding: $195,000

19. During the December 14, 2023 Work Session, in response to History #62, HCD staff will present to the M&C the AHC scope of services/budget as well as the key elements of the RFPs drafted for activities described in History #64.

20. The proposed timeline for the ARPA Homelessness RFPs and AHC contract is as follows. Please note that if M&C have significant changes to the proposed documents, this timeline may be affected.
    - Work Session focused on RFPs and AHC scope of work……December 14, 2023
    - M&C Voting Session to approve RFP drafts and AHC scope……..January ~~5~~ 2, 2024
    - Begin contracting process with AHC……January ~~6~~ 3, 2024
    - Release ARPA Homelessness RFPs……January ~~8~~ ~~5~~ ~~8~~, 2024
    - Technical Assistance Period, including webinar……January 24-February 28, 2024
    - RFP Proposals Due……..March 8, 2024
    - Proposal Review, Recommendation of Submitted Proposals…….March 11-29, 2024
    - M&C Voting Session on Funding Recommendations……May 7, 2024
    - Contracting Process Begins……..May ~~8~~ 10, 2024
      HCD will send the following to selected agencies: official award letter, contract, and list of additional required documents for contracting (e.g., proof of insurance, GSIC/SAVE forms, authorized signatories form, etc.)
    - Initial deadline for agencies to submit their requested changes to contract language, proof of insurance and other required documents……June ~~8~~ 10, 2024
    - Final ARPA deadline for contract to be fully executed……December 31, 2024
    - End of programming Period for all Contracts ……December 31, ~~2024~~ 2026

21. These recommendations support the following ACCGov Strategic Plan Goals and Strategies:
    a. Organizational Improvement Goal, Strategy D: *Increase resident engagement in the decision-making process to give greater emphasis to information and power sharing, mutual respect, and reciprocity between residents and their government.*
    b. Quality, Stable, Affordable Housing Goal, Strategy D: *Prevent and reduce homelessness by enabling supportive housing options that meet a variety of needs.*

OPTIONS:

1. Mayor and Commission:
    a. Approve proposed scope of work and budget from the Athens Homeless Coalition to implement the Strategic Plan to Prevent and Reduce Homelessness (SPRPH) Key Strategies #1, 2, 3 and 8 (**Attachments #1)**;
    b. Approve ARPA Homelessness RFP drafts for associated competitive RFP release process for homeless services (**Attachments # 2, 3 and 4**); and
    c. Authorize Mayor and staff to execute all related documents.

2. Mayor and Commission deny the proposed scope of work and budget from the Athens Homeless Coalition to implement the Strategic Plan to Prevent and Reduce Homelessness (SPRPH) Key Strategies #1, 2, 3 and 8 (**Attachments #1)** and the ARPA Homelessness RFP drafts for associated competitive RFP release process for homeless services (**Attachments # 2, 3 and 4**).

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a, b, and c

DEPARTMENT: Housing and Community Development
Prepared by: Roderick Wallace

Roderick Wallace — 11/22/2023
Roderick Wallace (Date:)
HCD Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, & c

December ~~6~~ 19, 2023
Manager (Date:)

ATTACHMENTS:
Attachment #1: Athens Homeless Coalition Proposed Scope of Work
Attachment #2: ARPA Low Barrier Shelter RFP Draft

Attachment #3: ARPA Unsheltered Initiatives RFP Draft
Attachment #4: ARPA Supportive Services RFP Draft

Athens Homeless Coalition – ARPA Homeless Strategic Plan Initiatives
Draft Scope of Services, Budget and Job Descriptions

Per Fact & Issue #14, the below was submitted by the Athens Homeless Coalition to HCD staff.

AHC Timeline:

- December: Update Bylaws, select new Board to take over in 2024
- January: New Board retreat, Board picks up discussions with ACCGov
- February: Board finalizes scope and contract with ACCGov, Board secures insurance, Board completes additional requirements necessary for contracting
- March: Contract executed, Board begins search for ED, report back to M+C
- April-May: Board identifies and hires ED
- June-August: ED begins work on scope and search for Peer Empowerment Coordinator, Community Data Coordinator, and Flexible Housing Fund Coordinator
- September-December: Staff begins and continues the work described in scope

Scope of Services:

Staff the Coalition

Athens Homeless Coalition Job Descriptions - ED, LE, CE, and FHF

The AHC currently has no paid staff. The first position posted will be the Executive Director (ED). A drafted job description is included in the appendix, however, the new Board will be responsible for finalizing this job description in early 2024. This position will be posted widely using all forms of communication to find the most qualified applicant that meets the needs as described in the job posting. The AHC Board of Directors will be responsible for hiring the ED and negotiating salary on benefits. The estimated start date for a new ED is May 1. If an appropriate hire is not identified by April 15, the board may utilize an executive search company to assist with the hiring process.

Once an ED is hired, they will work, in conjunction with the Board of Directors, to operationalize the next steps of the coalition and plan how to achieve the additional goals and key strategies listed in the scope of services and in the job description.

The ED will be tasked with oversight and reporting back to the Board of Directors, Mayor and Commission, as well as the community at-large, on progress of Key Strategies.

The ED will be tasked with hiring for additional positions of the AHC including the Peer Empowerment Coordinator, Community Data Coordinator, and Flexible Housing Fund Coordinator. Drafted job descriptions are included in the appendix, however, the hired ED and Board will be responsible for finalizing them.

Lived Experience Engagement

The AHC is committed to meaningful partnership with people with lived and/or living experience of homelessness (LE) at all levels of the agency. The 2024 Board of Directors will have four seats reserved for people with LE. These members will be crucial in promoting meaningful engagement of those with LE in all development aspects of the AHC and future plans. The AHC's ED will be tasked with hiring a Peer Empowerment Coordinator who will be responsible for developing the LE action plan, continuation of LE listening sessions and groups, and the creation of a LE committee. The AHC will also develop and adopt appropriate guidelines and policies for the compensation of persons with LE sharing their expertise with the AHC and the community.

Coordinated Entry Improvement

The ED, with support staff, will work to identify the ways to improve the coordinated entry (CE) system. Currently identified gaps and barriers to the CE system include a need to ensure that the highest priority clients are being served first and to increase the ease of access for clients to be entered into the system. Additionally, an improved CE system could capture more robust, community data regarding individuals engaging with the continuum of homeless services in real time. Possible ways to achieve this include development of a new prioritization tool that more adequately captures the situation of the client and that can be utilized by a variety of service and non-service providers regardless of their access to HMIS. AHC staff will begin conversations and develop options and plans to increase the participation of organizations in the Athens coordinated entry system and explore innovative ways to increase access across other social service systems without requiring HMIS access for those indirect providers.

Homeless Support Fund

The Flexible Housing Fund policies and procedures will be modeled after other successful community programs currently in operation across the country, specifically the Chattanooga Regional Homeless Coalition model, to use this funding as strategically as possible. The AHC will be the pass-through entity where service providers can request funding for clients. The funding will support individuals and families experiencing homelessness with a one-time payment for the first month's/last month's rent, rental or utility deposits, application fees, rental or utility arrears, identification fees, moving company fees, relocation assistance, renter's insurance, and/or move-in assistance. The Executive Director, along with support staff, will develop the fund criteria and assistance limits, and will develop policies and procedures in collaboration with community partners to best serve clients.

Budget

This budget is an estimated budget for two years to complete the four outlined Key Strategies of Staffing the Coalition, LE engagement, CE improvement, and administering the Flexible Housing Fund.

Budget Item	
Salary and Benefits	**$400,000**
Office Space	**$24,000**
Office Supplies	**$10,000**
Software & Technology	**$40,000**
Coordinated Entry Redevelopment (privacy agreements, data security infrastructure, software developments)	**$40,000**
Audit/Accounting	**$50,000**
Travel	**$10,000**
Professional Technical Assistance/Capacity Training	**$5,000**
Legal Counsel	**$5,000**
Insurance	**$15,000**
Professional Membership Fees	**$2,500**
PR/Media/Marketing	**$5,000**
Video/Mixed Media Storytelling	**$5,000**
Outreach/Events	**$30,000**
Lived Experience Compensation/Stipends	**$20,000**
Lived Experience Services (ie childcare or meals during meetings)	**$10,000**
Flexible Housing Fund	**$300,000**

PROPOSED JOB DESCRIPTIONS

Position Title: Director

Reports to: Athens Homeless Coalition Board of Directors

Pay Scale: $75,000 plus health insurance stipend of $500 per month

Position Summary: Under supervision of the Athens Homeless Coalition Board, the Director is responsible for all day-to-day operations of the Athens Homeless Coalition and its staff. The Director is the face of the Athens Homeless Coalition and seeks all relevant opportunities to represent the Coalition in community spaces. The Director seeks fundraising opportunities for the Coalition and/or passes along opportunities to relevant agencies, when applicable. The Director is a connector of all stakeholders in the community and maintains strong relationships with the general community, specifically people with living or lived experience of homelessness, direct service providers, elected and appointed officials, the business community, communities of faith, and institutional stakeholders.

Job Responsibilities & Performance Standards:

- Represent the Athens Homeless Coalition and maintain strong relationships with all relevant stakeholders in the Athens community including direct service providers, public officials, people with lived/living experience of homelessness, institutional stakeholders, the business community, the recovery community, communities of faith, and interested community members
- Seek and pursue funding opportunities to increase the capacity of the Athens Homeless Coalition to fulfill its mission and share other opportunities with relevant agencies, if applicable
- Develop and implement an annual budget and fundraising plan in collaboration with the Board of Directors
- Develop and implement agency policies and procedures, in collaboration with the Board and/or supporting institutions
- Recruit, hire, train, and supervise staff
- Coordinate collaboration amongst direct and indirect service providers
- Foster the continuation and ongoing progress of community strategies outlined in the Athens-Clarke County Strategic Plan to Reduce and Prevent Homelessness
- Assist ACCGov Housing & Community Development on completing and improving the Continuum of Care grant application each year and participate in requirements set forth by HUD
- Facilitate quarterly general body meeting, present updates in 6-8 annual board meetings, and participate in committee meetings as needed
- Support the creation and development of spaces for individuals presently experiencing homelessness and with lived experience of homelessness to discuss quality of service provision, improvement of service delivery, identification of gaps in services, empowerment opportunities for peers, and increasing access to social service employment for peers in collaboration with the Peer Empowerment Coordinator
- Increase transparency and distribution of community data provided by service providers, major institutions, and public entities as well as track outcomes and highlight successes
- Educate general community and relevant institutions about homelessness, specifically addressing stigmas, advocating for empathetic and evidence-based responses and policies, and opportunities for further involvement and collaboration

- Develop and execute a PR campaign including scheduled social media posts, website updates, regular email newsletters, and other relevant activities to increase awareness and engagement with AHC activities
- Ensure organizational compliance with GA state law and other requirements set forth by grant providers
- Coordinate training and technical assistance opportunities for direct service providers to increase community capacity and quality of service delivery
- Research policies related to homelessness in ongoing manner such that AHC can provide recommendations to public officials and effectively advocate and build public support for evidence-based policy proposals
- Build partnerships with relevant stakeholders in neighboring communities to create a regional approach to homelessness

Technical Competencies:

- Ability to develop and sustain a healthy organizational culture and workplace
- Ability to organize and facilitate community collaboration and discussion
- Ability to write competitive grant applications
- Ability to effectively communicate interpersonally in trauma-informed manner
- Ability to hire, supervise, develop, and retain employees
- Ability to create and implement an organizational budget
- Ability to utilize relevant software such as Microsoft Office, social media platforms, and basic web design software

Minimum Qualifications:

- Bachelor's Degree in a social service or other relevant field and 2 years of relevant professional experience; OR 5 years of relevant professional experience
- Demonstrable experience in most or all required areas of technical competencies

Preferred Qualifications:

- Graduate's Degree in a social service or other relevant field
- At least 2 years of direct service provision experience
- At least 2 years of managerial experience supervising employees
- Experience working with ClientTrack or another HMIS database
- Experience with organizational communication in some capacity
- Experience with community organizing, advocacy, and coalition building
- Demonstrated history of successful grant writing
- Demonstrated history of appropriately managing grant funding

Position Title: Community Data Coordinator

Reports to: Director

Pay Scale: $45,000 plus health insurance stipend of $500 per month

Position Summary: Under supervision of the Director, the Data Coordinator is responsible for sourcing, compiling, analyzing, and reporting data involving homelessness in Athens. The Data Coordinator identifies relevant metrics to report data and creates interpretable graphics and concise reports to inform policy decisions, educate the community, and be of use for the Athens Homeless Coalition and other service providers to bolster grant applications and improve service provision. Data is sourced from the Homeless Management Information System (HMIS), public and private entities, community surveys, and focus groups.The Community Data Coordinator will also be responsible for working with ACCGov and the Continuum of Care to revitalize and improve utilization of the Coordinated Entry system.

Job Responsibilities & Performance Standards:

- Analyze data already being recorded within the HMIS database by service providers and assist service providers in improving data collection processes to bolster quality and quantity of data recorded
- Maintain strong relationships with service providers to compile relevant metrics with ongoing and regular updates
- Support ACCGov Housing & Community Development and ACCGov Geospatial Information Office with analyzing and interpreting data for the Continuum of Care grant application and other public purposes including the annual Point-in-Time Count and key performance measures for grant recipients
- Generate and distribute surveys and capture qualitative data from focus groups on relevant topics on as needed basis
- Support the Peer Empowerment Coordinator with data collection methods and analysis
- Form and sustain collaboration with public and private institutions such as the hospitals, jail, courts, etc. to better understand community externalities and costs of homelessness
- Present data to the public in accessible formats utilizing data visualization software
- Research best practices for Coordinated Entry and work with the Continuum of Care to revitalize the Coordinated Entry in Athens to boost efficiency, equity, and accessibility for individuals seeking services

Technical Competencies:

- Ability to utilize relevant software such as Microsoft Office, HMIS (ClientTrack), Canva, and Wordpress
- Ability to synthesize, analyze, interpret, and create accessible visualizations of both quantitative and qualitative data
- Ability to read and understand grant applications and requirements to ensure systems operate in compliance with HUD guidelines

Minimum Qualifications:

- Bachelor’s Degree in a relevant field and/or 2 years of relevant professional experience related to all technical competencies

Preferred Qualifications:

- Graduate’s Degree in a social service or other relevant field

- At least 1 year of direct service provision or lived experience with homelessness

Position Title: Peer Empowerment Coordinator

Reports to: Director

Pay Scale: $45,000 plus health insurance stipend of $500 per month

Position Summary: Under supervision of the Director, the Peer Empowerment Coordinator is responsible for engaging with individuals presently experiencing homelessness or lived experience with homelessness. The Peer Empowerment Coordinator maintains a high level of trust and rapport with these populations and creates and maintains space for honest conversations around intersectional experiences of homelessness. The Peer Empowerment Coordinator connects peers with opportunities to provide feedback regarding service delivery, to identify community gaps in services or service access, to engage meaningfully in community organizing and advocacy, and to find employment in social services when relevant. Conversations are held in 1 on 1 interviews, in focus groups, in collaboration with the Street Outreach team, and in other community-based settings. Qualitative findings are recorded in collaboration with the Community Data Coordinator.

Job Responsibilities & Performance Standards:

- Maintain a high level of trust and rapport with individuals presently experiencing homelessness and/or with lived experience of homelessness
- Create and support a board/committee comprised of peers with living or lived experience of homelessness
- Facilitate 1 on 1 interviews, focus groups, and other conversations with peers and other relevant community members with a trauma-informed and empowerment-focused approach
- Assist the Data Coordinator with the creation, distribution, and completion of surveys for peers virtually and in a community-based setting
- Support peers with lived experience that are interested in employment in social services with professional development services and linkage to employment opportunities
- Create a Certified Peer Specialist-Homelessness training with the support of the lived experience committee
- Organize opportunities for peers to share their lived experience in front of strategic audiences such as service providers, public officials, and the general community
- Gather qualitative data while engaging with peers and assist the Data Coordinator with synthesizing and interpreting findings
- Foster community amongst people with living and lived experience of homelessness to learn from, grow with, heal alongside, and support each other
- Engage, connect, educate, and foster collaboration with community members and communities of faith

Technical Competencies:

- Ability to communicate interpersonally in a trauma-informed manner with high levels of empathy and respect
- Ability to create and facilitate safe spaces for honest and vulnerable conversations
- Ability to utilize basic functions of Microsoft Office

Minimum Qualifications:

- Bachelor’s Degree in a relevant field and/or personal lived experience with homelessness

Preferred Qualifications:

- Personal lived experience with homelessness
- Peer certifications such as CPS-MH, CPS-AD, FPM, and/or CARES
- At least 1 year of direct service provision experience

Position Title: Flexible Housing Fund Coordinator

Reports to: Director

Pay Scale: $45,000 plus health insurance stipend of $500 per month

Position Summary: Under supervision of the Director, the Flexible Housing Fund Coordinator is responsible for creating the program design and implementation of the flexible housing fund as modeled by other communities. The FHF Coordinator is responsible for receiving, reviewing, and approving flexible housing fund requests from various service providers as outlined in the program design. When not administering the fund, the FHF Coordinator can and should assist with other AHC efforts at large.

Job Responsibilities & Performance Standards:

- Research best practices and learn from other communities who have implemented flexible housing funds
- Complete program design, policies, and procedures for the Flexible Housing Fund program
- Educate the community and service providers on how the funds may be used and how the community can use them most effectively and efficiently
- Receive inquiries and requests for the funds and subsequently respond and/or approve requests as directed by the program design, policies, and procedures
- Ensure approved funding requests receive funds in a timely manner with all required documentation
- Securely store documentation provided in each funding request and ensure documentation is adequate and appropriate to meet the scope and target population of the program as described in the program design, policies, and procedures

Technical Competencies:

- Ability to utilize relevant software such as Microsoft Office and HMIS (ClientTrack)
- Ability to create and implement a program design, policies, and procedures
- Ability to learn and understand the unique intricacies of various federal and state housing programs

Minimum Qualifications:

- Bachelor's Degree in a relevant field and/or 2 years of relevant professional experience related to all technical competencies

Preferred Qualifications:

- Graduate's Degree in a social service or other relevant field
- At least 1 year of direct service provision or lived experience with homelessness

Unified Government of Athens-Clarke County
Request for Proposals (RFP) for
Increasing Low-Barrier Shelter for Homeless



Key Activity	Date
RFP Release	January 8, 2024
Technical Assistance Period	January 24 – February 28, 2024 • Webinar: January 24, 2024 at 11:00 a.m. • Last Day for Questions: February 21, 2024 • Q&A Addendum released: February 28, 2024
Proposal Due	March 8, 2024
RF Review and Recommendation of Submitted Proposals	March 11-29, 2024
Mayor & Commission Award Approval	May 7, 2024

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APPLICATION OVERVIEW

Introduction

Activities to prevent and reduce homelessness continues to be one of the top priorities of the Athens-Clarke County Unified Government (ACCGov). The Mayor and Commission, stemming from recommendations of key strategies from the Strategic Plan to Reduce and Prevent Homelessness in Athens-Clarke County, has approved $2.2 million in funding to increase access to low-barrier shelter for homeless persons in Athens-Clarke County. To guide this effort, ACCGov is accepting proposals from organizations for funding associated with creation of low-barrier shelter beds. Selected proposals will be funded through the American Rescue Plan Act (ARPA). All awarded funding must be expended by December 31, 2026.

Project Goals

1. Fund projects that increase low-barrier emergency shelter units for homeless individuals and families.
2. Prioritize projects that are "shovel ready" and feasible.
3. Land and/or property acquisition should only be paired with construction costs.
4. Ensure long-term affordability of real property purchased and/or rehabilitated through ARPA funds.
5. Projects should generally align with existing recommendations from the Strategic Plan to Reduce and Prevent Homelessness, HOME-ARP Allocation Plan, Comprehensive Plan, or ACCGov Strategic Plan
6. Prioritize projects that leverage external resources.

Low-Barrier Shelter Principles

- Low Barrier Shelter means an Emergency Shelter that does not require any of the following for a client to stay at the shelter: (i) criminal background checks, (ii) credit checks or income verification, (iii) program participation, (iv) sobriety, or (v) identification. Low Barrier Shelters may, however, enforce safety requirements for self, staff, place, and others.
- Configure space to meet a variety of needs (*example: Sleeping spaces should be set up to be shared by couples, friends, and adult families. Spaces should be accessible to individuals with mobility, mental health or other disability related needs*.)
- Rules should be based on behavior while in the shelter. (*Example: Many people cause no harm to themselves while under the influence of substances. Only those who do cause harm should experience consequences.*)
- Termination as last resort (*example: When rule violations occur, staff should engage in motivational interviewing to address issues*.)
- Sufficient staffing to support individuals with higher needs to move into permanent housing (*example: Recruitment & training should prioritize skills to assist low-barrier / high needs individuals in obtaining permanent housing and problem-solving.*)

Scope of Work

Proposals for the provision of low-barrier emergency shelter to individuals and households experiencing homelessness in Athens-Clarke County. Projects funded through this RFP may include construction, acquisition and conversion, rehabilitation of existing low-barrier emergency shelters to increase capacity, and costs associated with qualified staffing. Configuration of beds/units can be of congregate, non-congregate or a combination thereof. Eligible costs for construction include acquisition, demolition, development hard costs, and related soft costs.

Eligible staffing costs, include but are to limited to the salaries and training of staff related to the new/rehabbed units and to engage in creative housing focused problem-solving.

Projects proposed through this RFP must be “shovel ready” and completion feasible by December 31, 2026. If the subrecipient awarded the funding has not submitted proof of sufficient progress within 90 days of full contract execution, ACCGov may terminate the contract. Sufficient progress might include: significant progress on purchase/acquisition of real property, securing building permits and contractors, etc.

Subrecipient shall also take all necessary steps to require and ensure that any units upon which awarded ARPA funds are expended will be subject to affordability requirements for a period of no less than twenty (20) years. Subrecipient will execute a Land Use Restriction Agreement (“LURA”) that shall be recorded in the real estate records of Clarke County Superior Court that will provide, among other things, that the affordability requirement and affordability period will run with the land.

Interested respondents will need to fully complete the Request for Proposals which includes providing narrative and the following threshold items.

- Evidence of appropriate shelter development skills and prior experience operating shelters
- Acquisition and/or development budget
- Timeline of acquisition and/or development
- Estimated Costs of Development and Financing Sources
- Proposed operating budget including secured sources for operating costs.

NOTE: Each unique project idea should be submitted as a unique proposal, with an agency submitting no more than three proposals under the ARPA-funded Homelessness RFP associated with the Strategic Plan to Reduce and Prevent Homelessness in Athens-Clarke County. If multiple submissions are approved by the Mayor and Commission, ACCGov may aggregate these multiple submissions under a common contract.

Example: *An agency may submit one proposal for each of the described activities, separately*

Applicant Eligibility Requirements

- Must serve Athens-Clarke Count residents; and
- Must be a public or private non-profit entity incorporated by or licensed in the State of Georgia, and registered with the IRS for a minimum of one year; and
- Must have at least 1 year of organizational experience operating a similar service or program in the area(s) of: shelter development, shelter rehabilitation, and/or shelter operations; and
- Must have demonstrated capacity to meet performance requirements for federally contracted funds, including compliance reporting and other Federal Grant funding requirements.

Duplication of Benefits

A duplication of benefits occurs when the amount of assistance exceeds the total identified need. All applicants applying for assistance with ARPA funds are required to identify their other sources and amounts of covered assistance (sources and uses), and to certify that the ARPA assistance requested does not duplicate other covered assistance that has been received or is reasonably expected to be received.

MBE/WBE Participation
Applicants are encouraged to utilize firms certified as a Minority Business Enterprise or Women's Business Enterprise in the procurement process. More information regarding MBE/WBE can be found at 2 CFR 200.321.

Design Standards

- Projects must comply with all applicable federal, state and local building and health codes.
- Projects should comply with the ACCGov design standards and minimum room sizes, local code and accessibility standards, environmental due diligence, layering and marketing guidelines. Additionally, all projects must comply with the Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as applicable.
- Applicants are encouraged to incorporate green building certification and/or the National Green Building Standard as a mechanism to increase the energy and water efficiency of the buildings.

Construction Costs

Construction and/or renovation costs will be reviewed for cost reasonableness. See 2 CFR 200 Subpart E - Cost Principles. All projects must meet (at a minimum) the Uniform Physical Conditions Standards and the current International Residential Code as adopted by ACCGov.

Final Project Budgets

ACCGov intends to provide contract awards to the Provider on a reimbursement basis. Partial, advanced payments will be considered; however, the applicant should provide a detailed justification regarding the applicant organization's inability to work on a reimbursement basis. Please provide detail regarding how much funding the applicant would need to have advanced in order to begin work on this program. Final terms of advanced payments will be identified during contracting process.

Applicants are encouraged to submit reasonable and accurate budgets. In the review and award process, Athens-Clarke County may propose only partially funding a proposal. If partial funding is offered, the applicant can decide if they would like to modify the project scope or decline the award prior to contracting.

Proposal Selection Process

- RFP Release: January 8, 2024
- Technical Assistance Period: January 24 – February 21, 2024
    - Pre-Proposal Meeting (webinar): January 24, 2024 at 11 a.m.
    - Final Date for Questions: February 21, 2024
- Q&A Addendum Released: February 24, 2024
- Proposal Due: March 8, 2024, 11:59 PM
- RFP Review and Recommendation of Submitted Proposals: March 11-29, 2024
- Mayor and Commission Award Approval: May 7, 2024

Pre-Proposal Meeting Information

Insert meeting info here - link

After the final proposal submission, the RFP review team will assess the priority for funding and recommended project awards. The Mayor and Commission will make the final determination of final awards at the regularly scheduled Mayor & Commission meeting on **May 7, 2024**.

Proposal Submission
All proposals shall be submitted in Zoom Grants, a cloud-based platform. ACC Housing & Community Development will host a virtual meeting to explain how eligible nonprofit organizations may access apply for funds to carry our programs and activities described in this RFP.

Incomplete proposals and all proposals received after the application deadline of March 8, 2024will be ineligible.

Insurance and Liability
All awarded projects must provide extensive insurance coverage that lists Athens-Clarke County as an additional insured. Contracts will also require the recipient to indemnify Athens-Clarke County. Applicants shall provide an estimate letter for all kinds and amounts of coverage listed below with their application, and will be required to provide a certificate of insurance at the time of contract execution. If the agency already has all types and amounts of insurance listed below, provide a Certificate of Insurance (COI) rather than an estimate.

An estimate from your insurance company dated within the last 30 days that meets the following requirements:

- The estimate shall reference the project name
- The insurer's NAICs number shall be included on the estimate so we can verify they are rated as an "A-" or better with AM Best Company.
- The Unified Government of Athens-Clarke County (375 Satula Avenue, Athens, GA 30601) must be listed as an additional insured.

Fidelity Bond or Commercial Crime Insurance Coverage:

- Amount of coverage equal to, or greater than, ARPA funding request (aggregate amount if receiving multiple awards)
- Coverage extends for the entire fiscal year
- Unified Government of Athens-Clarke County listed as additional insured
- At the time of contracting a statement from the agency board president will be required confirming that all employees handling ARPA funds disbursed under this contract are covered by fidelity or commercial crime insurance
- Notice of cancellation endorsement shall be provided with the certificate of insurance.

Evidence of Workers Compensation Coverage, including:

- Workers Compensation limits shall be per the state of Georgia's statute and employer's liability at a minimum of $1,000,000 per occurrence/employee/policy.
- Notice of cancellation endorsement shall be provided with the certificate of insurance
- Coverage shall also include a waiver of subrogation endorsement.
- If your agency is exempt from this coverage by Georgia state law, a letter of explanation may be submitted on the company's letterhead and signed by the President of the Board.

Evidence of General Liability Coverage, including:

- Coverage of a minimum $2,000,000 per occurrence AND $3,000,000 per aggregate
- Additional insured endorsement naming the Unified Government of Athens Clarke County as an additional insured; primary and non-contributory endorsement and a notice of cancellation endorsement shall be provided with the certification of insurance.
- Coverage shall also include a waiver of subrogation endorsement

Auto insurance (CSL) Coverage, including:

- Combined single limit of $1,000,000 Include Owned, Hired and Non-Owned Autos, or All Autos.
- Policy must cover bodily injury and property damage.
- Waiver of Rights/Subrogation Endorsement
- Notice of Cancellation Endorsement and Additional Insured Endorsement listing the Unified Government of Athens Clarke County as an additional insured.
- Primary and Non-Contributory Endorsement (in favor of Unified Government of Athens Clarke County).

Umbrella/Excess Liability

- $1,000,000 on a per occurrence basis
- Additional insured endorsement naming Unified Government of Athens Clarke County as an additional insured.
- Primary and non-contributory endorsement in favor of Unified Government of Athens Clarke County.
- Notice of Cancellation Endorsement

Other Coverage as Required

The coverage amounts listed above are an estimate only. If awarded funding, during contract development, Athens-Clarke County Safety & Risk may identify other insurance coverage needed depending on the type of program, project, or activities described in the submitted Scope of Work. Inability to obtain required coverages will result in forfeiture of any funding award under this RFP.

Budget Revision and Underwriting

ACCGov reserves the right to alter proposed budget and expenditure terms. If budget revisions are deemed necessary, the applicant will be notified.

The project will be subject to review under the normal underwriting criteria of ACCGov and under its sole discretion, reserves the right to deny/decline any application for funding it feels is not feasible or does not meet the criteria of this Request for Proposals. Where ACCGov resolves that a project as proposed is not feasible or does not meet the funding criteria, the applicant will be notified.

Evaluation Criteria

Proposals will be evaluated and scored on the basis of the following criteria. Proposals which do not include all required documents or are not turned in by the application deadline will not be scored.

Low Barrier-Shelter	**Maximum Number of Points**
Budget & Leverage	10
Feasibility/Timeline	20
Organization Capacity & Qualifications	15
Clarity/Quality of Proposal	20
Energy & Water Efficiency	5
Women & Minority Businesses	5

Local Businesses	5
Risk Assessment	20
otal	**100**

Sec. 1: General Information

Applicant Name:			
Address:			
Contact Name:		**Phone:**	
Email:			
SAM UEI:			
Organization Type:		**Date Established:**	
Mission:			
Project Name:			
Project Contact:			
Project Narrative:			

Sec. 2: Total Proposal Budget

Item	ARPA $ Requested*	Non-ARPA Support	Cash or In-Kind	Total	Notes
	$	$		$	
	$	$		$	
	$	$		$	
	$	$		$	
Administration	$	$		$	
Other	$	$		$	
Total	**$**	**$**		**$**	

What amount of funding for this project comes from non-governmental sources?

Cash:

In-Kind:

How do you propose to be funded? **_____ Monthly Reimbursement** **_____ Draw Prepayments**

Sec. 3: Project Team

Please detail the roles and responsibilities of the major team members/contractors associated with this proposal.

Name	Organization	Project Role	Estimated Hours	WB/ME Participant	Notes
Ima Example	Affordable Housing Inc.	Project Manager	2,080	Yes	

Please Describe the Team's Prior Experience in Achieving Projects of a Similar Nature.

Sec. 4: Project Timeline

Please use the Gantt chart template below to detail the calendar year timeline of the major milestones for the proposed project.

Activity	Q1 24	Q2 24	Q3 24	Q4 24	Q1 25	Q2 25	Q3 25	Q4 25	Q1 26	Q2 26	Q3 26	Q4 26
Example												
Example 2	X											

Sec. 5: Project Description

Depending on proposal scope, complete only section A, B, and/or C as needed.

A. **New Construction of Emergency Shelter**

General Information

Site Address(es):						
Parcel #(s):						
Current Owner:						
Current Zoning:						

Project Structures

Category	No.
# of Buildings	
# of Congregate Beds	
# of Non-Congregate Units/Beds	

Site Utilities

Type	Available On Site	Renovation/ Addition Required	Not Included in Project
Electricity			
Natural Gas			
Water (public)			
Water (well)			
Sewer			
Septic			

Stormwater			
Cable/Fiber			
Other (describe)			

Do you anticipate that variances or zoning changes are needed to complete this project?

Is the project in a historic district? If so, how do you propose to engage in the historic preservation review process?

How will the long term continued use of this public investment be insured?

Please attach the following as part of your proposal:

1. **Site Plan (including map)**
2. **Architectural Rendering and/or Elevations**
3. **Line-Item Budget Detailing Major Components (use budget template available on page 9).**

B. Acquisition and/or Conversion to New Emergency Shelter

General Information

Site Address(es):						
Parcel #(s):						
Current Owner:						
Current Zoning:						

Project Structures

Category	No.

# of Buildings	
# of Congregate Beds	
# of Non-Congregate Units/Beds	

Site Utilities

Type	Available On Site	Renovation/Addition Required	Not Included in Project
Electricity			
Natural Gas			
Water (public)			
Water (well)			
Sewer			
Septic			
Stormwater			
Cable/Fiber			
Other (describe)			

Do you anticipate that variances or zoning changes are needed to complete this project?

Is the project in a historic district? If so, how do you propose to engage in the historic preservation review process?

How will the long term continued use of this public investment be insured?

Please attach the following as part of your proposal:

1. **Site Plan (including map)**
2. **Architectural Rendering and/or Elevations**
3. **Line-Item Budget Detailing Major Components (use budget template available on page 9).**

C. Minor or Major Rehabilitation of Existing Low-Barrier Shelter Units

General Information

Site Address(es):					
Parcel #(s):					
Current Owner:					
Current Zoning:					
Current # of Buildings		**Current # of Congregate Beds**		**Current # of Non-Congregate Units/Beds**	

Project Structures to be Rehabbed

Category	No.
# of Buildings	
# of Congregate Beds	
# of Non-Congregate Units/Beds	

Site Utilities

Type	Available On Site	Renovation/ Addition Required	Not Included in Project
Electricity			
Natural Gas			
Water (public)			
Water (well)			
Sewer			
Septic			
Stormwater			
Cable/Fiber			

Other (describe)			

Do you currently own the land or have a legal option to acquire the land using a purchase option, existing purchase contract, or other legal mechanism?

Do you anticipate that variances or zoning changes are needed to complete this project?

Is the project in a historic district? If so, how do you propose to engage in the historic preservation review process?

How will the long term continued use of this public investment be insured?

Will existing residents need to be temporarily relocated to implement this development? If so, please detail on how you propose to manage this process.

Please attach the following as part of your proposal:

1. **Site Plan (including map)**
2. **Architectural Rendering and/or Elevations**
3. **Line-Item Budget Detailing Major Components (use budget template available on page 9).**

D. Shelter Operations and Staffing for units created through this RFP

Please detail your organizations plan for operation of the shelter units created/preserved through ARPA funds.

How will the project participate in coordinated entry and the Homeless Management Information System (HMIS)?

Describe your existing relationships and planned efforts to connect and partner with service providers and landlords and/or real estate agents to assist individuals with exit strategies into permanent housing.

Please attach a line-item budget detailing the major components for this activity including all sources and uses.

Sec. 6: Performance Measurement

For each activity, applicants are required to complete the Outcome and Performance Measurement table.

GOALS describe future expected outcomes. They are not measurable and focus on ends, not means to an end.

INPUTS are resources an agency uses to achieve objectives, e.g., staff, staff time, facilities, equipment, supplies, dollars. Inputs also include constraints on the program, such as laws, regulations, and requirements for receiving funds.

INPUTS support **ACTIVITIES**

ACTIVITIES are the actual work or services provided to clients. They may include construction or renovation work, direct client services, or administrative functions carried out by an agency.

ACTIVITIES are not **OUTCOMES**

OUTPUTS are the direct products of an agency's activities. They are measurements of the amount of work accomplished. Examples would include the number of households served, number of units constructed or rehabilitated, or linear feet of sidewalk.

OUTPUTS must have identified **OUTCOMES**

OUTCOMES correspond to the question "What is the type of change the project, program, or activity is seeking?" Or, "What is the expected result of the activity?"

Outcomes are:

- (S) Simple
- (M) Measurable
- (A) Attainable
- (R) Realistic
- (T) Time Based

Goals	Inputs	Activities	Outputs	Outcomes

Sec. 7: Community Benefits

How will this proposal incorporate women-owned and minority business enterprise contracting?

How will this proposal benefit businesses located in Athens-Clarke County?

If desired, please attach up to two letters of support for this proposal.

Sec. 8: Acknowledgement of Required Assurances

Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration. Funded grants and contracts are subject to a variety of required executive orders, statutes, regulations, contract and procurement clauses. It is the responsibility of the respondent to be aware of and comply with these requirements. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the awarded contract.

By submitting the accompanying application with an authorized signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and certifications, regulations and policies identified below, including but not limited to:

- Compliance with the U. S. Department of Treasury Compliance and Guidance for State and Local Fiscal Recovery Funds;
- Compliance with 2 CFR Part 200 **-** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (as appropriate);
- Comply with SLFRF Award Terms and Conditions
- Comply with Treasury's Compliance and Reporting Guidance
- Federal Funding Accountability and Transparency Act;
- Nondiscrimination policy
- The Fair Housing Act;
- Equal Opportunity in Housing Act;
- Equal Employment Opportunity Act;
- Americans with Disabilities Act;
- Section 504 of the Rehabilitation Act;
- Environmental Regulations (may be subject to NEPA review if funded with other federal funds);
- Davis- Bacon Act (if applicable with funds from another federal program that requires enforcement of the Davis-Bacon Act)
- Lead Based Paint Hazard Reduction Act of 1992
- Copeland "Anti-kick" Act;
- Section 3 certification
- Minority and Women's Business Enterprise;
- Hatch Act
- Uniform Relocation Assistance and Real Property Acquisitions Act of 1970
- Residential Anti-Displacement and/or Relocation Plan
- Drug-Free Workplace certification
- Anti-Lobbying certification
- E-Verify Contractor requirements
- Conflict of Interest

- Compliance with Insurance and Bonding requirements
- Certification of Good Standing with Athens-Clarke County, GA
- Good Standing with the State of Georgia
- Certification that the firm, organization, corporation or has not received other federal, state, or local assistance for the same expenses as submitted in this application.
- Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
- Certification that, in the past seven (7) years, the organization has not had any bankruptcy proceedings (closed or not) initiated against the Contractor and that there are no bankruptcy proceedings pending by or against the Contractor regardless of the date of filing;

The signatory certifies that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received because of this application are used for the purposes set forth herein.

_____

Printed Name, Title and Agency

_____

Signature and Date

Sec. 9: Equity Assessment

Proposal:

1. What are the desired results and outcomes?

Community Engagement:

1. How have community members and stakeholders been engaged?

2. Whose voice did you listen to? Whose voice did you possibly leave out?

3. Did barriers and/or opportunities to engagement exist and were they explored?

Impact:

1. What populations are impacted by the decisions made if this proposal is chosen?

2. Who is burdened by this proposal? Who will benefit?

3. What does this proposal have the ability to impact (community and equity indicators, ex: housing, food access, youth development, education, economic development)?

Analysis and Strategies:

1. Are there strategies in this proposal for advancing opportunity and/or minimizing negative or unintended outcomes?

2. What impacts are aligned with desired community outcomes?

3. What have you learned from data and stakeholder involvement that is reflected in this proposal?

Implementation:

1. What is the plan for implementation of this proposal?

2. Are you adequately funded, staffed, resourced to implement this proposal?

3. What resources and/or actions are still needed for effective implementation?

Data:

1. What data exists to support your proposal? How did you use it?

2. Are there gaps in the data?

3. How has the data been broken out: geographic areas, demographics, neighborhoods, populations, existing programs, etc.?

Accountability and Evaluation:

1. How will you ensure accountability, communicate, and evaluate results of this funding?

2. How will the impact of this funding on the community be documented and evaluated?

3. How will you continue to communicate, partner, and sustain relationships in the community around this proposal's impact?

Sec. 10: ARPA Risk Assessment Questionnaire

Coronavirus State and Local Fiscal Recovery Funds (SLFRF) recipients that are pass-through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities. To comply with the federal risk assessment requirements of 2 CFR Part 200.332, the Unified Government of Athens-Clarke County must review the programmatic risks posed by all applicant agencies requesting State and Local Fiscal Recovery Funds/American Rescue Plan funding. This risk assessment includes such factors as:

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (*e.g.,* if the subrecipient also receives Federal awards directly from a Federal awarding agency).

The Unified Government of Athens-Clarke County utilizes this questionnaire to comply with federal requirements.

APPLICANT & ORGANIZATIONAL INFORMATION	
Organization Name:	
Program or Project Associated with this RAQ:	
Individual Completing this RAQ:	
Phone Number and Email Address for the Person Completing this RAQ:	
Mission Statement:	

Brief Description of Organization and Previous Experience with Federal Funding:	

WRITTEN POLICIES AND PROCEDURES			
Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:	**YES**	**NO**	**NA**
General staff management policies and procedures.			
Code of Conduct for all agency staff.			
Code of Conduct for board members.			
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.			
Conflict of interest (real or perceived) for board members.			
Complaint/grievance resolution policy and procedures relative to agency staff.			
Complaint/grievance resolution policy and procedures relative to clients.			
Program participant eligibility, if applicable.			
FINANCIAL ACCOUNTABILITY			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has policies and procedures in place governing all financial transactions.			
Organization's procedures for financial transactions provide for adequate separation of duties.			
Expenditure claims are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary.			
Organization operates within a budget approved annually and reviewed by its Board of Directors (or executive staff if a non-corporate, for-profit entity) no less frequently than quarterly.			

Organization maintains a chart of accounts for all financial accounts/codes.			
Organization has at least (3) years' experience managing federal funding.			
Organization's general ledger separates revenues and expenses by source of funding/program.			
Organization receives $750,000 or more in federal funding annually AND undergoes a Single Audit as required.			
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit annually.			
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit biennially.			
Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually.			
Organization files IRS tax forms annually.			
AGENCY GOVERNANCE			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has and follows approved by-laws.			
Organization has an active Board which meets regularly or as required in approved by-laws.			
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.			
Organization is able to comply with all statutory requirements of SLFRF (Treasury Final Rule 2022-00292.pdf (govinfo.gov)).			
HISTORY OF PERFORMANCE			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has at least (5) years' experience managing grants of comparable scope and/or capacity.			
In the last two fiscal years, the organization has always submitted required reports on time.			
In the last two fiscal years, the organization has sometimes submitted required reports late.			

In the last two fiscal years, the organization has never submitted required reports on time.			
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.			
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.			
Organization has a system in place to adequately track program beneficiary income and demographics.			
STAFFING			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization maintains up-to-date job descriptions for all staff positions.			
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.			
Organization has a system in place to adequately track program or project-specific work performed.			
CERTIFICATION			
By signing this questionnaire, I certify to the best of my knowledge and belief that the responses are true, complete and accurate. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (2 CFR 200.415)			
Authorized Signature		Date	

Summary of Required Forms and Supporting Documentation

ARPA Phase I Housing Proposal

Purpose: This checklist serves to support applicants in applying for ARPA SPRPH funds. . This document lists the required components of the Concept Proposal and required application supporting documentation.

The chart below is designed as a tool to help determine whether you have provided the required forms and supporting documentation in your application.

Documentation	Information to Include	Required for All Applicants?	Complete?
Application	Sec. 1: General Information that includes Project contact and concept proposal narrative and qualifying populations being served.	Yes	☐
Total Proposal Budget	Sec. 2: Total Proposal Budget with total ARPA funds requested per line item and other sources of funding.	Yes	☐
Project Team & Key Staff Resumes	Sec. 3: Roles and responsibilities of the major team members and contractors related to proposal. Team's prior experience with similar projects.	Yes	☐
Project Timeline	Sec. 4: Detail the timeline for the proposed project major milestones.	Yes	☐
Project Description	Sec. 5: Complete the description for a single proposal and include subsection A, B, or C.	Yes	☐
Site Plans, Designs, Renderings, and/or Architectural Elevations	Required Attachment	No. Only for Moderate/Major Rehabilitation or Renovation projects	☐

Documentation	Information to Include	Required for All Applicants?	Complete?
Line Item Budget	An applicant-submitted line-item budget covering the project expenses as proposed.	Yes	☐
Community Benefits	Sec. 6: Address how the concept proposal may benefit the Athens-Clarke County community.	Yes	☐
Acknowledgement of Required Assurances	Sec. 7: Certify you understand the need for required assurances with an authorized official's signature of the applicant organization or entity.	Yes	☐
Proposal Equity Assessment	Sec. 8: Answer questions for Proposal, Community Engagement, Impact, Analysis and Strategies, Implementation, Data, Accountability and Evaluation.	Yes	☐
Certificates of Insurance	Please provide certificates of insurance for any liability/workers compensation coverages your organization currently maintains.	Yes	☐
Letters of Support	Up to two letters of support for the project.	Optional	☐
ARPA Risk Assessment Questionnaire	Sec. 9: Complete Sections: Applicant and Organizational Information, Written Policies and Procedures, Financial Accountability, Agency Governance, History of Performance, Staffing, Certification	Yes	☐
Georgia Secretary of State Annual Registration or Certificate of Incorporation	Required Attachment	Yes	☐
Financial Statement and Audit for the most recent fiscal year.	Profit & Loss Statement, Tax Return, or Similar	Yes	☐

Documentation	Information to Include	Required for All Applicants?	Complete?
List of Board of Directors	Name, Affiliation, Term, Contact	Only Required if a Board Leadership Model is Used	☐
Organization Chart	Only required of the primary applicant. Not required of application partners or contractors.	Yes	☐
IRS Non-profit determination letter	Only applicable to non-profit applicants	No. Only if the applicant is a non-profit organization	☐
Articles of incorporation, current certificate of good standing, and bylaws	Only applicable to non-profit applicants	No. Only if the applicant is a non-profit organization	☐

Unified Government of Athens-Clarke County Request for Proposals (RFP) for Unsheltered Homeless Initiatives to include: Street Outreach Physical Healthcare Services Housing Surge for Encampments



Key Activity	Date
RFP Release	January 8, 2024
Technical Assistance Period	January 24 – February 28, 2024 • Webinar: January 24, 2024 at 11:00 a.m. • Last Day for Questions: February 21, 2024 • Q&A Addendum released: February 28, 2024
Proposal Due	March 8, 2024
RF Review and Recommendation of Submitted Proposals	March 11-29, 2024
Mayor & Commission Award Approval	May 7, 2024

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APPLICATION OVERVIEW

Introduction

Activities to prevent and reduce homelessness continues to be one of the top priorities of the Athens-Clarke County Unified Government (ACCGov). The Mayor and Commission, stemming from recommendations of key strategies from the Strategic Plan to Reduce and Prevent Homelessness in Athens-Clarke County, has approved $395,000 in funding to reduce the impact of unsheltered homelessness. To guide this effort, ACCGov is accepting proposals from organizations for homeless initiatives to include: street outreach, physical healthcare, and housing surge activities for encampments. Selected proposals will be funded through the American Rescue Plan Act (ARPA). All awarded funding must be expended by December 31, 2026.

Project Goals

1. Fund projects that reduce the impact of unsheltered homelessness, through activities such as street outreach, physical healthcare for individuals experiencing unsheltered homelessness, and housing surge activities for encampments.
2. Projects should generally align with existing recommendations from Strategic Plan to Reduce and Prevent Homelessness, HOME-ARP Allocation Plan, Comprehensive Plan, or ACCGov Strategic Plan
3. Prioritize projects that leverage external resources.

Scope of Work

All proposals shall be for the benefit of homeless individuals and families in Athens-Clarke County with the intent to reduce the impact of unsheltered homelessness.

Interested respondents will need to fully complete the Request for Proposals which includes providing narrative and the following threshold items.

- Evidence of appropriate experience
- Budget
- Implementation Timeline
- Anticipated Expenditure Timeline
- Performance metrics

Comprehensive Street Outreach – Funding Available for this Activity $ 200,000

Comprehensive street outreach strategies promote more efficient use of resources and intentional relationship building with people experiencing unsheltered homelessness. Street outreach professionals help ensure people are supported to move into safe housing options and help highly vulnerable people connect with appropriate housing and services.

Physical Healthcare Access and Services – Funding Available for this Activity $195,000

Homeless persons encounter barriers to general healthcare. Unsheltered homeless are more susceptible to certain diseases, have greater difficulty getting health care, and are harder to treat than other people, all because they lack a home. Successful programs to provide general healthcare should include communication, coordination, a targeted approach, and utilize internal and external resources.

Housing Surge for Encampments – Funding Available for this Activity $150,000

Creation of a Housing Central Command (HCC) is one model of a housing surge. HCCs quickly identify housing and place people in units, similar to disaster response models. This approach uses resources to rapidly implement changes within local homeless response systems.

NOTE: Each unique project idea should be submitted as a unique proposal, with an agency submitting no more than three proposals under the ARPA-funded Homelessness RFP associated with the Strategic Plan to Reduce and Prevent Homelessness in Athens-Clarke County. If multiple submissions are approved by the Mayor and Commission, ACCGov may aggregate these multiple submissions under a common contract.

Example: *An agency may submit one proposal for each of the described activities, separately.*

Applicant Eligibility Requirements

- Must serve Athens-Clarke Count residents; and
- Must be a public or private non-profit entity incorporated by or licensed in the State of Georgia, and registered with the IRS for a minimum of one year; and
- Must have at least 1 year of organizational experience operating a similar service or program in the area(s) of: homeless street outreach, homeless services, and/or provision of physical healthcare services; and
- Must have demonstrated capacity to meet performance requirements for federally contracted funds, including compliance reporting and other Federal Grant funding requirements.

Duplication of Benefits

A duplication of benefits occurs when the amount of assistance exceeds the total identified need. All applicants applying for assistance with ARPA funds are required to identify their other sources and amounts of covered assistance (sources and uses), and to certify that the ARPA assistance requested does not duplicate other covered assistance that has been received or is reasonably expected to be received.

MBE/WBE Participation

Applicants are encouraged to utilize firms certified as a Minority Business Enterprise or Women's Business Enterprise in the procurement process. More information regarding MBE/WBE can be found at 2 CFR 200.321.

Final Project Budgets

ACCGov intends to provide contract awards to the Provider on a reimbursement basis. Partial, advanced payments will be considered; however, the applicant should provide a detailed justification regarding the applicant organization's inability to work on a reimbursement basis. Please provide detail regarding how much funding the applicant would need to have advanced in order to begin work on this program. Final terms of advanced payments will be identified during contracting process.

Applicants are encouraged to submit reasonable and accurate budgets. In the review and award process, Athens-Clarke County may propose only partially funding a proposal. If partial funding is offered, the applicant can decide if they would like to modify the project scope or decline the award prior to contracting.

Proposal Selection Process

- RFP Release: January 8, 2024
- Technical Assistance Period: January 24 – February 21, 2024
    - Pre-Proposal Meeting (webinar): January 24, 2024 at 11 a.m.
    - Final Date for Questions: February 21, 2024
- Q&A Addendum Released: February 24, 2024
- Proposal Due: March 8, 2024, 11:59 PM
- RFP Review and Recommendation of Submitted Proposals: March 11-29, 2024
- Mayor and Commission Award Approval: May 7, 2024

Pre-Proposal Meeting Information

Insert meeting info here - link

After the final proposal submission, the RFP review team will assess the priority for funding and recommended project awards. The Mayor and Commission will make the final determination of final awards at the regularly scheduled Mayor & Commission meeting on **May 7, 2024**.

Proposal Submission -
All proposals shall be submitted in Zoom Grants, a cloud-based platform. ACC Housing & Community Development will host a virtual meeting to explain how eligible nonprofit organizations may access apply for funds to carry our programs and activities described in this RFP.

Incomplete proposals and all proposals received after the application deadline of March 8, 2024 will be ineligible

Insurance and Liability

All awarded projects must provide extensive insurance coverage that lists Athens-Clarke County as an additional insured. Contracts will also require the recipient to indemnify Athens-Clarke County. Applicants shall provide an estimate letter for all kinds and amounts of coverage listed below with their application, and will be required to provide a certificate of insurance at the time of contract execution. If the agency already has all types and amounts of insurance listed below, provide a Certificate of Insurance (COI) rather than an estimate.

An estimate from your insurance company dated within the last 30 days that meets the following requirements:

- The estimate shall reference the project name
- The insurer's NAICs number shall be included on the estimate so we can verify they are rated as an "A-" or better with AM Best Company.
- The Unified Government of Athens-Clarke County (375 Satula Avenue, Athens, GA 30601) must be listed as an additional insured.

Fidelity Bond or Commercial Crime Insurance Coverage:

- Amount of coverage equal to, or greater than, ARPA funding request (aggregate amount if receiving multiple awards)
- Coverage extends for the entire fiscal year
- Unified Government of Athens-Clarke County listed as additional insured

- At the time of contracting a statement from the agency board president will be required confirming that all employees handling ARPA funds disbursed under this contract are covered by fidelity or commercial crime insurance
- Notice of cancellation endorsement shall be provided with the certificate of insurance.

Evidence of Workers Compensation Coverage, including:

- Workers Compensation limits shall be per the state of Georgia's statute and employer's liability at a minimum of $1,000,000 per occurrence/employee/policy.
- Notice of cancellation endorsement shall be provided with the certificate of insurance
- Coverage shall also include a waiver of subrogation endorsement.
- If your agency is exempt from this coverage by Georgia state law, a letter of explanation may be submitted on the company's letterhead and signed by the President of the Board.

Evidence of General Liability Coverage, including:

- Coverage of a minimum $1,000,000 per occurrence AND $2,000,000 per aggregate
- Additional insured endorsement naming the Unified Government of Athens Clarke County as an additional insured; primary and non-contributory endorsement and a notice of cancellation endorsement shall be provided with the certification of insurance.
- Coverage shall also include a waiver of subrogation endorsement

Auto insurance (CSL) Coverage, including:

- Combined single limit of $1,000,000 Include Owned, Hired and Non-Owned Autos, or All Autos.
- Policy must cover bodily injury and property damage.
- Waiver of Rights/Subrogation Endorsement
- Notice of Cancellation Endorsement and Additional Insured Endorsement listing the Unified Government of Athens Clarke County as an additional insured.
- Primary and Non-Contributory Endorsement (in favor of Unified Government of Athens Clarke County).

Umbrella/Excess Liability

- $1,000,000 on a per occurrence basis
- Additional insured endorsement naming Unified Government of Athens Clarke County as an additional insured.
- Primary and non-contributory endorsement in favor of Unified Government of Athens Clarke County.
- Notice of Cancellation Endorsement

Other Coverage as Required

- The coverage amounts listed above are an estimate only. If awarded funding, during contract development, Athens-Clarke County Safety & Risk may identify other insurance coverage needed depending on the type of program, project, or activities described in the submitted Scope of Work. Inability to obtain required coverages will result in forfeiture of any funding award under this RFP.

Budget Revision and Underwriting

ACCGov reserves the right to alter proposed budget and expenditure terms. If budget revisions are deemed necessary, the applicant will be notified.

The project will be subject to review under the normal underwriting criteria of ACCGov and under its sole discretion, reserves the right to deny/decline any application for funding it feels is not feasible or does not meet the criteria of this Request for Proposals. Where ACCGov resolves that a project as proposed is not feasible or does not meet the funding criteria, the applicant will be notified.

Evaluation Criteria
Proposals will be evaluated and scored on the basis of the following criteria. Proposals which do not include all required documents or are not turned in by the application deadline will not be scored.

Street Outreach Evaluation Criteria	**Maximum Number of Points**
Budget & Leverage	10
Feasibility/Timeline	20
Organization Capacity & Qualifications	15
Clarity/Quality of Proposal	20
Women & Minority Businesses	5
Local Businesses	5
Letters of Support	5
Risk Assessment	20
Total	**100**

Physical Healthcare Services Evaluation Criteria	**Maximum Number of Points**
Budget & Leverage	10
Feasibility/Timeline	20
Organization Capacity & Qualifications	15
Clarity/Quality of Proposal	20
Women & Minority Businesses	5
Local Businesses	5
Letters of Support	5
Risk Assessment	20
Total	**100**

Housing Surge for Encampments Evaluation Criteria	**Maximum Number of Points**
Budget & Leverage	10
Feasibility/Timeline	20
Organization Capacity & Qualifications	15
Clarity/Quality of Proposal	20
Women & Minority Businesses	5
Local Businesses	5
Letters of Support	5
Risk Assessment	20
Total	**100**

Sec. 1: General Information

Applicant Name:			
Address:			
Contact Name:		**Phone:**	
Email:			
SAM UEI:			
Organization Type:		**Date Established:**	
Mission:			
Project Name:			
Project Contact:			
Project Narrative:			

Sec. 2: Total Proposal Budget

Item	ARPA $ Requested*	Non-ARPA Support	Cash or In-Kind	Total	Notes
	$	$		$	
	$	$		$	
	$	$		$	
	$	$		$	
Administration	$	$		$	
Other	$	$		$	
Total	**$**	**$**		**$**	

What amount of funding for this project comes from non-governmental sources?

Cash:

In-Kind:

How do you propose to be funded? **_____ Monthly Reimbursement** **_____ Draw Prepayments**

Sec. 3: Program Team

Please detail the roles and responsibilities of the major team members/contractors associated with this proposal.

Name	Organization	Project Role	Estimated Hours	WB/ME Participant	Notes
Ima Example	Outreach Inc.	Program Manager	2,080	Yes	

Provide a description of staff that will be involved in the proposed program activities, including their experience in grant administration, program management, and expertise as it directly relates to the proposed program and its implementation

Provide a brief description of the organization, its prior years of experience in carrying out federally funded activities or projects, its experience in fiscal management of federal, state, or local grant funds, and its capacity to administer the proposed program, including compliance with federal and other grant funds.

Sec. 4: Project Timeline

Please use the Gantt chart template below to detail the calendar year timeline of the major milestones for the proposed project.

Activity	Q1 24	Q2 24	Q3 24	Q4 24	Q1 25	Q2 25	Q3 25	Q4 25	Q1 26	Q2 26	Q3 26	Q4 26
Example												
Example 2	X											

Sec. 5: Project Description

Depending on proposal scope, complete only section A, B, and/or C as needed.

A. Comprehensive Street Outreach

1. **Describe your proposed approach to outreach teams. Please include detailed plans which may include geographic or neighborhood zones, composition of teams, and time(s) of outreach and engagement.**

2. **Describe the proposed leadership roles and coordination efforts between your organization and nonprofits and/or community groups. Please include planned efforts for establishing community-wide outreach policies and procedures, training and partnerships.**

3. **Explain your organization's experience with outreach engagement and case management activities. How would this be implemented in coordination with partner agencies?**

4. **Describe how outreach teams/individuals will be dispatched in response to specific community needs (i.e., encampments, emergency weather)? Describe the assessment and prioritization methods used to assist clients.**

5. **How does your organization plan to collect data and track outcomes through HMIS? Does your organization have capacity to implement the comprehensive street outreach as planned? Please identify resource needs for appropriate data entry training or technology.**

B. Physical Healthcare Services

1. **Describe how your proposed program will accomplish an unmet community need. Provide data that supports the need (census data, school district information, internal organization data, etc.).**

2. **Where will the program/activity be completed or carried out?**

3. **Describe how the program will identify program participants (referrals, outreach, etc.) and how the agency will determine who is eligible to receive services.**

4. **Describe the services/activities to be provided or completed and estimate the number of persons to be assisted. Persons to be assisted should be described in terms of age, gender, ethnicity, and income level. Include any necessary data to support the target population who will benefit from the program/project.**

5. **If awarded, briefly describe how your agency will partner with other local agencies to specifically support your proposed funded program/project. Attach MOUs/MOAs or letters of support from these collaborative agencies.**

6. **How does your organization plan to collect data and track outcomes? Does your organization have capacity to implement the Physical Healthcare program as planned? Please identify resource needs for appropriate data entry training or technology.**

C. Organize Housing Surges for Encampments (Proposals should reflect a model similar to that used by disaster emergency response teams in structure and with an emphasis on urgent resolution.)

1. **Describe your proposed structure for a specialized network of teams to identify, connect and quickly house people experiencing unsheltered homelessness. Include the roles and functions of each team in your response.**

2. **Describe communication and coordination plans for assisting unsheltered homeless living in encampments.**

3. **Explain the processes to be used in an action-focused housing surge. Your response should include processes to identify eligible households, available housing units, and the logistics of moving clients into units.**

4. **How does your organization plan to collect data and track outcomes? Does your organization have capacity to implement the Housing Surges for Encampments as planned? Please identify resource needs for appropriate data entry training or technology.**

Sec. 6: Performance Measurement

For each activity, applicants are required to complete the Outcome and Performance Measurement table.

GOALS describe future expected outcomes. They are not measurable and focus on ends, not means to an end.

INPUTS are resources an agency uses to achieve objectives, e.g., staff, staff time, facilities, equipment, supplies, dollars. Inputs also include constraints on the program, such as laws, regulations, and requirements for receiving funds.

INPUTS support **ACTIVITIES**

ACTIVITIES are the actual work or services provided to clients. They may include construction or renovation work, direct client services, or administrative functions carried out by an agency.

ACTIVITIES are not **OUTCOMES**

OUTPUTS are the direct products of an agency's activities. They are measurements of the amount of work accomplished. Examples would include the number of households served, number of units constructed or rehabilitated, or linear feet of sidewalk.

OUTPUTS must have identified **OUTCOMES**

OUTCOMES correspond to the question "What is the type of change the project, program, or activity is seeking?" Or, "What is the expected result of the activity?"

Outcomes are:

- (S) Simple
- (M) Measurable
- (A) Attainable
- (R) Realistic
- (T) Time Based

Goals	Inputs	Activities	Outputs	Outcomes

Sec. 7: Community Benefits

How will this proposal incorporate women-owned and minority business enterprise contracting?

How will this proposal benefit businesses located in Athens-Clarke County?

If desired, please attach up to two letters of support for this proposal.

Sec. 8: Acknowledgement of Required Assurances

Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration. Funded grants and contracts are subject to a variety of required executive orders, statutes, regulations, contract and procurement clauses. It is the responsibility of the respondent to be aware of and comply with these requirements. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the awarded contract.

By submitting the accompanying application with an authorized signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and certifications, regulations and policies identified below, including but not limited to:

- Compliance with the U. S. Department of Treasury Compliance and Guidance for State and Local Fiscal Recovery Funds;
- Compliance with 2 CFR Part 200 **-** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (as appropriate);
- Comply with SLFRF Award Terms and Conditions
- Comply with Treasury's Compliance and Reporting Guidance
- Federal Funding Accountability and Transparency Act;
- Nondiscrimination policy
- The Fair Housing Act;
- Equal Opportunity in Housing Act;
- Equal Employment Opportunity Act;
- Americans with Disabilities Act;
- Section 504 of the Rehabilitation Act;
- Environmental Regulations (may be subject to NEPA review if funded with other federal funds);
- Davis- Bacon Act (if applicable with funds from another federal program that requires enforcement of the Davis-Bacon Act)
- Lead Based Paint Hazard Reduction Act of 1992
- Copeland "Anti-kick" Act;
- Section 3 certification
- Minority and Women's Business Enterprise;
- Hatch Act
- Uniform Relocation Assistance and Real Property Acquisitions Act of 1970
- Residential Anti-Displacement and/or Relocation Plan
- Drug-Free Workplace certification
- Anti-Lobbying certification
- E-Verify Contractor requirements
- Conflict of Interest

- Compliance with Insurance and Bonding requirements
- Certification of Good Standing with Athens-Clarke County, GA
- Good Standing with the State of Georgia
- Certification that the firm, organization, corporation or has not received other federal, state, or local assistance for the same expenses as submitted in this application.
- Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
- Certification that, in the past seven (7) years, the organization has not had any bankruptcy proceedings (closed or not) initiated against the Contractor and that there are no bankruptcy proceedings pending by or against the Contractor regardless of the date of filing;

The signatory certifies that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received because of this application are used for the purposes set forth herein.

_____

Printed Name, Title and Agency

_____

Signature and Date

Sec. 9: Equity Assessment

Proposal:

1. What are the desired results and outcomes?

Community Engagement:

1. How have community members and stakeholders been engaged?

2. Whose voice did you listen to? Whose voice did you possibly leave out?

3. Did barriers and/or opportunities to engagement exist and were they explored?

Impact:

1. What populations are impacted by the decisions made if this proposal is chosen?

2. Who is burdened by this proposal? Who will benefit?

3. What does this proposal have the ability to impact (community and equity indicators, ex: housing, food access, youth development, education, economic development)?

Analysis and Strategies:

1. Are there strategies in this proposal for advancing opportunity and/or minimizing negative or unintended outcomes?

2. What impacts are aligned with desired community outcomes?

3. What have you learned from data and stakeholder involvement that is reflected in this proposal?

Implementation:

1. What is the plan for implementation of this proposal?

2. Are you adequately funded, staffed, resourced to implement this proposal?

3. What resources and/or actions are still needed for effective implementation?

Data:

1. What data exists to support your proposal? How did you use it?

2. Are there gaps in the data?

3. How has the data been broken out: geographic areas, demographics, neighborhoods, populations, existing programs, etc.?

Accountability and Evaluation:

1. How will you ensure accountability, communicate, and evaluate results of this funding?

2. How will the impact of this funding on the community be documented and evaluated?

3. How will you continue to communicate, partner, and sustain relationships in the community around this proposal's impact?

Sec. 10: ARPA Risk Assessment Questionnaire

Coronavirus State and Local Fiscal Recovery Funds (SLFRF) recipients that are pass-through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities. To comply with the federal risk assessment requirements of 2 CFR Part 200.332, the Unified Government of Athens-Clarke County must review the programmatic risks posed by all applicant agencies requesting State and Local Fiscal Recovery Funds/American Rescue Plan funding. This risk assessment includes such factors as:

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (*e.g.,* if the subrecipient also receives Federal awards directly from a Federal awarding agency).

The Unified Government of Athens-Clarke County utilizes this questionnaire to comply with federal requirements.

APPLICANT & ORGANIZATIONAL INFORMATION	
Organization Name:	
Program or Project Associated with this RAQ:	
Individual Completing this RAQ:	
Phone Number and Email Address for the Person Completing this RAQ:	
Mission Statement:	

Brief Description of Organization and Previous Experience with Federal Funding:	

WRITTEN POLICIES AND PROCEDURES			
Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:	**YES**	**NO**	**NA**
General staff management policies and procedures.			
Code of Conduct for all agency staff.			
Code of Conduct for board members.			
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.			
Conflict of interest (real or perceived) for board members.			
Complaint/grievance resolution policy and procedures relative to agency staff.			
Complaint/grievance resolution policy and procedures relative to clients.			
Program participant eligibility, if applicable.			
FINANCIAL ACCOUNTABILITY			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has policies and procedures in place governing all financial transactions.			
Organization's procedures for financial transactions provide for adequate separation of duties.			
Expenditure claims are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary.			
Organization operates within a budget approved annually and reviewed by its Board of Directors (or executive staff if a non-corporate, for-profit entity) no less frequently than quarterly.			

Organization maintains a chart of accounts for all financial accounts/codes.			
Organization has at least (3) years' experience managing federal funding.			
Organization's general ledger separates revenues and expenses by source of funding/program.			
Organization receives $750,000 or more in federal funding annually AND undergoes a Single Audit as required.			
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit annually.			
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit biennially.			
Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually.			
Organization files IRS tax forms annually.			
AGENCY GOVERNANCE			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has and follows approved by-laws.			
Organization has an active Board which meets regularly or as required in approved by-laws.			
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.			
Organization is able to comply with all statutory requirements of SLFRF (Treasury Final Rule 2022-00292.pdf (govinfo.gov)).			
HISTORY OF PERFORMANCE			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has at least (5) years' experience managing grants of comparable scope and/or capacity.			
In the last two fiscal years, the organization has always submitted required reports on time.			
In the last two fiscal years, the organization has sometimes submitted required reports late.			

In the last two fiscal years, the organization has never submitted required reports on time.			
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.			
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.			
Organization has a system in place to adequately track program beneficiary income and demographics.			
STAFFING			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization maintains up-to-date job descriptions for all staff positions.			
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.			
Organization has a system in place to adequately track program or project-specific work performed.			
CERTIFICATION			
By signing this questionnaire, I certify to the best of my knowledge and belief that the responses are true, complete and accurate. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (2 CFR 200.415)			
Authorized Signature		Date	

Summary of Required Forms and Supporting Documentation

ARPA Phase I Housing Proposal

Purpose: This checklist serves to support applicants in applying for ARPA SPRPH funds. . This document lists the required components of the Concept Proposal and required application supporting documentation.

The chart below is designed as a tool to help determine whether you have provided the required forms and supporting documentation in your application.

Documentation	Information to Include	Required for All Applicants?	Complete?
Application	Sec. 1: General Information that includes Project contact and concept proposal narrative and qualifying populations being served.	Yes	☐
Total Proposal Budget	Sec. 2: Total Proposal Budget with total ARPA funds requested per line item and other sources of funding.	Yes	☐
Project Team & Key Staff Resumes	Sec. 3: Roles and responsibilities of the major team members and contractors related to proposal. Team's prior experience with similar projects.	Yes	☐
Project Timeline	Sec. 4: Detail the timeline for the proposed project major milestones.	Yes	☐
Project Description	Sec. 5: Complete the description for a single proposal and include subsection A, B, or C.	Yes	☐
Site Plans, Designs, Renderings, and/or Architectural Elevations	Required Attachment	No. Only for Moderate/Major Rehabilitation or Renovation projects	☐

Documentation	Information to Include	Required for All Applicants?	Complete?
Line Item Budget	An applicant-submitted line-item budget covering the project expenses as proposed.	Yes	☐
Community Benefits	Sec. 6: Address how the concept proposal may benefit the Athens-Clarke County community.	Yes	☐
Acknowledgement of Required Assurances	Sec. 7: Certify you understand the need for required assurances with an authorized official's signature of the applicant organization or entity.	Yes	☐
Proposal Equity Assessment	Sec. 8: Answer questions for Proposal, Community Engagement, Impact, Analysis and Strategies, Implementation, Data, Accountability and Evaluation.	Yes	☐
Certificates of Insurance	Please provide certificates of insurance for any liability/workers compensation coverages your organization currently maintains.	Yes	☐
Letters of Support	Up to two letters of support for the project.	Optional	☐
ARPA Risk Assessment Questionnaire	Sec. 9: Complete Sections: Applicant and Organizational Information, Written Policies and Procedures, Financial Accountability, Agency Governance, History of Performance, Staffing, Certification	Yes	☐
Georgia Secretary of State Annual Registration or Certificate of Incorporation	Required Attachment	Yes	☐
Financial Statement and Audit for the most recent fiscal year.	Profit & Loss Statement, Tax Return, or Similar	Yes	☐

Documentation	Information to Include	Required for All Applicants?	Complete?
List of Board of Directors	Name, Affiliation, Term, Contact	Only Required if a Board Leadership Model is Used	☐
Organization Chart	Only required of the primary applicant. Not required of application partners or contractors.	Yes	☐
IRS Non-profit determination letter	Only applicable to non-profit applicants	No. Only if the applicant is a non-profit organization	☐
Articles of incorporation, current certificate of good standing, and bylaws	Only applicable to non-profit applicants	No. Only if the applicant is a non-profit organization	☐

Unified Government of Athens-Clarke County Request for Proposals (RFP) for Homeless Supportive Services to include: Diversion and Rapid Exit Landlord Focused Initiatives Partnerships for Employment



Key Activity	Date
RFP Release	January 8, 2024
Technical Assistance Period	January 24 – February 28, 2024 • Webinar: January 24, 2024 at 11:00 a.m. • Last Day for Questions: February 21, 2024 • Q&A Addendum released: February 28, 2024
Proposal Due	March 8, 2024
RF Review and Recommendation of Submitted Proposals	March 11-29, 2024
Mayor & Commission Award Approval	May 7, 2024

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APPLICATION OVERVIEW

Introduction

Activities to prevent and reduce homelessness continues to be one of the top priorities of the Athens-Clarke County Unified Government (ACCGov). The Mayor and Commission, stemming from recommendations of key strategies from the Strategic Plan to Reduce and Prevent Homelessness in Athens-Clarke County, has approved $635,000 in funding to increase access to permanent housing and increase housing stability. To guide this effort, ACCGov is accepting proposals from organizations for homeless initiatives to include: diversion and rapid exit, landlord focused initiatives, and partnerships for employment. Selected proposals will be funded through the American Rescue Plan Act (ARPA). All awarded funding must be expended by December 31, 2026.

Project Goals

1. Fund projects that will help increase access to permanent housing and increase housing stability, through activities such as diversion and rapid exit, landlord focused initiatives and partnerships for employment.
2. Projects should generally align with existing recommendations from Strategic Plan to Reduce and Prevent Homelessness, HOME-ARP Allocation Plan, Comprehensive Plan, or ACCGov Strategic Plan
3. Prioritize projects that leverage external resources.

Scope of Work

All proposals shall be for the benefit of homeless individuals and families in Athens-Clarke County with the intent to increase access to permanent housing and increase housing stability.

Interested respondents will need to fully complete the Request for Proposals which includes providing narrative and the following threshold items.

- Evidence of appropriate experience
- Budget
- Implementation Timeline
- Anticipated Expenditure Timeline
- Performance metrics

Diversion and Rapid Exit Activities – Funding Available for this Activity $ 200,000

Diversion and Rapid exit are targeted motivational interviewing and case management efforts resulting in reduced inflow into homelessness. Diversion practices help people experiencing homelessness access alternatives to shelter or living unsheltered. Rapid exit refers to finding alternatives soon after entering homelessness.

Landlord Focused Initiatives – Funding Available for this Activity $240,000

Landlord focused initiatives include engagement, incentives and risk mitigation. Proactive engagement of landlords and targeted incentives can lead to an increased housing supply for people exiting homelessness.

Establish Partnerships for Employment – Funding Available for this Activity $195,000

Supporting individuals and households experiencing homelessness to increase their income is a way to address the affordability housing crisis. Improving connections to well-paying jobs. Barriers to quality employment may be past criminal history, lack of training, access to proper attire, and transportation.

NOTE: Each unique project idea should be submitted as a unique proposal, with an agency submitting no more than three proposals under the ARPA-funded Homelessness RFP associated with the Strategic Plan to Reduce and Prevent Homelessness in Athens-Clarke County. If multiple submissions are approved by the Mayor and Commission, ACCGov may aggregate these multiple submissions under a common contract.

Example: *An agency may submit one proposal for each of the described activities, separately.*

Applicant Eligibility Requirements

- Must serve Athens-Clarke Count residents; and
- Must be a public or private non-profit entity incorporated by or licensed in the State of Georgia, and registered with the IRS for a minimum of one year; and
- Must have at least 1 year of organizational experience operating a similar service or program in the area(s) of: homeless services, diversion and rapid exit activities, landlord engagement, and/or employment partnerships; and
- Must have demonstrated capacity to meet performance requirements for federally contracted funds, including compliance reporting and other Federal Grant funding requirements.

Duplication of Benefits

A duplication of benefits occurs when the amount of assistance exceeds the total identified need. All applicants applying for assistance with ARPA funds are required to identify their other sources and amounts of covered assistance (sources and uses), and to certify that the ARPA assistance requested does not duplicate other covered assistance that has been received or is reasonably expected to be received.

MBE/WBE Participation

Applicants are encouraged to utilize firms certified as a Minority Business Enterprise or Women's Business Enterprise in the procurement process. More information regarding MBE/WBE can be found at 2 CFR 200.321.

Final Project Budgets

ACCGov intends to provide contract awards to the Provider on a reimbursement basis. Partial, advanced payments will be considered; however, the applicant should provide a detailed justification regarding the applicant organization's inability to work on a reimbursement basis. Please provide detail regarding how much funding the applicant would need to have advanced in order to begin work on this program. Final terms of advanced payments will be identified during contracting process.

Applicants are encouraged to submit reasonable and accurate budgets. In the review and award process, Athens-Clarke County may propose only partially funding a proposal. If partial funding is offered, the applicant can decide if they would like to modify the project scope or decline the award prior to contracting.

Proposal Selection Process

- RFP Release: January 8, 2024
- Technical Assistance Period: January 24 – February 21, 2024
    - Pre-Proposal Meeting (webinar): January 24, 2024 at 11 a.m.
    - Final Date for Questions: February 21, 2024
- Q&A Addendum Released: February 24, 2024
- Proposal Due: March 8, 2024, 11:59 PM
- RFP Review and Recommendation of Submitted Proposals: March 11-29, 2024
- Mayor and Commission Award Approval: May 7, 2024

Pre-Proposal Meeting Information

Insert meeting info here - link

After the final proposal submission, the RFP review team will assess the priority for funding and recommended project awards. The Mayor and Commission will make the final determination of final awards at the regularly scheduled Mayor & Commission meeting on **May 7, 2024**.

Proposal Submission -
All proposals shall be submitted in Zoom Grants, a cloud-based platform. ACC Housing & Community Development will host a virtual meeting to explain how eligible nonprofit organizations may access apply for funds to carry our programs and activities described in this RFP.

Incomplete proposals and all proposals received after the application deadline of March 8, 2024 will be ineligible

Insurance and Liability
All awarded projects must provide extensive insurance coverage that lists Athens-Clarke County as an additional insured. Contracts will also require the recipient to indemnify Athens-Clarke County. Applicants shall provide an estimate letter for all kinds and amounts of coverage listed below with their application, and will be required to provide a certificate of insurance at the time of contract execution. If the agency already has all types and amounts of insurance listed below, provide a Certificate of Insurance (COI) rather than an estimate.

An estimate from your insurance company dated within the last 30 days that meets the following requirements:

- The estimate shall reference the project name
- The insurer's NAICs number shall be included on the estimate so we can verify they are rated as an "A-" or better with AM Best Company.
- The Unified Government of Athens-Clarke County (375 Satula Avenue, Athens, GA 30601) must be listed as an additional insured.

Fidelity Bond or Commercial Crime Insurance Coverage:

- Amount of coverage equal to, or greater than, ARPA funding request (aggregate amount if receiving multiple awards)
- Coverage extends for the entire fiscal year
- Unified Government of Athens-Clarke County listed as additional insured

- At the time of contracting a statement from the agency board president will be required confirming that all employees handling ARPA funds disbursed under this contract are covered by fidelity or commercial crime insurance
- Notice of cancellation endorsement shall be provided with the certificate of insurance.

Evidence of Workers Compensation Coverage, including:

- Workers Compensation limits shall be per the state of Georgia's statute and employer's liability at a minimum of $1,000,000 per occurrence/employee/policy.
- Notice of cancellation endorsement shall be provided with the certificate of insurance
- Coverage shall also include a waiver of subrogation endorsement.
- If your agency is exempt from this coverage by Georgia state law, a letter of explanation may be submitted on the company's letterhead and signed by the President of the Board.

Evidence of General Liability Coverage, including:

- Coverage of a minimum $2,000,000 per occurrence AND $2,000,000 per aggregate
- Additional insured endorsement naming the Unified Government of Athens Clarke County as an additional insured; primary and non-contributory endorsement and a notice of cancellation endorsement shall be provided with the certification of insurance.
- Coverage shall also include a waiver of subrogation endorsement

Auto insurance (CSL) Coverage, including:

- Combined single limit of $1,000,000 Include Owned, Hired and Non-Owned Autos, or All Autos.
- Policy must cover bodily injury and property damage.
- Waiver of Rights/Subrogation Endorsement
- Notice of Cancellation Endorsement and Additional Insured Endorsement listing the Unified Government of Athens Clarke County as an additional insured.
- Primary and Non-Contributory Endorsement (in favor of Unified Government of Athens Clarke County).

Umbrella/Excess Liability

- $1,000,000 on a per occurrence basis
- Additional insured endorsement naming Unified Government of Athens Clarke County as an additional insured.
- Primary and non-contributory endorsement in favor of Unified Government of Athens Clarke County.
- Notice of Cancellation Endorsement

Other Coverage as Required

- The coverage amounts listed above are an estimate only. If awarded funding, during contract development, Athens-Clarke County Safety & Risk may identify other insurance coverage needed depending on the type of program, project, or activities described in the submitted Scope of Work. Inability to obtain required coverages will result in forfeiture of any funding award under this RFP.

Budget Revision and Underwriting

ACCGov reserves the right to alter proposed budget and expenditure terms. If budget revisions are deemed necessary, the applicant will be notified.

The project will be subject to review under the normal underwriting criteria of ACCGov and under its sole discretion, reserves the right to deny/decline any application for funding it feels is not feasible or does not meet the criteria of this Request for Proposals. Where ACCGov resolves that a project as proposed is not feasible or does not meet the funding criteria, the applicant will be notified.

Evaluation Criteria
Proposals will be evaluated and scored on the basis of the following criteria. Proposals which do not include all required documents or are not turned in by the application deadline will not be scored.

Diversion and Rapid Exit	**Maximum Number of Points**
Budget & Leverage	10
Feasibility/Timeline	20
Organization Capacity & Qualifications	15
Clarity/Quality of Proposal	20
Women & Minority Businesses	5
Local Businesses	5
Letters of Support	5
Risk Assessment	20
Total	**100**

Landlord Engagement	**Maximum Number of Points**
Budget & Leverage	10
Feasibility/Timeline	20
Organization Capacity & Qualifications	15
Clarity/Quality of Proposal	20
Women & Minority Businesses	5
Local Businesses	5
Letters of Support	5
Risk Assessment	20
Total	**100**

Partnerships for Employment	**Maximum Number of Points**
Budget & Leverage	10
Feasibility/Timeline	20
Organization Capacity & Qualifications	15
Clarity/Quality of Proposal	20
Women & Minority Businesses	5
Local Businesses	5
Letters of Support	5
Risk Assessment	20
Total	**100**

Sec. 1: General Information

Applicant Name:			
Address:			
Contact Name:		**Phone:**	
Email:			
SAM UEI:			
Organization Type:		**Date Established:**	
Mission:			
Project Name:			
Project Contact:			
Project Narrative:			

Sec. 2: Total Proposal Budget

Item	ARPA $ Requested*	Non-ARPA Support	Cash or In-Kind	Total	Notes
	$	$		$	
	$	$		$	
	$	$		$	
	$	$		$	
Administration	$	$		$	
Other	$	$		$	
Total	**$**	**$**		**$**	

What amount of funding for this project comes from non-governmental sources?

Cash:

In-Kind:

How do you propose to be funded? **_____ Monthly Reimbursement** **_____ Draw Prepayments**

Sec. 3: Project Team

Please detail the roles and responsibilities of the major team members/contractors associated with this proposal.

Name	Organization	Project Role	Estimated Hours	WB/ME Participant	Notes
Ima Example	Affordable Housing Inc.	Project Manager	2,080	Yes	

Please Describe the Team's Prior Experience in Achieving Projects of a Similar Nature.

Sec. 4: Project Timeline

Please use the Gantt chart template below to detail the calendar year timeline of the major milestones for the proposed project.

Activity	Q1 24	Q2 24	Q3 24	Q4 24	Q1 25	Q2 25	Q3 25	Q4 25	Q1 26	Q2 26	Q3 26	Q4 26
Example												
Example 2	X											

Sec. 5: Project Description

Depending on proposal scope, complete only section A, B, and/or C as needed.

A. **Diversion and Rapid Exit**

1. **Describe your proposed approach to diversion and rapid exit practices. Please include detailed plans which may include establishing a standard diversion call framework to be used at all coordinated entry points.**

2. **Explain your organization's experience with diversion techniques and any training or skills required to ensure a rapid exit from shelter to housing.**

3. **Describe how much, if any, flexible funding would be utilized and how such funding would be administered.**

4. **How does your organization plan to collect data and track outcomes? Does your organization have capacity to implement the Diversion and Rapid Exit program as planned? Please identify resource needs for appropriate data entry training or technology.**

B. Landlord Focused Initiatives

1. **Describe how your proposed program will develop connections in real estate including local landlords as well as larger regional property management companies.**

2. **Explain any planned collaboration of resources between homeless service organizations to engage landlords.**

3. **If awarded, briefly describe how your agency will continue to sustain relationships established with landlords to ensure units remain affordable and accessible to persons exiting homelessness.**

4. **How does your organization plan to collect data and track outcomes? Does your organization have capacity to implement these Landlord Focused Initiatives as planned? Please identify resource needs for appropriate data entry training or technology.**

C. Partnerships for Employment

1. **Describe your proposed approach to improve collaboration between the Athens-Clarke County Continuum of Care and workforce programs. Include the role and function of the dedicated staff member(s) for this effort in your response.**

2. **Describe planned case conferencing and path to formalized partnerships with the expectation of improving service experience of job seekers experiencing homelessness.**

3. **Where will the program be completed/carried out?**

4. **How does your organization plan to collect data and track outcomes? Does your organization have capacity to implement the Partnerships for Employment program as planned? Please identify resource needs for appropriate data entry training or technology.**

Sec. 6: Performance Measurement

For each activity, applicants are required to complete the Outcome and Performance Measurement table.

GOALS describe future expected outcomes. They are not measurable and focus on ends, not means to an end.

INPUTS are resources an agency uses to achieve objectives, e.g., staff, staff time, facilities, equipment, supplies, dollars. Inputs also include constraints on the program, such as laws, regulations, and requirements for receiving funds.

INPUTS support **ACTIVITIES**

ACTIVITIES are the actual work or services provided to clients. They may include construction or renovation work, direct client services, or administrative functions carried out by an agency.

ACTIVITIES are not **OUTCOMES**

OUTPUTS are the direct products of an agency's activities. They are measurements of the amount of work accomplished. Examples would include the number of households served, number of units constructed or rehabilitated, or linear feet of sidewalk.

OUTPUTS must have identified **OUTCOMES**

OUTCOMES correspond to the question "What is the type of change the project, program, or activity is seeking?" Or, "What is the expected result of the activity?"

Outcomes are:

- (S) Simple
- (M) Measurable
- (A) Attainable
- (R) Realistic
- (T) Time Based

Goals	Inputs	Activities	Outputs	Outcomes

Sec. 7: Community Benefits

How will this proposal incorporate women-owned and minority business enterprise contracting?

How will this proposal benefit businesses located in Athens-Clarke County?

If desired, please attach up to two letters of support for this proposal.

Sec. 8: Acknowledgement of Required Assurances

Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration. Funded grants and contracts are subject to a variety of required executive orders, statutes, regulations, contract and procurement clauses. It is the responsibility of the respondent to be aware of and comply with these requirements. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the awarded contract.

By submitting the accompanying application with an authorized signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and certifications, regulations and policies identified below, including but not limited to:

- Compliance with the U. S. Department of Treasury Compliance and Guidance for State and Local Fiscal Recovery Funds;
- Compliance with 2 CFR Part 200 **-** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (as appropriate);
- Comply with SLFRF Award Terms and Conditions
- Comply with Treasury's Compliance and Reporting Guidance
- Federal Funding Accountability and Transparency Act;
- Nondiscrimination policy
- The Fair Housing Act;
- Equal Opportunity in Housing Act;
- Equal Employment Opportunity Act;
- Americans with Disabilities Act;
- Section 504 of the Rehabilitation Act;
- Environmental Regulations (may be subject to NEPA review if funded with other federal funds);
- Davis- Bacon Act (if applicable with funds from another federal program that requires enforcement of the Davis-Bacon Act)
- Lead Based Paint Hazard Reduction Act of 1992
- Copeland "Anti-kick" Act;
- Section 3 certification
- Minority and Women's Business Enterprise;
- Hatch Act
- Uniform Relocation Assistance and Real Property Acquisitions Act of 1970
- Residential Anti-Displacement and/or Relocation Plan
- Drug-Free Workplace certification
- Anti-Lobbying certification
- E-Verify Contractor requirements
- Conflict of Interest

- Compliance with Insurance and Bonding requirements
- Certification of Good Standing with Athens-Clarke County, GA
- Good Standing with the State of Georgia
- Certification that the firm, organization, corporation or has not received other federal, state, or local assistance for the same expenses as submitted in this application.
- Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
- Certification that, in the past seven (7) years, the organization has not had any bankruptcy proceedings (closed or not) initiated against the Contractor and that there are no bankruptcy proceedings pending by or against the Contractor regardless of the date of filing;

The signatory certifies that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received because of this application are used for the purposes set forth herein.

_____

Printed Name, Title and Agency

_____

Signature and Date

Sec. 9: Equity Assessment

Proposal:

1. What are the desired results and outcomes?

Community Engagement:

1. How have community members and stakeholders been engaged?

2. Whose voice did you listen to? Whose voice did you possibly leave out?

3. Did barriers and/or opportunities to engagement exist and were they explored?

Impact:

1. What populations are impacted by the decisions made if this proposal is chosen?

2. Who is burdened by this proposal? Who will benefit?

3. What does this proposal have the ability to impact (community and equity indicators, ex: housing, food access, youth development, education, economic development)?

Analysis and Strategies:

1. Are there strategies in this proposal for advancing opportunity and/or minimizing negative or unintended outcomes?

2. What impacts are aligned with desired community outcomes?

3. What have you learned from data and stakeholder involvement that is reflected in this proposal?

Implementation:

1. What is the plan for implementation of this proposal?

2. Are you adequately funded, staffed, resourced to implement this proposal?

3. What resources and/or actions are still needed for effective implementation?

Data:

1. What data exists to support your proposal? How did you use it?

2. Are there gaps in the data?

3. How has the data been broken out: geographic areas, demographics, neighborhoods, populations, existing programs, etc.?

Accountability and Evaluation:

1. How will you ensure accountability, communicate, and evaluate results of this funding?

2. How will the impact of this funding on the community be documented and evaluated?

3. How will you continue to communicate, partner, and sustain relationships in the community around this proposal's impact?

Sec. 10: ARPA Risk Assessment Questionnaire

Coronavirus State and Local Fiscal Recovery Funds (SLFRF) recipients that are pass-through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities. To comply with the federal risk assessment requirements of 2 CFR Part 200.332, the Unified Government of Athens-Clarke County must review the programmatic risks posed by all applicant agencies requesting State and Local Fiscal Recovery Funds/American Rescue Plan funding. This risk assessment includes such factors as:

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (*e.g.,* if the subrecipient also receives Federal awards directly from a Federal awarding agency).

The Unified Government of Athens-Clarke County utilizes this questionnaire to comply with federal requirements.

APPLICANT & ORGANIZATIONAL INFORMATION	
Organization Name:	
Program or Project Associated with this RAQ:	
Individual Completing this RAQ:	
Phone Number and Email Address for the Person Completing this RAQ:	
Mission Statement:	

Brief Description of Organization and Previous Experience with Federal Funding:	

WRITTEN POLICIES AND PROCEDURES			
Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:	**YES**	**NO**	**NA**
General staff management policies and procedures.			
Code of Conduct for all agency staff.			
Code of Conduct for board members.			
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.			
Conflict of interest (real or perceived) for board members.			
Complaint/grievance resolution policy and procedures relative to agency staff.			
Complaint/grievance resolution policy and procedures relative to clients.			
Program participant eligibility, if applicable.			
FINANCIAL ACCOUNTABILITY			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has policies and procedures in place governing all financial transactions.			
Organization's procedures for financial transactions provide for adequate separation of duties.			
Expenditure claims are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary.			
Organization operates within a budget approved annually and reviewed by its Board of Directors (or executive staff if a non-corporate, for-profit entity) no less frequently than quarterly.			

Organization maintains a chart of accounts for all financial accounts/codes.			
Organization has at least (3) years' experience managing federal funding.			
Organization's general ledger separates revenues and expenses by source of funding/program.			
Organization receives $750,000 or more in federal funding annually AND undergoes a Single Audit as required.			
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit annually.			
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit biennially.			
Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually.			
Organization files IRS tax forms annually.			
AGENCY GOVERNANCE			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has and follows approved by-laws.			
Organization has an active Board which meets regularly or as required in approved by-laws.			
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.			
Organization is able to comply with all statutory requirements of SLFRF (Treasury Final Rule 2022-00292.pdf (govinfo.gov)).			
HISTORY OF PERFORMANCE			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization has at least (5) years' experience managing grants of comparable scope and/or capacity.			
In the last two fiscal years, the organization has always submitted required reports on time.			
In the last two fiscal years, the organization has sometimes submitted required reports late.			

In the last two fiscal years, the organization has never submitted required reports on time.			
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.			
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.			
Organization has a system in place to adequately track program beneficiary income and demographics.			
STAFFING			
Please check yes, no, or NA for the following:	**YES**	**NO**	**NA**
Organization maintains up-to-date job descriptions for all staff positions.			
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.			
Organization has a system in place to adequately track program or project-specific work performed.			
CERTIFICATION			
By signing this questionnaire, I certify to the best of my knowledge and belief that the responses are true, complete and accurate. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (2 CFR 200.415)			
Authorized Signature		Date	

Summary of Required Forms and Supporting Documentation

ARPA Phase I Housing Proposal

Purpose: This checklist serves to support applicants in applying for ARPA SPRPH funds. . This document lists the required components of the Concept Proposal and required application supporting documentation.

The chart below is designed as a tool to help determine whether you have provided the required forms and supporting documentation in your application.

Documentation	Information to Include	Required for All Applicants?	Complete?
Application	Sec. 1: General Information that includes Project contact and concept proposal narrative and qualifying populations being served.	Yes	☐
Total Proposal Budget	Sec. 2: Total Proposal Budget with total ARPA funds requested per line item and other sources of funding.	Yes	☐
Project Team & Key Staff Resumes	Sec. 3: Roles and responsibilities of the major team members and contractors related to proposal. Team's prior experience with similar projects.	Yes	☐
Project Timeline	Sec. 4: Detail the timeline for the proposed project major milestones.	Yes	☐
Project Description	Sec. 5: Complete the description for a single proposal and include subsection A, B, or C.	Yes	☐
Site Plans, Designs, Renderings, and/or Architectural Elevations	Required Attachment	No. Only for Moderate/Major Rehabilitation or Renovation projects	☐

Documentation	Information to Include	Required for All Applicants?	Complete?
Line Item Budget	An applicant-submitted line-item budget covering the project expenses as proposed.	Yes	☐
Community Benefits	Sec. 6: Address how the concept proposal may benefit the Athens-Clarke County community.	Yes	☐
Acknowledgement of Required Assurances	Sec. 7: Certify you understand the need for required assurances with an authorized official's signature of the applicant organization or entity.	Yes	☐
Proposal Equity Assessment	Sec. 8: Answer questions for Proposal, Community Engagement, Impact, Analysis and Strategies, Implementation, Data, Accountability and Evaluation.	Yes	☐
Certificates of Insurance	Please provide certificates of insurance for any liability/workers compensation coverages your organization currently maintains.	Yes	☐
Letters of Support	Up to two letters of support for the project.	Optional	☐
ARPA Risk Assessment Questionnaire	Sec. 9: Complete Sections: Applicant and Organizational Information, Written Policies and Procedures, Financial Accountability, Agency Governance, History of Performance, Staffing, Certification	Yes	☐
Georgia Secretary of State Annual Registration or Certificate of Incorporation	Required Attachment	Yes	☐
Financial Statement and Audit for the most recent fiscal year.	Profit & Loss Statement, Tax Return, or Similar	Yes	☐

Documentation	Information to Include	Required for All Applicants?	Complete?
List of Board of Directors	Name, Affiliation, Term, Contact	Only Required if a Board Leadership Model is Used	☐
Organization Chart	Only required of the primary applicant. Not required of application partners or contractors.	Yes	☐
IRS Non-profit determination letter	Only applicable to non-profit applicants	No. Only if the applicant is a non-profit organization	☐
Articles of incorporation, current certificate of good standing, and bylaws	Only applicable to non-profit applicants	No. Only if the applicant is a non-profit organization	☐

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: SPLOST 2020 Project 03, Classic Center Arena – Proposed Construction Contract Change Order to JE Dunn

DATE: November 28, 2023

BUDGET INFORMATION:

REVENUE:

$ 33,320,000	SPLOST 2020 Project 03 Funding
$ 49,425,110	Revenue Bond #1
$ 32,000,000	Revenue Bond #2
$ 25,800,000	Revenue Bond #3
$ 10,926,994	Other Revenue - Currently Available
$ 151,472,104	Total Revenue Available

EXPENSES:

CAPITAL:	$ 133,116,436	Expensed or Encumbered
	$ 573,000	Designated Remaining Testing, PM & Misc Fees
	$ 320,846	Designated Public Art
	$ 3,201,255	Designated Project Contingency
	$ 3,134,914	Approved for Bridge & Stairs
	$ 1,500,000	Approved for Kitchen Equipment
	$ 2,553,817	Approved JED Change Order #9
	$ 500,000	Approved Perkins & Will Change Order (Separate Agenda Report)
	$ 2,236,836	Budgeted for Data/IT Systems/Phones
	$ 2,085,000	Budgeted for FF&E
	$ 250,000	Budgeted for Building Signage
	$ 2,000,000	Available for Build-out of South Club Level, Concession and Flex Room, Auxiliary Locker Rooms and for Sound and Acoustical Treatments

FUNDING SOURCE: SPLOST 2020 Project 03, Revenue Bond Financing, and Private Funding

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that the Mayor and Commission:

a) Approve a Proposed Change Order to the Construction Contract of JE Dunn in the Not to Exceed amount of ($*To Be Determined)* for the change order work as described in Facts and Issues #2 & 3; and,

b) Authorize the Mayor and appropriate staff to execute all necessary related documents.

HISTORY:

1. On November 11, 2018, Classic Center Authority (CCA) submitted to ACCGov a Project Proposal for consideration as part of the SPLOST 2020 Program.

2. On January 23, 2019, the ACCGov Sustainability Office issued a request for proposals for professional services in energy resource coordination.

3. On January 28, 2019, the Classic Center Arena Project 81 was presented to the SPLOST 2020 Citizen Advisory Committee with a funding request of $58,879,000.

4. On June 4, 2019, CCA presented a revised Classic Center Arena Project. The revised project included potential private funding partnerships with a Hotel, a Senior Condominium, and Parking Deck. SPLOST 2020 funding request was reduced to $37,000,000.

5. On July 10, 2019, at a regularly scheduled work session, CCA representatives presented a revised Classic Center Arena Project to the Mayor & Commission (M&C), which included a reduced SPLOST 2020 request of $34,000,000.

6. On July 18, 2019, the M&C approved the Proposed Referendum Project List, including the Classic Center Arena at a reduced project value of $34,000,000 with the remaining needed project funds coming from Revenue Bonds backed by ACCGov and the revenue from future development of ACCGov property adjacent to the Classic Center.

7. On August 6, 2019, the M&C approved the SPLOST 2020 Program Referendum, which included the Classic Center Arena (Project 03) as a component.

8. On November 5, 2019, Athens-Clarke County voters approved the SPLOST 2020 Program Referendum. This Referendum included the Classic Center Arena (Project 03). The Referendum also included the approval of the issuance of general obligation debt to help fund the Classic Center Arena (Project 03) and to facilitate the construction of the Project within the first few years of the SPLOST 2020 Program.

9. On January 7, 2020, a lease agreement between ACCGov and CCA was presented to the M&C for consideration. The proposed lease outlined a 50-year extension of the CCA's lease to include the land for the new Arena as well as the transfer of land and air rights above the Classic Center auto-bridge to ownership by the CCA for the purpose of developing a hotel.

10. On February 4, 2020, M&C approved a resolution to regulate and provide for the issuance of $26,660,000 in aggregate principal amount general obligation bonds, as authorized by a vote of the qualified voters in a referendum held November 5, 2019. M&C also established the SPLOST 2020 Capital Projects Fund and amended the FY20 operating and capital budget of

ACCGov to establish the budget for the following three SPLOST 2020 projects:

- Project 01, Facilities Space Modernization
- Project 02, Affordable Housing
- Project 03, Classic Center Arena

11. On February 18, 2020, the Intergovernmental Agreement for land lease between ACCGov and the CCA was approved by the M&C.

12. In September 2020, Manager Williams selected the User Group Members to help ensure ACCGov long terms goals are promoted during the Project Development process. The User Group Members are:
    - David Barbe
    - Dexter Fisher
    - Chantel Dunham
    - Andrew Saunders
    - Smith Wilson
    - Paul Cramer
    - Robert Cheshire (ex-officio)

13. On December 1, 2020, M&C approved combining the Program Management budgets from all projects into a single Program Management Budget, establishing the Classic Center Arena SPLOST 2020 budget at $33,320,000.

14. On February 2, 2021, M&C approved the Tier Funding Schedule thereby establishing the SPLOST 2020 funding schedule for the Classic Center Arena project.

15. On February 2, 2021, M&C approved Perkins & Will / Smallwood Design as the selected Project Designer for the Classic Center Arena project.

16. On April 6, 2021, M&C approved JE Dunn Construction Company as the selected Construction Manager at Risk Contractor for the Classic Center Arena project.

17. On May 10, 2021, the ACAC approved a recommendation to the M&C in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, additional Funding for Public Art, that SPLOST 2020 Project 03 - Classic Center Arena is appropriate for public art**.**

18. On June 1, 2021, M&C unanimously approved the Project Concept and updated budget with order of magnitude pricing of $109,441,278 for the SPLOST 2020 - Project 03 Classic Center Arena.

19. On August 3, 2021, M&C approved conveyance and incorporation for 1.08 acres between Hickory and Willow streets into the existing Intergovernmental Agreement between ACCGov and CCA, approved by the M&C on Feb. 18, 2020 (History #11).

20. On September 7, 2021, the M&C approved Schematic Design, the Updated Total Project Budget of $116,705,055, Proposed A/E Contract Amendment, Bond Financing, and authorized an early Guaranteed Maximum Price (GMP) based on 75% construction drawings.

21. On October 5, 2021, the M&C approved the initial bond financing issuance of $55,000,000 and associated Intergovernmental Agreement. During the work session for the October vote, the M&C was made aware that a second bond issuance would be coming in the future.

22. On January 4, 2022, the M&C approved the following actions:
    - Increased the Classic Center Arena Project Budget to $135,655,498, assuming a second bond issuance;
    - Moved the Future Energy/HVAC System financing of approximately $10M into the new budget amount; and,
    - Authorized staff to negotiate the GMP contract with JE Dunn for a Not to Exceed amount of $107M (based on 75% complete design).

23. On January 12, 2022, JE Dunn submitted their GMP for the cost of construction for the Classic Center Arena based on the 75% CDs.

24. On February 2, 2022, JE Dunn was issued a Notice to Proceed for the Classic Center Arena project, and the GMP Amendment was executed for $102,400,000.

25. In February 2022, JE Dunn mobilized to the Site.

26. On April 4, 2022, JE Dunn began the Pre-Blast survey work and drilling rock in anticipation of blasting.

27. On June 8, 2022, rock blasting work began on the project.

28. On June 14, 2022, CCA Director Paul Cramer presented the proposed Change Order #2 (incorrectly labelled as Change Order #1 in previous agendas), proposed second revenue bond issuance, and a proposed Special District Tax related to hotels to the M&C at the regularly scheduled Work Session. The change order was presented to included all anticipated costs for rock and dirt removal, disposal, and alleged delays, as of that time.

29. On June 24, 2022, a Notice of Proposed Administrative Action (NOPAA) was issued to the M&C providing detailed information on the project status, pending use of the Owner Controlled Contingency, and required activities to continue construction to avoid costly delays.

30. On July 5, 2022, M&C approved during a specially called meeting Change Order #2 with JE Dunn for a total amount of $8,950,000.

31. On August 2, 2022, the M&C approved the Second Revenue Bond Issuance of $37,000,000 and associated Intergovernmental Agreement.

32. On September 7, 2022, staff approved a transfer of $3,022,812 from the owner-controlled contingency to JE Dunn's contract amount for Items identified in the approved Change Order #2.

33. On November 1, 2022, the M&C approved the Hickory Street Parking Deck Project Concept, Option A for the access from the Arena Plaza Level to Hickory Street, and Not to Exceed Change Order #2 to the Project Designer P&W/Smallwood the additional work associated with the Parking Deck.

34. On December 13, 2022, the M&C approved the Hickory Street Parking Deck Schematic Design and associated bridge and stairs.

35. On January 11, 2023, the Manager issued a response to the notices received from JE Dunn associated with the cost impacts for rock and contaminated soil removal and dewatering. This response included a release of $4,000,000 of Owner Controlled Contingency to be used towards costs associated with rock and contaminated soil removal, hauling, and disposal costs.

36. On, February 14, 2023, the Unified Government and the Authority entered into an Intergovernmental Contract (the "February 2023 Agreement") for, among other purposes, providing for the Railroad Easement Site as described therein to be transferred by the Unified Government to the Authority to provide for an arena inspired economic development project to create additional revenue to support the Classic Center Arena Project.

37. On February 16, 2023, during the regularly scheduled M&C work session, CCA Executive Director Paul Cramer presented an update on the project funding and expenses/commitments made to date on the project. This included an updated estimate of the rock amount in excess of the owner-controlled contingency within JE Dunn's contract.

38. On March 8, 2023, a Letter of Intent was signed between the Classic Center Authority and Classic Center Partners, who is the master developer for the parking deck and other surrounding developments, which outlines general terms and conditions for the developments and deadlines for commitments on the developer's part.

39. On May 9, 2023, during the regularly scheduled M&C work session, Paul Cramer presented the proposed revenue streams for the third revenue bond and the items that the revenue bond was intended to cover, including additional funding for the JE Dunn claim.

40. On June 6, 2023, M&C approved a total claim settlement with JE Dunn for $13,900,000, a budget increase from $135,333,402 to $149,685,354, and authorized staff to proceed with development of a third financing up to $13M.

41. On September 5, 2023, M&C approved a budget increase to $151,472,104 and the third bond financing issuance of $25,800,000 (not including financing costs) and associated Intergovernmental Agreement. This third bond funding included budgeted funds to cover additional scope items covered by this Proposed Change Order.

42. On October 3, 2023, M&C approved a Not to Exceed Change Order in the amount of $2,350,000 that included a few of the additional scope items anticipated. The scoreboard, ribbon boards, dasherboards, and the fall protection system were all included in the CO approval.

43. On December 5, 2023, M&C approved a change order to Perkins and Will for Additional Design Services, a change order to JE Dunn, and a construction contract for the Bridge and Stairs.

FACTS & ISSUES:

1. As approved on September 5, 2023 by the M&C (History #41) the third bond financing increased the total project budget to $151,472,104. This bond amount and budget increase included budget funding to cover the following remaining scope of work items listed below:

Budget Amounts	Description
$ 7,167,332	Rock & Contaminated Soil
$ 320,846	Public Art – Three different Contracts
$ 3,250,000	Bridge & Stairs
$ 750,000	Foundry Street Plaza Repair
$ 500,000	Perkins and Will Additional Services
$ 2,236,836	Data/IT Systems/Phones
$ 2,085,000	Additional Furniture, Fixtures, & Equipment
$ 250,000	Signage - Purchase Order under $200K
$ 2,100,000	Scoreboard
$ 217,008	Dasherboards
$ 400,000	Owner Ops Rigging and Fall Protection
$ 700,000	South Club Level Build Out
$ 200,000	Concession and Flex Room Build Out
$ 375,000	Auxiliary Locker Room Build Out
$ 725,000	Sound and Acoustical Treatments
$ 1,500,000	Telescoping Seating

2. The table below provides updates on the status of the previously items, their previously provided budget amounts, and amounts previously approved or requested for approval as part of this change order. The shaded items in the below table are being requested for approval in this agenda report.

Previous Budget Amounts	Approved to Date or being Requested Amounts	Description	Status
$ 7,167,332	$ 7,167,332	Rock & Contaminated Soil	Approved CO #4
$ 320,846	$ 320,846	Public Art – Three different Contracts	Approved by M&C
$ 3,250,000	$ 3,134,914	Bridge & Stairs	Proposed Contract Award
$ 750,000	$ 883,871	Foundry Street Plaza Repair	Approved CO #9
$ 500,000	$ 500,000	Perkins and Will Additional Services	Proposed Change Order
$ 2,236,836	$ 560,000	Additional Data/IT Systems/Phones	Future Agenda(s)
$ 2,085,000	$ 455,000	Additional Furniture, Fixtures, & Equipment	Future Agenda(s)
$ 250,000	$ 126,000	Signage - Purchase Order under $200K	PO Pending
$ 2,100,000	$ 2,350,000	Scoreboard	Approved CO #8
$ 217,008	Incl. above	Dasherboards (Included with Scoreboard)	Approved CO #8
$ 400,000	Incl. above	Owner Ops Rigging and Fall Protection (Included with Scoreboard)	Approved CO #8
$ 700,000	*To Be Determined*	South Club Level Build Out	Proposed CO #10
$ 200,000	*To Be Determined*	Concession and Flex Room Build Out	Proposed CO #10
$ 375,000	*To Be Determined*	Auxiliary Locker Room Build Out	Proposed CO #10
$ 725,000	*To Be Determined*	Sound and Acoustical Treatments	Proposed CO #10
$ 1,500,000	$ 1,669,946	Telescoping Seating	Approved CO #9
$ 22,777,022	*To Be Determined*	Total Requested or Encumbered to Date	

3. The items listed below are part of this Proposed Change Order to JE Dunn. All of these items were removed from the scope for the project during the GMP negotiation phase of the project in an effort to reduce the overall cost of the Classic Center Arena Project. Other items (listed above in F&I #1 & 2) will come back as separate vendor contracts or potentially additional future change orders to JE Dunn.
    a. South Club Level Build Out: The South Club Level was taken out of the scope for the project at the Schematic Design Phase in an effort to reduce the overall cost of the Classic Center Arena Project. This club level is located on the South end of the arena between the Event and Concourse levels. The design team has fully designed this space in coordination with the Classic Center for it to be incorporated into the project. This club level is needed to generate revenue for the Classic Center Arena. This is a premium

space that will generate revenue with naming rights and/or ticket sales. This scope is most effectively delivered by JE Dunn via change order due to the close coordination required with the many trades that will be utilized to build out this space.

b. Concession and Flex Room Buildout: The concession stand is located in the SE corner of the building on the event level. The Roadie/Press/Flex room is also located on the event level of the arena and will be utilized for a variety of different uses in the arena. Both of these areas are important for the efficient operations and revenue generation of the Classic Center Arena. This scope is most effectively delivered by JE Dunn via change order due to the close coordination required with the many trades that will be utilized to build out this space. It is anticipated that scope for these areas at this point will be limited to what is required by code for the space to be occupied and the arena be opened. Depending on the status of contingency at the end of the project, there may be an additional change order or separate contract to complete the full buildout of these spaces.

c. Auxiliary Locker Room Buildout: These locker rooms are located on the Western side of the building on the event level. These locker rooms will generate revenue and benefit the operations of the Arena. This scope is most effectively delivered by JE Dunn via change order due to the close coordination required with the many trades that will be utilized to build out this space. It is anticipated that scope for these areas at this point will be limited to what is required by code for the space to be occupied and the arena be opened. Depending on the status of contingency at the end of the project, there may be an additional change order or separate contract to complete the full buildout of these spaces.

d. Sound and Acoustical Treatments: These sound and acoustical improvements are meant to improve the acoustical performance of the arena. These improvements will ensure that the arena is able to operate effectively and the acoustical performance of the arena is high quality. This scope is most effectively delivered by JE Dunn via change order due to the close coordination needed with various trades to install the lapendary panels in the arena.

4. Below is a brief overview of the original proposed project schedule, actual where completed, and proposed current revisions with no acceleration:
   - GMP Pricing on 75% CDs — November 2021 (Actual January 2022)
   - GMP Approval — December 2021 (Actual January 2022)
   - Start of Construction — January 2022 (Actual February 2022)
   - Construction Substantial Completion — July 2024
   - Anticipated Start of Booked Events — September 2024

5. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
   - Good Neighbors Goal, Strategy D: *Drive community transformation with a focus on creating spaces that are respectful and welcoming - Develop a culture of place-making through applicable projects.*

OPTIONS:

1. Mayor and Commission:
   a. Approve a Proposed Change Order to the Construction Contract of JE Dunn in the Not to Exceed amount of ($*To Be Determined)* for the change order work as described in Facts and Issues #2 & 3; and,

   b. Authorize the Mayor and appropriate staff to execute all necessary related documents.

2. Mayor and Commission deny the request.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a & b

DEPARTMENT: Office of the Manager – SPLOST Program Management
Prepared by: Keith Sanders, SPLOST Project Administrator for,



12/5/23

Stephen Bailey, SPLOST Interim Capital Projects Director **Date:**



12/5/2023

Paul Cramer, Classic Center President & CEO **Date:**

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b



December 5, 2023

Manager Date:

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: SPLOST 2020 Project 26, Recovered Material Processing Facility, Sub-Project #1 (SP #1) Proposed Project Concept

DATE: ~~November 29, 2023~~ December 20, 2023

BUDGET INFORMATION:

REVENUES:	$	8,285,900	SPLOST 2020 Project 26
	$	8,285,900	Total Revenue Available
EXPENSES:			
CAPITAL:	$	18,861	Expensed & Encumbered
	$	639,461	Designated for Design Services
	$	397,227	Designated Misc./PM Fees/ Testing Permitting
	$	51,000	Designated Public Art
	$	428,334	Designated Furniture, Fixtures, & Equipment (FF&E)
	$	1,657,180	Designated Contingency
	$	5,093,837	Available for Construction

OPERATIONAL: $390,000/yr

FUNDING SOURCE:
CAPITAL: SPLOST 2020 Project 26
OPERATIONAL: General Fund

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:
To request that the Mayor and Commission:

a. Approve the Proposed Project Concept for the Recovered Material Processing Facility SPLOST 2020 Project 26, SP #1, as generally shown in **Attachment #1,** and authorize staff to advance the SP #1 to the Schematic Design Phase in accordance with the Proposed Project Concept;

b. Approve the Athens Cultural Affairs Commission's recommendation, **Attachment #2,** to designate the Recovered Material Processing Facility SPLOST 2020 Project 26, SP #1, as appropriate for Public Art with a proposed Public Art budget of $51,000; and,

c. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. On November 16, 1976, the Landfill was first opened to collect municipal solid waste.

2. In June 1993, the Georgia Environmental Protection Division (GaEPD) approved the Unified Government of Athens-Clarke County's (ACCGov) Landfill Design and Operation Plan which allowed the Landfill to expand to other areas of the property.

3. In November 1995, the Recovered Material Processing Facility (RMPF) was constructed to divert recyclable waste from the landfill, package the material, and shipped to a facility for processing.

4. On January 2, 2008, Mayor and Commission (M&C) approved an intergovernmental agreement with Oglethorpe County, related to the purchase of the approximately 79 acres of land for landfill purposes.

5. On May 4, 2010, M&C approved staff solicitation of proposals to finance $3,700,000 in capital cost for the Landfill expansion of Phase 3 which included a new scale house, engineering costs and construction services through the Solid Waste Management Authority of Athens-Clarke County. Phase 3 will be at capacity in less than six months, summer 2019.

6. On June 1, 2010, M&C approved the final contract for issuing debt for the Landfill construction of Phase 3 including the scale house.

7. In December 2011, the RMPF was converted into a single-stream processing facility to increase efficiency and increase amount of material packaged for shipping.

8. On December 19, 2012, the major modification adding the 79 acres to the current Design and Operation Plan to the permit for Phase V was approved by GaEPD.

9. On November 2015, Center for Hard to Recycle Materials (CHaRM) was opened that allowed for the collection of hard to recycle materials. The CHaRM provides a space for the Teacher Reuse Store, yard equipment rentals, and a place for residents to repair household items.

10. On June 6, 2017, the M&C adopted the FY18 Capital Budget, which included funds for the construction of Phase V (Cell 1A and 1B) along with a Debt Issue for Landfill Phase V construction. The construction of previous Landfill phases has been funded by bonds or government bank loans. The Landfill Enterprise Fund repaid the debt through fees charged for disposal.

11. On October 18, 2018, the contract was executed between Cooper, Barnette and Page and ACCGov that provided the contractor with the notice to proceed with construction. Construction began at the end of October 2018 and was completed in the fall of 2019.

12. On August 6, 2019, M&C approved the SPLOST 2020 project and budget and adopted a resolution calling for a referendum on November 5, 2019.

13. On November 5, 2019, Athens-Clarke County (ACC) voters approved the SPLOST 2020 Program Referendum. This Referendum included the Recovered Material Processing Facility (SPLOST 2020 Project 06).

14. On March 16, 2021, M&C approved the Sustainable Building Design and Construction Policy, SUST-002.

15. On May 3, 2021, ACC Solid Waste Department released RFP 01023 for Operation and Maintenance services for the existing ACC RMPF facility.

16. On May 12, 2021, the Athens Cultural Affairs Commission (ACAC) recommended SPLOST 2020 Project 26, Sub-Project #1 Recovered Material Processing Facility be designated as appropriate for public art **(Attachment #2)** with a budget amount of 1% of the proposed construction budget.

17. On August 26, 2021, RDS-Virginia was awarded the contract for RFP 01023 to provide operational and management services of the current RMPF. As outlined in the original RFP, RDS will competitively purchase some portion of the required processing equipment for the new RMPF on behalf of ACCGov. By contract amendment, that equipment will be returned to ACCGov at the close of the contract term, with operator's incurred costs recouped by higher processing fees or revenue share terms.

18. In December 2022, ACCGov Manager Williams selected the User Group Members to help ensure ACCGov long term goals are promoted during the Project Development process. The User Group Members are:
    a. Suki Janssen
    b. Joe Dunlop
    c. Brad Rickard

19. On November 17, 2023, the User Group voted to recommend proposed Project Concept to M&C for consideration.

20. On December 18, 2023, the Proposed Project Concept was presented to the SPLOST 2020 Oversight Committee for consideration as to whether it was accordance with the Initial Project Statement. The SPLOST 2020 Oversight Committee did not have a quorum present for the January 2, 2024 meeting but those in attendance were unanimous in their

thoughts that the Proposed Project Concept was in accordance with the *Initial Project Statement*.

FACTS & ISSUES:

1. The Initial Project Statement for SPLOST 2020 Project 26, Recovered Material Processing Facility reads as follows:

   Project 26 - Recovered Material Processing Facility: *This project will provide funding for design, construction, and/or equipping of a new Recovered Material Processing Facility (RMPF). The proposed RMPF will be located on the ACC Landfill property and include an approximate 40,000 square feet facility with space for covered material management floors, bale storage to maximize potential revenues from end-markets and modern sorting technology and equipment to better sort incoming tonnage. To the extent permitted by law, the facility is envisioned to be built as a public-private partnership with the Unified Government providing funding for the design and construction of the building, and the private partner providing the facility equipment and operational expense. Depending upon costs and funding availability, this project may also provide for the renovation of the existing Recovered Material Processing Facility (RMPF) at 699 Hancock Industrial Way, once a new facility has been constructed at the ACC landfill. Renovation may include, but not be limited to, providing space for relocating the existing Center for Hard to Recycle Materials (CHaRM), Teacher Reuse Store, Special event collection (Bulky Waste, tire amnesty collection, Chipper Christmas tree collection), and Keep Athens-Clarke County Beautiful Toolshed from their current location at 1005 College Ave. Additionally, to the extent allowed by law, funds may be used as matching funds for leveraging grant opportunities.*

2. The existing ACCGov Recovered Materials Processing Facility (RMPF), located at 699 Hancock Industrial Way, is owned by ACCGov but operated in partnership with a private contractor, RDS-Virginia. RDS-Virginia is responsible for operation of the facility, maintaining equipment, processing recyclable materials, and marketing the saleable commodities. Maintenance and replacement costs are shared by both parties. ACCGov is responsible for maintenance costs above $3,000 per item or related items, and RDS-Virginia is responsible for costs below that threshold. The contract duration is five years with the renewable option for up to three five-year terms. At the end of the contract terms ACCGov has the option to rebid the contract.

3. The existing RMPF is 28 years old (History #3). It is approximately 22,000 square feet on just over five acres. The facility currently processes approximately 19,000 tons per year of recyclables - residential and commercial single stream, pre-sorted cardboard, and pre-sorted shredded paper. The current facility was constructed to process paper (specifically, increased newsprint, mixed paper and cardboard), bottles, and cans. Due to the aging facility the equipment often breaks down and causes extended downtime.

4. ACCGov relies on the facility to stay in operation and process saleable material to offset the operational cost of the operator. This current facility has a monthly operating cost ranging from $12,000 to $30,000 since FY2021. The downtime at the facility requires recycled material to be diverted to another processing facility or be sent to the ACCGov Landfill; both of which increases the operating costs, reduces ACCGov Landfill capacity, and contributes to greenhouse gas emissions.

5. The SPLOST 2020 Project 26, as described in the initial project statement (F&I #1), was based on "*To the extent permitted by law, the facility is envisioned to be built as a public-private partnership with the Unified Government providing funding for the design and construction of the building, and the private partner providing the facility equipment and operational expense."*. The current operator of the RMPF, RDS-Virginia (History #16), was recommended by ACCGov Solid Waste and approved by the M&C to provide all the equipment necessary for an in-line recycled material sorting facility and operations staff. The estimated cost for the equipment purchased by the operator is approximately $12 million. RDS-Virginia will recoup their equipment costs through the shared tipping fees and bulk material sales for the recycled material. The single most expensive piece of equipment is the baler which is owned by ACCGov and will be moved from the current RMPF to the new facility. A contract amendment to the existing contract with RDS-Virginia will need to be executed to finalize the terms and conditions for the revenue received through tipping fees and the sale of bulk material.

6. The new RMPF facility is expected process 12-15 tph (tons per hour) of recycled material which is approximately 40-50% more than the current facility. Additionally, the new facility will incorporate robot-picking equipment that provides a cleaner end product with greater efficiency. As the market for recyclable material increases and the facility produces a stable supply of saleable material, this will offset a portion of the monthly operations cost and could be a potential revenue stream for ACCGov Solid Waste.

7. In keeping with the Sustainable Building Design and Construction Policy (SUST-002), the Proposed Project Concept, for this project, includes the Project being design to meet Section II.G. of the policy; which applies to the Procedure for *Applying the Policy to Non-certified Building Projects*. This building would not be required under the SUST-002 Policy achieve certification because it will not have more than 5,000 square feet of conditioned space. This is in keeping with the way the previous version of the policy (SUST-001) was interpreted for similar spaces (e.g., the Solid Waste Maintenance Building is not a certified building but the Solid Waste Administration Building is certified).

8. Even though the building will not seek certification, the design RFP and the ultimate facility design will be design in accordance with the SUST-002 guiding principles as out lined in Section II. E. & F., as required. Additionally, the building will be designed to support solar panels as part of the original build or so that they could be added a future date. The Sustainability Office will be reviewing the facility as it progresses through the schematic design phase. Any recommendation by the Sustainability Office for potential

funding of renewable energy systems will be forwarded to the SPLOST 2020 Renewable Energy Project User Group, the SPLOST 2020 Oversight Committee and then to M&C for consideration at the Proposed Schematic Design Phase.

~~9. On December 18, 2023, the Proposed Project Concept will be presented to the SPLOST 2020 Oversight Committee for consideration that the Proposed Project Concept is in accordance with the Initial Project Statement. The agenda report will be updated with the SPLOST 2020 Oversight Committee's vote prior to the January 2, 2024 meeting.~~

10. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:

    a. Built and Natural Infrastructure, Goal 6: Strategy D – *Provide the community with a processing facility that diverts waste from the landfill, sorts the diverted material, packages the recyclable material for future reuse, and reduces the creation of hazardous emissions.*

OPTIONS:

1. Mayor and Commission:

    a. Approve the Proposed Project Concept for the Recovered Material Processing Facility SPLOST 2020 Project 26, SP #1, as generally shown in **Attachment #1,** and authorize staff to advance the SP #1 to the Schematic Design Phase in accordance with the Proposed Project Concept;

    b. Approve the Athens Cultural Affairs Commission's recommendation, **Attachment #2,** to designate the Recovered Material Processing Facility SPLOST 2020 Project 26, SP #1, as appropriate for Public Art with a proposed Public Art budget of $51,000; and,

    c. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission deny the Proposed Project Concept for the Recovery Material Processing Facility (SPLOST 2020 Project 26) as shown in **Attachment #1**.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a, b, & c

DEPARTMENT: Department of the Manager – SPLOST Program Management
Prepared by: Daniel Garren

Stephen Bailey, Interim Capital Projects Director — Date: 12/05/2023

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, & c

Manager — Date: December ~~8~~ 21, 2023

ATTACHMENTS:

Attachment #1: Proposed Project Concept
Attachment #2: ACAC Project Art Letter

Attachment 1: Proposed Concept List

SPLOST 2020 Project 26: Recovered Material Processing Facility

Initial Project Statement:

This project will provide funding for design, construction, and/or equipping of a new Recovered Material Processing Facility (RMPF). The proposed RMPF will be located on the ACC Landfill property and include an approximate 40,000 square feet facility with space for covered material management floors, bale storage to maximize potential revenues from end-markets and modern sorting technology and equipment to better sort incoming tonnage. To the extent permitted by law, the facility is envisioned to be built as a public-private partnership with the Unified Government providing funding for the design and construction of the building, and the private partner providing the facility equipment and operational expense. Depending upon costs and funding availability, this project may also provide for the renovation of the existing Recovered Material Processing Facility (RMPF) at 699 Hancock Industrial Way, once a new facility has been constructed at the ACC landfill. Renovation may include, but not be limited to, providing space for relocating the existing Center for Hard to Recycle Materials (CHaRM), Teacher Reuse Store, Special event collection (Bulky Waste, tire amnesty collection, Chipper Christmas tree collection), and Keep Athens-Clarke County Beautiful Toolshed from their current location at 1005 College Ave. Additionally, to the extent allowed by law, funds may be used as matching funds for leveraging grant opportunities.

Must Have: The items under this list are required to be constructed for the project to function as defined by the Initial Project Statement. ~~I've listed below some items we have discussed so far that might fit in this category.~~

- Facility to be constructed on ACC Landfill Site.
- Litter fencing around perimeter of the RMPF facility.
- 35,000 SQFT building to house the sorting equipment and operational offices.
- Minimum of 26' in building height to accommodate for tipping trucks.
- Building to include recycling education room, break room, operations room, restrooms, and staff offices.
- Office and education center to be conditioned space.
- Minimum two openings at the tipping facility for trucks.
- Minimum three openings at the loading facility for trucks.
- Trench drains at tipping and loading openings.
- Install necessary water, electrical, sewer, storm water, and internet infrastructure for the building.
- 4' elevation drop at the end of the facility to allow loading of packaged material.
- Provide 12 of parking spaces for facility staff.
- Facility to be designed in accordance with SUST-002, as a non-certified building.
- Facility structure to be designed to support the weight of solar panels, should funding for such become available.

Highly Wanted: This is list of items that would have a beneficial operational or functional impact on the project if it was implemented into design and construction. It must not be something that is required for the facility to operate.

- Single sloped roof with 26' peak height
- Hose bibs and compressed air at various stations in the building.
- Skylights along the tops of the perimeter walls for sunlight.
- Outbound truck weighing scale located at the existing scale station.
- 40,000 sqft building to house the sorting equipment and operational offices
- Minimum three openings at the tipping facility for trucks.
- Minimum four openings at the loading facility for trucks.

Nice to Have: This is a list of items that would benefit the operational and functional needs if the project had an unlimited budget.

- Approximately 5000 SQFT exterior covered area for bale storage.
- 45,000 sqft building to house the sorting equipment and operational offices
- Minimum four openings at the tipping facility for trucks.
- Minimum five openings at the loading facility for trucks.

ATHENS
Cultural
Affairs
COMMISSION

May 12, 2021

To SPLOST, Mayor & Commission,

At our May meeting (May 10, 2021), the Athens Cultural Affairs Commission (ACAC) met, discussed, and voted on the SPLOST 2020 project list, and the following are our determinations of which SPLOST 2020 projects should have a public art component.

We find the following projects suitable for public art:
Project 1: Facilities Space Modernization
Project 2: Affordable Housing
Project 3: Classic Center Arena
Project 6: Fire Station #5 Replacement
Project 10: Environmental Mitigation & Restoration
Project 11: Renewable Energy
Project 13: Holland Youth Sports Complex Improvements
Project 15: Sandy Creek Nature Center Exhibit
Project 16: Memorial Park Improvements
Project 17: Beech Haven
Project 18: Tallassee Forest Nature Preserve
Project 19: Bishop Park
Project 20: Parks Facilities Improvements
Project 21: Bear Hollow Zoo Improvements
Project 23: Athens Youth & Community Facilities
Project 24: Animal Shelter Improvements
Project 25: East Side Public Library
Project 26: Recovered Material Processing & Reuse
Project 28: Mental Health Recovery Facility
Project 29: Welcome Center Access Improvements

(Suitable for Public Art, continued)
Project30: Airport Capital Improvements
Project 31: Vincent Drive Sidewalk
Project 32: Tallassee Road Connector
Project 33: Jackson Street Art Walk
Project 34: Water Trails
Project 35: Live Stream Pipe Replacement

We find the following projects unsuitable for public art:
Project 4: SPLOST Bond Debt Service
Project 5: Fire Department Equipment
Project 7: E911 Phone System Replacement
Project 8: Public Safety Vehicle & Equipment
Project 9: Mobile Medical Services Facility
Project 12: Greenspace Acquisition & Sustainability
Project 14: Athens West Park
Project 22: Broadband Connectivity Enhancement
Project 27: Facilities Equipment/Systems Replacement
Project 36: City of Winterville Projects
Project 37: Town of Bogart Projects

ACAC is in our 10th year, and it has taken a lot of intergovernmental collaboration to get where we have. We thank the SPLOST Office, Mayor & Commission, and various ACCGov employees for their continued advocacy, work, and imagination as we all work to build an Athens that "looks how it feels." ACAC pledges to continue its devotion to enhancing the aesthetic development of built environment throughout our county, through these SPLOST projects and beyond.

Sincerely,

Andrew Salinas
Athens Cultural Affairs Commission, Chairperson

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: TSPLOST 2018 Project 16, Prince Avenue Corridor Improvements - Sub-Project #3 Load Zone - Meigs Street

DATE: November 17, 2023

BUDGET INFORMATION:

REVENUES:	$	3,860,191	TSPLOST 2018 Project 16 (All Tiers)
EXPENSES:			
CAPITAL:	$	1,017,298	Expensed & Encumbered
	$	0	Designated Design Fees
	$	43,620	Designated Testing, Misc. & PM Fees
	$	100,000	Designated Land Acquisition
	$	24,500	Designated Public Art
	$	2,634,773	Available for other future Sub-Projects
	$	40,000	Available for Sub-Project #3

FUNDING SOURCE: TSPLOST 2018 Project Revenues

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve the installation of the Meigs Street Load Zone as Sub-Project #3 for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements Project, as generally shown on **Attachment #1**;

b. Approve a change order to the on-call paving contractor, Pittman Construction, for a not to exceed amount of $40,000 for the installation of Sub-Project #3 for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements Project; and

c. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. In October 2004, the Community Approach to Planning Prince Avenue (CAPPA) held a three-day charrette for Prince Avenue that fell mainly into five categories – landscape, historic resources, diversity of uses (planning), urban design, and transportation. This document did not make specific recommendations.

2. In February 2012, ACCGov completed a Prince Avenue Corridor Study, which recommended strategies for developing public policies, zoning strategies, as well as master streetscape planning that was to improve transportation infrastructure and build stronger greenspace connections. A copy of the report is available at https://www.accgov.com/DocumentCenter/View/82894/Prince_CorridorStudy_20120202?bidId=

   The planning partners for the Corridor Study included representatives from the following:
   - Unified Government of Athens-Clarke County (Planning Department; Transportation
   - & Public Works Department (T&PW); Public Utilities Department (PUD); Central
   - Services Department; Transit Department)
   - Athens Regional Medical Center
   - Boulevard Neighborhood area residents
   - Cobbham Neighborhood area residents
   - Four churches
   - Georgia Department of Transportation (GDOT)
   - Georgia Power
   - Normaltown area residents
   - Numerous private businesses, including banks, medical practices, restaurants, and other retail establishments
   - Piedmont College
   - The University of Georgia

3. On March 15, 2013, a traffic study was submitted by the new owners of the Bottleworks complex as part of the proposed redevelopment of the Bottleworks site on Prince Avenue. The study included recommendations to reverse the one-way traffic flow on North Newton Street from northbound to southbound, and to create a multi-way stop traffic control at the North Newton Street and Meigs Street intersection.

4. In April 2013, the Traffic Engineering Division and the Engineering Division reviewed the recommendations and concurred with the reversal of the one-way traffic flow on North Newton Street, from northbound to southbound, and the creation of a multi-way stop traffic control condition at the North Newton Street and Meigs Street intersection.

5. On June 6, 2013, Mayor and Commission (M&C) voted to one-way traffic on North Newton and create a multi-way traffic stop at the intersection with Meigs Street.

6. On September 30, 2014, a Road Safety Audit along the Prince Avenue Corridor was conducted for the Georgia Department of Transportation (GDOT). A copy of the report is available at: https://www.accgov.com/DocumentCenter/View/3994/Corridor-Study---Prince-Avenue

7. In October 2014, the Road Safety Audit Report was prepared for GDOT. Recommendations included raised islands/medians, upgraded pedestrian facilities, new

sidewalks, bulb-outs, a parking study, eliminating curb-cuts, installing bike lanes, enhanced pedestrian lighting and a road diet. A copy of the report is available at: https://www.accgov.com/DocumentCenter/View/74286/TSPLOST-2018-Project-16-GDOTPrince-Avenue-Safety-Audit

8. In October 2018, Athens in Motion produced their report with strategic goals that included creating a more bikeable and walkable community including separate bike lanes on Prince Avenue from Oglethorpe Avenue to Pulaski Street. A copy of the report is available at: https://www.accgov.com/7604/Athens-In-Motion-Bicycle-Pedestrian-Mast

9. In 2018, a Statewide Bicycle Safety Action Plan was developed for the State with the objectives of systematically incorporating bicycle safety countermeasures and establishing funding streams for bicycle improvements. (A copy of the report is available at: https://www.accgov.com/DocumentCenter/View/82893/Georgia-Bicycle-Safety-Action-Plan-2018?bidId=

10. On March 12, 2018, GDOT held a Local Coordination and Concept Meeting with ACCGov staff to discuss GDOT's Project (see History #6 & #7) from Sunset Drive to Pulaski Street.

11. On September 13, 2018, GDOT held a Concept Team Meeting to review GDOT's Draft Concept Report (See History #6 & #7).

12. In February 2019, ACCGov T&PW commissioned a Traffic Engineering Study through Kimley Horn for Prince Avenue from Sunset Drive to Milledge Avenue. The intent of the study was to conduct an independent verification of the upcoming GDOT Concept Report (History #13) as well as determine potential operational improvements at the Talmadge/Park intersections. Recommendations from the study included improvements at five intersections, sharrows or shared sidewalk/bike path on the south side of Prince Avenue, three mid-block crossings, and speed tables on Talmadge Drive.

13. On April 23, 2019, GDOT's District office approved a Concept Report for the Prince Avenue Corridor. Key recommendations included: improvements at eight intersections, three mid-block crossings, resurfacing/restriping along the entire corridor, and some raised medians. A copy of the report is available at: https://www.accgov.com/DocumentCenter/View/74314/TSPLOST-Project-16-Prince-Ave-GDOT-Approved-Concept-Report

14. On June 16, 2020, the Mayor approved the Manager's recommended Prince Avenue Corridor Committee and assigned the role of the typical SPLOST or TSPLOST User Group.

15. On November 9, 2020, the TSPLOST 2018 Prince Avenue User Group held its kick-off meeting.

16. On December 9, 2020, a potential project list, developed my staff, from the previous studies and the currently proposed GDOT-funded project were presented to the User Group as a starting point for consideration.

17. On June 8, 2021, the User Group presented to M&C their recommended draft corridor improvement projects list for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements.

18. Between August 12, 2021, and September 9, 2021, ACCGov staff hosted an online public input Survey for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements. There were 315 respondents with over 1,000 written comments.

19. On November 10, 2021, the User Group approved the Recommended Prince Avenue prioritized projects list.

20. On January 11, 2022, at a regularly scheduled M&C Work Session, the User Group Recommended Prince Avenue prioritized projects list was presented.

21. On January 24, 2022, the TSPLOST 2018 Oversight Committee (TSOC) met and reviewed the Proposed Project Concepts/Priority Project recommendations as compared with the Initial Project Statement for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements Project. The TSOC, by unanimous vote, confirmed that that the proposed concept/priority project recommendation is consistent with the Initial Project Statement for Project #16 of TSPLOST 2018.

22. On February 1, 2022, the M&C approved the recommended Prince Avenue Prioritized Projects List which included the work included in the proposed Project Concept.

23. On May 25, 2022, the User Group recommended the buffer type and layout for Sub-Project #1 Proposed Project Concept Plan.

24. On June 14, 2022, the User Group presented to M&C at the regularly scheduled work session their recommended Proposed Project Concept Plan for Sub-Project #1 for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements, which included recommendations to conduct a pilot from Pulaski Street to Barber Street. The M&C asked staff to develop a similar concept to extend the pilot project on Prince Avenue from Pulaski Street to just before the N. Milledge Avenue intersection.

25. On July 17, 2022, staff distributed a Revised Project Concept to extend the pilot project on Prince Avenue from Pulaski Street to just before the N. Milledge Avenue intersection, as requested by M&C.

26. On July 27, 2022, at their regular scheduled meeting, the Prince Avenue User Group affirmed and further qualified the Revised Project Concept by taking the following two actions:
    - *"The Prince Avenue User Group supports use of the hi-build epoxy traffic paint, in lieu of the thermoplastic for the new striping" and,*
    - *"The Prince Avenue User Group supports a pilot lane-repurposing project from Pulaski to Milledge with a continuous center turn lane — except for existing pedestrian crosswalk refuges. Removing a segment of the center turn lane would create dangerous traffic backups."*

27. On August 2, 2022, the M&C approved a Commission Defined Option (CDO) increasing the length of the Project Concept, shortening the duration for the Pilot Project, and approving a change order for Sub-Project #1 for the TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements.

28. On August 18, 2022, GDOT notified TPW staff that GDOT was removing the mill/inlay resurfacing associated with the Prince Corridor Safety Improvements Project #0013954 and placing that work back within GDOT District 1's maintenance program.

29. Between September 12-30, 2022, Pittman Construction Company removed the existing striping, installing new striping, and installed the buffer materials as generally shown in Project Concept.

30. Public engagement activities occurred from August 30, 2022, to November 23, 2022.

31. Between September 30, 2022, and November 23, 2022, ACCGov and Toole Design Group hosted an online public engagement survey and story map for the TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements Sub-Project #1. There were 1,605 respondents with over 1,824 location-specific written comments.

32. On September 6, 2022, the first focus group meeting was held with residents and business representatives via Zoom and in person once before the Pilot Project was installed and twice during the study period.

33. On October 2, 2022, public engagement tabling events were held at Historic Athens (old Fire Hall No. 2) at Porchfest from 12:30 to 5:30 pm as well as November 1st at Chase Elementary School from 4:00 pm to 6:00 pm.

34. During the week of October 17, 2022, post-implementation traffic studies were conducted at the same 17 locations and three intersections that were conducted pre-implementation in April 2022.

35. On October 18 and 19, 2022, the M&C and the incoming Commissioners-elect were invited to walk a portion of the corridor with TPW, SPLOST, and the Engineers.

36. On November 30, 2022, the User Group met to discuss the results of the traffic studies and the public engagement. Staff and the Designers presented the results from the Pilot Project. Based on those results, the User Group approved a recommendation to make the Pilot Project permanent, including the installation of short-term and interim improvements to Sub-Project #1.

37. On November 30, 2022, during the same meeting, the User Group also approved a recommendation to further mature considerations to address long-term associated safety improvements for this section of Prince Avenue.

38. On December 6, 2022 at a special called work session, staff presented to the M&C the results of the Pilot Project as well as the recommendations of the User Group moving forward.

39. On December 6, 2022, Mayor & Commission approved the Prince Ave pilot project permanent along with the following additional short-term improvements:
    - Relocating the Rectangular Rapid Flashing Beacon (RRFB) to the new mid-block crossing near The Bottleworks ($10,000 budget);
    - Removing transit stop improvements at intersection of Prince & Pulaski ($5,000 budget);
    - Add raised pavement markers along the route ($5,000 budget); and
    - Revise bicycle box on eastbound Prince at Pulaski ($5,000 budget).
    - Repair and enhance the Zicla Zipper system to add the B modules into a BAB configuration with added reflector tape and epoxy into the asphalt ($150,000 budget).
    - Project Contingency ($25,000 budget)
    - Total estimated budget to install short-term improvements is $200,000

40. On December 6, 2022, Mayor & Commission authorized staff to enter into the Preliminary Plan Phase of the project development process to further investigate and mature the peripheral improvement elements to comprehensively address the safety and infrastructure needs in this segment. These features include, but may not be limited to:
    - Curb cuts (Closing drives/entrances to private/adjoining parcels)
    - Different buffer materials
    - Incorporate additional stormwater features for conveyance/treatment
    - ADA and crosswalk improvements
    - Intersection Improvements

41. On April 27, 2023, staff met with Street Simplified to learn about the impacts of the Prince Ave pilot project on intersections. Staff was informed that the pilot negatively impacted

the intersection of Prince and Pulaski. Specifically, it was difficult for drivers to navigate the way the pilot requires drivers to navigate into the left lane to go straight. Toole Design informed T&PW that in order to ease the transition into the straight lane, staff would need to one-way Meigs Street.

42. In April 2023, the User Group requested Traffic Engineering staff examine the issue of trucks unloading in the travel lanes of Prince Avenue to make deliveries to the local businesses.

43. In May 2023, Traffic Engineering staff spoke with businesses requiring deliveries and identified locations for the installation of loading zones for deliveries.

44. On May 23, 2023, Traffic Engineering staff determined that in conjunction with making Meigs Street one-way creating loading zones on Meigs Street would relieve the need for delivery vehicles to park in the travel lanes on Prince Avenue.

45. On August 23, 2023, Traffic Engineering presented their Proposed Concept to the User Group who unanimously approved a recommendation to allocate funds making this Sub-Project #3, as generally shown in **Attachment #1**.

FACTS & ISSUES:

1. The initial project statement for the TSPLOST 2018 Project 16 Prince Avenue Corridor Improvements Project reads as follows:

   TSPLOST 2018 Project 16: Prince Avenue Corridor Improvements Project, *includes funding for specific improvements to the Prince Avenue Corridor that are to be approved by Mayor and Commission. Improvements eligible for the funding include, but are not limited to, landscaped/concrete median(s), additional sidewalks, multi-use trail, separated bike lanes, and intersection improvements at the intersections of N. Milledge Avenue, King Avenue, and Park Avenue / Talmadge Drive.*

2. The TSPLOST 2018 Project 16 Prince Avenue Corridor Improvement Project recommended limits are from Sunset Drive to Pulaski Street. Typical sections of the Prince Avenue Corridor Improvement Project have a four-lane roadway with two-way left turn lanes and includes eight signalized intersections at Sunset Drive, Oglethorpe Avenue/Satula Avenue, Talmadge Drove/Park Avenue, King Avenue, N. Chase Street, N. Milledge Avenue, Finley Street/Barber Street and Pulaski Street with some having dedicated left turn lanes. The portion of Prince Avenue from N. Milledge Avenue west, past Sunset Drive, is under GDOT control (i.e. GDOT is responsible for maintenance and permitting) and the portion of Prince Avenue from N. Milledge Avenue east is under ACCGov control.

3. The project Prince Avenue Corridor Committee A.K.A. User Group and Participating Departments, include the following members:

<u>User Group Member</u>	<u>PRINCE AVENUE</u>
Resident Member (AiM Comm. Member)	Mark Ebell *

Resident Member	Clint McCrory*
Resident Member	Peter Norris*
Resident Member	Jen Rice*
Resident Member	Emily Tatum*
Resident Member	Ellen Walker*
T&PW, Director	Stephen Bailey*
Landscape Management, Division Administrator	Jeanne Connell*
Planning, Assistant Director	Bruce Lonnee*
Economic Development, Director	Ilka McConnell*
Manager's Office, Assistant Manager	Josh Edwards
Transit	Victor Pope
Leisure Services, Planner	Todd Miller
T&PW, Bike/Ped Coordinator	Daniel Sizemore

*Voting Members

4. The User Group's Charge:
   Review the previous studies and review additional data from departments with additional information about the corridors (Transit, Planning, Traffic Engineering, etc.). Based on the previous studies and additional data, develop and provide M&C with a recommended prioritized list of specific transportation related improvement projects that meet the TSPLOST Initial Project Statements and that equitably enhance the individual project corridor.

5. Meigs Street is approximately 18-feet wide with curb and gutter. The geometry of the Meigs Street intersection at Prince Avenue is somewhat skewed, and the close proximity of existing buildings limits sight visibility. These conditions create a challenge for vehicles attempting to access Meigs Street from Prince Avenue.

6. Due to the fact that access to Prince Avenue from North Newton Street is difficult, the number of reported crashes has been minimal primarily because of the low traffic volume.

7. Additional loading zone space is needed on Meigs Street to alleviate delivery vehicles unloading in the travel lanes and separated bike lanes in the segment between Finley Street and Meigs Street on Prince Avenue.

8. Additionally, the mid-block crosswalk on Meigs Street at the Bottleworks will be upgraded with the installation of ADA accessible ramps, tuff curb, and some new yellow curbs.

9. The User Group supported the creation of a new loading zone and the one-way routing of Meigs Street as Sub-Project #3 (see History #44) as shown generally in Attachment #1. The estimated cost is:
   - Installing ADA ramps with trench drain ($10,000 budget)

- Installing tuff curb and other peripherals ($15,000 budget)
- Installing markings ($15,000 budget)

10. This recommendation supports the following ACCGov Strategic Plan Goals & Strategies:
    - Safely Move Around Athens Goal, Strategy A: *Improve, expand, and maintain sidewalks, shared-use paths, and bike facilities to provide greater opportunities for residents to use active transportation safely; and,*
    - Safely Move Around Athens Goal, Strategy D: *Create more usable and aesthetically pleasing corridor connections between residential and commercial areas*
    - Safely Move Around Athens Goal, Strategy E: *Enhance safety for all modes of transportation*

OPTIONS:

1. Mayor and Commission:

    a. Approve the installation of the Meigs Street Load Zone as Sub-Project #3 for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements Project, as generally shown on **Attachment #1**;

    b. Approve a change order to the on-call paving contractor, Pittman Construction, for a not to exceed amount of $40,000 for the installation of Sub-Project #3 for TSPLOST 2018, Project 16 – Prince Avenue Corridor Improvements Project; and

    c. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission deny approval of the requested traffic changes.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1a, b, and c.

DEPARTMENT: Transportation & Public Works
Prepared by: Tim Griffeth, Traffic Engineer



November 21, 2023

Rani Katreeb, P.E.
Interim Director

Date:



December 5, 2023

Stephen Bailey, SPLOST Interim Capital Projects Director Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, & c





Manager December 5, 2023
Date:

ATTACHMENTS:

Attachment #1: Prince Ave Proposed Loading Zones

Attachment # 1



0 37.5 75 150 Feet

NOTICE:
The Department of Transportation and Public Works does not warrant the accuracy of this information. Information shown should be field verified.

Legend

- Proposed Yellow Curb
- Existing Yellow Curb
- Tuff-Curb
- Proposed Loading Zones

Map Prepared On:
November 17, 2023

Prince Ave.
Proposed Loading Zones

Prepared by:
The Unified Government of Athens-Clarke County
Department of Transportation and Public Works
Traffic Engineering

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: CY23 Pavement Maintenance Program - Change Order to Existing CY23 PMP Contract

DATE: November 21, 2023

BUDGET INFORMATION:

REVENUES:	$ 252,974	FY23 General Fund Carryforward
	$ 1,000,000	FY23 General Fund Capital Budget
	$24,705,646	TSPLOST 2018 Project #07 (All Tiers)
	$22,195,000	TSPLOST 2023 Project #21 (All Tiers)
	$ 1,448,714	2023 GDOT LMIG Program
	$49,602,334	Total Funds Available
EXPENSES:	$23,601,653	Current Expenses & Encumbrances (Previous Programs)
	$ 7,324,780	Current Expenses & Encumbrances (CY23 Paving Program)
	$ 120,460	Paving Inspection Staff Salary & Benefits (Designated Funds)
	$ 150,000	Materials Testing and Inspection Services (Designated Funds)
	$ 593,759	Project Management/Program Admin Fees (Designated Funds)
	$ 16,988,380	Future Program Funds (Designated Funds)
	$ 500,000	Program Overall Contingency (Designated Funds)
	$ 323,302	Available for CY23 PMP Change Order

FUNDING SOURCE: General Fund Capital Budget (For PMP Change Order No.1)

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that Mayor and Commission:

a. Approve a Change Order to existing Unit Price Contract for the CY23 PMP Project in the amount of $323,301.83 to add additional streets for full depth patching, as shown on **Attachment #1**; and
b. Authorize Mayor and appropriate staff to execute all related documents.

HISTORY:

1. In 1997, Transportation and Public Works Department (T&PW) staff implemented a comprehensive Pavement Management Program (PMP) to address maintenance needs of the public roadway system. T&PW staff evaluates and updates the program on an annual basis.

2. In July 2010, Georgia Department of Transportation (GDOT) restructured the former Local Assistance Road Program (LARP) into the Local Maintenance Improvement Grant (LMIG) Program. The LMIG Program provides funding to local governments for a variety of roadway improvements, including roadway resurfacing, roadway widening, traffic signal and intersection improvement, safety upgrades, culvert/bridge repair, and sidewalk/bike lane improvements within the right-of-way.

3. On November 7, 2017, the voters of Athens-Clarke County approved the TSPLOST 2018 Program, which included funding for Pavement Rehabilitation.

4. On December 5, 2017, M&C approved the initial TSPLOST 2018 Program Implementation Schedule identifying the annual PMP funding from TSPLOST 2018 Program #07 to be used in conjunction with other fund sources.

5. On March 6, 2018, M&C approved the first calendar year PMP Project list for the CY18 PMP to match the paving season, which typically starts in March and ends in November. Since 2018, paving projects have been grouped into calendar year (CY) rather than fiscal year (FY).

6. On March 27, 2019, T&PW issued a Notice to Proceed to Arcadis, U.S., to perform automated pavement condition assessment and inventory of all ACCGov roadways including inventory of signs and intersections utilizing an elementary pavement management software, Micro Paver (Paver™).

7. In April 2019, T&PW and other departments began utilizing Cityworks, a cloud-based work order and asset management system, to assign and track day to day operations for staff and to create an asset inventory.

8. On June 15, 2020, Manager Williams shared with the M&C an Interdepartmental Memorandum (IDM) with updates from T&PW on the new automated pavement rating initiative, including history and methodology used to assess the condition of roadway pavement. The memo describes the old rating system process in use through CY20 and the new pavement rating system to be implemented in CY21.

9. Between July 2019 and December 2022, Arcadis U.S., Inc and sub-consultant Infrastructure Management System worked with T&PW staff to identify roadway candidates for annual paving programs based on condition assessment performed in 2019 and hosted training on Micro Paver to T&PW staff.

10. On May 24, 2022, voters of Athens-Clarke County passed the TSPLOST 2023 referendum, which included Project No. 21, Pavement Rehabilitation.

11. On June 7, 2022, M&C approved the selection of 6 firms to provide on-call engineering services, one of which is KCI Technologies, Inc. The recommendations for these 6 firms was based on technical ability, experience, resources, references, interviews and overhead & profit/cost multipliers.

12. On June 10, 2022, M&C awarded a renewable unit cost contract in the amount of $8,155,131.20 to Pittman Construction Inc.

13. On August 2, 2022, M&C approved a change order in the amount of $281,243.95 to the CY22 Pavement Maintenance Contract to change the lane configurations and add bike lanes to Prince Ave as part of a pilot project.

14. On December 6, 2022, M&C authorized T&PW staff to apply for Local Maintenance Improvement Grant (LMIG) funding available through GDOT to be used towards the CY23 PMP project. Using GDOT's grant formula for municipalities based on population and centerline road miles, $1,448,713.78 in LMIG funds are now available for ACCGov transportation projects.

15. On October 11, 2022 T&PW staff received a letter from Pittman Construction requesting renewal to the CY22 PMP contract. This will be the first renewal to the existing contract.

16. On December 6, 2022, T&PW staff provided Pittman Construction Company with a CY23 PMP roadway list, and requested pricing from the contractor.

17. On January 26, 2023, KCI Technologies, Inc. provided T&PW staff with a scope and fee proposal titled "Pavement Management Services and Right-of-Way Assets Inventory and Condition Assessment" including:

    a. Core Task: pavement inventory and condition assessment with multiyear maintenance software training compatible with the ACCGov Geographical Information System (GIS) and City Works System for a cost not to exceed $332,900; and

    b. Additional Task: right-of-way infrastructure inventory and assessment including traffic signs, pavement markings, pavement striping, curb & gutter, sidewalk curb ramp, and traffic light inventory and condition assessment for a total fee not to exceed $464,100 (available within 12 months from notice to proceed on KCI's Core Task).

18. On March 7, 2023, M&C approved contract services through KCI Technologies to provide a comprehensive pavement inventory and condition assessment with multiyear maintenance report and software training for a cost not to exceed $332,900.

19. On April 4, 2023, M&C approved the CY23 PMP list of roadways and associated maintenance activities recommended for the CY23 PMP project, and authorized the Mayor to execute a one-year extension to the construction contract with Pittman Construction Company, Inc. for the CY23 PMP project at a cost not to exceed $7,324,779.92.

20. On July 19, 2023, Change Order # 1 was executed to existing KCI Technologies Task Order (History #19) to develop a curb and gutter inventory and curb reveal elevation and to perform a Ground Penetrating Radar (GPR) evaluation of selected streets owned by ACCGov and located in Athens-Clarke County. Change Order # 1 to Core Task for a cost not to exceed

$45,750.

FACTS & ISSUES:

1. The Initial Project Statement for TSPLOST 2018 Project 07 Pavement Rehabilitation Program reads as follows:
   Project 07 – Pavement Rehabilitation, provides funding to ongoing necessary preventive maintenance, road reconstruction, and rehabilitation activities for various streets and roadways throughout Athens-Clarke County. The project includes crack sealing, full depth patching, resurfacing, and roadway reconstruction with the intent to preserve and extend the life of existing roadways. All roads with widths that meet or exceed 28' will be considered for modifications to pavement markings with the goal of improving accessibility and mobility for all transportation modes.

2. The Initial Project Statement for TSPLOST 2023 Project 21 Pavement and Bridge Maintenance Program reads as follows:
   Project 21 – This program will provide continuation of preventive road and bridge maintenance, road reconstruction, and/or rehabilitation activities for various streets and roadways throughout ACC. Depending upon actual costs and funding availability, improvements may include, but are not limited to: crack sealing, full depth patching, resurfacing, roadway reconstruction with the intent to preserve and/or extend the life of existing roadways, in addition to bridge maintenance, bridge improvements, bridge repairs, and/or bridge replacements. This is a continuation of the SPLOST 2005, SPLOST 2011, and TSPLOST 2018 Program funding. To the extent allowed by law, budgeted project funds may be used as matching funds for leveraging grant opportunities. Additionally, to the extent allowed by law, other funding sources, including, but not limited to, grants, may be utilized to offset and/or reduce the project budget. Any unspent project funds that accrue as a result of the receipt of grants or other funding sources may be assigned to other approved TSPLOST projects.

3. ACCGov owns and maintains 626 centerline miles (1270 lane-miles) of public roadways, including collectors, arterials, and local streets.

4. Pavement maintenance activities require temperatures of at least 45 degrees Fahrenheit, and therefore typically occur between the months of March and October. To match the paving season, T&PW staff began to group the delivery of paving activities into calendar year (CY) rather than the fiscal year (FY).

5. The ACCGov annual Pavement Management Program prior to CY20 consisted of three main elements:
   a. Inventory and evaluation of ACCGov roadways: T&PW Engineering Division staff inspect and evaluate the condition of arterial and collector roadway annually and every 2 years on residential roadways. This evaluation is used to define the general condition of each road and generates a numeric score known as the Pavement Performance Index (PPI).

b. Pavement maintenance activity selection: T&PW staff determines the appropriate maintenance strategy needed for each road segment, estimates the quantity and cost of such work, and prioritizes the roadways based on the numeric score and available funds.
c. Annual project development: T&PW staff develops the annual project list and maintenance activities based on the available budget and roadway conditions.

6. Prior to CY20, PPI condition scores were on a scale from 0 to 60 (0 for new roadway pavement and 60 for dirt roadway surface). A roadway segment with a PPI score ≥ 23 is considered to be poor to very poor and typically requires immediate rehabilitation and/or maintenance.

7. T&PW requested PMP funding from the 2018 TSPLOST Program of $50,000,000 to address the accumulated deficit roadways with a PPI score ≥ 23 as well as future pavement maintenance needs.

8. The 2018 TSPLOST was approved with $25,000,000 funding for the Pavement Maintenance Program. Funding for the PMP also includes General Fund Capital, SPLOST, and State/Federal LMIG funds.

9. T&PW requested PMP funding from the 2023 TSPLOST Program of $75,000,000 to address the accumulated deficit roadways with a PCI score ≤ 40 as well as future pavement maintenance needs.

10. The 2023 TSPLOST was approved with $22,000,000 funding for the Pavement & Bridge Maintenance Program, including $2,000,000 designated for Bridge Maintenance and $20,000,000 for PMP projects. Funding for the PMP also includes General Capital Funds, SPLOST, and State/Federal LMIG Funds

11. In calendar year 2020 (CY20), T&PW initiated a new PMP methodology consisting of the following elements:
    a. Inventory and evaluation of ACCGov roadways: A consultant performs an automated pavement condition and distress data collection utilizing advanced and sophisticated equipment mounted on a vehicle. A condition assessment and numerical Pavement Condition Index (PCI) score is generated for each roadway segment based on industry standards and the American Societies for Testing and Materials (ASTM) Standard D6433. Automated rating and surveying will be conducted every four years on all ACCGov maintained public roadways.
    b. Asset maintenance software & tools: PCI scores will be entered into PAVER™ (also known as MicroPaver) software, a Pavement Maintenance Management System originally developed in the late 1970s for the Department of Defense (DOD) to manage its vast inventory of pavements. The PCI for roads and parking lots became an ASTM standard in 1999 (D6433-09). PCI scores will be entered into the software every four years concurrent with future ratings.

c. Pavement maintenance activities selection: T&PW staff will work with consultants and local contractors to set up the PAVER™ software with preferred pavement treatments and historic unit costs.
d. Annual project development: T&PW staff will use the PAVER™ software to generate a multi-year program with alternative treatments based on the PCI based on available budget and preferred average PCI scoring.

12. Field automated rating and inventory collection began in June 2019 and was completed in summer of 2020. The IDM sent to the ACCGov Manager Williams and the consultant report provide further details on ACCGov current roadway conditions as compared to national ratings performed and observed by the consultant (History #8). The Infrastructure Management Services report was preliminary and T&PW staff presented annual programs lists based on condition assessment and ratings recorded from 2019 PCI scores.

13. Roadway PCI scores are currently being utilized to develop annual paving programs, including the CY23 PMP resurfacing list, based on available funding. The table below explains the scores and preferred applicable treatment in a perfect funding scenario:

PCI Range	Roadway Condition	Preferred Treatment (goal)
85-100	Excellent	Like new conditions – crack sealing planned four years from resurfacing
70-85	Very Good	Good to very good conditions that may\should receive crack sealing as preventative treatment
60-70	Good	Good conditions that should have received crack sealing and may be considered for other preventative treatments based on observed localized deteriorations.
40-60	Marginal	Acceptable conditions that require immediate planning for heavier surface treatments, thin overlays and\or resurfacing. May require immediate localized treatments.
25-40	Poor	Not acceptable condition that Requires overlays, surface replacement, base reconstruction, and\or possible subgrade stabilization.
0-25	Very Poor	Similar to poor conditions with high percentage of full reconstruction.

14. A roadway segment that scores poor or very poor (PCI ≤ 40) typically requires immediate rehabilitation and/or maintenance. The CY23 PMP resurfacing and rehabilitation list was developed with focus on the lowest PCI scores and according to allocated and available budget. The objective is to resurface most roadway segments with PCI ≤ 35, and add roadways with PCI ≤ 40 nearby or directly adjacent to said poor roads to the proposed resurfacing CY23 PMP program.

15. KCI pavement inventory and condition assessment with multiyear maintenance software training and report is planned to be completed early 2024. KCI consultant and T&PW staff shall present a multiyear maintenance report based on PCI scores and available budget by spring 2024. Pavement maintenance activities shall include traditional mill and inlay, full depth reclamation, thin overlay treatment (preservation treatments), crack sealing, and patching based on observed PCI scores and recommendations from KCI consultants.

16. Based on observed pavement deterioration, T&PW's goal and industry standard sets a resurfacing frequency of 10 years for arterials, 15 years for collectors, and 20 years for local roads. This equates to resurfacing 75 lane-miles annually for a weighted frequency of about 17 years as opposed to the current 50-year cycle based on current funding. T&PW staff estimates that the annual PMP funding would need to be approximately $9.2 million to achieve the recommended frequency, but this level of funding still does not address the backlog in paving that has accumulated from years of underfunding.

17. Pavement deterioration rates are different for each roadway. Therefore, PCI score changes over time and when asset management tools are utilized over a number of years (5 to 20 years), it will allow departmental staff to better predict needed maintenance including resurfacing in the future. Proactive planning, periodic inspections, preventative maintenance, and adequate funding, will better equip TPW staff to accurately provide future paving and maintenance schedules.

18. Roadway surface deterioration is driven by multiple factors including:
    a. Traffic loading: this includes total annual traffic counts and the type of vehicles navigating the roadway.
    b. Roadway construction and subsurface integrity: This can vary based on the roadway pavement thickness and whether if there is adequate sub-base or not. For example, roadways built without graded aggregate stone, are prone to swelling and deterioration a lot faster than a road that has the adequate subsurface construction.
    c. Utility cuts: All utility cuts are prone to failure, and the lack of oversight and quality inspections may lead to substandard work that may fail and cause water to seep into cracks and cause major pavement failures.
    d. Weather: Water and excessive low and high temperature will contribute greatly to escalating deterioration rates. With contraction and expansion comes more cracks that allow for more water to inter into the roadway subsurface that leads to roadway surface and subsurface failure.
    e. Lack of funding: If there is lack of funding to implement preventative maintenance including crack sealing, thin patching, and thin overlay, the pavement surface will deteriorate faster and far more expensive repairs will be needed during the preparatory work prior to resurfacing.

19. The CY20, CY21 and CY22 PMP included the rehabilitation of 144 lane-miles of roadway (475 roadway segments) and preventative maintenance of 253 lane-miles (751 roadway segments), with expenditures over $21,000,000.

20. M&C approved the CY22PMP Contractor to Pittman Construction Inc. with the option of extending the contract two additional years (through 2024) using the GDOT Asphalt Cement Index to adjust unit prices, provided that the contractor has performed satisfactorily.

21. The proposed CY23 PMP work included:
    a. **Rehabilitation (Resurfacing)** will be performed on 164 roadway segments totaling approximately 38 lane-miles of roadway at an estimated cost of $6,373,358, *Rehabilitation activities typically include one or more of the following preparatory treatments followed by a structural asphalt overlay (commonly referred to as resurfacing): crack seal, chip seal, full-depth patch, milling and inlay, gutter milling, crack preventative layer, leveling, and full depth replacement. In addition to Shoulder buildup for rural roadways.*

    b. **Preventative Maintenance,** work on 408 roadway segments totaling approximately 37 lane-miles of roadway at an estimated cost of $951,422. With the proposed change order, the work will increase to include 412 roadway segments totaling approximately 42 lane-miles, with an estimated cost of $1,274,724. This list included:
        i. Post-resurfacing crack sealing performed on entire roadway segments with pavement from 4 to 5 years old.
        ii. Deep patching with crack sealing performed on localized deteriorated areas within poor and marginal roadways (PCI < 50) which exceeds the Department's in-house capabilities to address.

    Preventative maintenance activities are designed to preserve existing asphalt pavements and arrest deterioration before it becomes more serious and costly to repair. The effect of timely preventative maintenance is the extension of the life of roadway pavements, thereby delaying resurfacing and/or reconstruction for several years. Preventative Maintenance activities include one or more of the following treatments: crack seal, chip seal, and patching/repair of high severity potholes, corrugation, and rutting.

22. The current CY23 PMP project as of November 30, 2023 is moving forward with 100% completed work on the preventative maintenance list and 70% completed work on the resurfacing/rehabilitation list. T&PW staff and the contractor reviewed a time extension request and T&PW staff agreed to request a time extension along with added roadway for patching (**Attachment #1**).

23. If M&C approves this change order, the contract time will be extended a total of 121 calendar days pushing the substantial completion date from November 1, 2023 to March 1, 2023, and will increase the current contract by $323,301.83, totaling $7,648,081.75.

24. This recommendation supports the following ACCGov Strategic Plan Goals & Strategies:
    - Safely Move Around Athens, Strategy D: *Create more usable and aesthetically pleasing corridor connections between residential and commercial areas*
    - Built and Natural Infrastructure, Strategy C: *Adequate funding for maintenance of existing and newly constructed infrastructure*

OPTIONS:

1. Mayor and Commission:
    a. Approve a Change Order to existing Unit Price Contract for the CY23 PMP Project in the amount of $323,301.83 to add additional streets for full depth patching as shown on **Attachment #1**; and
    b. Authorize Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission do not approve the change order in the amount of $323,301.83.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1a and b.

DEPARTMENT: Transportation & Public Works
Prepared by: Derick Mason, Engineering Administrator
Jason Mize, Pavement Coordinator



11/21/2023

Rani Katreeb, P.E. Date:
Interim Director



12/5/23

Stephen Bailey, SPLOST Interim Capital Projects Director Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b



Manager

December 5, 2023
Date:

ATTACHMENTS:
Attachment #1: CY2023 Change Order Additional Patching Roadway List

Attachment #1

ATHENS - CLARKE COUNTY
TRANSPORTATION AND PUBLIC WORKS
CY 2023 PAVEMENT MAINTENANCE PROJECT CHANGE ORDER

PREVENTIVE MAINTENANCE: crack seal (CRS), chip seal (CHS) and the patching and repair of high severity potholes, corrugation and rutting of the pavement (P&R)

	STREET	FROM	TO	CRS	CHS	P&R	PCI		LANE MILES	CENTERLINE MILES
1	Alps Rd	Riverhill Dr	Broad St			X	53		2.05	0.41
2	Druid Hills Cir	Stonehenge Way	Morning Dr			X	36		0.06	0.03
3	Ruth St	Dr MLK Pkwy	North Ave			X	36		1.62	0.81
4	Talmadge Dr	Prince Ave	Holman Ave			X	57		1.32	0.66
			Total Preservative Treatment						**5.05**	**1.91**

Notes

PCI (Pavement Condition Index) New automated rating score; 0 to 100 (0 dirt road & 100 new pavement). IMS < 41 Poor-Very Poor

Rev 05-29-2020

Attachment #2

AN ORDINANCE TO AMEND THE FY2024 OPERATING AND CAPITAL BUDGET FOR ATHENS-CLARKE COUNTY, GEORGIA SO AS TO PROVIDE GRANT FUNDING, IF AWARDED, FROM THE GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE IMPROVEMENT GRANT (LMIG) FOR A VARIETY OF ROADWAY IMPROVEMENTS; AND FOR OTHER PURPOSES.

The Commission of Athens-Clarke County, Georgia hereby ordains as follows:

SECTION 1. The Commission of Athens-Clarke County, Georgia desires to amend the Grants Special Revenue Fund to provide grant funding, if awarded, from the Georgia Department of Transportation local maintenance improvement grant (LMIG) for a variety of roadway improvements. Said Operating and Capital budget is hereby amended as follows:

Grants Special Revenue Fund:

REVENUES:

Increase:

Local Maintenance Improvement Grant	$1,523,623

EXPENDITURES:

Increase:

Transportation & Public Works Department:

Capital Expenses	$1,523,623

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: 2024 Georgia Department of Transportation (GDOT) Local Maintenance Improvement Grant (LMIG) Application Submittal

DATE: ~~November 21, 2023~~ December 20, 2023

BUDGET INFORMATION:

REVENUES:	$1,523,622	Anticipated LMIG Award from GDOT
	$ 457,087	Required 30% match from General Capital FY24 PIP
	$ 89,592	Additional Funds needed from General Capital FY24 PIP
	$2,070,301	Total available for LMIG projects
EXPENSES:	$ 2,070,301	CY23 Pavement Maintenance Project
FUNDING SOURCE:	GDOT LMIG & General Capital Pavement Improvement Program (PIP) funds	

COMMISSION ACTION REQUESTED ON: January 2, 2023

PURPOSE:

To request that Mayor and Commission:

a. Authorize the Transportation & Public Works Department (T&PW) to submit an application, as shown in **Attachment #1**, for the Georgia Department of Transportation Local Maintenance Improvement Grant (GDOT LMIG) in the amount of $1,523,622.84;

b. Accept the grant funds, if awarded;

c. Adopt the associated budget ordinance (**Attachment #2**);

d. Approve the 2024 LMIG Project List, as shown in **Attachment #3**, which will partially comprise the Calendar Year 2024 Pavement Maintenance Program (CY24 PMP) Project; and

e. Authorize the Mayor and appropriate staff to sign all related application documents.

HISTORY:

1. In July 2010, Georgia Department of Transportation (GDOT) restructured the former Local Assistance Road Program (LARP) into the Local Maintenance Improvement Grant (LMIG) Program. The LMIG Program provides funding to local governments for a variety of roadway improvements, including roadway resurfacing, roadway widening, traffic signal and intersection improvement, safety upgrades, culvert/bridge repair, and sidewalk/bike lane improvements within the right-of-way.

2. On January 26, 2023, KCI Technologies, Inc. provided T&PW staff with a scope and fee proposal titled "Pavement Management Services and Right-of-Way Assets Inventory and Conditions Assessment" including:
    a. Core Task: pavement inventory and condition assessment with multiyear maintenance software training compatible with the ACCGov Geographical Information System (GIS) and City Works System for a cost not to exceed $332,900; and

    b. Additional Task: right-of-way infrastructure inventory and assessment including traffic signs, pavement markings, pavement striping, curb & gutter, sidewalk curb ramp, and traffic light inventory and condition assessment for a total fee not to exceed $464,100 (available within 12 months from notice to proceed on KCI's Core Task).

3. On March 7, 2023, M&C approved services through KCI Technologies to provide a comprehensive pavement inventory and condition assessment with multiyear maintenance report and software training for a cost not to exceed $332,900.

4. On April 4, 2023, M&C approved the CY23 PMP list of roadways and associated maintenance activities recommended for the CY23 PMP project and authorized the Mayor to execute a one-year extension to the construction contract with Pittman Construction Company, Inc. for the CY23 PMP project at a cost not to exceed $7,324,779.92.

5. On June 28, 2023, GDOT announced the LMIG funds available for 2024. Following the formula used by GDOT, which is based on lane miles of roadway and population, the Unified Government of Athens-Clarke County (ACCGov) is eligible to receive $1,523,622 as part of the 2024 LMIG Program. The deadline to submit the grant application to GDOT is February 1, 2024 (**Attachment #4**).

FACTS & ISSUES:

1. The LMIG program is funded by Georgia's motor vehicle tax and is allocated to local governments based on a funding equation that considers local population and centerline miles of paved and unpaved roads.

2. The LMIG program also requires the local government to submit an LMIG Project Report outlining how these funds will be used within the community. T&PW staff continually assess the condition of roadways within Athens-Clarke County and recommend that 2024 LMIG funding be applied to resurfacing priority roadways, as shown in **Attachment #3**.

3. The annual GDOT LMIG funding received from the State is calculated annually based on the totally maintained public roadways and on total LMIG state allocated budget. LMIG funding received in the last 5 years is shown below:

LMIG Fiscal Year	GDOT LMIG Funds Received by ACCGov
2018	$1,312,617
2019	$1,352,381
2020	$1,480,259
2021	$1,289,844
2022	$1,421,676
2023	$1,448,713

4. Based on the LMIG program's funding formula and a letter received from GDOT LMIG Program Officials (**Attachment #4**), T&PW staff anticipates receiving $1,523,622.84 from the 2024 program. Subsequently, ACCGov would be responsible for providing a 30% match of $457,086.86. It is estimated that an additional $89,591.79 would be needed to complete the resurfacing of the roads listed in **Attachment #3**. The required 30% matching funds will be available within the CY24 Pavement Improvement Program Capital Funds.

5. The complete CY24 PMP project list will be developed by T&PW staff by February 2024 by utilizing the most recent automated rating scores and then will be brought to M&C for approval under a separate agenda item. The complete CY24 PMP project list will include the street segments shown in **Attachment #3** plus streets that have been more recently identified by staff with poor to very poor ratings.

6. The ACCGov annual Pavement Management Program prior to CY20 consisted of three main elements:

    a. Inventory and evaluation of ACCGov roadways: T&PW Engineering Division staff inspect and evaluate the condition of arterial and collector roadway annually and every two years on residential roadways. This evaluation is used to define the general condition of each road and generates a numeric score known as the Pavement Performance Index (PPI).

    b. Pavement maintenance activity selection: T&PW staff determines the appropriate maintenance strategy needed for each road segment, estimates the quantity and cost of such work, and prioritizes the roadways based on the numeric score and available funds.

    a. Annual project development: T&PW staff develops the annual project list and maintenance activities based on the available budget and roadway conditions.

7. Prior to CY20, PPI condition scores were on a scale from 0 to 60 (0 for new roadway pavement and 60 for dirt roadway surface). A roadway segment with a PPI score ≥ 23 is considered to be poor to very poor and typically requires immediate rehabilitation and/or maintenance.

8. In CY20, T&PW initiated a new PMP methodology consisting of the following elements:

    - Inventory and evaluation of ACCGov roadways: A consultant performs an automated pavement condition and distress data collection utilizing advanced and sophisticated

equipment mounted on a vehicle. A condition assessment and numerical Pavement Condition Index (PCI) score is generated for each roadway segment based on industry standards and the American Societies for Testing and Materials (ASTM) Standard D6433. Automated rating and surveying will be conducted every 3 years on arterials and collectors and every 5 years on residential roads.

- Asset maintenance software & tools: PCI scores will be entered into PAVER software, a Pavement Maintenance Management System originally developed in the late 1970's for the Department of Defense (DOD) to manage its vast inventory of pavements. The PCI for roads and parking lots became an ASTM standard in 1999 (D6433-09). PCI scores will be entered into the software every 4 years
- Pavement maintenance activities selection: T&PW staff will work with consultants and local contractors to set up the PAVERTM software with preferred pavement treatments and historic unit costs.
- Annual project development: T&PW staff will use the PAVERTM software to generate a multi-year program with alternative treatments based on the PCI based on available budget and preferred average PCI scoring.

9. T&PW staff previously uploaded rating scores into the PAVER™ program and attended multiple virtual training sessions to learn how to utilize the software in order to maximize efficiency and transparency. The PAVER™ program did not meet all expectations triggering a new initiative to utilize City Works, an already acquired asset management software, followed by the purchase of Pavement Express application offered as an extension to City Works (History #3). City Works software is already in use by multiple ACCGov departments for day-to-day work orders. A multi-year program is planned to be presented to M&C by T&PW on-call consultant, KCI Technologies, in February 2024.

10. Roadway PCI scores are currently being utilized to develop annual paving programs, including the 2023 LMIG resurfacing list. The table below explains the scores and preferred applicable treatment in a perfect funding scenario:

PCI Range	Roadway Condition	Preferred Treatment (goal)
85-100	Excellent	Like new conditions – crack sealing planned four years from resurfacing
70-85	Very Good	Good to very good conditions that may\should receive crack sealing as preventative treatment
60-70	Good	Good conditions that should have received crack sealing and may be considered for other preventative treatments based on observed localized deteriorations.
40-60	Marginal	Acceptable conditions that require immediate planning for heavier surface treatments, thin overlays and\or resurfacing. May require immediate localized treatments.

25-40	Poor	Not acceptable condition that requires overlays, surface replacement, base reconstruction, and\or possible subgrade stabilization.
0-25	Very Poor	Similar to poor conditions with high percentage of full reconstruction.

11. A roadway segment that scores poor or very poor (PCI ≤ 40) typically requires immediate rehabilitation and/or maintenance. The complete list of the Calendar Year 2024 Pavement Management Program resurfacing and rehabilitation list will be developed with a focus on the lowest PCI scores, roadway classification, and according to allocated and available budget. The objective is to resurface critical and most roadway segments with PCI ≤ 40, and add roadways with up to PCI ≤ 45 nearby or directly adjacent to said poor roads to the proposed resurfacing CY24 PMP roadway list.
12. In each calendar year list approval, the remaining roadway segments in poor to very poor conditions & with PCI ≤ 40 scores not selected within the CY23 PMP resurfacing list are aligned to be next on future Calendar Year paving programs. Additional roadway segments will be added based on allocated budget, projected deterioration rates, and approximate location to poor roadways (PCI ≤ 40). KCI Technologies will present multiple scenarios for M&C to review ahead of future CY24 PMP program list approval.
13. The current CY23 PMP project as of November 30, 2023 is moving forward with 100% completed work on the preventative maintenance list and 70% completed work on the resurfacing/rehabilitation list. A change order to this contract will be presented on January 2, 2024 to M&C and, if approved, the contract time will be extended a total of 121 calendar days pushing the substantial completion date from November 1, 2023 to March 1, 2024 and will increase the current contract by $323,301.83, totaling $7,648,081.75.
14. The Pavement Maintenance Program for ACCGov is funded by a combination of TSPLOST revenues, local General Capital funds, and LMIG state funding from GDOT.
15. GDOT has anticipated that it will take approximately one month to review and approve the application once received. The award from GDOT is expected to be announced by March 2024 and funds disbursed shortly thereafter.
16. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Safely Move Around Athens Goal, Strategy E: *Enhance Safety for all modes of transportation*
    - Built and Responsive Government and Natural Infrastructure Goal, Strategy C: *Adequate funding for maintenance of existing and newly constructed infrastructure*

OPTIONS:

1. Mayor and Commission:

a. Authorize the Transportation and Public Works Department (T&PW) to submit an application, as shown in **Attachment #1**, for the Georgia Department of Transportation Local Maintenance Improvement Grant (GDOT LMIG) in the amount of $1,553,622;

b. Accept the grant funds, if awarded;

c. Adopt the associated budget ordinance (**Attachment #2**);

d. Approve the 2024 LMIG Project List, as shown in **Attachment #3**, which will partially comprise the Calendar Year 2024 Pavement Maintenance Program (CY24 PMP) Project; and

e. Authorize the Mayor and appropriate staff to sign all related application documents.

2. The Mayor and Commission do not authorize the Transportation and Public Works Department (T&PW) to submit an application, as shown in **Attachment #1**, for the Georgia Department of Transportation Local Maintenance Improvement Grant in the amount of $1,553,622.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option 1 a, b, c, d, & e

DEPARTMENT: Transportation & Public Works
Prepared by: Rani Katreeb, Interim Director



Rani Katreeb, P.E.
Interim Director

November 28, 2023
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, c, d, & e



Manager

December 5, 2023
Date:

ATTACHMENTS:

Attachment #1: 2024 GDOT LMIG Application
Attachment #2: Budget Ordinance
Attachment #3: 2024 LMIG Project List
Attachment #4: 2024 GDOT LMIG Funding Notification Letter
Attachment #5: GDOT LMIG Application Process

GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) APPLICATION FOR FISCAL YEAR 2022

TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, _____(Name), the_____(Title), on behalf of _____(Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

_____ (Signature)

_____ (Print)
Mayor / Commission Chairperson

_____ (Date)

LOCAL GOVERNMENT SEAL:

_____
E-Verify Number

Sworn to and subscribed before me,

This _____ day of_____, 20____.
In the presence of:

NOTARY PUBLIC

_____
My Commission Expires:

NOTARY PUBLIC SEAL:

LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) PROGRAM

GENERAL GUIDELINES & RULES

1. The following activities/projects will be eligible for LMIG funds:
   - Preliminary engineering (including engineering work for R/W plans and Utility plans)
   - Construction supervision & inspection
   - Utility Adjustments or replacement
   - Patching, leveling and resurfacing a paved roadway
   - Grading, Drainage, Base and Paving existing or new roads
   - Replacing storm drain pipe or culverts
   - Intersection improvements
   - Turn lanes
   - Bridge repair or replacement
   - Sidewalk adjacent (within right of way) to a public roadway or street
   - Roadway Signs, striping, guardrail installation
   - Signal installation or improvement
   - Aggregate Surface Course for dirt road maintenance

2. The following activities/projects will not be eligible for LMIG funds:
   - Right of Way acquisition for a county or city road
   - Street Lighting
   - Beautification & Streetscapes
   - Walking trails and tracks
   - Landscaping
   - Administrative Services
   - Parking Lots

   **** Locally purchased Right of Way will be eligible to go toward the 10% or 30% local match.*

3. The amount of your allocation is based on the total centerline road miles for your local road system and the total population of your county or city as compared with the total statewide centerline road miles and total statewide population. To ensure the Department uses current mileage numbers for your county or city it is critical that you keep our Office of Transportation Data updated on any revisions or changes to your local road system.

4. If a local government does not submit a project list, they will not receive local assistance for that program year. The unused LMIG funds will be used for emergencies, economic development or school access projects elsewhere in the state, on an as needed basis, as determined by the Commissioner.

5. You will be responsible for a 10% or 30% match to obtain your LMIG funds as stated in the Transportation Investment Act (TIA). The counties and cities in the River Valley Region, Central Savannah River Area, Heart of Georgia Region, and Southern Georgia Region will be at the 10% match. All other remaining counties and cities will be at the 30% match. *For example, if your formula allocation is $100,000 and your county's match requirement is 30%, then your project list must have a total in value dollar amount over $130,000. If the project list you submit does not equal or exceed your Formula Amount plus your required match, you will be asked to resubmit your application.*

6. Larger LMIG Projects, that include preliminary engineering, right of way and construction phases, shall be completed *as soon as possible* but substantially complete within three (3) years from the date of receiving the LMIG Grant. We expect resurfacing and maintenance type projects to be completed within a year from the date of receiving the LMIG Grant unless it is necessary for the local government to combine their fiscal year allocations. Funds can be rolled up to 3 fiscal years, when the project list is approved by the Department.

7. All preconstruction activities, advertisements, lettings, and quality control of work and materials will be the responsibility of the local government. It's important to remember that all these expenses are eligible for LMIG funds and the match requirements.

8. All work to be paid with LMIG funds cannot begin until the Department has issued payment to the Local Government.

9. Wherever practical and feasible, GDOT encourages the use of locally owned, disadvantaged business enterprises, and veteran owned businesses in any project that is funded in whole or in part with LMIG funds. GDOT asks each Local Government to report, at the end of the year, any DBE usage on LMIG contracts to your local District State Aid Coordinator. This measure will be used to assist GDOT in meeting the 2012-2015 Race Neutral DBE Goals. If you have any questions concerning firms that are DBE Certified, please visit our web page at www.dot.ga.gov.

10. The local government shall accomplish all the design activities in connection with the projects identified on the project list. Design activities must be accomplished in accordance with the applicable guidelines of the American Association of State Highway and Transportation Officials ("AASHTO") and the Manual on Uniform Traffic Control Devices (MUTCD), current edition.

11. In addition, all projects on the state route system shall be done in accordance with DEPARTMENT design policies & guidelines where applicable. The local government shall also be responsible for submitting permit applications to the District Traffic Operations Office or the District Utilities Office if the project is on a state route.

12. The Department recommends that any design plans for bridge replacement and structural repairs be reviewed by the State Bridge Engineer prior to construction. If not, final bridge plans and all supporting documents must be submitted to the Local Grants Office in Atlanta. Final plans will then be forwarded to the Bridge Maintenance Office for use in their biennial inspections. Request for plan review should be coordinated with the Office of Bridge Design located at One Georgia Center, 600 West Peachtree Street, Atlanta, Georgia 30308. Phone (404) 631-1985.

13. All projects identified on the project list shall be constructed in accordance with the DEPARTMENT's Standard Specifications Construction of Transportation Systems (current edition), Supplemental Specifications (current edition) and Special Provisions.

14. Authorized representatives of the DEPARTMENT may at all reasonable times review and inspect the work, activities and data collected in connection with the projects identified on the project list, including but not limited to, all reports, drawings, studies, specifications, estimates, maps and computations prepared by or for the local government.

15. All projects on the project list shall be subject to a construction field audit at any time. The audit may be performed by employees of the DEPARTMENT or by an independent auditor on behalf of the DEPARTMENT. Local governments shall make a good faith effort to cooperate with GDOT employees or auditor(s).

16. The Local Government shall submit a project status letter each year to their local District Office. This documentation must be received and approved before subsequent LMIG Grants can be approved.

17. Upon completion of the LMIG project, the Local Government must notify their local District Office that the project list is complete and ready to be closed. The Local Government will also have to complete a "Statement of Final Expenditures" and submit to the local District Office.

18. All inspections, sampling and testing of the work will be the responsibility of the local government. Documentation of this work will not have to be submitted to the Department for review.

19. For any questions about the LMIG process, please contact the Local Grants Office in Atlanta at 404-347-0240 or call your State Aid Coordinator at the following locations:

District Office	Contact Number
District One – Gainesville	404-694-6564
District Two – Tennille	478-553-3383
District Three – Thomaston	706-646-7505
District Four – Tifton	229-391-5438
District Five – Jesup	912-530-4396
District Six – Cartersville	678-721-5293
District Seven – Chamblee	770-216-3880

20. The LMIG Grant Application is filed electronically each year. It shall include the following:

- The **List of Projects** to type in the system:
  a. Road name, Beginning and Ending points, Length in miles, Description of work, Project cost, Estimated project let date

- The LMIG **Cover Letter** shall include the following:
  a. Short overview of type project(s) being requested
  b. Status (percentage of completion) of previous LMIG funding for **last 3 fiscal years**
  c. Signature of Mayor or County Commission Chairperson

- The LMIG **Application Signature Page** shall include the following:
  a. Signature of Mayor or County Commission Chairperson
  b. County/City Seal is Required (if using an embossed seal, please shade it before scanning)
  c. Notary Signature and Seal

Attachment #3

~~FY2021 LMIG Project List~~ FY2024 LMIG Project List

County/City: Athens-Clarke County

No.	STREET	FROM	TO	Length (Lane Miles)	PCI	Description of work	Total Cost	LMIG Request	ACCGOV Matching	Additional Funds	Project Let Date	Projected Schedule
1	Alps Rd	W Broad St	Riverhill Dr	2.050	53	Milling, patching, crack seal, chip seal, leveling paving and striping	$ 171,688	$ 132,028	$ 39,608	$ 52	Mar-24	Nov-24
2	Epps Bridge Pkwy	Entrance Ramp	Oconee County Line	6.060	56	Milling, patching, crack seal, chip seal, leveling paving and striping	$ 507,525	$ 390,287	$ 117,086	$ 152	Mar-24	Nov-24
3	Harve Mathis Rd	Hull Rd	US Hwy 29 North	2.420	56	Milling, patching, crack seal, chip seal, leveling paving and striping	$ 202,675	$ 155,857	$ 46,757	$ 61	Mar-24	Nov-24
4	Olympic Dr	Entrance Ramp	Indian Hills Dr	1.430	62	Milling, patching, crack seal, chip seal, leveling paving and striping	$ 119,763	$ 92,097	$ 27,629	$ 36	Mar-24	Nov-24
5	Olympic Dr	Indian Hills Dr	Voyles Rd	5.810	55	Milling, patching, crack seal, chip seal, leveling paving and striping	$ 486,588	$ 374,186	$ 112,256	$ 146	Mar-24	Nov-24
6	Spring Valley Rd	Winterville Rd	Voyles Rd	6.950	61	Milling, patching, crack seal, chip seal, leveling paving and striping	$ 582,063	$ 379,167	$ 113,750	$ 89,145	Mar-24	Nov-24
			Total Length Miles	24.720		Total Costs	$ 2,070,300	$ 1,523,622	$ 457,087	$ 89,591.79		

* Multiple Roadway Segments with Average PCI (Pavement Condition Index) Shown

Attachment #4

Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

June 28, 2023

The Honorable Kelly Girtz, Mayor
Athens-Clarke County
P.O. Box 1868
Athens, Georgia 30603

RECEIVED 7/5/23

RE: **Fiscal Year 2024 Local Maintenance & Improvement Grant (LMIG) Program**

Dear Mayor Girtz:

We are pleased to announce that the Department will begin accepting applications for the Fiscal Year 2024 LMIG Program in July 2023. Grants will be processed electronically through our **GRANTS (LMIG) Application System**. To begin your FY 2024 LMIG Application, please visit the Department's website at https://www.dot.ga.gov/GDOT/Pages/LMIG.aspx . This site provides a link to the LMIG Application, the LMIG Application Tutorial (Manual), and to the General Guidelines and Rules and other pertinent reports. The project list will be entered directly into the LMIG Application System. Please contact your District State Aid Coordinator, **Charles Arnhart**, at **770-533-8491** for assistance with the online application process.

For an application to be processed, the following requirements must be met:

- A local government must be in Department of Audits and Accounts (DOAA) and Department of Community Affairs (DCA) audit compliance.
- A signed cover letter must be attached and include a completion status of the last three fiscal years' LMIG Grants.
- A signature page must include both the local government seal and the notary seal. The application website provides a blank signature page for you to download, complete and upload as an attachment.
- A local government must provide their District State Aid Coordinator with a Statement of Financial Expenditures form and invoices for Fiscal Year 2021 projects and all other prior years unless previously approved to combine funding for Fiscal Years 2021, 2022, and 2023. The forms can be attached in the LMIG Application System if they have not already been provided to your District State Aid Coordinator.

All electronic LMIG applications must be received no later than February 1, 2024. Failure to submit applications by the deadline might result in a forfeiture of funds.

Your formula amount for the Fiscal Year 2024 Program is **$1,523,622.84** and your local match is **30%**. Each local government is required to match this formula amount in accordance with Code Section 48-8-244(d).

If you have any questions regarding the LMIG Program, please contact the Local Grants Office in Atlanta at (404) 347-0240 or email questions to LocalGrantsProgram@dot.ga.gov.

Sincerely,

Bill Wright

Bill Wright
Local Grants Administrator

cc: The Honorable Bill Cowsert, Georgia State Senate; The Honorable Frank Ginn, Georgia State Senate
The Honorable Houston Gaines, Georgia House of Representatives; The Honorable Spencer Frye, Georgia House of Representatives; The Honorable Marcus Wiedower, Georgia House of Representatives; The Honorable Trey Rhodes, Georgia House of Representatives
The Honorable Jamie Boswell, State Transportation Board
Kelvin Mullins, District Engineer
Charles Arnhart, District State Aid Coordinator

Georgia Department of Transportation

FY _____

LOCAL MAINTENANCE & IMPROVEMENT GRANT Program (LMIG)

STATEMENT OF FINAL PROJECT EXPENDITURES

DATE: _____

COUNTY: _____

CITY: _____
(Leave Blank if this is a County Government)

SUBMITTED BY: _____
(Local Government Representative- Person's Printed Name)

1. LMIG EXPENDITURES: $ _____
(LMIG Funding Received from GDOT)

2. REQUIRED 10% or 30% MATCH: $ _____
(10% or 30% of LMIG Funding Received in #1)

3. TOTAL PROJECT EXPENDITURES: $ _____
(The Total Amount Spent on Project)

4. TOTAL LOCAL GOVERNMENT EXPENDITURES: $ _____
[Total Project Expenditures above minus LMIG Expenditures at the Top (#3 minus #1)]

Has the approved project list been revised? ☐ Yes ☐ No

If yes, attach new project list to this form.

By signature below, I hereby certify that the above expenditures are for the work completed on the attached final Project List for the FY_____ LMIG Program.

Authorized Local Government Official Signature: _____

[Include financial documents to verify expenditures, including but not limited to invoices, contracts, checks, etc.]

For GDOT use only

PI Number: _____

Record Audit Performed: Yes No (Circle One)

Field Inspection Completion Date: _____

APPROVED: _____ Date: _____
(DISTRICT ENGINEER SIGNATURE)

Revised 8/17/22

LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) PROGRAM

GENERAL GUIDELINES & RULES

1. The following activities/projects will be eligible for LMIG funds:
   - Preliminary engineering (including engineering work for R/W plans and Utility plans)
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   - Utility Adjustments or replacement
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   - Grading, Drainage, Base and Paving existing or new roads
   - Replacing storm drain pipe or culverts
   - Intersection improvements
   - Turn lanes
   - Bridge repair or replacement
   - Sidewalk adjacent (within right of way) to a public roadway or street
   - Roadway Signs, striping, guardrail installation
   - Signal installation or improvement
   - Aggregate Surface Course for dirt road maintenance

2. The following activities/projects will not be eligible for LMIG funds:
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   - Street Lighting
   - Beautification & Streetscapes
   - Walking trails and tracks
   - Landscaping
   - Administrative Services
   - Parking Lots

   **** Locally purchased Right of Way will be eligible to go toward the 10% or 30% local match.*

3. The amount of your allocation is based on the total centerline road miles for your local road system and the total population of your county or city as compared with the total statewide centerline road miles and total statewide population. To ensure the Department uses current mileage numbers for your county or city it is critical that you keep our Office of Transportation Data updated on any revisions or changes to your local road system.

4. If a local government does not submit a project list, they will not receive local assistance for that program year. The unused LMIG funds will be used for emergencies, economic development or school access projects elsewhere in the state, on an as needed basis, as determined by the Commissioner.

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15. All projects on the project list shall be subject to a construction field audit at any time. The audit may be performed by employees of the DEPARTMENT or by an independent auditor on behalf of the DEPARTMENT. Local governments shall make a good faith effort to cooperate with GDOT employees or auditor(s).

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District Four – Tifton	229-391-5438
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District Six – Cartersville	678-721-5293
District Seven – Chamblee	770-216-3880

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- The **List of Projects** to type in the system:
  a. Road name, Beginning and Ending points, Length in miles, Description of work, Project cost, Estimated project let date

- The LMIG **Cover Letter** shall include the following:
  a. Short overview of type project(s) being requested
  b. Status (percentage of completion) of previous LMIG funding for **last 3 fiscal years**
  c. Signature of Mayor or County Commission Chairperson

- The LMIG **Application Signature Page** shall include the following:
  a. Signature of Mayor or County Commission Chairperson
  b. County/City Seal is Required (if using an embossed seal, please shade it before scanning)
  c. Notary Signature and Seal

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Neighborhood Traffic Management Program Project FY24 Contract Bid Award

DATE: ~~November 21, 2023~~ December 18, 2023

BUDGET INFORMATION:

REVENUES:	$	485,000	SPLOST 2011, Project 31 (All Tiers)
	$	1,000,000	TSPLOST 2023, Project 31 (All Tiers)
	$	20,000	FY23 General Capital NTMP Funds Carryforward
	$	420,000	~~FY23~~ FY24 General Capital NTMP Funds
	$	~~1,905,000~~	
		1,925,000	Total Available Funding
EXPENSES:			
CAPITAL:			
	$	~~202,124~~	
		192,968	Encumbered or Expensed
	$	20,000	Designated Program Management Fees
	$	100,000	Designated for Temporary Pilot NTMP Projects
	$	194,395	Designated for Program Contingencies
	$	780,000	Future Tier Funding FY25-FY28 (TSPLOST 2023)
	$	~~302,876~~	
		637,637	Total Funds Available for NTMP FY24 Projects

FUNDING SOURCE: SPLOST 2011, Project 31, TSPLOST 2023, Project 31 and FY23 & FY24 General Capital NTMP Funds

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that Mayor and Commission:

a. Approve the designation of ~~(*To Be Determined*)~~ All About Asphalt, Inc. as the apparent low responsive and responsible bidder for Neighborhood Traffic Management Program FY24 Project;

b. Award a Total Unit Price Construction Services Contract in the amount of ~~(*To Be Determined*)~~ $637,637.00 to ~~(*To Be Determined*)~~ All About Asphalt, Inc. as the lowest responsive bidder for the Neighborhood Traffic Management Program FY24 Project (including an extra Work Contingency Allowance in the amount of $100,000; and

c. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. Since 1999, 55 neighborhood streets have qualified for the Neighborhood Traffic Management Program (NTMP) and had calming measures implemented.

2. On November 2, 2010, Athens-Clarke County voters approved the SPLOST 2011 Program Referendum. This referendum included $485k for the NTMP (SPLOST 2011 Project 31).

3. On November 1, 2011, Mayor and Commission (M&C) approved the Master Implementation Plan and Funding Schedule for the SPLOST 2011 Program. The SPLOST 2011 Project 31, Neighborhood Traffic Management Program, included funding programmed for Tiers #3 through #9.

4. On May 3, 2016, M&C approved the Government Operations Committee amendment to the NTMP, Policy TE-004. This amendment reduced the required vehicle volumes from 750 to 500 vehicles per day and reduced the 85th percentile speed requirement from 35 MPH to 32.5 MP.

5. On December 3, 2018, staff received a signed petition from 76% of the owner-occupied residents on Boulevard requesting participation in the NTMP.

6. On March 24, 2021, staff received a second signed petition from 84% of the owner-occupied residents on Boulevard in favor of installation of speed tables for speed control.

7. On May 4, 2021, M&C approved the Legislative Review Committee amendment to the NTMP, Policy TE-004. This amendment reduced the required vehicle volumes from 500 to 300 vehicles per day and reduced the 85th percentile speed requirement from 32.5 MPH to 30 MPH.

8. On August 3, 2021, M&C approved the installation of speed tables as traffic calming measures for Boulevard.

9. During 2021 – 2022, 26 of 63 Traffic Studies performed on neighborhood streets qualified for calming measures including Boulevard that was already in the approval process (History #5, 6, & 8).

10. On May 24, 2022, voters of Athens-Clarke County passed the TSPLOST 2023 referendum, which included $1 Million for Project No. 31, Neighborhood Traffic Management Program.

11. On October 4, 2022, the Mayor and Commission approved the Tier Funding Schedule for the TSPLOST 2023 Program, as shown in Facts & Issues (F&I #9).

12. On February 14, 2023, staff presented a work session presentation on NTMP, where M&C requested existing infrastructure and historical crash data be added as project prioritization criteria.

https://www.youtube.com/watch?v=ZHRQ9PFdcCE&ab_channel=Athens-ClarkeCounty

13. On May 2, 2023, M&C approved the following Commission Defined Option for NTMP Program (**Attachment #1**):
    a. Approved the proposed changes to Policy TE-004, Neighborhood Traffic Management Program (NTMP),

    b. Designated the updated Neighborhood Traffic Management Program (Policy TE-004) as the Project Concept for TSPLOST 2023, Project #31;

    c. Approved the proposed prioritization criteria for NTMP,

    d. Authorized staff to move into construction/installation phase for all neighborhood projects, including piloting quick-build materials in neighborhoods that have yet to reach consensus, CDO page 3, as current funding allows; and

    e. Authorized staff to develop policies that separately provide 1) a process for publicly funded neighborhood traffic calming utilizing ACCGov funding; and 2) a process for neighborhoods to self-fund traffic calming projects. These policies shall be presented to the Mayor and Commission and considered for adoption before the approval of the next round of NTMP projects and funding in calendar year 2024.

14. On May 2, 2023, Mayor Girtz assigned the topic "Review and update Neighborhood Traffic Management Program" to the Legislative Review Committee (LRC).

15. Between June 2023 and December 2023, T&PW staff presented to the LRC proposed revisions to the current NTMP policy and discussed new self-funded policy and procedures following the CDO, as detailed in History #13.

16. On July 19, 2023, the approved NTMP roadway list (History #13) was sent to T&PW Engineering Administrator to incorporate into CY23 PMP. Review and discussion with Purchasing began at that time.

17. On August 21, 2023, a decision was made after collaboration with the ACCGov Purchasing Division (Purchasing) that a change order to the current CY23 PMP contract is not typical and may be a violation of contracting standards given the dollar amount of the proposed work. The nature of the NTMP work was not included in the original scope of CY23 PMP. It was decided that it was in ACCGov's best interest if this NTMP contract and work is completed under a standalone contract to provide competitive pricing and opportunity for a small contractor in the area as well as any large paving contractors.

18. On November 3, 2023, the official bid documents were submitted to ACCGov Purchasing for their review and comment.

19. On November 8, 2023, a meeting was held with multiple staff members to identify specifications and details for the quick-build, temporary materials on seven locations. Subsequent meetings are scheduled to finalize an upcoming change order to the awarded NTMP FY24 Project contract (See F&I #14).

20. On November 9, 2023, the Neighborhood Traffic Management Program FY24 Project, TPW #6069 was advertised on the Georgia Procurement Registry and the ACCGov website.

21. On December 12 ~~7~~, 2023, all bids submitted for the Neighborhood Traffic Management Program, TPW #6069 were opened by Purchasing staff to acknowledge apparent low bidder.

FACTS & ISSUES:

1. The initial project statement for the SPLOST 2011 Project 31 Neighborhood Traffic Management Program Project reads as follows:

   Project # 31, Neighborhood Traffic Management Program*, will provide improvements to address speeding motorists, excessive traffic volumes, and related safety on local residential streets to include installation of traffic calming devices and/or speed controls and roadway modifications such as speed humps, radar speed signs, curb extensions, and/or diverters in such locations as identified through the Neighborhood Traffic Management Program Policy*

2. To participate in the current NTMP, the neighborhood must meet the following criteria:
   a. To begin the process, a request must be submitted to Traffic Engineering.
   b. Once Traffic Engineering staff verifies the request, they collect field traffic data
   c. Criteria volume and speed requirements:
      i. 300 vehicles per day.
      ii. 85th percentile speed of 30 MPH.
   d. If criteria are satisfied, meeting is held with homeowners to discuss traffic calming alternatives to seek consensus.
   e. If consensus is reached, Traffic Engineering staff sends letters to all owner-occupied homeowners with status detail seeking 65% support.
   f. If 65% support is satisfied, Traffic Engineering staff prepares a Mayor and Commission agenda report for action.

3. Under the 2011 NTMP Policy guidelines, only six of the 26 currently qualifying neighborhoods would have qualified for the Neighborhood Traffic Calming Program. The reduced requirements have resulted in increased pressure on NTMP funding and staffing resources (History #7).

4. M&C approval of the revised NTMP Policy (History #7) enabled multiple roads with the functional classification of Collector to be eligible for the NTMP.

5. ACCGov's roadway classification system is due to be revisited in the near future as part of the next MACORTS Metropolitan Transportation Plan (MTP), with further thought to current traffic usage, surrounding land use, and other factors. In the interim, potential exceptions to the NTMP regarding Collector roads are first identified by staff, and then brought forward to M&C.

6. Staff has identified an exception to the policy, and M&C approved the inclusion of Arch Street, Springtree Road (History #13) as an exception to the Collector exclusion and M&C added Fowler Drive (and staff agreed) for the following reasons:
   - These roads are narrow residential roads which were not designed to carry thru-traffic; and
   - Due in part to their residential design, these roadways have relatively low vehicle volumes compared to other collector roadways in Athens-Clarke County.

7. Per the existing policy and procedure, each neighborhood takes 15 – 20 hours of staff time as well as a large amount of effort for the neighborhood contact (a resident who takes on the role of primary point of contact for the neighborhood).

8. Certified letters to each residence cost $8.50 per household. For neighborhoods with many homes, such as Forest Heights, this amounts to over $5,000 in mailing costs alone. This does not account for the amount of staff time required to create materials, place them in envelopes, and address the letters which can take multiple staff members a full work day to complete.

9. The FY24 NTMP Project is driven by the CDO directive and supported with the Weighted Criteria Chart that was presented in the agenda, History #8, where staff has presented two ways in which to operationalize prioritization criteria. The first prioritization framework incorporates percent of the posted speed limit that the 85th percentile is traveling, number of vehicles traveling along the corridor per day, percent of the block group that identifies as a minority, percent of the block group qualifying for public assistance, and percent of the block group below 200% of the poverty line. In the second prioritization framework staff also included percent of the street with sidewalk coverage on at least one side and number of crashes in the last five years in the study area. Similar criteria and prioritization is now being considered with the LRC and T&PW staff for future policy updates.

10. T&PW staff has been working with the LRC on a revised NTMP Policy and has developed draft policies based on meetings with the LRC following the CDO (History #13). Once newly revised policies have been finalized and recommended by the LRC, staff will present these policies for M&C consideration and approval in Spring 2024.

11. The following bids were received for construction of the Neighborhood Traffic Management Program FY24 Project, TPW #6069 on December ~~7~~ 12, 2023, including $100,000 project contingency estimated at approximately 15% of the original cost estimate:

Bidder(s)	~~Bid~~ Total Amount
~~*To Be Determined*~~ All About Asphalt, Inc.	~~*$ To Be Determined*~~ $637,637.00
Garrett Paving Company, Inc.	$864,912.93

12. T&PW has reviewed the bids, identified the lowest responsive and responsible bidder and determined that the bid from ~~(Contractor TBD)~~ All About Asphalt, Inc. meets all ACCGov bid document requirements according to ACC Purchasing.

13. Pending construction contract award, construction would begin in February 2024 with substantial completion anticipated in May ~~2025~~ 2024. The order of priority and work planned follows the CDO priority and in the following order:

No	Roadway	Study Area Start	Study Area End
1	Arch St.	N. Peter St.	Dublin St.
2	S. Homewood Dr.	Valleybrook Dr.	N. Homewood Dr.
3	Saxon Woods Dr.	Goddard Rd.	Newton Bridge Rd.
4	Springtree Rd.	Lexington Rd.	Gaines School Rd.
5	Waddell St.	Dearing Ext.	S. Rocksprings St.
6	Stanton Way	Springdale St.	Oakland Ave.
7	E. Meadow Dr.	Lexington Rd	Cooper Rd.
8	Lullwater Rd.	Woodward Way	Riverview Rd.
9	Westview Dr.	West Lake Dr.	S. Lumpkin St.
10	Gran Ellen Dr.	S. Lumpkin St.	S. Milledge Ave.

14. In the following weeks, staff will be working with the contractor to finalize the pilot project list as a future change order to the contract, and for M&C consideration per the CDO priority, and in the following order:

No	Roadway	Study Area Start	Study Area End
1	Old Monroe Road	Monroe Hwy./BUS 78	Heelstone Ave.
2	Lombardy Drive	Danielsville Rd.	End of road
3	Sunny Hills Dive	Freeman Dr.	Creeks Edge Dr
4	Forest Heights	Oglethorpe Ave.	Oglethorpe Ave.
5	Westchester Drive	Tallassee Rd.	Mitchell Bridge Rd.
6	Club Drive	Fairview Dr.	End of road
7	Fowler Drive	Freeman Dr.	Danielsville Rd.

15. The eight remaining neighborhood streets in the prioritized backlog are being considered by the LRC and staff for inclusion in future programs. These streets, along with any new neighborhood streets that qualify and/or apply for the program, will be entered into the new rankings and will be considered based on their place in the new rankings. These streets are:

No	Roadway	Study Area Start	Study Area End
1	E. Carver Dr.	N. Peter St.	Cone Dr.
2	Falling Shoals Dr.	Whit Davis Rd.	End of road
3	Freeman Dr.**	Nowhere Rd.	Danielsville Rd.
4	Little Oak St.	Inglewood Ave.	Old Winterville Rd.
5	Monty Dr.	Kenwood Dr.	Mercer Ln.
6	Nellie B Ave.*	Vine St.	Winterville Rd.
7	Providence Rd.	River Bottom Rd.	End of road
8	Vine St.*	First St.	Thicket Ct.

*Non-Local Street – do not meet current NTMP policy.

** Staff recommend that portion of Freeman Drive, from Fowler Drive to Danielsville Road, to be included in as an exception to policy as it meets the items identified in F&I #6.

16. Staff recommends to maintain the exclusive inclusion of Local streets, per existing policy, and the newly drafted Residential Traffic Management Program Policy, while staff continues to work on future Safe System Approach for Speed Management Program and policy on Collector and Arterial roadways.

17. ~~Moving forward, as funding allows~~ Remaining Program Contingency funds in the amount of $194,395 will be rolled into future NTMP projects. Future NTMP project approvals will be brought forward in this manner on an annual basis.

18. These recommendations support the following ACCGov Strategic Goals & Strategies:
    - Good Neighbors, Strategy F: *Examine, understand and improve public safety policies and processes to enhance public trust*
    - Safely Move Around Athens, Strategy E: *Enhance safety for all modes of transportation*

OPTIONS:

1. Mayor and Commission:
   a. Approve the designation of ~~(*To Be Determined*)~~ All About Asphalt, Inc. as the apparent low responsive and responsible bidder for Neighborhood Traffic Management Program FY24 Project;

   b. Award a Total Unit Price Construction Services Contract in the amount of ~~(*To Be Determined*)~~ $637,637.00 to ~~(*To Be Determined*)~~ All About Asphalt, Inc. as the lowest responsive bidder for the Neighborhood Traffic Management Program FY24 Project (including an extra Work Contingency Allowance in the amount of $100,000; and

   c. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission do not approve ~~the proposed changes to the NTMP policy, prioritization, and specific project installations~~ the designation of All About Asphalt Inc. as the apparent low bidder for NTMP FY24 Project and subsequent actions at this time.

3. Mayor & Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1a, b, and c.

DEPARTMENT: Transportation & Public Works
Prepared by: Derick Mason, Engineering Administrator



Rani Katreeb, P.E. — November 22, 2023
Interim Director — Date:



Stephen Bailey, SPLOST Interim Capital Projects Director — 12/5/23
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, & c



Manager — December 5, 2023
Date:

ATTACHMENTS:

Attachment #1: NTMP CDO Policy

Attachment #1

Neighborhood Traffic Management Program (NTMP)
Policy Revision and Annual Project Approval
Commission-Defined Option (CDO) - Commissioner Houle

Athens-Clarke County Mayor and Commission
May 2, 2023

PROPOSAL:

a. Approve the proposed changes to Policy TE-004, Neighborhood Traffic Management Program (NTMP), as shown in Attachment #1;

b. Designate the updated Neighborhood Traffic Management Program (Policy TE-004) as the Project Concept for TSPLOST 2023, Project #31;

c. Approve the proposed prioritization criteria for NTMP, as shown in Attachment #2;

d. Authorize staff to move into construction/installation phase for all neighborhood projects, including piloting quick-build materials in neighborhoods that have yet to reach consensus, as shown in Attachment #3B, as current funding allows; and

e. Authorize staff to develop policies that separately provide 1) a process for publicly funded neighborhood traffic calming utilizing ACCGov funding; and 2) a process for neighborhoods to self-fund traffic calming projects. These policies shall be presented to the Mayor and Commission and considered for adoption before the approval of the next round of NTMP projects and funding in calendar year 2024.

COMMENTS:

Projects and Funding
See separate document for Attachment #3B. The project list shown there integrates the existing list of projects that are "ready" with those that are ranked in the top 10 according to priority but are still "pending."

The adjusted funding reflected in Attachment #3B *reduces* the total initial budget for the NTMP projects, while allowing *more* projects to be pursued simultaneously. Projects that are "ready" (shown in white on the table) will be pursued in order of priority as initially laid out in the staff proposal, as funding provides. Simultaneously, projects that are still "pending" (shown in blue on the table) will be pursued, in order of priority, utilizing a "quick-build pilot" approach [see below].

Additional funding for NTMP projects is recommended to be considered by the Mayor & Commission in the FY24 budget, so as to enable more projects that are ready to be completed sooner, and recognizing that, without additional funding, the funds from TSPLOST 2023, Project 31 will be fully exhausted well before all projects currently under consideration can be completed.

Quick-Build Pilots
The budget shown in Attachment #3B for the "quick build pilot project" is a fixed amount of $100,000 for the year, which will be dedicated towards purchasing materials and implementing quick-build pilot projects. The materials acquired will be reused for multiple installations, as inventory and funding allows.

Staff would begin with the highest priority projects, as identified in Attachment #3B, and move the materials to subsequent streets after the completion of a given pilot. Pilot projects would compare pre-implementation traffic counts to post-implementation traffic counts and likely inspire public engagement regarding future permanent solutions.

16 of the 26 neighborhoods currently in the NTMP project list are still "pending" as they were unable to reach consensus during the 2021/2022 NTMP process. This includes 7 of the top 10 ranking neighborhoods. The reasons for this vary. Proposed solutions to lacking consensus and/or engagement with the NTMP process include utilizing quick-build pilots as well as exploring changes to our policy and public engagement processes [see below].

Installing quick-build, *temporary* treatments will provide an opportunity for staff and Commissioners to engage with residents regarding these "pending" projects. These non-permanent installations may demonstrate the positive effects of traffic calming measures to residents, and will inform a decision on *if* and *how* to subsequently pursue permanent traffic calming measures.

Neighborhoods may then be more inclined to engage staff in the NTMP process and subsequently reach consensus regarding future permanent solutions. The resident engagement process and decisions to install any permanent traffic calming measures will happen in accordance with the current NTMP policy and/or the updated policies developed by staff as they are adopted.

Revised/New Policies

The policies referenced in section "e" will be derived from the existing NTMP and will complement each other, with suggested revisions to process being informed by staff's experience to-date using the NTMP. Recognizing the diverse needs of many of the neighborhoods that remain in a "pending" status, both policies will include a method for community engagement that provides a more reasonable workload for staff while ensuring an inclusive and effective approach to resident engagement. Both policies will be informed by safety and crash data collected as well as evidence-based design solutions identified by staff.

The current neighborhood voting process is arduous and should not be a one-size-fits-all solution. New policies will explore ways to engage each neighborhood with assistance from relevant departments (ie: the Inclusion Office or the Public Information Office) as deemed appropriate by the County Manager.

The current process forces neighbors to vote regarding traffic calming implementation and reach a 65% consensus. Adjusting or replacing the existing voting process may alleviate the burdens on both residents and staff. Quick-build pilots and other creative solutions may be developed to identify, present, and ultimately install suitable traffic calming treatments for streets and in neighborhoods that need safety improvements.

NTMP Prioritized Rank	Neighborhood	Number/Type of Speed Control Devices	Estimated Cost
0	N/A	Quick Build Pilot Project Funds	$ 100,000.00
1	Old Monroe Rd.	TBD: Quick Build Pilot	TBD
2	Lombardy Dr.	TBD: Quick Build Pilot	TBD
3	Sunny Hills Dr.	TBD: Quick Build Pilot	TBD
4	Forest Heights	TBD: Quick Build Pilot	TBD
5	Westchester Dr	TBD: Quick Build Pilot	TBD
6	Arch St.	5 Speed Tables	$ 62,500.00
7	S. Homewood Dr.	5 Speed Tables	$ 62,500.00
8	Club Dr.	TBD: Quick Build Pilot	TBD
9	Saxon Woods Dr.	8 Speed Tables	$ 100,000.00
10	Monty Dr.	TBD: Quick Build Pilot	TBD
11	Springtree Rd.	8 Speed Tables	$ 100,000.00
12	Waddell St.	3 Speed Tables	$ 37,500.00
13	Stanton Way	4 Speed Tables	$ 50,000.00
14	E. Meadow Dr.	8 Speed Tables	$ 100,000.00
15	Lullwater Rd.	3 Speed Tables	$ 37,500.00
16	Westview Dr.	5 Speed Tables	$ 62,500.00
17	Gran Ellen Dr.	6 Speed Tables	$ 75,000.00
		Quick Build Sub-Total	**$ 100,000.00**

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Neighborhood Traffic Management Program Policy Revision and Annual Project Approval

DATE: March 31, 2023

BUDGET INFORMATION:

REVENUES:		$	485,000	SPLOST 2011, Project 31 (All Tiers)
		$	1,000,000	TSPLOST 2023, Project 31 (All Tiers)
		$	20,000	FY23 General Capital NTMP Funds
		$	1,505,000	Total Available Funding
EXPENSES:				
CAPITAL:				
	Less	$	202,124	Encumbered or Expensed
		$	20,000	Designated Program Management Fees
		$	980,000	Future Tier Funding (TSPLOST 2023)
		$	302,876	Total Funds Available for 2023 NTMP Projects

FUNDING SOURCE: SPLOST 2011, Project 31, TSPLOST 2023, Project 31 and FY23 General Capital NTMP Funds

COMMISSION ACTION REQUESTED ON: May 2, 2023

PURPOSE:

To request that Mayor and Commission:

a. Approve the proposed changes to Policy TE-004, Neighborhood Traffic Management Program (NTMP), as shown in **Attachment #1**;

b. Designate the updated Neighborhood Traffic Management Program (Policy TE-004) as the Project Concept for TSPLOST 2023, Project #31;

c. Approve the proposed prioritization criteria for NTMP, as shown in **Attachment #2**; and

d. Authorize staff to move into construction/installation phase for all neighborhood projects shown in **Attachment #3**, as current funding allows.

HISTORY:

1. Since 1999, 55 neighborhood streets have qualified for the Neighborhood Traffic Management Program (NTMP) and had calming measures implemented.

2. On November 2, 2010, Athens-Clarke County voters approved the SPLOST 2011 Program Referendum. This referendum included $485k for the NTMP (SPLOST 2011 Project 31).

3. On November 1, 2011, Mayor and Commission (M&C) approved the Master Implementation Plan and Funding Schedule for the SPLOST 2011 Program. The SPLOST 2011 Project 31, Neighborhood Traffic Management Program, included funding programmed for Tiers #3 through #9.

4. On May 3, 2016, M&C approved the Government Operations Committee amendment to the Neighborhood Traffic Management Program (NTMP), Policy TE-004. This amendment reduced the required vehicle volumes from 750 to 500 vehicles per day and reduced the 85th percentile speed requirement from 35 MPH to 32.5 MP.

5. On May 4, 2021, M&C approved the Legislative Review Committee amendment to the Neighborhood Traffic Management Program (NTMP), Policy TE-004. This amendment reduced the required vehicle volumes from 500 to 300 vehicles per day and reduced the 85th percentile speed requirement from 32.5 MPH to 30 MPH.

6. During 2021 – 2022, 26 of 63 Traffic Studies performed on neighborhood streets qualified for calming measures. Of these 26 neighborhoods, 10 have finalized neighborhood calming plans and are awaiting M&C approval. Two other neighborhoods are pending final neighborhood vote for approval, and anticipate having consensus by May 14, 2023.

7. On May 24, 2022, voters of Athens-Clarke County passed the TSPLOST 2023 referendum, which included $1 Million for Project No. 31, Neighborhood Traffic Management Program.

8. On October 4, 2022, the Mayor and Commission approved the Tier Funding Schedule for the TSPLOST 2023 Program.

9. On February 14, 2023, staff presented a work session presentation on NTMP, where M&C requested existing infrastructure and historical crash data be added as project prioritization criteria.

FACTS & ISSUES:

1. The initial project statement for the SPLOST 2011 Project 31 Neighborhood Traffic Management Program Project reads as follows:

   Project # 31, Neighborhood Traffic Management Program*, will provide improvements to address speeding motorists, excessive traffic volumes, and related safety on local residential streets to include installation of traffic calming devices and/or speed controls and roadway modifications such as speed humps, radar speed signs, curb extensions, and/or diverters in such locations as identified through the Neighborhood Traffic Management Program Policy*

2. To participate in the NTMP, the neighborhood must meet the following criteria:
   a. To begin the process, a request must be submitted to Traffic Engineering.
   b. Once Traffic Engineering staff verifies the request, they collect field traffic data

c. Criteria volume and speed requirements:
    i. 300 vehicles per day.
    ii. 85th percentile speed of 30 MPH.
d. If criteria is satisfied, meeting is held with homeowners to discuss traffic calming alternatives to seek consensus.
e. If consensus is reached, Traffic Engineering staff sends letters to all owner-occupied homeowners with status detail seeking 65% support.
f. If 65% support is satisfied, Traffic Engineering staff prepares a Mayor and Commission agenda report for action.

3. Under the 2011 guidelines, only 6 of the 26 currently qualifying neighborhoods would have qualified for the Neighborhood Traffic Calming Program. The newly reduced requirements have resulted in increased pressure on NTMP funding and staffing resources.

4. Multiple roads with the functional classification of Collector have been identified as needing traffic calming; however, they are not currently eligible for the NTMP without express exception from M&C.

5. ACCGov's roadway classification system is due to be revisited in the near future as part of the next MACORTS, with further thought to current traffic usage, surrounding land use, and other factors. In the interim, potential exceptions to the NTMP regarding Collector roads are first identified by staff, and then brought forward to M&C. Within the proposed 2023 project list, Arch Street and Springtree Road have been identified by staff as potential exceptions to the Collector exclusion for the following reasons: Both roads are narrow residential roads which were not designed to carry thru-traffic. Due in part to their residential design, both roadways have relatively low vehicle volumes compared to other collector roadways in Athens.

6. Each neighborhood takes 15 – 20 hours of staff time as well as a large amount of effort for the volunteer neighborhood champion (a resident who takes on the role of primary point of contact for the neighborhood).

7. Certified letters to each residence costs $8.50 per household. For neighborhoods with many homes, such as Forest Heights, this amounts to over $5,000 in mailing costs alone. This does not account for the amount of staff time required to create materials, place them in envelopes, and address the letters which can take multiple staff members a full work day to complete.

8. Between SPLOST 2011 and General Capital, there is currently $302,876 available in funding for the NTMP. An additional $1 million in funding from TSPLOST 2023, Project 31 will be incrementally made available starting in FY24, with an average of $200,000 per year through FY28. The proposed 2023 NTMP projects have a total estimated cost of $940,000. With an average cost of $78,000 per neighborhood project, staff would be able to implement approximately 4 projects before the next fiscal year and thereafter another 1-2 per year.

9. As seen in the attached Weighted Criteria Chart (**Attachment #2)**, staff has presented two ways in which to operationalize prioritization criteria. The first prioritization framework incorporates percent of the posted speed limit that the 85th percentile is traveling, number of vehicles traveling along the corridor per day, percent of the block group that identifies as a minority, percent of the block group qualifying for public assistance, and percent of the block group below 200% of the poverty line. In the second prioritization framework staff also included percent of the street with sidewalk coverage on at least one side and number of crashes in the last five years in the study area.

10. If approved, staff would begin construction/installation of NTMP projects during early summer 2023. This would continue until current funding is exhausted. Unaddressed neighborhoods would remain in the prioritized backlog, to be brought back for consideration in spring 2024, along with any new neighborhoods that apply for the program during the 2023-2024 enrollment period.

11. Moving forward, as funding allows, NTMP project approvals will be brought forward in this manner on an annual basis.

12. These recommendations support the following ACCGov Strategic Goals & Strategies:
    - Good Neighbors, Strategy F: *Examine, understand and improve public safety policies and processes to enhance public trust*
    - Safely Move Around Athens, Strategy E: *Enhance safety for all modes of transportation*

OPTIONS:

1. Mayor and Commission:
   a. Approve the proposed changes to Policy TE-004, Neighborhood Traffic Management Program (NTMP), as shown in **Attachment #1**;

   b. Designate the updated Neighborhood Traffic Management Program (Policy TE-004) as the Project Concept for TSPLOST 2023, Project #31;

   c. Approve the proposed prioritization criteria for NTMP, as shown in **Attachment #2**; and

   d. Authorize staff to move into construction/installation phase for all neighborhood projects shown in **Attachment #3**, as current funding allows.

2. Mayor and Commission do not approve the proposed changes to the NTMP policy, prioritization, and specific project installations at this time.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a, b, and c.

DEPARTMENT: Transportation & Public Works
Prepared by: Stephen Bailey, Director

Stephen Bailey
Director

March 31, 2023
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a, b, and c

Manager

April 11, 2023
Date:

ATTACHMENTS:

Attachment #1: Revised NTMP Policy
Attachment #2: NTMP Weighted Criteria
Attachment #3: NTMP Priority List 2023

ATHENS-CLARKE COUNTY
TRANSPORTATION & PUBLIC WORKS DEPARTMENT
POLICY/PROCEDURE STATEMENT
3-16-2023

Subject: Neighborhood Traffic Management Program
Functional Area: Traffic Engineering Division
Policy Number: TE-004

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1. POLICY STATEMENT:

This policy statement is to define the purpose, procedure, and funding for the Neighborhood Traffic Management Program.

2. PROGRAM PURPOSE:

The purpose of the Neighborhood Traffic Management Program is to reduce crashes, traffic volumes, and/or speeds, thereby improving pedestrian safety and creating more pleasant neighborhoods for the citizens of Athens-Clarke County.

3. BACKGROUND:

a. Neighborhood traffic concerns generally relate to excessive speed, pedestrian and bicycle safety, crashes, and general quality of life issues. This program recognizes the uniqueness of neighborhoods and that the critical issues and concerns vary from case to case. Based on this diversity, this program considers a wide range of potential solutions to address specific concerns of a neighborhood. The recommended solutions resulting from this program should fall into one of the following broad categories:
   i. Speed controls to allow for shared use of the roadway by pedestrians and vehicles
   ii. Clear right-of-way assignment to improve intersection safety
   111. Roadway modifications and geometric changes to provide for pedestrian facilities
   iv. Consideration of parking restrictions

b. The Neighborhood Traffic Management Program shall be principally limited to roads that are classified as **neighborhood residential streets/roadways** in Athens-Clarke Clarke County.

c. There are five types of roadways/streets:
   i. Neighborhood residential
      1. Posted at 25 MPH
      2. No State Radar Speed Permit
      3. Residential traffic
   ii. Local roadways
      1. Possible mix - Commercial/Residential
      2. Possible posted speed greater than 25 MPH
      3. Possible State Radar Speed Permit
      4. Possible 100% commercial
   iii. Minor Collectors
      1. Intent to connect residential/commercial to transportation system

2. Typically State Radar Speed Permit
3. Posted speed typically exceed 30 MPH
4. May have residents - rural sections

iv. Major Collectors
1. Intent to connect transportation systems
2. State Radar Speed Permit
3. Posted speed typically 40+ MPH

v. Arterials
1. Design to move commuters safely and efficiently to destinations
2. State Radar Speed Permit
3. Posted speed 40+ MPH

d. Traffic calming devices are not the safe or logical approach for all roadways to address speeding.
i. This policy only addresses neighborhood residential streets/roadway and the traffic calming devices currently used are safe for residential traffic.
ii . Traffic calming or speed control requests/needs for local, minor/major collector, or arterial streets would typically not follow this process as they would not typically involve homeowners. As well, the type of devices or methodology used to address safety (speeding) for these roadways may vary to address the roadway use and the safety concerns as recommended by the Roadway Safety Audit Team.
1. This policy does <u>not</u> address local roadways. Traffic engineering safety principles may dictate the type of safe traffic calming devices that could be installed. Local roadways can be commercial or a mix, which creates a wider variety of vehicle types (large trucks, busses, etc.) Traffic calming devices would need to safely address the wide variety vehicle types.
2. *This policy does <u>not</u> address Minor & Major Collectors and Arterials. They are designed to move traffic and pedestrians safely, and typical traffic calming devices would create unsafe conditions. There are other means to address speeding on these roadways.* These roadways are higher traffic volume and higher crash transportation systems, and a "safety corridor" methodology would provide a more efficient traffic calming and crash reduction tool.

e. The Neighborhood Traffic Management Program does not include commercial property.

f. The recommended neighborhood solutions will be based on the existing volumes, speeds, and geometrics for the roadway. The Neighborhood Traffic Management Program strives to utilize all types of traffic calming devices to address neighborhood concerns. Athens-Clarke County recognizes that a "one device fits all" approach is not desirable, and the program specifically encourages each neighborhood to engage in developing a traffic calming solution that addresses their specific needs.

g. The effectiveness of this program is dependent upon:
i. Neighborhood involvement

ii. Focus on problems first and then solutions
iii. Neighborhood support for recommended solutions
iv. Evaluation and feedback that ensure desired outcomes are achieved

4. **DEFINITIONS:**
   a. Owner-occupied homeowners
      i. Homeowners who live at the residence on the subject street
   b. Absentee Homeowners
      i. Homeowners who own the property**,** but do not live in the home on the subject street
   c. Renters
      i. Those who do not own the property and rent from the homeowner.
         1. Renters may obtain written authority from the homeowner to participate in the neighborhood meeting and to provide a response pursuant to the letter sent by the Traffic Engineer

5. **PROGRAM PROCEDURE and OVERVIEW:**
   a. For neighborhoods desiring to participate in this program, the general procedure is described below. This process may be streamlined and modified by staff if deemed appropriate.

   b. **Program Initiation:**
      i. To initiate the Neighborhood Traffic Management Program procedure, a neighborhood owner-occupied homeowner must contact the Transportation and Public Works Department, Traffic Engineering Division. A District Commissioner may also submit a work request to the Traffic Engineer. A resident of the neighborhood affected must be identified as a point of contact for further communication.
         1. Traffic Engineer Contact Information
            a. Office phone number: (706) 613-3460
            a. Email: tim.griffeth@accgov.com
         2. Through online form (when available).
      ii. The Traffic Engineer will make a determination of the project limits based upon the discussions with the person making contact to ensure traffic data collected addresses the area(s) of concern.
         1. The project limits may vary and, depending upon the particular location, may include all owner-occupied homes up to 1000 feet from defined area. This also may include all who live in the defined area and must travel on the roadway to access homes. A map of the project limits will be developed by Traffic Engineer.
            a. Once the study area is defined, discussed with the point of contact, and agreed upon, the traffic data will be collected.

            b. Traffic data is only collected between August and April. Traffic volumes are typically higher during the school year but become lower the last month.

   c. Program Minimum Requirements:
      i. The minimum requirements to proceed with the program are as follows:
         1. **300** vehicles per day and an 85th percentile speed of **30** MPH or greater on the street/roadway as determined by the Traffic

Engineering data collected and the analysis.

2. SPECIAL NOTE: Considerations may be given to neighborhood streets/roadways that do not meet the speed and/or volume criteria, but where the Traffic Engineer has identified that a safety concern exists. Based on applicable Traffic Engineering Principles, a traffic calming recommendation from the Traffic Engineer should still be considered IF:
    b. Combination of no sidewalks & narrow street/roadway, or
    c. Cut-through traffic - 20% minimum, or
    d. Close to school with students walking, or
    e. An official recommendation by the Roadway Safety Audit Team determines additional safety issues exist:
        i. Minimum Roadway Safety Audit Team deployment factors:
            1. Significant number of homes on the street have no driveway- 25% or more, or
            2. Significant number of homes on the street are set closer than 20' to the right-of-way- 30% or more

ii. Proposed traffic calming recommendations require a minimum of 65% support from the Project Limits homeowners

d. Neighborhood Meeting(s):

1. If the collected traffic data meets the minimum criteria or the Traffic Engineer has identified one of the safety concerns as detailed above, a meeting with the owner-occupied homeowners and renters will be scheduled in or near the community (in-person or virtual). At a minimum, the Traffic Engineer will attend these meetings and, where necessary, representatives of the Police Department will attend to discuss police enforcement.
    1. The Traffic Engineer will search the tax rolls for all homeowner addresses within the project limits, and
    2. The Traffic Engineer will also include all street addresses within the project limits.

11. The Traffic Engineer will send out meeting invitation postcards to **all addresses** along the impacted street(s) and to absentee homeowners on the subject street.

iii. At the meeting, the Traffic Engineer will:

1. Take attendance and gather addresses of:
    a. owner-occupied homeowners
    b. absentee homeowners who may attend
    c. renters with written authority from homeowners
2. Provide the results of the traffic data collected
3. Provide possible traffic calming solutions
4. Through discussion, work towards a traffic calming solution consensus with the attendees
    a. If the attendees wish to further deliberate on the options presented, an additional meeting may be scheduled

iv. If a consensus is reached at the meeting, the Traffic Engineer will subsequently make any field markings necessary to identify the proposed traffic calming.

v. The Traffic Engineer will then wait 14 days to ensure the proposed locations of the traffic calming devices are agreeable.
    1. Requested adjustment should be made if possible.

vi. When field layout consensus is reached, the Traffic Engineer will send a letter to all absentee homeowners, owner-occupied homeowners, and all street addresses within the Project Limits, describing the proposed traffic calming, seeking the required 65% support, and requesting responses.
    1. Responses from owner-occupied homeowners, absentee homeowners, or homeowner authorized renters will have the option to reply by mail, email, electronic fax (706-613-3463), phone (706-613-3460, or through online form (when available).
    2. The response time for the 65% support is 45 days from the date of the letter sent.

NOTES:

1. If a consensus of proposed traffic calming devices is not reached at the meeting or a consensus cannot be reached for the locations of the traffic calming devices the Traffic Engineer will coordinate with the "point of contact" to an additional meeting.
2. If the 65% support is not satisfied the Traffic Engineer will advise the "point of contact".

6. **PROJECT PRIORITIZATION**

a. Project approval will be based on the availability of funds and the criteria set forth in Section 4 above.

i. Neighborhood Traffic Management Program funding is determined and approved by the Mayor and Commission.

ii. Neighborhood Traffic Management Program projects may be on hold until funding for the program is approved by the Mayor and Commission and becomes available.

b. If multiple neighborhoods are being considered and funding is limited, staff will prioritize based upon following factors:

i. The neighborhood with the highest measured 85th percentile speed

ii. The highest number of vehicles exceeding the posted speed limit descending to the lowest

iii. Whether the proposed project is in a historically under-served community (based upon historical data and census tract data)

iv. Existing transportation infrastructure (e.g., absence of sidewalks)

v. Historical crash data

7. **COMMISSION REVIEW and ACTION**

a. If a minimum of 65% of the homeowners support the recommended traffic calming solution(s), staff will prepare and forward an agenda to the Mayor and Commission. The agenda will include a summary of the traffic data collected, the proposed traffic calming, and the homeowners' support for the proposal with a staff recommendation requesting Mayor and Commission action.

8. PROJECT IMPLEMENTATION

a. Pursuant to the Mayor and Commission's approval for the amount of funds allocated within the annual budget for the Neighborhood Traffic Management Program (or other funding sources identified for the Neighborhood Traffic Management Program), approved projects will move forward.

9. EVALUATION PHASE

a. Traffic Engineer will perform a follow-up study six months after implementation of the Mayor and Commission approved solution. In addition, Traffic Engineer will conduct a post-installation public meeting with the neighborhood to take comments on the traffic calming devices and their effectiveness in addressing neighborhood concerns.

Recommended by Legislative Review Committee

Approved by Commission

Clerk of Commission

Weights V1			
Speed Percentile	Volume > 25 Percentile	% Minority	Economic Average
0.5	0.25	0.1	0.15

Weights V2					
Speed Percentile	Volume > 25 Percentile	Crash History	Infrastructure	% Minority	Economic Average
0.4	0.2	0.1	0.05	0.1	0.15

NTMP Prioritized Rank	Neighborhood	Number/Type of Speed Control Devices	Estimated Cost
1	Forest Heights	1 Traffic Circle, 7 Speed tables	$ 112,500.00
2	Arch St.	5 Speed Tables	$ 62,500.00
3	S. Homewood Dr.	5 Speed Tables	$ 62,500.00
4	Club Dr.	1 Traffic Circle, 8 Speed tables	$ 140,000.00
5	Saxon Woods Dr.	8 Speed Tables	$ 100,000.00
6	Springtree Rd.	8 Speed Tables	$ 100,000.00
7	Waddell St.	3 Speed Tables	$ 37,500.00
8	Stanton Way	4 Speed Tables	$ 50,000.00
9	E. Meadow Dr.	8 Speed Tables	$ 100,000.00
10	Lullwater Rd.	3 Speed Tables	$ 37,500.00
11	Westview Dr.	5 Speed Tables	$ 62,500.00
12	Gran Ellen Dr.	6 Speed Tables	$ 75,000.00
		TOTAL	**$ 940,000.00**

ATTACHMENT #1

AN ORDINANCE TO AMEND THE FY2023 OPERATING AND CAPITAL BUDGET FOR ATHENS-CLARKE COUNTY, GEORGIA SO AS TO PROVIDE GRANT FUNDING, IF AWARDED, FROM THE GEORGIA ADMINISTRATIVE OFFICE OF THE COURTS(AOC)FOR THE PURPOSE OF ADDRESSING THE COURTS'BACKLOG DUE TO THE PANDEMIC; AND FOR OTHER PURPOSES.

The Commission of Athens-Clarke County, Georgia hereby ordains as follows:

SECTION 1. The Commission of Athens-Clarke County, Georgia desires to amend the Grants Funds Operating Budget to provide funding from Georgia AOC for the purpose of addressing the courts' backlog due to the pandemic and for other purposes.

Said Operating & Capital budget is hereby amended as follows:

Grants Fund:

REVENUES:
Increase:
State Grants:
Georgia AOC up to $556,623

EXPENDITURES
Increase:
Superior Court (and Others) up to $556,623

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Judiciary Request for ARPA Funds for ~~CY2023 – CY2025~~ CY2024-CY2025

DATE: October 30, 2023

BUDGET INFORMATION:

REVENUES: $556,623.00 ~~$5,846,744.00~~ (~~increase current CY23 award by $3,770,555 for CY23-CY25)~~

EXPENSES:
ANNUAL:
CAPITAL:
OTHER:

FUNDING SOURCE: American Rescue Plan Act Funds (ARPA) to be administered by the Judicial Council of Georgia and its Administrative Office of the Courts (AOC)

COMMISSION ACTION REQUESTED ON: ~~December 5, 2023~~ January 2, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Amend prior approval of Superior Court's agenda item from August 1, 2023 – Judiciary Request for American Rescue Plan Act Funds through the State of Georgia Administrative Office of the Courts, as follows:
    i. ~~Authorize the creation of two full-time positions (Gang/Major Crimes Prosecutor and a Legal Assistant) in the District Attorney's Office to facilitate a new Gang Prosecutor Unit;~~
    ii. ~~Authorize the creation of one full-time Administrative Officer for Probation Services; and~~
    iii. Adopt a budget ordinance which increases the total amount awarded to the Western Judicial Circuit by $556,623.00 for CY2024 through CY2025 and allow for any remaining funds from CY2023 to roll over (anticipate about $1.5M unspent in CY23) ~~- $3,770,555 for CY2023 for the purpose of creating three additional full-time positions, updating courtroom technology, and extending the grant period through CY26. This would increase the cumulative CY23 award for the Circuit to $5,846,744~~ (**Attachment # 1**).

HISTORY:

1. On October 28, 2021, Governor Brian P. Kemp allocated up to $110 million of the $4.8 billion in ARPA funds awarded to the State of Georgia, to the judiciary for the purpose of addressing backlogs of court cases, prioritizing cases involving serious violent felonies.

2. On October 4, 2022, the Mayor and Commission approved the Superior Court's request to apply for Judicial ARPA funds for CY23.

3. On December 8, 2022, the Judicial Council American Rescue Plan Act Funding (ARPA) Committee approved audio-visual equipment modernization in existing courtrooms as an eligible expenditure. Additionally, the Committee approved an increase to the award cap from $2M to $2.5M per calendar year for all eligible expenses.

4. On August 28, 2023, the grant period for CY2023–CY2025 was opened, and the overall ARPA grant period was extended to go through the end of CY2025. As a current grantee with CY2023 funding, the submitted application funding period continues from January 1, 2023 to December 31, 2025. Previously, grant applications were submitted on an annual basis.

5. On November 3, 2023, the ARPA committee met and determined that requests for funds across the state for CY2024-CY2025 greatly exceeded the amount of funds available to distribute to circuits. The decision was made to fund circuits at about 19% of the amount they requested in their CY2024-CY2025 application. The Western Circuit had requested about $3.7M but were only awarded $556,623.

6. On December 1, 2023, Western Circuit Chief Superior Court Judge Eric Norris sent his recommendations for the allocation of the Judicial ARPA funds (**Attachment #3**).

FACTS & ISSUES:

~~1. A major issue facing the Western Judicial Circuit (WJC) is gang violence and its connection to recent shootings. The Athens-Clarke County Police Department has been able to maintain a dedicated gang unit with experienced law enforcement officers. Unfortunately, the DA's Office does not have the resources to do the same, so right now gang cases are disbursed throughout ADAs, none of which have extensive training in prosecuting gang cases.~~

~~2. The District Attorney's Office (DA) is requesting additional funding for a Gang Prosecutor and a Legal Assistant to support this position. Currently, the DA is funded for three Assistant District Attorneys (ADA) and two Legal Assistants. The DA would like to reduce the number of ADA positions from 3 to 2 and add the specialized Gang Prosecutor position along with a Legal Assistant.~~

3. ~~The WJC DA is requesting the addition of salary funding to one ARPA funded ADA position to a Gang/Major Crimes Prosecutor with an additional salary of $60K for a total annual salary of $126K. This will make it a competitive offering in the recruitment and hiring of an experienced gang, RICO, and major crimes prosecutor to help prosecute serious violent felonies that are still in the system due to the pandemic backlog.~~

4. ~~The additional legal assistant position will be dedicated to this area of gang/RICO/major crimes. This legal assistant will work exclusively with the gang/RICO/major crimes prosecutor. The DA does not have paralegals in the office or other administrative staff who can assist this prosecutor. These cases are complex with many moving parts, and the skills of a legal assistant to organize and work in conjunction with the gang prosecutor will help offset not having a second gang prosecutor in the office.~~

5. ~~Probation Services is requesting an additional ARPA funded Administrative Officer for Oconee County. The cost associated with this request would be $45,000 for salary, $18,900 for benefits, and $5,000 for necessary training and equipment.~~

6. ~~We are requesting additional funds for CY2024 ($102,719) to update the court reporter recording software which is a component of the courts' audio-visual systems. The Courtrooms currently have a DECA Court Recording System in place that is overdue for an upgrade. The timing to upgrade the DECA system is perfect as the Western Circuit was approved for ARPA funding for courtroom modernization for CY2023 (Cycle 2).~~

7. ~~The IT department is also requesting ARPA funds to upgrade the Digital Evidence Software ($404,424.00). This platform empowers prosecutors and criminal defense attorneys to easily manage various forms of digital evidence, including body-worn, in-car, interview room and CCTV video, photographs, audio, documents and more. Built to optimize discovery, a Digital Evidence Software platform allows attorneys to manage cases more efficiently and collaboratively. A Digital Evidence Software platform allows the IT department to further optimize discovery workflows and remove the tedious administrative work in acquiring and managing evidence.~~

8. Requests for funds across the state greatly exceeded the amount of funds available to distribute to circuits for CY2024-CY2025; therefore, the ARPA funding committee made the decision to cut funding to about 19% of the amount requested. For the Western Circuit, about $3.7M was requested but the Western Circuit will only be awarded $556,623 for CY2024-CY2025.

9. Circuits are allowed to roll over any of the unspent CY2023 ARPA funds that have already been awarded. For CY2023, the Western Circuit was awarded $2,076,189. It is anticipated to have about $1.5M of unspent funds to roll over to CY2024-CY2025. This would be an approximate cumulative amount of grant funds of $2,056,623 for CY2024-CY2025 **(Attachment #2).**

10. The Western Circuit will prioritize funding for any currently authorized and filled positions as well as courtroom audio-visual equipment modernization **(Attachment #3).**

11. This amendment to the ARPA grant covers CY2023–CY2025 or until all of the grants funds have been expended and includes requests for funding to continue current ~~and new~~ positions through the end of the grant period (~~**Attachment # 2**~~).

12. ARPA Funds awarded for the CY2023–CY2025 cycle must be expended by December 31, 2025. Any unused funds for this grant cycle will be forfeited to the Executive Branch.

OPTIONS:

1. Mayor and Commission:
    a. Amend prior approval of Superior Court's agenda item from August 1, 2023 – Judiciary Request for American Rescue Plan Act Funds through the State of Georgia Administrative Office of the Courts, as follows:
        - ~~Authorize the creation of two full-time positions (Gang/Major Crimes Prosecutor and a Legal Assistant) in the District Attorney's Office to facilitate a new Gang Prosecutor Unit;~~
        - ~~Authorize the creation of one full-time Administrative Officer for Probation Services; and~~
        - Adopt a budget ordinance which increases the total amount awarded to the Western Judicial Circuit by $556,623.00 for CY2024 through CY2025 and allow for any remaining funds from CY2023 to roll over (anticipate about $1.5M unspent in CY2023) - ~~$3,770,555 for CY2023 through CY2025 for the purpose of creating three additional full-time positions, updating courtroom technology, and extending the grant period through CY26. This would increase the cumulative CY23 award for the Circuit to $5,846,744~~ (**Attachment # 1**).

2. Mayor and Commission deny amending their prior approval of Superior Court's agenda item from August 1, 2023 – Judiciary Request for American Rescue Plan Act Funds through the State of Georgia Administrative Office of the Courts.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1

DEPARTMENT:
Prepared by: Elisa Zarate



11/28/2023~~October 30, 2023~~

Elisa Zarate Date:

ADMINISTRATIVE COMMENTS:

Pursuant to U.S. Treasury Guidelines, the Western Judicial Circuit has the authority to increase the base pay for ARPA-funded positions to the amount necessary to provide for the market rate of pay required to hire temporary employees to assist with the WJC's backlog. Specifically, there is express support for use of ARPA Funds to hire contract legal services in the Overview of the Final Rule and FAQ 2.23. FAQ 2.23 states that ARPA funds may be used to address court backlogs caused by COVID-19, thus "*steps to reduce these backlogs, such as implementing COVID-19 safety measures to facilitate court operations, hiring additional court staff or attorneys to increase speed of case resolution, and other expenses to expedite case resolution are eligible uses*."

In addition, the Attorney's Office has determined that Sec. 1-9-1(c)(12) of ACCGov's Personnel System does not provide coverage for "[e]mployees of any department who have been exempted from the provisions of the personnel system by the Commission to ensure compliance with regulations of any federal or other governmental agency." Accordingly, in those cases where it is necessary to provide for compliance with federal regulations such as the U.S. Treasury Guidelines authorizing the use of ARPA Funds for the purpose of addressing the WJC's backlog, the Commission is specifically authorized to exempt individuals from the Personnel System. As such, any ARPA-funded full-time or part-time employment positions shall be exempted from coverage under the Personnel System.

The position would be considered temporary full-time that lives outside of the ACCGov pay and classification system. The position would no longer be authorized once the judicial ARPA funds are unavailable. This can be equated to other grant-funded positions in ACCGov, assuming that those also are considered temporary even though grant funding may have continued for a number of years (e.g., prosecution victim advocates).

ADMINISTRATIVE RECOMMENDATION:



~~October 31, 2023~~ November 29, 2023

Manager Date:

ATTACHMENTS:

Attachment #1 – Budget Ordinance
Attachment #2 - CY2023 – CY2025 Budget Form for Western Circuit – Updated
Attachment #3 – CY2023 – CY2023 Budget Revisions

JUDICIAL BRANCH ARPA GRANT BUDGET TEMPLATE

Submitted by: Western Judicial Circuit

Budget Categories			Calendar Year 2023 Current Approved Award		Calendar Year 2023			Calendar Year 2024/2025		
Personnel Services	**Salary**	**Quantity**	**Total**	**Revision/Amendment**	**Total**	**Salary**	**Quantity**	**Total**	**Total Budget**	
Grant Administration and Clerical (include in application section (E) (6))										
N/A	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -	
Total Grant Admin and Clerical Request	**$ -**	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**0**	**$ -**	**$ -**	
Personnel Directly Responding to Case Backlog (include in application section (E) (1))										
Assistant District Attorney	$ 87,780	3	$ 263,340		$ 263,340	$ 15,000	2	$ 30,000	$ 293,340	2 filled
Investigator (DA's Office)	$ 63,011	1	$ 63,011		$ 63,011	$ 68,000	1	$ 68,000	$ 131,011	1 filled
Victim Witness Advocate	$ 49,568	1	$ 49,568		$ 49,568	$ 39,568	1	$ 39,568	$ 89,136	1 filled
Information Technology Systems Analyst (part-time)	$ 31,200	2	$ 62,400	$ (25,000)	$ 37,400	$ 16,000	1	$ 16,000	$ 53,400	1 filled
Judicial Case Manager (Juv. Crt)	$ 52,976	1	$ 52,976	$ (12,000)	$ 40,976	$ -	0	$ -	$ 40,976	
Judge (Juv Crt)	$ 26,000	1	$ 26,000	$ -	$ 26,000	$ -	0	$ -	$ 26,000	
Senior Judge (Superior Court)	$ 19,920	1	$ 19,920	$ -	$ 19,920	$ -	0	$ -	$ 19,920	
Senior Judge (State/Probate/Juvenile)	$ 19,920	1	$ 19,920	$ 40,000	$ 59,920	$ -	0	$ -	$ 59,920	
Probation/Pre-Trial Officer	$ 78,437	2	$ 156,874		$ 156,874	$ 76,874	2	$ 153,748	$ 310,622	2 filled
Probation Lab Tech	$ 45,808	1	$ 45,808	$ -	$ 45,808	$ 39,808	1	$ 39,808	$ 85,616	1 filled
Overtime Pay: Clerk of Court Staff	$ 10,000	1	$ 10,000	$ (2,500)	$ 7,500	$ -	0	$ -	$ 7,500	
Legal Assistant - District Attorney's Office	$ 53,200	2	$ 106,400	$ (53,200)	$ 53,200		1	$ -	$ 53,200	1 filled
Special Gang Prosecutor	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -	
Probation Administrative Officer	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -	
Staff Attorney	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -	
Total-Personnel Directly Responding to Case Backlog	**$ 537,820**	**17**	**$ 876,217**	**$ (52,700)**	**$ 823,517**	**$ 255,250**	**9**	**$ 347,124**	**$ 1,170,641**	
Percentage of "Total-Personnel Directly Responding to Case Backlog" for CYs 2023-2025 Dedicated to Serious Violent Felonies									**51.00%**	
Personnel Court-Based Mental Health Diversion (include in application section (E) (2))										
N/A	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -	
Total Personnel Court-Based Mental Health Diversion (include in applicatio	**$ -**	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**0**	**$ -**	**$ -**	
Personnel Court-Based Substance Use Diversion (include in application section (E) (3))										
N/A	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -	
Total Personnel Court-Based Substance Use Diversion (include in applicatio	**$ -**	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**0**	**$ -**	**$ -**	
Personnel Court-Based Eviction Prevention and Diversion (include in application section (E) (4))										
N/A	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -	
Total Personnel Court-Based Eviction Prevention and Diversion (E) (4)	**$ -**	**0**	**$ -**	**$ -**	**$ -**	**$ -**	**0**	**$ -**	**$ -**	
Total Personnel Costs:	**$ 537,820**	**17**	**$ 876,217**	**$ (52,700)**	**$ 823,517**	**$ 255,250**	**9**	**$ 347,124**	**$ 1,170,641**	

Direct/Administrative Costs:	Amount		CY23 Total	Adjustment	CY23 Budget	Amount		CY 2024/2025	Total Budget
ARPA-Eligible Administrative Expenses (include in application section (E) (6))									
Equipment < $5,000 (Computers & Printers for add'l staff)	$ 15,000	1	$ 15,000	$ (15,000)	$ -	$ -	0	$ -	$ -
Supplies and Materials	$ 20,000	1	$ 20,000	$ (10,000)	$ 10,000	$ -	0	$ -	$ 10,000
Travel – DA Witness & Victim Support for Jury Trials	$ 30,000	1	$ 30,000	$ (25,000)	$ 5,000	$ -	0	$ -	$ 5,000
Voice/Data Communications	$ 4,500	1	$ 4,500	$ (4,500)	$ -	$ -	0	$ -	$ -
Contracts: Parent Attorneys (Juv. Crt.)	$ 101,100	1	$ 101,100	$ 100,000	$ 201,100	$ -	0	$ -	$ 201,100
Contracts: Guardian Ad Litem/Child Attorney (Juv. Crt)	$ 102,400	1	$ 102,400		$ 102,400	$ 70,000	1	$ 70,000	$ 172,400
Contracts: Judicial Staff Attorneys	$ 147,840	1	$ 147,840	$ 60,000	$ 207,840	$ 60,000	1	$ 60,000	$ 267,840
Trial Expenses DA	$ 10,000	1	$ 10,000	$ 10,000	$ 20,000	$ -	0	$ -	$ 20,000
Training	$ 5,000	1	$ 5,000	$ 12,500	$ 17,500	$ -	0	$ -	$ 17,500
ADR Mediations & Judicially Hosted Settlement Conferences	$ 15,000	1	$ 15,000		$ 15,000	$ -	0	$ -	$ 15,000
Court Reporter (State Court)	$ -	0	$ -	$ 20,000	$ 20,000	$ 4,499	1	$ 4,499	$ 24,499
Court Appointed Attorneys (State Court)	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -
Interpreter Services (State Court)	$ -	0	$ -	$ 7,832	$ 7,832	$ -	0	$ -	$ 7,832
Digital Evidence Software	$ -	0	$ -	$ -	$ -	$ 75,000	1	$ 75,000	$ 75,000
Total ARPA-Eligible Administrative Expenses	**$ 450,840**	**10**	**$ 450,840**	**$ 155,832**	**$ 606,672**	**$ 209,499**	**4**	**$ 209,499**	**$ 816,171**
ARPA-Audio Visual Equipment Modernization (include in application section (E) (7))									
Audio-visual equipment modernization	$ 646,000	1	$ 646,000	$ -	$ 646,000	$ -	0	$ -	$ 646,000
ongoing A/V equipment and maintenance	$ -	0	$ -	$ -	$ -	$ -	0	$ -	$ -
Total ARPA Audio Visual Equipment Modernization	**$ 646,000**	**1**	**$ 646,000**	**$ -**	**$ 646,000**	**$ -**	**0**	**$ -**	**$ 646,000**
Temporary Facilities or Workspace (include in application section (E (5))									
Classic Center Jury Trials (Real Estate Rentals)	$ 103,132	1	$ 103,132	$ (103,132)	$ -	$ -	0	$ -	$ -
Total Temporary Facilities or Workspace	**$ 103,132**	**1**	**$ 103,132**	**$ (103,132)**	**$ -**	**$ -**	**0**	**$ -**	**$ -**
Total Direct/Administrative Costs:	**$ 1,199,972**	**12**	**$ 1,199,972**	**$ 52,700**	**$ 1,252,672**	**$ 209,499**	**4**	**$ 209,499**	**$ 1,462,171**

TOTAL OVERALL BUDGET	$ 1,737,792	29	$ 2,076,189	$ -	$ 2,076,189	$ 464,749	13	$ 556,623	$ 2,632,812
						556,623.00		556,623.00	Final Approved v.8.1 rev. 11/3/23

SUPERIOR COURT
WESTERN JUDICIAL CIRCUIT OF GEORGIA
ATHENS-CLARKE and OCONEE COUNTIES

Honorable Eric W. Norris, Chief Judge

325 E. Washington St.
Suite 580
Athens, Georgia 30601
(706) 546-7704
(706) 208 – 0186 - Fax

TO: ARPA Committee

FROM: Eric W. Norris, Chief Superior Court Judge, Western Judicial Circuit

DATE: December 1, 2023

Western Judicial Circuit

CY 23-24-25 Budget Revision Notes

Personnel

- Assistant District Attorney: Continue the two (2) currently filled Assistant District Attorney positions for all of CY2024 using carryover and new funds. Eliminate the one (1) unfilled Assistant District Attorney as of CY2024.

- Investigator (DA's Office): Continue the one (1) currently filled DA Investigator position for all of CY2024 using carryover and new funds.

- Victim Witness Advocate: Continue the one (1) currently filled DA Victim Assistant position for all of CY2024 using carryover and new funds.

- IT Systems Analyst: Continue the one (1) currently filled part-time IT Systems Analyst position for all of CY2024 using carryover and new funds. Eliminate the one (1) unfilled part-time IT Systems Analyst position as of CY2024.

- Judicial Case Manager (Juv Crt): Eliminate funds for the Juvenile Court Case Manager as of CY2024.

- Judge (Juv Crt): Eliminate funds for the Juvenile Court Judge as of CY2024.

- Senior Judge (Superior Court): Continue the Superior Court Senior Judge funds using carryover funds.

- Senior Judge (State/Probate/Juvenile): Use $40,000 in CY23 carry over to continue senior judge in CY24.

- Probation/Pre-Trial Officer: Continue the two (2) currently filled Probation Officer positions for all of CY2024 using carryover and new funds.

- Probation Lab Tech: Continue the one (1) currently filled Probation Lab Tech position for all of CY2024 using carryover and new funds.

- Overtime Pay: Clerk of Court Staff: Eliminate funds for Clerk of Court overtime as of CY2024.

- Legal Assistant – DA's Office: Continue the one (1) currently filled DA Legal Assistant position for all of CY2024 using carryover and new funds.

- Special Gang Prosecutor: No funding for the newly requested DA Special Gang Prosecutor for CY2024.

- Probation Administrative Officer: No funding for the newly requested Probation Administrative position for CY2024.

- Staff Attorney: No funding for the newly requested Staff Attorney for CY2024.

Administrative/Contracts

- Equipment: Reduce funds to only cover expenses through CY2023 with no funds as of CY2024.

- Supplies: Reduce funds to only cover expenses through CY2023 with no funds as of CY2024.

- Travel – DA Witness & Victim Support: Reduce funds to only cover expenses through CY2023 with no funds as of CY2024.

- Voice/Data Communications: Reduce funds to only cover expenses through CY2023 with no funds as of CY2024.

- Contracts- Parent Attorneys (Juv Crt): Continue funds for some or all of CY2024 using carryover funds.

- Contracts – Guardian Ad Litem/Child Attorney (Juv. Crt): Continue funds for some or all of CY2024 using new funds.

- Contracts – Judicial Staff Attorneys: Continue funds for Juvenile and Probate Court contract attorneys for all of CY2024 using carryover and new funds.

- Trial Expenses – DA: Reduce funds to only cover expenses through CY2023 with no funds as of CY2024.

- Training: Use CY23 carry over funds of $12,500 to continue activity in CY24

- ADR Mediations & Judicially Hosted Settlement Conferences: Continue funds for some of CY2024 using carryover funds.

- Court Reporter (State Court): Add $20,000 in CY23 carry over funds and $4,449 in new CY24 funds to continue work in CY24.

- Court Appointed Attorneys (State Court): No funds for State Court court appointed attorneys (not an allowable expense).

- Interpreter Services (State Court): Add $7,832 in CY23 carry over funds to continue work in CY24.

- Digital Evidence Software: Add funds for the DA Digital Evidence Management System for CY2024 using carryover and new funds.

- A/V modernization: Continue the A/V upgrade project with carryover funds.

- Classic Center Jury Trials: Reallocate the unspent funds for Classic Center rental as carryover to be used elsewhere.



Eric W. Norris
Chief Judge, Western Judicial Circuit

AN ORDINANCE TO AMEND THE CODE OF ATHENS-CLARKE COUNTY, GEORGIA WITH RESPECT TO **STORMWATER UTILITY**; AND FOR OTHER PURPOSES.

The Commission of Athens-Clarke County, Georgia hereby ordains as follows:

SECTION 1. Section 5-3-3 of the Code of Athens-Clarke County, Georgia, entitled "Definitions," is hereby amended by deleting the definitions of "Equivalent runoff unit (ERU)," "Medium single-family," and "Small single-family," and replacing such definitions as follows:

> *Equivalent runoff unit (ERU)* means the statistical average horizontal impervious area of a single-family property between 2,001 and 4,000 square feet of impervious area within Athens-Clarke County as of the date of adoption of this article. The horizontal impervious area includes, but is not limited to, all areas covered by structures, roof extensions, patios, porches, driveways and sidewalks. The average square footage of horizontal impervious surface for a single-family property is determined to be 3,000 square feet.
>
> *Medium single-family* means a single-family property with at least 2,001 square feet but less than 4,000 square feet of impervious area.
>
> *Small single-family* means a single-family property with less than 2,000 square feet of impervious area.

Said defined terms shall be placed in Section 5-3-3 of the Code of Athens-Clarke County, Georgia, with the other defined terms in that code section and arranged alphabetically therein.

SECTION 2. Section 5-5-6 of the Code of Athens-Clarke County, Georgia, entitled "Scope of responsibility for systems and facilities," is hereby amended by adding the phrase "latest adopted version" before the phrase "Department of Transportation and Public Works Policy and Procedure Statement PW-002," and deleting the phrase "as adopted by the Mayor and Commission January, 1992," in paragraph (2) of subsection (a) thereof so that said paragraph now reads as follows:

> (2) On private property as provided for in the latest adopted version of the Department of Transportation and Public Works Policy and Procedure Statement PW-002; or

SECTION 3. Section 5-5-8 of the Code of Athens-Clarke County, Georgia, entitled "Service charge rates," is hereby amended by deleting the current table in subsection (e) thereof, replacing said table, and adding the text "Beginning with the July 2024 Billing the Calculation of Charges will be as follows" before the table and adding the text "Beginning with the July 2025 billing, the calculations of charges will include an annual increase of 3.75% through July 2029. Starting with fiscal year 2030 and continuing through fiscal year 2033, the annual increases will be 2.0%," after the table so that said subsection (e) now reads as follows:

(e) *Calculation of charges.* The monthly stormwater utility charges imposed to recover the cost of the stormwater utility program are as follows:

Beginning with the July 2024 billing, the calculation of charges will be as follows:

Base Charge	$2.76 x ERU
Quantity Charge	$1.15 x ERU
Quality Charge	$0.76 x ERU x Water Quality Factor

Beginning with the July 2025 billing, the calculation of charges will include an annual increase of 3.75% through July 2029. Starting with fiscal year 2030 and continuing through fiscal year 2033, the annual increases will be 2.0%.

Section 5-5-8 of the Code of Athens-Clarke County, Georgia, is hereby further amended by deleting "2,628" from subsection (e), paragraph (1), subparagraph (b) thereof, and replacing it with "3,000," so that said subparagraph (b) now reads as follows:

b. An ERU will represent 3,000 square feet of impervious area.

Section 5-5-8 of the Code of Athens-Clarke County, Georgia, is hereby further amended by deleting "equal to 1.0 ERU" from subsection (e), paragraph (1), subparagraph (c), division (5) thereof, and replacing it with "calculated in the same manner as Single-Family Residential" so that said division (5) now reads as follows:

5. *Duplex and triplex*–The charges shall be calculated in the same manner as Single-Family Residential.

SECTION 4. Section 5-5-10 of the Code of Athens-Clarke County, Georgia, entitled "Exemptions," is hereby amended by adding a new paragraph (3) in subsection (d) thereof that shall read as follows:

(3) Facilities designed to meet 1 inch of infiltration through Green Infrastructure will be eligible for a credit in the amount of 20 percent of the stormwater service charge. This credit may be taken in addition to any other credit including the stormwater quality credit.

Section 5-5-10 of the Code of Athens-Clarke County, Georgia, is hereby further amended by adding renumbering the present paragraph (3) in subsection (d) to paragraph (4). Additionally, the present text of this paragraph shall be deleted in its entirety and replaced as follows:

(4) The owner of property which is used as a site for a public or private school and which agrees to teach a general environmental science curriculum that, which includes water protection measures at the primary or secondary level,

may receive a credit against the stormwater service charge applicable to the property of five percent of the service charge applicable to the property. The amount of the credit against stormwater service charges which may be received may be increased up to an additional 15 percent of the service charge applicable to the property for a total of a 20 percent total educational credit. The amount of credits given shall be as determined by the director based on the number of contact hours and the curriculum being taught and on a recommendation of the Athens-Clarke County Green School Committee. The educational credit may be taken in addition to any other credit available under this section. Prior to October 1 of each year, individual schools must enroll in the Green School Program following directions set forth by the Green School Committee. For purposes of this educational credit a public school shall be any school operated by the Athens-Clarke County School District and a private school shall be a school operated by a private entity teaching some or all of the grades K through 12 at which are taught subject[s] commonly taught in the public schools operated by the Athens-Clarke County School District.

Section 5-5-10 of the Code of Athens-Clarke County, Georgia, is hereby further amended by adding renumbering the present paragraph (4) in subsection (d) thereof to paragraph (5). The present paragraph (5) of subsection (d) thereof shall be renumbered to paragraph (6). Additionally, a new paragraph (7) shall be added to subsection (d) thereof that shall read as follows:

(7) Watershed Stewardship credits for activities such as participation in stream clean-ups, rainscaping workshops, septic system maintenance, and other actions are eligible for credits according to policies created by the director.

Section 5-5-10 of the Code of Athens-Clarke County, Georgia, is hereby further amended by adding a new subsection (e) that shall read as follows:

(e) *Type V exemption.* Any developed parcel for which it can be demonstrated that the post developed runoff amounts and peak flows from the developed areas of the site are not any higher than that associated with a curve number of 55 in all rain events are exempt from the stormwater service charge.

SECTION 5. Section 5-5-12 of the Code of Athens-Clarke County, Georgia, entitled "Service charge billing, delinquencies and collections, appeals," is hereby amended by adding the phrase "use of a collection agency and/or" to paragraph (1) of subsection (b) thereof and deleting "one" and replacing it with "two" in paragraph (2) of subsection (b) thereof so that said subsection (b) now reads as follows:

(b) *Delinquencies and collections.*

(1) Unpaid stormwater service fees shall be collected by use of a collection agency and/or filing suit to collect on an unpaid account and by using all methods allowed by Georgia law to collect on any

judgment obtained thereby, including enforcement of any lien resulting from any such judgment. In no instance shall the unpaid service charge constitute a direct lien against the property.

(2) A two percent per month late charge shall be assessed against the owner for the unpaid balance of any stormwater utility service charge that becomes delinquent.

SECTION 6. The Clerk of Commission, after consultation with the Athens-Clarke County Attorney, is hereby authorized to correct any scrivener's errors found herein.

SECTION 7. If any section, subsection, subdivision, sentence, clause, phrase or portion of this ordinance or the application thereof to any person or place, is for any reason held to be invalid or unconstitutional by the final decision of any court or tribunal of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 8. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Revisions to Chapter 5-5, Stormwater Utility Ordinance

DATE: October 25, 2023

BUDGET INFORMATION:

REVENUES:	$5,631,000	Stormwater Utility Fee Revenue Expected for FY2025
EXPENSES:		
ANNUAL:	$4,031,000	Operations including salaries and benefits
	$300,000	Proposed Rock Program, Street Sweeping, Limited Driveway Pipe Cleaning, and Limited Drainage Improvement Agreements (FY2025)
	$100,000	Maintenance of Outlet Control Structures FY2025
CAPITAL:	$1,200,000	Capital Stormwater Maintenance FY2025

FUNDING SOURCE: Stormwater Utility Enterprise Fund

COMMISSION ACTION REQUESTED ON: December 5, 2023

PURPOSE:
To request that the Mayor and Commission adopt revisions to Chapter 5-5 of the ACCGov Code of Ordinances, as shown in **Attachment #1**, to revise the Stormwater Utility fee rate structure.

HISTORY:
1. On February 4, 2003, Mayor and Commission (M&C) approved the Athens-Clarke County (ACCGov) Stormwater Management Program for compliance with the NPDES Phase II Stormwater Permit. This program specified the level and scope of service and identified tasks that ACCGov would undertake over a five-year period to comply with regulations identified in the Phase II Permit.

2. On April 1, 2003, M&C authorized the Manager's Office to create a resident/staff Stormwater Advisory Committee (SAC) to assist with the implementation of the Stormwater Management Program. The SAC's charge was to review the current funding structure for the stormwater program and to make recommendations as to how the program would be funded in the future.

3. Between June and August 2003, the SAC worked with staff to review the types of activities the Stormwater Management Program would include, the level of resources necessary to conduct

these activities, and the funding options available to the community to fund these activities.

4. On November 4, 2003, M&C designated the following sources as the primary methods of funding for the Stormwater Management Program:
   a. Special Purpose Local Option Sales Tax
   b. Additional Development Fees, and
   c. Stormwater Enterprise Fund (Stormwater Utility).

5. On January 6, 2004, M&C awarded a contract to Earth Tech, Inc. to assist staff and the SAC with developing recommendations for a rate structure for a stormwater utility.

6. On December 7, 2004, M&C adopted the stormwater utility ordinance (Chapter 5-5) describing the proposed rate structure, fees, service areas, and credit policies.

7. On July 1, 2005, the Stormwater Utility Fee was implemented. M&C approved the reduction of the millage rate by 0.6 mills (from 13.40 to 12.80) to reflect the shift of $1.7 million from the General Fund to the new Stormwater Enterprise Fund via the newly imposed fee.

8. On October 3, 2006, M&C adopted a revision to Section 5-5-10 of the ACC Code of Ordinances to allow public and private universities to apply for educational credits as part of their Stormwater Utility bill.

9. On March 14, 2017, Transportation and Public Works (T&PW) staff presented an overview of the stormwater program at a scheduled M&C work session. T&PW staff recommended proceeding with a consultant to assess the stormwater utility's equity and effectiveness to make recommendations on adjustments to the rate and credit structure.

10. On December 5, 2017, M&C awarded the contract for a stormwater funding review to the Stantec/EPG team. Work began in March 2018.

11. In August and September 2018, T&PW advertised an online survey to gather public input on the scope of services provided by the Stormwater Management Program (SMP).

12. On August 16, 2018, Stantec and T&PW hosted two public meetings to discuss the Stormwater Funding Review.

13. On September 11, 2018, T&PW staff presented at a scheduled M&C work session the preliminary findings for Phase I of the Stormwater Funding Review: Stormwater Costs and Funding Strategy. M&C requested a second work session to provide additional opportunity to consider alternatives.

14. On November 13, 2018, T&PW staff presented at a scheduled M&C work session additional information for Phase I of the Stormwater Funding Review: Stormwater Costs and Funding Strategy.

15. On December 4, 2018, M&C accepted Phase I of the Stormwater Funding Review along with strategy recommendations to expand the level of service to include maintenance of a public zone of influence at pipe outlets, adding a 2-person crew for televising and inspecting storm pipes, adding a 2-person crew for enhanced operation of vacuum trucks for pipe cleaning, and funding of existing pipe replacements.

16. Between January 24 and February 26, 2019, ACCGov and Stantec team staff conducted six public meetings at locations throughout Athens-Clarke County. These meetings were attended by a total of 130 people.

17. On April 9, 2019, ACCGov and Stantec Team staff presented the preliminary findings for Phase II of the Stormwater Funding Review: Stormwater Fee Rate and Credit Review at a scheduled M&C work session.

18. On July 2, 2019, ACCGov accepted Phase II of the Stormwater Funding Review.

19. In September 2020, Mayor Girtz assigned to the Government Operations Committee (GOC) the task of reviewing the Stormwater Level of Service.

20. In November 2020, the GOC recommended that M&C establish a Stormwater Advisory Committee to investigate Stormwater Level of Service.

21. On January 6, 2021, M&C approved the GOC recommendation to establish a Stormwater Advisory Committee to investigate Stormwater Level of Service. Mayor Girtz appointed a committee consisting of the following members:
    a. Bruno Giri – Chair
    b. Cassidy Lord
    c. Jamie Hill
    d. Ed Lane
    e. David Hyde

22. On March 28, 2023, at their 15th meeting, the Stormwater Advisory Committee considered four level of service options studied by Stantec. The financial information accompanying each level of service (**Attachment #**2) reflected updated impervious surface data. They chose to recommend Option 3. Choosing this option was a reflection of committee members' interest in taking affordable, commonsense steps that move the community in a positive direction, the need for a dedicated source of funding for public stormwater capital costs that reflects current economic conditions, an interest in bringing greater specificity to the extent and level of service on private property in a way that realistically reflects fiscal limitations, and the sense that although costs associated with stormwater issues may not always be apparent, a proactive approach saves money and reduces frustration for everyone in the end. It was noted that the rate structure for the stormwater fee had not been changed since its inception in 2005. Committee members felt that the importance of water and sound stormwater

management to the health and safety of the community could not be ignored. The Committee also approved a revised version of PW-002 describing extent and level of service on private property.

a. Option 1 would fund the current level of service. This includes capital funding for stormwater monitoring required as part of Clean Water Act requirements.
b. In addition to the level of service provided in Option 1, Option 2 would also include limited driveway cleaning, a rock program, and additional street sweeping.
c. In addition to the level of service provided in Option 2, Option 3 would also include funding for sustainable capital maintenance. Although this would not fund the existing capital deficit, it would sustainably build funding for future stormwater capital replacement needs by accounting for life cycle costs.
d. In addition to the level of service provided in Option 3, Option 4 would also provide for contracted maintenance of drainage systems within single family residential areas.

23. In July 2023, Stantec developed an amended version of Option 3 that included limited maintenance (outlet control structure only) of detention basins that serve multiple residential lots and that are on lots not owned or maintained by a Homeowners Association. This new option was called 3b, and the original option 3 was been re-labelled as 3a.

24. On August 10, 2023, T&PW staff presented the findings of the Stormwater Advisory Committee at a scheduled M&C Work Session.

25. On August 15, 2023, the Stormwater Advisory Committee recommended Option 3b.

26. On September 5, 2023, M&C approved the Extent and Level of Service of Service 3b along with a re-written PW-002 policy that reflects the approved Extent of Service. Mayor & Commission also directed the Manager to bring to them for approval an amended Chapter 5-5 (Stormwater Utility) that reflects the approved Extent of Service.

FACTS & ISSUES:

1. The Stormwater Utility is a fee assessed to all developed properties within Athens-Clarke County that is charged based on the property's contribution to the need for stormwater management. The fee is calculated with the following variables:
   - Impervious surface area: Impervious surface like driveways, roof tops, and patios increase the velocity and volume of stormwater runoff.
   - Water quality factor: High density developments result in more polluted stormwater runoff than low density development. Therefore, a water quality factor is applied to a property based on the intensity of the development.

2. The stormwater fee consists of three parts:
   - Base Charge: recovers fixed stormwater management expenditures
   - Quantity Charge: recovers stormwater quantity related expenditures (flood prevention /mitigation)

- Quality Charge: recovers water quality related expenditures

3. The stormwater fee is used to fund compliance with the Clean Water Act (specifically the Georgia General NPDES Stormwater Permit No. GAG610000), and to repair and replace failing stormwater infrastructure. The Stormwater Permit describes a stormwater management program that covers a number of items categorized into the following six broad categories:
    a. Public Education and Outreach
    b. Public Involvement
    c. Illicit Discharge Detection and Elimination
    d. Construction Site Stormwater Runoff Control
    e. Post-Construction Stormwater Management
    f. Pollution Prevention/Good Housekeeping

4. Residential properties are placed into one of three tiers to determine the Equivalent Runoff Units (ERU). These tiers have been updated to reflect updated impervious surface information (See **Attachment #1** for more details).

5. The use of a three-component fee is different from the most commonly utilized structure which uses a single charge applied to the number of ERUs. However, the three-component charge allows for a more accurate proportion of costs, and it therefore provides a more equitable fee structure.

6. Option 3b (Fund Sustainable Capital Maintenance) was recommended by the Stormwater Advisory Committee for Level of Service. Committee members expressed an interest in funding capital from the fee because it represents a dedicated source of funding ($1.2 million per year for sustainable capital maintenance) that is more reliable than SPLOST and TSPLOST for this purpose. Committee members also wanted to clarify any assistance offered by ACCGov for drainage issues on private property to minimize confusion. This resulted in a re-write of the policy statement (PW-002) that describes extent and level of service. Members noted that although public stormwater infrastructure and the need for stormwater management may not always be obvious, real costs are associated with lack of attention to these issues.

7. The other options considered by the Committee were the following:
    a. Option 1 (Fund Current Level of Service)
    b. Option 2 (Fund Enhanced Level of Service including limited driveway cleaning, rock program, and additional street sweeping)
    c. Option 4 (Fund Enhanced Extent of Service on Private Property)

8. Option 3b includes the Extent and Level of Service described in PW-002 along with maintenance of outlet control structures for detention basins in single family residential neighborhoods that receive runoff from multiple parcels and that are not maintained by a Homeowners' Association. PW-002 incorporates a rock program based on the one being implemented by Gwinnett County whereby rock riprap is provided to the road right of way

by ACCGov and placed by the property owner. The proposed rock program, together with additional street sweeping, limited driveway pipe cleaning, and limited Drainage Improvement Agreements described in PW-002, requires $300,000 annually in this option. $100,000 per year would be allocated for maintenance of outlet control structures of residential detention basins that are not currently maintained by homeowners. Revenue from the Stormwater Utility fee for Fiscal Year 2025 is expected to be $5.63 million.

9. As shown in **Attachment #2**, the monthly fee for the medium single family residential category increases from $3.50 to $4.73 starting with the July 2024 billing, with 3.75% increases for each of the next five years, followed by 2% increases thereafter through fiscal year 2033.

10. Revisions to Chapter 5-5 include the following:
    a. Changes to implement Option 3B from the Stantec study (Attachment #2) including the impervious surface area for an equivalent runoff unit, the impervious area transition from small to medium single family residential, and the charges per equivalent runoff unit.
    b. Expanding stormwater fee credit opportunities, including those for single family residential properties.
    c. Accounting for the impervious surface areas of duplexes and triplexes more accurately.
    d. Assessing relevant school education programs through the Green School program.
    e. Additional provisions for delinquencies and collections.

11. If the new Stormwater Utility fee structure revisions are approved by M&C, as shown on **Attachment #1**, TPW staff will initiate notification letters to inform property owners of the changes expected to be in effect July 1, 2024, and shall include updated stormwater capital requests in the upcoming annual budget review for M&C consideration and approval.

12. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Built and Natural Infrastructure, Strategy E: *Address ecosystem health, infrastructure sustainability and resilience.*

OPTIONS:

1. Mayor and Commission adopt a revision to the Stormwater Utility Ordinance, Chapter 5-5 of the Athens-Clarke County Code of Ordinances, as shown in **Attachment #1**.

2. Mayor and Commission do not adopt the revision to the Stormwater Utility Ordinance.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1

DEPARTMENT: Transportation & Public Works
Prepared by: Todd Stevenson, P.E., Stormwater Administrator, for



Rani Katreeb
Interim Director

October 25, 2023
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1



Manager

November 7, 2023
Date:

ATTACHMENTS:

Attachment #1: Stormwater Utility Ordinance with Proposed Revisions
Attachment #2: Stantec Financial Information

CHAPTER 5-5. STORMWATER UTILITY

Sec. 5-5-1. Purpose.

Sec. 5-5-2. Findings.

Sec. 5-5-3. Definitions.

Sec. 5-5-4. Stormwater utility established.

Sec. 5-5-5. Enterprise fund established.

Sec. 5-5-6. Scope of responsibility for systems and facilities.

Sec. 5-5-7. Service charges, user fees, etc.

Sec. 5-5-8. Service charge rates.

Sec. 5-5-9. Stormwater service areas.

Sec. 5-5-10. Exemptions.

Sec. 5-5-11. Procedure for applying for credits and adjustments to service charges.

Sec. 5-5-12. Service charge billing, delinquencies and collections, appeals.

Sec. 5-5-1. Purpose.

Athens-Clarke County is authorized by the State constitution, including, without limitation, Article IX, Section II, Paragraphs I(a) and III(a)(6) thereof and state law, to provide stormwater management services, systems and facilities throughout Athens-Clarke County, which services, systems and facilities contribute to the protection and preservation of the public health, safety and welfare, and protection of the natural resources of Athens-Clarke County. The Federal Clean Water Act, as amended by the Water Quality Act of 1987 (33 U.S.C. § 1251 et seq.), other amendments and rules promulgated by the United States Environmental Protection Agency pursuant to the Act, place increased emphasis on the role of local governments in developing, implementing, conducting and making available to its citizens and property owners stormwater management services which address water quality and volume impacts of stormwater runoff. The Athens-Clarke County Commission has determined that development in Athens-Clarke County to date, and the outlook for continued development at an increasing rate in the future, has created and will continue to create additional needs for stormwater management services, systems and facilities within Athens-Clarke County. Athens-Clarke County has engaged a consultant to perform Professional Engineering and Financial Analyses of Athens-Clarke County's stormwater management needs and the alternatives available to Athens-Clarke County for dealing with stormwater management, and has received, reviewed and considered the results of the consultant's analyses which identify stormwater management needs, propose strategic program goals and priorities, estimate the cost of stormwater management services, systems and facilities, examine reasonable charges by Athens-Clarke County for providing such services and facilities and project the rate base available within Athens-Clarke County to support such costs. The Athens-Clarke County Commission finds and concludes from the Professional Engineering and Financial Analyses that it would be desirable to provide for additional stormwater management services, systems and facilities within Athens-Clarke County. Athens-Clarke County Commission finds and concludes from the Professional Engineering and Financial Analyses that a fair and equitable rate structure for those owners of developed property in Athens-Clarke County receiving the benefits of stormwater management services, systems and facilities, the proceeds of which will be dedicated to Athens-Clarke County stormwater utility for carrying out its purposes, will be essential if Athens-

Clarke County is to provide the level of stormwater management services, systems and facilities that would be desirable to meet the existing and future stormwater management needs of Athens-Clarke County.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-2. Findings.

The Athens-Clarke County Commission makes the following findings of fact:

(a) Athens-Clarke County is authorized by the state constitution, including, without limitation, Article IX, Section II, Paragraphs I(a) and III(a)(6) thereof and state law to provide stormwater management services, systems and facilities throughout Athens-Clarke County.

(b) The management of stormwater and other surface water discharges within and beyond Athens-Clarke County is a matter that affects the health, safety and welfare of all residents and businesses in Athens-Clarke County.

(c) Improper management of stormwater runoff may cause erosion of lands, threaten businesses and residences, and other facilities with water damage and may create environmental damage to the rivers, streams and other bodies of water within and adjacent to Athens-Clarke County.

(d) A system for the collection, conveyance, storage, treatment and disposal of stormwater provides services to all properties within Athens-Clarke County and surrounding areas.

(e) Failure to effectively manage stormwater affects the operations of sanitary sewer operated by Athens-Clarke County by, among other things, increasing the likelihood of infiltration and inflow into the sanitary sewer system.

(f) Failure to effectively manage stormwater contributes to the further degradation of the water quality in area waterbodies which may result in higher levels of treatment requirements imposed on Athens-Clarke County's wastewater treatment facilities and increased water treatment cost of potable water supplies.

(g) The Federal Clean Water Act, as amended by the Water Quality Act of 1987 (33 U.S.C. § 1251 et seq.) (the "Act"), and rules promulgated by the United States Environmental Protection Agency pursuant to the Act imposed by regulatory obligations of its national pollutant discharge elimination system (NPDES) permit require Athens-Clarke County to reduce pollution in its stormwater discharge and increase water quality to the maximum extent practicable.

(h) Proper management of stormwater is a key element of having clean water with adequate assimilative capacity for treated wastewater discharges and adequate potable drinking water that are essential to support existing and future development in Athens-Clarke County. Athens-Clarke County has several rivers and streams listed on the list of impaired waters produced by the Georgia Department of Natural Resources, Environmental Protection Division, or other appropriate authorities pursuant to Section 303(d) of the Act.

(i) Compliance with the regulatory obligations of the NPDES permit will substantially increase the cost of stormwater management above that which is currently spent for drainage and flood control.

(j) The cost of operating and maintaining the Athens-Clarke County stormwater management system and financing necessary repairs, replacements, improvements and extensions thereof should, to the extent practicable, be allocated in relationship to the services received from the system.

(k) In order to protect the health, safety and welfare of the public, the unified government of Athens-Clarke County hereby exercises its authority to establish a stormwater utility and establish rates for stormwater management services.

(l) In promulgating the regulations contained in this section, Athens-Clarke County is acting pursuant to authority granted by the Constitution of the State of Georgia and the Charter of Athens-Clarke County to provide for stormwater collection and disposal. Ga. Const. art. IX, § II, ¶ III(a)(6).

(m) The unified government of Athens-Clarke County fully incorporates by reference into these findings the Stormwater Utility Development and Implementation Plan dated May 2004, the Funding Action Strategy dated September 2003, the Stormwater Areawide Master Plan dated March 2001 (hereinafter collectively referred to as the "Professional Engineering and Financial Analyses"), said documents on file in the office of the transportation and public works department.

(n) The Professional Engineering and Financial Analyses conducted on behalf of and submitted to Athens-Clarke County assess and define the stormwater management issues, needs, goals, program priorities and operational opportunities of Athens-Clarke County.

(o) Given the issues, needs, goals, priorities and operational opportunities identified in the Professional Engineering and Financial Analyses submitted to Athens-Clarke County, Athens-Clarke County determines to establish a stormwater utility within Athens-Clarke County that is dedicated specifically to the management, maintenance, protection, control, regulation, use and enhancement of stormwater management services, systems and facilities in Athens-Clarke County in concert with other water resource management programs.

(p) Stormwater management is applicable and needed throughout Athens-Clarke County. Development in Athens-Clarke County has altered the natural hydrology with some natural elements having been replaced or augmented by man-made facilities. Even areas of Athens-Clarke County that remain less densely developed and rural in character with natural stormwater drainage predominating demand services along roads where ditches and culverts have been installed. As a result, stormwater management services systems and facilities needs apply to all areas of Athens-Clarke County.

(q) The stormwater needs in Athens-Clarke County include, but are not limited to, protecting the public health, safety and welfare. Provision of stormwater management services, systems and facilities and regulation of the use therefore renders and/or results in both service and benefit to individual properties, property owners, citizens and residents of Athens-Clarke County, and to all properties, property owners, citizens and residents of Athens-Clarke County concurrently in a variety of ways as identified in the Professional Engineering and Financial Analyses.

(r) The service and benefit rendered or resulting from the provision of stormwater management services, systems and facilities may differ over time depending on many factors and considerations, including, but not limited to, location, demands and impacts imposed upon the stormwater management services, systems and facilities, and risk exposure. It is practical and equitable to allocate the cost of stormwater management among the owners of properties in proportion to the long-term demands the properties owned impose on Athens-Clarke County's stormwater management services, systems and facilities which render or result in services and benefits to such properties and the owners thereof.

(s) Athens-Clarke County presently owns and operates stormwater management systems and facilities which have been developed, installed and acquired through various mechanisms over many years. The future usefulness and value of the existing stormwater management systems and facilities owned and operated by Athens-Clarke County, and of future additions and improvements thereto, rests on the ability of Athens-Clarke County to effectively manage, protect, control, regulate, use and enhance the stormwater management systems and facilities in Athens-Clarke County in concert with the management and regulation of other water resources in Athens-Clarke County. In order to do so, Athens-Clarke County must have adequate and stable funding for its stormwater management services, systems and facilities.

(t) A stormwater utility provides the most practical and appropriate means of properly delivering stormwater management services, systems and facilities throughout Athens-Clarke County, and the

most equitable means to regulate the use of a higher level of stormwater management services, systems and facilities in Athens-Clarke County through stormwater service charges, user fees and other mechanisms as described more fully herein.

(u) A schedule of stormwater utility service charges based in part on the area of impervious surface located on each property is the most appropriate and equitable means of allocating the cost of stormwater management services, systems and facilities throughout Athens-Clarke County. Such service charges may be complemented by other types of charges which address specific needs, including, but not limited to, special service fees, special assessments, use of proceeds from special purpose local option sales taxes and other forms of revenue, as deemed appropriate by Athens-Clarke County Commissioners.

(v) The existence of privately owned and maintained on-site or off-site systems, facilities, activities or assets which significantly reduce or otherwise mitigate the impact of a particular property on Athens-Clarke County's stormwater utility's cost of providing stormwater management services and/or stormwater management systems and facilities should be taken into account to reduce the service charge on that property either in the form of a direct reduction or credit, and that such reduction or credit should be conditional upon continuing provision of such services, systems, facilities, activities or assets in a manner complying with the standards and codes as determined by Athens-Clarke County and as set forth herein.

(w) The area of impervious surfaces on each property is the most important factor influencing the cost of the stormwater management services, systems and facilities provided by Athens-Clarke County or to be provided by Athens-Clarke County in the future, and the area of impervious surfaces on each property is therefore the most appropriate parameter for calculating a periodic stormwater service charge.

(x) In addition to impervious area, the amount and types of pollutants that are carried by stormwater runoff is closely tied to the use of the property. Sampling of stormwater runoff from across the United States has demonstrated that the runoff from the more heavily used property, such as commercial and industrial developments, contain greater quantities of pollutants than less intensely developed residential properties. The water quality component of Athens-Clarke County's stormwater program will concentrate more heavily in those areas where the land use of the properties generates the greatest quantity of pollutants and will be reflected in the stormwater quality charge of those properties.

(y) It is imperative that the proceeds from all service charges for stormwater management services, systems and facilities, together with any other revenues raised or otherwise allocated specifically to stormwater management services, systems and facilities, be dedicated solely to those purposes, and the commission directs that such proceeds of service charges and revenues shall therefore be deposited into the enterprise accounting fund of the Athens-Clarke County stormwater utility and shall remain in that fund and be disbursed only for stormwater management capital, operating and non-operating costs, lease payments and debt service of bonds or other indebtedness for stormwater management purposes.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-3. Definitions.

(a) *Generally.* The following definitions shall apply in the interpretation and enforcement of this chapter, unless otherwise specifically stated or where the context clearly indicates a different meaning:

Act means and refers to the Clean Water Act, as amended by the Water Quality Act of 1987 (33 U.S.C. § 1251 et seq.), as amended, and the rules and regulations promulgated by the United States Environmental Protection Agency pursuant thereto.

Agriculture means a developed property other than a single-family property that is zoned AR and has ten percent or less impervious area on the parcel. If a property is not zoned AR, but the property's primary use is agriculture, the owner may make application for the agriculture customer designation, provided that the agricultural operation has an approved farm plan from the Natural Resource Conservation Service (NRCS).

Base charge means a charge to all developed property based on the annual administrative and management costs of the stormwater utility. The base charge recognizes that all developed property in Athens-Clarke County contributes to the stormwater discharge that Athens-Clarke County must manage and that all developed property in Athens-Clarke County receives services from the stormwater management activities that Athens-Clarke County provides.

Credit means a reduction in the amount of a stormwater service charge to the owner of a particular parcel for the existence and use of significantly owner maintained and operated on-site or off-site stormwater systems or facilities, or continuing provision of services or activities that reduce or mitigate the Athens-Clarke County stormwater utility's cost of providing stormwater management services, systems and facilities for that particular parcel.

Developed property means a parcel that has been altered from its natural state by the addition of any improvement, such as a building, structure or other impervious surface with a footprint greater than 300 square feet and where a certificate of occupancy has been issued, or upon completion of construction or final inspection if no such certificate is issued; or where construction of an improvement is at least 50 percent complete and construction is halted for a period exceeding three months. Developed property includes but is not limited to, transient rentals (such as hotels and motels), multifamily apartment buildings or condominiums, commercial or industrial developments, institutional schools, hospitals and churches, federal, state, and local governmental properties, and parking parcels.

Director means the director of the Athens-Clarke County Department of Public Works and Transportation or his designees.

Duplex means a detached residential structure containing two dwelling units, designed for occupancy by not more than two families living independent of each other.

Equivalent runoff unit (ERU) means the statistical average horizontal impervious area of a single-family property between ~~1,500~~ 2,001 and 4,000 square feet of impervious area within Athens-Clarke County as of the date of adoption of this article. The horizontal impervious area includes, but is not limited to, all areas covered by structures, roof extensions, patios, porches, driveways and sidewalks. The average square footage of horizontal impervious surface for a single-family property is determined to be ~~2,628~~ 3,000 square feet.

Impervious area means those areas which prevent or impede the infiltration of stormwater into the soil in the manner in which it entered the soil, in natural conditions, prior to development.

Large single-family means a single-family property with more than 4,000 square feet of impervious area.

Medium single-family means a single-family property with at least ~~1,500~~ 2,001 square feet but less than 4,000 square feet of impervious area.

Other developed property means any developed property which is not a small, medium or large single-family property, a duplex, or a triplex.

Parcel means a discrete unit of land created by subdivision, which complies with all applicable laws at the time such parcels were created, as identified in the Athens-Clarke County deed and/or tax records, that is developed property.

Quantity charge means a charge that may be imposed on all developed property in Athens-Clarke County based on the impervious area and/or other factors that Athens-Clarke County determines reasonably reflect services provided to manage and/or mitigate the effect of the volume and rate of stormwater runoff.

Quality charge means a charge that may be imposed on all developed property in Athens-Clarke County to reasonably reflect services provided to treat or compensate for the difference in pollutants from properties of different land use.

Service area means those portions of Athens-Clarke County which receive stormwater management services, systems and facilities, and the Commission designates as a service area, or a part thereof. The Commission, from time to time, in its discretion, may add areas of Athens-Clarke County to a service area or remove areas from a service area. Service areas are identified generally and for informational purposes only on the stormwater utility service area map prepared and maintained by the director.

Single-family property means a parcel containing a detached residential dwelling unit functioning as the only residential unit and designed for and occupied by one family only. A residential unit may include a house, manufactured or mobile home.

Small single-family means a single-family property with less than ~~1500~~ 2,000 square feet of impervious area.

Stormwater Management Manual means the Georgia Stormwater Management Manual Volume II (Technical handbook), dated August 2001, promulgated by the Atlanta Regional Commission, as officially revised and amended by the Atlanta Regional Commission from time to time (hereinafter referred to as the "Georgia Stormwater Management Manual").

Stormwater management services means all services provided by Athens-Clarke County which relate to the:

(1) Transfer, control, conveyance or movement of stormwater runoff through Athens-Clarke County;

(2) Maintenance, repair and replacement of existing stormwater management systems and facilities;

(3) Planning, development, design and construction of additional stormwater management systems and facilities to meet current and anticipated needs;

(4) Regulation of the use of stormwater management services, systems and facilities; and

(5) Education of the public as to stormwater issues.

Stormwater management services may address the quality and/or the quantity of stormwater runoff.

Stormwater service charge means the periodic service charge imposed pursuant to this article by the Athens-Clarke County stormwater utility for providing the stormwater management services, systems and facilities. This term may also include special charges to the owners of particular properties for services, systems or facilities related to stormwater management, including, but not limited to, charges for development plan review, inspection of development projects and on-site stormwater control systems, and enhanced levels of stormwater service above the threshold level.

Stormwater management systems and facilities means those natural and manmade channels, swales, ditches, rivers, streams, creeks, branches, reservoirs, ponds, drainageways, inlets, catch basins, pipes, head walls, storm sewers, lakes and other physical works, properties and improvements which transfer, control, convey or otherwise influence the movement of stormwater runoff, which are owned by Athens-Clarke County or through which Athens-Clarke County has an easement or other legally binding right of use for stormwater drainage, and for which Athens-Clarke County has the obligation of maintenance for stormwater drainage purposes.

Triplex means a detached residential structure containing three dwelling units, designed for occupancy by not more than three families living independent of each other.

Undeveloped means a parcel which does not have any improvements such as a building, structure, or impervious surface and contains no more than 300 square feet of impervious area.

Water quality factor means a statistically generated modifier to the base charge developed to represent the relative differences in the level of pollutants in stormwater from general categories of land use on an average annual basis. The average annual pollutant loads from the general land use categories were estimated using the Source Loading and Management Model (SLAMM) developed by PV & Associates.

(b) *Construction of undefined terms.* Terms not herein specifically defined shall be construed in the manner commonly accepted, and the interpretation of the same will be furnished by the public works director upon application.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-4. Stormwater utility established.

There is established a stormwater utility to be known as the Athens-Clarke County stormwater utility, which shall be responsible for stormwater management services, systems and facilities throughout Athens-Clarke County, and which shall provide for the management, protection, control, regulation, use and enhancement of Athens-Clarke County's stormwater management services, systems and facilities.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-5. Enterprise fund established.

(a) *Creation.* There is established a stormwater utility enterprise fund in Athens-Clarke County budgeting and accounting systems for the purpose of dedicating and protecting all funding applicable to the purposes and responsibilities of the stormwater utility, including, but not limited to, rentals, rates, charges, fees and licenses, as may be established by the commission from time to time, and other funds that may be transferred or allocated to the stormwater utility. All revenues and receipts of the stormwater utility shall be placed in the stormwater utility enterprise fund, and all expenses and capital investments of the stormwater utility shall be paid from the stormwater utility enterprise fund; provided, however, that other revenues, receipts and resources not accounted for in the stormwater utility enterprise fund may be applied to stormwater management services, systems and facilities as deemed appropriate by the commission.

(b) *Funding and budget.*

(1) The commission shall place within the Athens-Clarke County stormwater utility the responsibility for operation, maintenance and regulation of the existing stormwater management services, systems and facilities previously performed, owned and operated or maintained by Athens-Clarke County, and other related assets, including, but not limited to, properties, other than road rights-of-way, upon which such stormwater management systems and facilities are located, easements, rights-of-entry and access and certain equipment used solely for stormwater management. This responsibility shall be placed with the Athens-Clarke County stormwater utility as the commission has determined that the Athens-Clarke County stormwater utility has been sufficiently organized, staffed and funded adequately to carry out such responsibilities. The commission shall determine which division of Athens-Clarke County's governing body organization in which to place the stormwater utility, and the commission may move the stormwater utility to other divisions from time to time as it sees fit.

(2) Finance director or designee shall prepare an annual budget, which is to include all operation and maintenance costs, debt service and other costs related to the operation of the stormwater utility. The budget is subject to approval by the Athens-Clarke County Commission.

(3) The costs shall be spread over the rate classifications as determined by the commission.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-6. Scope of responsibility for systems and facilities.

(a) Athens-Clarke County owns or has rights established by written agreements which allow it to operate, maintain, improve and access those stormwater management systems and facilities which are located:

(1) Within public road rights-of-way and easements;

(2) On private property as provided for in the latest adopted version of the Department of Transportation and Public Works Policy and Procedure Statement PW-002~~ as adopted by the Mayor and Commission January, 1992~~; or

(3) On public land which is owned by Athens-Clarke County or another governmental entity, and to which Athens-Clarke County has agreements providing for the operation, maintenance, improvement and access to the stormwater management systems and facilities.

(b) Operation, maintenance and/or improvement of stormwater management systems and facilities which are located on private or public property not owned by Athens-Clarke County, and for which there has been no written agreement granting easements, rights-of-entry, rights-of-access, rights-of-use or other form of dedication thereof to Athens-Clarke County for operation, maintenance, improvement and access of such stormwater management and systems and facilities, shall be and remain the legal responsibility of the property owner, except as otherwise provided for by the laws of the state and the United States.

(c) It is the express intent of this chapter to protect the public health, safety and welfare of people and property in general, but not to create any special duty or relationship with any individual person, or to any specific property within or outside the boundaries of Athens-Clarke County. Athens-Clarke County expressly reserves the right to assert all available immunities and defenses in any action seeking to impose monetary damages or equitable remedies upon Athens-Clarke County, its commissioners, officers, employees and agents arising out of any alleged failure or breach of duty or relationship.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-7. Service charges, user fees, etc.

(a) It shall be the policy of Athens-Clarke County that service charges and user fees for the stormwater management services, systems and facilities to be provided by the stormwater utility in the service areas shall be equitably derived through methods which have a demonstrable relationship to the varied demands and impacts imposed on the stormwater management services, systems and facilities by individual properties and/or the level of service rendered by or resulting from the provision of stormwater management services, systems and facilities. Stormwater service charge rates shall be structured so as to be fair and reasonable, and the resultant service charges shall bear a substantial relationship to the cost of providing stormwater management services, systems and facilities. Similarly situated properties shall be charged similar rates, charges or fees. Service charge rates shall be coordinated with the use of other rates, charges or fees employed for stormwater management within Athens-Clarke County, whether within or outside the defined service areas, including, but not limited to, plan review and inspection fees, special fees for services, fees in lieu of regulatory requirements and special assessments. In setting the rentals, rates, charges, fees or licenses for stormwater management services, systems and facilities, Athens-Clarke County Commission shall also take into consideration the impact such will have in regulating the use of such services, systems and facilities.

(b) The cost of stormwater management services, systems and facilities may include operating expenses, capital investments and reserve accounts.

(c) Service areas shall be established to reflect significant variations in services provided to stormwater utility customers. The boundaries of the service areas are described herein and depicted generally and for informational purposes only on the official map of Athens-Clarke County stormwater utility service areas prepared and maintained by the director, and amended from time to time, referred to in this section as the "map."

(d) To the extent practicable, credits against stormwater service charges and/or other methods of funding stormwater management shall be provided for on-site stormwater control systems and activities constructed, operated, maintained and performed to Athens-Clarke County's standards by private property owners which eliminate, mitigate or compensate for the impact that the property or person may have upon stormwater runoff discharged to public stormwater management systems and facilities or to private stormwater management systems and facilities which impact the proper function of public stormwater management systems and facilities.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-8. Service charge rates.

(a) Stormwater service charge rates shall be set and may be modified from time to time by the Athens-Clarke County Commission. In setting or modifying such rates it shall be the goal of the Athens-Clarke County Commission to establish rates that are fair and reasonable, reflect the value of the stormwater management services, systems and facilities to those property owners who benefit therefrom, and which, together with other sources of support available to Athens-Clarke County stormwater utility, are sufficient to support the cost of the stormwater management services, systems and facilities, including, but not limited to, the payment of principal and interest on debt obligations, lease payments, operating expenses, capital outlays, nonoperating expenses, provisions for prudent reserves and other costs as deemed appropriate by the Athens-Clarke County Commission.

(b) The basis for computation of the charge for stormwater services to all developed property within Athens-Clarke County is established under this section. The amount of charge to be imposed, the establishment of formulas for the calculation of charges, the creation of customer classifications for the imposition of charges, and changes in such charges, formulas and customer classifications may be made by further resolution of the Athens-Clarke County Commission. All charges established pursuant to this section shall be fair and reasonable.

(c) The director shall assign a customer classification to all developed property within Athens-Clarke County. The director shall be responsible for determining the impervious area, land area, land use or other factors as may be needed for the fair, reasonable and equitable allocation of the stormwater fee based on the best available information, including, but not limited to, data supplied by the county board of assessors, aerial photography, the property owner, tenant or developer. The director may require additional information as necessary to make the determination. The billing amount shall be updated by the director based on any additions to the impervious area as approved through the building permit process.

(d) Charges shall be imposed to recover all or a portion of the costs of the stormwater utility. Such charges, established herein, may include the following components:

(1) *Base charge.* A base charge may be imposed on all developed property in Athens-Clarke County. The base charge is established in recognition of the fact that all properties in Athens-Clarke County receive services from the stormwater management activities provided by Athens-Clarke County and that all developed property contributes to the stormwater discharge that Athens-Clarke County must manage. The base charge shall be charged to collect the administrative costs of the stormwater utility and may include capital, operating and maintenance costs of the stormwater utility which are not recovered by other means. The base charge is based on the ERU and is calculated using the formula identified below.

(2) *Quantity charge.* A quantity charge may be imposed on all developed property in Athens-Clarke County. The quantity charge shall be charged based upon the impervious area and/or other factors affecting the volume and rate of stormwater runoff as reasonably determined by the Athens-Clarke County. The quantity charge is based on ERU and is calculated using the formula identified below.

(3) *Quality charge.* A quality charge may be charged to all developed property in Athens-Clarke County. The quality charge reflects the services provided to treat stormwater or compensate for the difference in pollutants from properties of different land use. The quality charge is determined by multiplying the base charges by a water quality factor as described below.

(e) *Calculation of charges.* The monthly stormwater utility charges imposed to recover the cost of the stormwater utility program are as follows:

~~Base Charge~~	~~$ 2.07 × ERU~~
~~Quantity Charge~~	~~$ 0.86 × ERU~~
~~Quality Charge~~	~~$ 0.57 × ERU × Water Quality Factor~~

Beginning with the July 2024 Billing the Calculation of Charges will be as follows:

Base Charge	$ 2.76 × ERU
Quantity Charge	$ 1.15 × ERU
Quality Charge	$ 0.76 × ERU × Water Quality Factor

Beginning with the July 2025 billing, the calculations of charges will include an annual increase of 3.75% through July 2029. Starting with fiscal year 2030 and continuing through fiscal year 2033, the annual increases will be 2.0%.

(1) *Base charges and quantity charges.*

a. The basis of the stormwater utility fee for the base and quantity charges shall be the equivalent runoff unit (ERU).

b. An ERU will represent ~~2,628~~ 3,000 square feet of impervious area.

c. The director shall be responsible for determining the impervious area and other required information for each developed property in Athens-Clarke County based on the best available information, including, but not limited to, data supplied by the county board of assessors, aerial photography, the property owner, developer or other method as may be required. The number of ERUs that will form the basis of the base charge and quantity charge shall be established in the following manner:

1. *Small single-family*—The charges shall be equal to 0.6 ERUs.

2. *Medium single-family*—The charges shall be equal to 1.0 ERU.

3. *Large single-family*—The charges shall be equal to 1.8 ERUs.

4. *Agriculture*—The base and quantity charges shall be equal to 2.0 ERUs. The quality charge ERUs shall be equal to the total impervious area of the property divided by the square footage of an ERU.

5. *Duplex and triplex*—The charges shall be ~~equal to 1.0 ERU~~ calculated in the same manner as Single-Family Residential.

6. *Other developed property ("other")*—The charges shall be equal to the total impervious area of the property divided by the square footage of an ERU.

7. *Undeveloped*—The charges shall be equal to 0 ERUs and will not receive a stormwater utility bill.

(2) *The quality charge.*

a. The director shall assign all parcels within Athens-Clarke County one of the following water quality land use classifications based upon the Athens-Clarke County Comprehensive Plan, as amended:

1. Low density residential.

2. Agriculture.

3. Medium density residential.

4. High density residential/institutional/public.

5. Commercial/industrial development.

6. Undeveloped.

b. The water quality factors for each of the water quality land use classifications are as follows:

1.	Low density residential	0.5
2.	Agriculture	1.0
3.	Medium density residential	1.0
4.	High density residential/institutional/public	1.3
5.	Commercial/industrial development	1.9
6.	Undeveloped	0.0

(Ord. of 12-7-2004, § 1)

Sec. 5-5-9. Stormwater service areas.

The following stormwater service areas shall be established to reflect significant variations in services provided to stormwater utility customers:

(a) *The Riparian Stormwater Service Area.* The Riparian Stormwater Service Area shall be comprised of parcels that drain directly into the hereinafter designated riparian waters or a portion of parcels that drain directly into designated waters without entering Athens-Clarke County's stormwater system. Designated waters include: North Oconee River, Middle Oconee River, McNutt Creek and the lower portions of Shoal Creek and Cedar Creek. The director shall be responsible for designating the properties in the Riparian Stormwater Service Area based on the best available information, including, but not limited to, data supplied by the county board of assessors, aerial photography, the property owner, developer or other method as may be required. The director shall designate said properties and provide a map of designated properties in the department of public works and transportation office. A parcel owner that wishes to challenge the inclusion or exclusion of a property in the riparian stormwater service area can file an appeal as provided in section 1-5-1 of the Athens-Clarke County Code.

(b) *The University of Georgia Stormwater Service Area.* The University of Georgia Service Area shall be comprised of those parcels draining directly into designated waters (riparian) or a portion of properties

that drain directly to the University of Georgia stormwater system without entering Athens-Clarke County's stormwater system. The University of Georgia Stormwater Service Area means those portions of Athens-Clarke County bordered generally by the North Oconee River to the east, Lumpkin Street to the west, College Station Road to the south and Baldwin Street to the north:

(1) Containing a significant impervious area and stormwater management system owned, maintained and operated by the University of Georgia;

(2) Receiving stormwater from non-university properties and facilitated in Athens-Clarke County; and

(3) Stormwater which flows generally to the Oconee River without entering other stormwater management systems in Athens-Clarke County.

The director shall be responsible for designating the properties in the University of Georgia Stormwater Service Area based on the best available information, including, but not limited to, data supplied by the county board of assessors, aerial photography, the property owner, developer or other method as may be required. The director shall designate said properties and provide a map of designated properties in the department of public works and transportation office. A parcel owner that wishes to challenge the inclusion or exclusion of a property in the University of Georgia Stormwater Service Area can file an appeal as provided in section 1-5-1 of the Athens-Clarke County Code.

(c) *Non-Athens-Clarke County NPDES Stormwater Phase II MS4 Service Areas.* These areas represent parcels at least a portion of which are within the geographic boundaries of Athens-Clarke County that have obtained and are in compliance with a separate NPDES Stormwater Phase II Small Municipal Separate Storm Sewer Systems (MS4) Permit issued by the State of Georgia that requires the permit holder entity to develop and conduct its own stormwater management program similar in requirements to that of Athens-Clarke County and thus reduces the demand of service from Athens-Clarke County's stormwater utility.

(d) *The Athens-Clarke County General Service Area.* All remaining parcels located within the jurisdictional boundaries of Athens-Clarke County which have not been designated as parcels within the Riparian or University of Georgia Stormwater Service Area.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-10. Exemptions.

Except as provided in this section, no public or private property located in a service area shall receive a credit or offset against such stormwater service charges. No credit, offset or other reduction in stormwater service charges shall be granted based on the tax status, economic status, race, religion, age or sex of the owner of the property being served, or based on any other condition unrelated to the provision of stormwater management services, systems and facilities. There shall be four categories of exemptions as follows:

(a) *Type I exemption.* The following parcels shall be automatically exempt from all stormwater service utility charges. Parcel owners do not need to apply for an exemption pursuant to section 5-5-11.

(1) Railroad tracks and the rights-of-way shall be exempt from stormwater service charges. However, railroad stations, maintenance buildings or other developed land used for railroad purposes shall not be exempt from stormwater service charges.

(2) Public and private roadways, not including driveways, shall be exempt from stormwater service charges.

(b) *Type II exemption.* The following parcels shall be automatically exempt from the quantity charges. Parcel owners do not need to apply for an exemption pursuant to section 5-5-11.

(1) Parcels located in the Riparian Stormwater Service Area.

(2) Parcels located in the University of Georgia Stormwater Service Area.

(c) *Type III exemption.* The following parcels shall be automatically exempt from the water quality charges and may be eligible for further reduction in charges by providing in-kind services to Athens-Clarke County that reduce the cost of service for the Athens-Clarke County Stormwater Utility. However, the permittee of the MS4 must first apply for a credit or adjustment pursuant to the procedures identified in section 5-5-11 and submit a copy of their permit and stormwater management program for review and comparison with Athens-Clarke County services.

(1) Parcels located in a non-Athens-Clarke County NPDES Stormwater Phase II Service Area.

(d) *Type IV exemption.* The following parcels may be exempt from the quantity and/or quality charges. However, parcel owners must first apply for a credit or adjustment pursuant to the procedures identified in section 5-5-11.

(1) Parcels with on-site stormwater management and treatment facilities that are designed to properly manage the stormwater runoff from impervious surface areas in accordance with (a.) and one or more of the stormwater quantity criteria described by the Georgia Stormwater Management Manual may be eligible to be exempted from a portion of the quantity charge.

a. In order to receive this credit, a maintenance plan must be on file with the department and be in compliance with it.

b. Facilities designed to meet the channel protection standard in accordance with the Athens-Clarke County Code and the Georgia Stormwater Management Manual, each as may be updated or amended from time to time will be eligible for one-third reduction in the quantity charge for the property.

c. Facilities designed to meet the channel protection and the over bank standard in accordance with the Athens-Clarke County Code and the Georgia Stormwater Management Manual, each as may be updated or amended from time to time, will be eligible for two-thirds reduction in the quantity charge for the property.

d. Facilities designed to meet the channel protection, over bank and flood protection standard in accordance with the Athens-Clarke County Code and the Georgia Stormwater Management Manual, each as may be updated or amended from time to time, will be eligible for total exemption of the quantity charge for the property.

(2) Parcels with on-site stormwater management and treatment facilities and parcels serviced by such facilities that are designed to properly manage the stormwater runoff from impervious surface areas in accordance with the stormwater quality criteria described by the Georgia Stormwater Manual as may be updated or amended from time to time may be eligible to be exempted from a portion of the quality charge.

a. Facilities designed to remove no less than 40 percent of the average annual sediment load from stormwater runoff from the site may be eligible for a 20 percent reduction in the quality charge for the property.

b. Facilities designed to remove no less than 65 percent of the average annual sediment load from stormwater runoff from the site may be eligible for a 60 percent reduction in the quality charge for the property.

c. Facilities designed to remove no less than 80 percent of the average annual sediment load from stormwater runoff from the site will be eligible for total exemption of the quality charge for the property.

(3) Facilities designed to meet 1 inch of infiltration through Green Infrastructure will be eligible for a credit in the amount of 20 percent of the stormwater service charge. This credit may be taken in addition to any other credit including the stormwater quality credit.

(~~3~~4) The owner of property which is used as a site for a public or private school and which agrees to ~~teach a general environmental science curriculum that,~~ which includes water protection measures at the primary or secondary level, may receive a credit against the stormwater service charge applicable to the property of five percent of the service charge applicable to the property. ~~If a specific water protection program is agreed to be taught in all grades at such school including the Water Wise Program, the River Kids Program, Enviroscape Program, GLOBE (Global Learning and Observation to Benefit the Environment) Program or another such program approved by the director, which will result in benefits to Athens-Clarke County as a result of teaching such program,~~ the amount of the credit against stormwater service charges which may be received may be increased up to an additional 15 percent of the service charge applicable to the property for a total of a 20 percent total educational credit. The amount of credits given shall be as determined by the director based on the number of contact hours and the curriculum being taught and on a recommendation of the Athens-Clarke County Green School Committee. The educational credit may be taken in addition to any other credit available under this section. Prior to ~~July~~ October 1 of each year, ~~the superintendent of the Athens-Clarke County School System or in the case of private schools the chief executive officer of the school, shall certify to the director, the water protection measures curriculum being taught in each school for which an educational credit is being claimed and the extent to which such curriculum is being taught~~ . individual schools must enroll in the Green School Program following directions set forth by the Green School Committee. For purposes of this educational credit a public school shall be any school operated by the Athens-Clarke County School District and a private school shall be a school operated by a private entity teaching some or all of the grades K through 12 at which are taught subject[s] commonly taught in the public schools operated by the Athens-Clarke County School District.

(~~4~~5) Properties classified as agricultural customers that have an approved farm plan from the Natural Resource Conservation Service (NRCS) will be eligible for exemption from the water quality charge. These farm plans require implementation of best farm practices including but not limited to:

Crop Management	Channel Management	Nutrient Management
Contour Plowing	Stream/Channel Stabilization	Manure Management
No Till	Vegetated Buffers	Stream Fencing
Strip Cropping	Grassed Waterways	Barnyard Runoff Control

(~~5~~6) Groups of detached single-family dwelling units or improvements on other developed land which are developed as part of a common development plan which includes within the development, but not on the Parcels on which the detached single-family dwelling units or the improvements on other developed land are located, privately owned, maintained or operated stormwater control systems, facilities, assets, services or activities that reduce Athens-Clarke County stormwater utility's cost of providing stormwater management services, systems and facilities, may receive a credit based on attaining and continuing compliance with the technical requirements and performance standards referenced in 5-5-10(d)(1) and 5-5-10(d)(2). Such

credits shall be proportionately allocated among all properties using such stormwater control systems or facilities, the owners of which are contributing to their costs of ownership, operation and maintenance.

(7) Watershed Stewardship credits for activities such as participation in stream clean-ups, rainscaping workshops, septic system maintenance, and other actions are eligible for credits according to policies created by the director.

(d) *Type V exemption.* Any developed parcel for which it can be demonstrated that the post developed runoff amounts and peak flows from the developed areas of the site are not any higher than that associated with a curve number of 55 in all rain events are exempt from the stormwater service charge.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-11. Procedure for applying for credits and adjustments to service charges.

(a) The director shall establish specified technical and procedural criteria by which credits or adjustments will be granted. Copies of such technical and procedural criteria will be maintained by and available from the transportation and public works department.

(1) In order to obtain a credit, the property owner must make application to the director on forms provided by the director for such purpose.

(2) Customers must apply for any credits or adjustments that they believe apply.

(3) The application for any credit or adjustment must be in writing and must include the information necessary to establish eligibility for the credit or adjustment, any application fee, and be in the format established by the director. Incomplete applications will not be accepted by the director.

(4) Stormwater utility fees may be adjusted retroactively to the date the director received the completed application.

(5) Applicants must have an approved maintenance plan on file with the director, and the applicant's property must have on-site stormwater management and treatment facilities.

(b) When an application for a credit is deemed complete by the director, he shall have 30 days from the date the complete application is accepted to: (a) grant the credit in whole; (b) grant the credit in part; or (c) deny the credit within 30 days thereafter. Credits applied for by the property owner in the year 2005, and granted in whole or in part, shall apply to all stormwater service charges accruing in the year 2005. Beginning January 1, 2006 credits applied for by the property owner, and granted in whole or in part, shall apply from the first day of the calendar month immediately following the date on which a complete application for the credit has been filed with Athens-Clarke County. The property owner may appeal such determination pursuant to section 1-5-1 of the Athens-Clarke County Code.

(c) A property owner shall not have to reapply annually for the credit granted, but the director may review the credit and the basis therefor no more frequently than annually, and may terminate the credit if the director finds grounds therefor. If such credit is terminated, the property owner may appeal such determination pursuant to section 1-5-1 of the Athens-Clarke County Code, or may, if possible, correct the deficiencies which caused the termination and reapply for the credit. A property owner with a National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II MS4 permit, however, must submit the report prescribed in the NPDES permit to the director to continue to receive the credit from Athens-Clarke County associated with the NPDES Stormwater Phase II MS4 permit.

(Ord. of 12-7-2004, § 1)

Sec. 5-5-12. Service charge billing, delinquencies and collections, appeals.

(a) *Billing.*

(1) Stormwater service charges shall begin to accrue July 1, 2005~~, and shall be billed in arrears.~~ A bill for stormwater service charges may be sent through the United States Postal Service or by alternative means, notifying the owner of the property being billed of the amount of the stormwater service charge, less credits, the date the payment is due and the date when payment is past due.

(2) The stormwater service charge may be billed and collected separately or along with water and sanitary sewer charges, or along with other fees for services, as deemed most effective and efficient by the Athens-Clarke County Manager.

(3) Frequency of the billing of stormwater service charges shall be specified by the Athens-Clarke County Manager.

(4) Failure to receive a bill shall not be justification for nonpayment. Regardless of the party to whom the bill is initially directed, the owner of each developed property subject to stormwater service charges shall be obligated to pay stormwater service charges and any interest on delinquent stormwater service charge payments.

(5) If a property owner is underbilled, or if no bill is sent for a particular tract of developed land, the Athens-Clarke County stormwater utility may back bill for a period of up to one year, but shall not be entitled to any interest for any delinquency during the back billed period.

(b) *Delinquencies and collections.*

(1) Unpaid stormwater service fees shall be collected by use of a collection agency and/or filing suit to collect on an unpaid account and by using all methods allowed by Georgia law to collect on any judgment obtained thereby, including enforcement of any lien resulting from any such judgment. In no instance shall the unpaid service charge constitute a direct lien against the property.

(2) A ~~one~~ two percent per month late charge shall be assessed against the owner for the unpaid balance of any stormwater utility service charge that becomes delinquent.

(c) *Adjustments/appeals.*

(1) All requests for adjustments shall be submitted to the director of the transportation and public works department, who shall have the authority to develop and administer the procedures and standards for the adjustment of the stormwater fee.

a. Customers may seek an adjustment of the stormwater fee allocated to a Parcel at any time by submitting the request in writing and setting forth in detail the grounds upon which relief is sought.

b. Customers requesting the adjustments may be required, at his, her or its own expense, to provide supplemental information to the director, including, but not limited to, survey data approved by a registered land surveyor (R.P.L.S.) and engineering reports approved by a professional engineer (P.E.). Failure to provide such information within the time limits established by the director, as may be reasonably extended, may result in denial of the adjustments request.

c. Once a completed adjustments request and all required information are received by the director, the director shall have 30 calendar days within which to render a written decision. Concurrent

payment of any charges allocated to the property is not required as a condition precedent to this request for review.

d. In considering an adjustment request, the director shall consider whether the calculation of the stormwater fee for the property is correct.

e. The director's decision shall be mailed to the address provided on the adjustments request, and service shall be complete upon mailing.

(2) The decision of the director is final unless the property owner appeals the decision pursuant to section 1-5-1 of Athens-Clarke County Code.

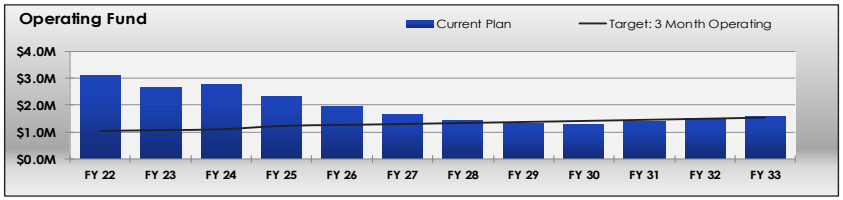
(3) If the result of an appeal is that a refund is due the appellant, the refund will be applied as a credit on the appellant's next stormwater bill.

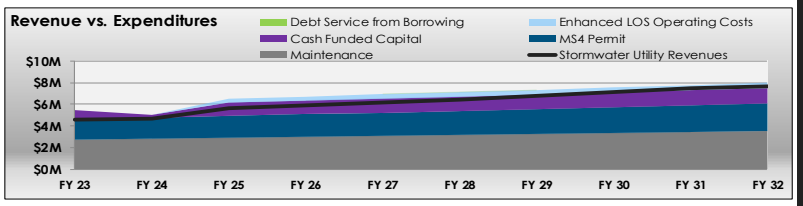
(Ord. of 12-7-2004, § 1)

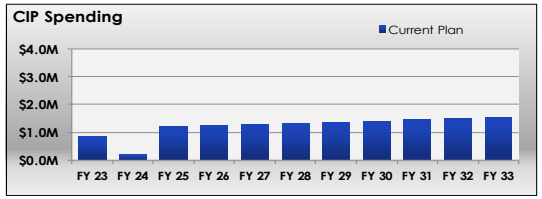
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2027 Cumulative	FY 2032 Cumulative
Override ►	0.00%	0.00%	20.00%	3.75%	3.75%	3.75%	3.75%	3.75%	3.75%	2.00%	2.00%		
Stormwater Fee Rate Plan	**0.00%**	**0.00%**	**20.00%**	**3.75%**	**3.75%**	**3.75%**	**3.75%**	**3.75%**	**3.75%**	**2.00%**	**2.00%**	**43.48%**	**69.57%**

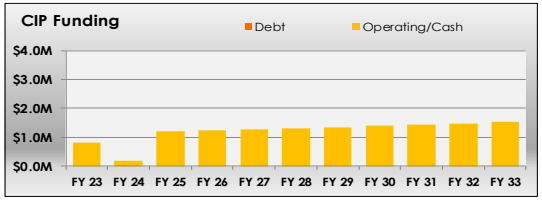
Additional Extent of Service:	Starting FY	Annual Recurring Needs	Description
Option 1 - Baseline	2024	$ 5,000,000	Existing budgeted level of service (includes $200k in annual capital)
Option 2 - Incremental	2025	$ 300,000	Limited driveway cleaning, rock programs and street sweeping
Option 3A - Capital Maintenance	2025	$ 1,000,000	Sustainable capital maintenance
Option 3B - Option 3A & Controls	2025	$ 100,000	Outfall control structure maintenance
Option 4 - Incremental	2024	$ -	All private easement maintenance (including private detention basis)

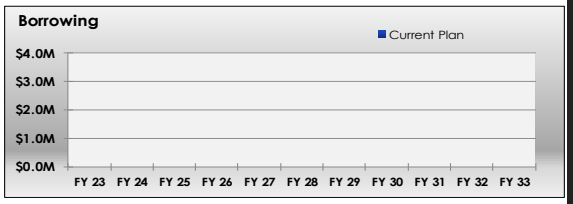
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
Monthly Stormwater Fee	**$3.50**	**$3.50**	**$4.67**	**$4.84**	**$5.02**	**$5.21**	**$5.41**	**$5.61**	**$5.81**	**$5.93**	**$6.05**
Change $	-	*$0.00*	*$1.17*	*$0.17*	*$0.18*	*$0.19*	*$0.20*	*$0.20*	*$0.20*	*$0.12*	*$0.12*
Total Annual Bill	**$42.00**	**$42.00**	**$56.04**	**$58.08**	**$60.24**	**$62.52**	**$64.92**	**$67.32**	**$69.72**	**$71.16**	**$72.60**











Athens-Clarke County Stormwater Utility

Revenues	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**FY 2032**	**FY 2033**
Storwater Fee Revenues	$ 4,600,000	$ 4,646,000	$ 5,630,952	$ 5,900,534	$ 6,183,022	$ 6,479,034	$ 6,789,218	$ 7,114,252	$ 7,454,846	$ 7,679,983	$ 7,911,918
Other Revenues	$ 436,842	$ 462,379	$ 459,062	$ 450,820	$ 444,014	$ 438,821	$ 435,433	$ 434,053	$ 434,900	$ 436,878	$ 438,774
Total Revenues	**$ 5,036,842**	**$ 5,108,379**	**$ 6,090,014**	**$ 6,351,354**	**$ 6,627,036**	**$ 6,917,855**	**$ 7,224,651**	**$ 7,548,304**	**$ 7,889,746**	**$ 8,116,860**	**$ 8,350,693**
Stormwater Revenue Growth Details											
Growth in ERUs		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Stormwater Fee Increase		0.00%	20.00%	3.75%	3.75%	3.75%	3.75%	3.75%	2.00%	2.00%	2.00%
Revenue Incease from Growth		$ 46,000	$ 46,460	$ 56,310	$ 59,005	$ 61,830	$ 64,790	$ 67,892	$ 71,143	$ 74,548	$ 76,800
Revenue Increase from Fee Increase		$ -	$ 938,492	$ 213,272	$ 223,483	$ 234,182	$ 245,393	$ 257,142	$ 269,452	$ 150,588	$ 155,136
Total Additional Annual Revenue		**$ 46,000**	**$ 984,952**	**$ 269,582**	**$ 282,488**	**$ 296,012**	**$ 310,184**	**$ 325,034**	**$ 340,595**	**$ 225,136**	**$ 231,935**

Expenditures	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**FY 2032**	**FY 2033**
Capital Expenditures											
Planned CIP Spending	$ 825,000	$ 200,000	$ 200,000	$ 206,000	$ 212,180	$ 218,545	$ 225,102	$ 231,855	$ 238,810	$ 245,975	$ 253,354
Enhanced LOS 3B	$ -	$ -	$ 1,000,000	$ 1,030,000	$ 1,060,900	$ 1,092,727	$ 1,125,509	$ 1,159,274	$ 1,194,052	$ 1,229,874	$ 1,266,770
Total Capital	**$ 825,000**	**$ 200,000**	**$ 1,200,000**	**$ 1,236,000**	**$ 1,273,080**	**$ 1,311,272**	**$ 1,350,611**	**$ 1,391,129**	**$ 1,432,863**	**$ 1,475,849**	**$ 1,520,124**
Operating Expenses											
Maintenance	$ 2,740,175	$ 2,821,136	$ 2,904,494	$ 2,990,322	$ 3,078,691	$ 3,169,678	$ 3,263,360	$ 3,359,818	$ 3,459,133	$ 3,561,391	$ 3,666,678
MS4-Permit	$ 1,916,430	$ 1,973,052	$ 2,031,352	$ 2,091,378	$ 2,153,182	$ 2,216,817	$ 2,282,336	$ 2,349,797	$ 2,419,256	$ 2,490,773	$ 2,564,410
Enhanced LOS 3B	$ -	$ -	$ 400,000	$ 412,000	$ 424,360	$ 437,091	$ 450,204	$ 463,710	$ 477,621	$ 491,950	$ 506,708
Total O&M	**$ 4,656,605**	**$ 4,794,188**	**$ 5,335,846**	**$ 5,493,699**	**$ 5,656,233**	**$ 5,823,585**	**$ 5,995,900**	**$ 6,173,324**	**$ 6,356,010**	**$ 6,544,114**	**$ 6,737,796**
Total Utility Expenditures	**$ 5,481,605**	**$ 4,994,188**	**$ 6,535,846**	**$ 6,729,699**	**$ 6,929,313**	**$ 7,134,858**	**$ 7,346,511**	**$ 7,564,453**	**$ 7,788,873**	**$ 8,019,962**	**$ 8,257,920**

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Memorial Park Pool Lifecycle Replacement Contract Award

DATE: ~~December 6, 2023~~ December 18, 2023

BUDGET INFORMATION:

REVENUES: $0

EXPENSES:
ANNUAL:
CAPITAL: $ ~~*TBD*~~ $268,115
OTHER:

FUNDING SOURCE: Capital Improvements Program – Pool Repairs & Renovations

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Award a Construction Services Contract to ~~*TBD*~~ Smith Aquatics for an amount not to exceed $~~*TBD*~~ 268,115 for Memorial Park Pool life cycle replacement; and

b. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. In March 2006, damage to the plaster wall and floor of the Memorial Park pool dictated that significant repairs were needed. After much research on pool surface options, staff recommended the installation of a new vinyl pool liner as opposed to replacing the plaster or Marcite. This allowed the project to stay within budget yet still provide a quality pool surface.

2. In July 2014, staff discovered leaks in the vinyl liner, which allowed water intrusion between the liner and the concrete surface. This resulted in the appearance of large bubbles in the liner as it detached from the subsurface. Staff has continued to mitigate issues until lifecycle capital budget funds were approved for repairs.

3. In January 2018, the National Pool and Hot Tub Alliance (PHTA) updated the flow rate standards for swimming pools requiring a shorter turnover rate for filtering water. Due to the age of the existing pool filter at Memorial Park, it has not been able to maintain the new standards. However, the filter was grandfathered in until such time that any pool upgrades were performed.

4. On June 15, 2021, the Mayor & Commission adopted the FY22 budget, which included $150,000 for Pool Repairs and Renovations as part of the Capital Improvements Program. This was added to a balance of $83,636 rolled over from FY21 to help fund repairs at Memorial Park pool.

5. On June 7, 2022, the Mayor & Commission adopted the FY23 budget, which included $207,000 for Pool Repairs and Maintenance as part of the Capital Improvements Program. These funds were added to the balance of $233,636 rolled over from FY21 and FY22 to help fund repairs at Memorial Park pool. This brought the total project funds to $440,636.

6. On October 13, 2023, staff released Request for Proposals (RFP) #24021 for pool repairs at Memorial Park, to include replacing the pool liner with a concrete product such as Marcite, and replacement of the pool filter. **(Attachment #1)**

7. On November 6 and November 7, 2023, two addendums were added to RFP #24201 for service expectation clarification. Both addendums addressed answers to questions asked by potential vendors. **(Attachments #2 and #3)**

FACTS & ISSUES:

1. The pool at Memorial Park is a popular park amenity that sees a high volume of patrons in the summer months. Beyond public swimming, this pool also hosts learn to swim classes, summer camp swimming, and water aerobics.

2. The existing pool liner is 20 years old and has far exceeded its estimated 7-year life expectancy. Staff has continued to patch and repair the pool liner since leaks were first discovered in 2014. The plaster behind and beneath the vinyl liner has become rough and "pitted" due to the intrusion of water. The vinyl liner itself has also begun to deteriorate. The new Marcite liner has an average life expectancy of 10 years before resurfacing is needed.

3. The existing pool filter was installed over 20 years ago and cannot maintain the required flow rate standards for filtering water. Even with the existing filter operating at 100% capacity, it struggles to maintain the required flow rate. Now that capital repairs are being

performed on the pool, Leisure Services is required to meet the new filtration standards as set forth by PHTA. A new filtration system will also allow the pool to operate in a more energy efficient manner and meet code compliance. A new filtration system will include the installation of a variable-frequency drive (VFD) that can automatically adjust the speed of the motor up or down to maintain the required flow rates while using the least amount of electricity.

4. Due to the age of this pool, the backwash outflow system flows down hill to the Memorial Park pond. This project is also targeted to connect the backwash system to the sanitary sewer.

5. The following pool contractors submitted responses to RFP #24021:

Aquatic Construction	$~~*TBD*~~ 428,700
Smith Aquatics	$TBD 268,115

A team of Leisure Services staff individually evaluated each proposal and the scores were added together to award an overall score to each contractor. ~~*TBD*~~ Smith Aquatics was chosen by staff based on understanding of the project, prior experience, references, and pricing.

6. If a contract is awarded, the chosen vendor is required to have the project completed by April 1, 2024. This will allow staff the time needed to prepare the pool for summer operations.

7. This recommendation supports the following ACCGov Strategic Plan Goal and Strategy:

Built and Natural Infrastructure Goal, Strategy: *Provide Adequate Funding for Maintenance of Existing and Newly Constructed Infrastructure*

OPTIONS:

1. Mayor and Commission:
   a. Approve the award of a Construction Services Contract to ~~*TBD*~~ Smith Aquatics for an amount not to exceed of $~~*TBD*~~ 268,115 for Memorial Park Pool maintenance; and
   b. Authorize the Mayor and appropriate staff to execute all related documents.
2. Mayor and Commission deny the contract award to ~~*TBD*~~ Smith Aquatics for Construction Services of the Memorial Park Pool Renovations.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1a & b

DEPARTMENT: Leisure Services

Prepared by: JP Lemay, Leisure Services Project Manager

11/21/2023

Kent Kilpatrick Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b

December 8, 2023

Manager Date:

ATTACHMENTS:

Attachment #1 – Request for Proposal # 24021 – Memorial Park Pool Renovations

Attachment #2 – RFP Addendum #1

Attachment #3 – RFP Addendum #2

THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY(ACCUG)

DATE: **October 13, 2023**

TO: **Pool Renovation Vendors**

SUBJECT: **RFP # 24021 - Memorial Park Pool Renovations**

You are invited to submit a proposal for renovations to the pool at Memorial Park, for the Leisure Services Department.

Inquiries regarding proposals should be made to Angie Perteet, Senior Buyer, (762) 400-6053 or email accbids@athensclarkecounty.com. Technical questions may be directed to JP Lemay, Leisure Services Project Manager, at 762-400-7750, or email: jp.lemay@accgov.com.

A MANDATORY pre-proposal conference to inspect the job site and respond to all inquiries with regards to this project will be held at **10:00 AM ET, Tuesday, October 24, 2023 and 10:00 AM ET, Wednesday, October 25, 2023** at the Memorial Park Pool, located at 293 Gran Ellen Drive in Athens, Georgia. Potential offerors are required to attend at least one of the two offered dates.

The estimated range of this project is between $375,000 to $425,000.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

One (1) USB Flash drive with a paper copy of the Proposal WITHOUT pricing,
One (1) Separately Sealed USB Flash Drive with a paper copy of section V-D Price Proposal Schedule must be submitted.

Proposals are to be sealed, marked with the offeror's name and address and labeled, **"RFP #24021 Memorial Park Pool Renovations "** and delivered to:

The Unified Government of Athens-Clarke County
Finance Department, Purchasing Division
375 Satula Avenue
Athens, Georgia 30601

Not later than **3:00 PM ET, Tuesday, November 21, 2023**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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- **C. ADDITIONAL REQUIREMENTS**
- **D. SPECIFIC TASKS**

IV SELECTION PROCESS AND EVALUATION CRITERIA

V MANDATORY PROPOSAL FORMS
- **A: PROPOSAL FORM**
- **B: ADDENDA ACKNOWLEDGEMENT**
- **C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT CONTRACTOR AFFIDAVIT & AGREEMENT**
- **D: PRICE PROPOSAL SCHEDULE**
  (Must be submitted in a separately sealed envelope)

VI DOCUMENTS CHECKLIST

ATTACHMENT A: WHAT YOUR BUSINESS NEEDS TO KNOW ABOUT GEORGIA'S E- VERIFY REQUIREMENTS

ATTACHMENT B: POOL LAYOUT

ATTACHMENT C: PRICING PROPOSAL WORKSHEET

SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

A complete signed proposal must include the documents listed below:

PROPOSAL FORMAT: Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. ***The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.***

All proposals received will become a part of the official contract file and may be subject to disclosure.

PROPOSAL FORMAT: All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.

2. **Table of Contents:** Including all sections and subsections.

3. **Business Information:** State the full name and address of your organization and the branch office or subordinate element that will perform the services described in this proposal. Include a telephone number, the point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.

4. **Qualifications and Experience:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles.

    a. **Current Project Assignments**: Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
    b. **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.
    c. **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.

5. **References:** Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference. Examples of no more than three "reference projects" which represent the

design teams approach to design solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the design and development of the "referenced projects" cited in the submittal.

6. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:
   a. A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.

   b. Failure to Complete Prior Projects - disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.

   c. Disclose information and provide an explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.

7. **Time/Cost Procedures:** A statement discussing your firm's procedures for controlling project time and cost during the design and construction phase.

8. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

SUBMITTAL FORMAT: ALL proposal copies must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the RFP number and TITLE (**RFP #24021 Memorial Park Pool Renovations**). If you have an ACCUG Vendor Number please include it on the sealed envelope or container. If you do not know or have a vendor number, please note we are not entering "bid only" vendors into our database. We will set up your company if you are awarded the RFP. **Please rest assured that the vendor number is not a requirement for submitting your bid and will not count against you in any way.**

☐ **One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing**
☐ **One (1) paper copy of the signed proposal WITHOUT price**

☐ **One (1) Separately Sealed USB Flash drive with copy of section V-D Price Proposal Schedule with**
☐ **One (1) paper copy of section V-D Price Proposal Schedule**
(Must be submitted separately in a sealed envelope)

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered**.

ALL DOCUMENTS SUBMITTED ON USB FLASH DRIVE MUST BE IN A SINGLE PDF FILE

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP)
MEMORIAL PARK POOL RENOVATION
LEISURE SERVICES DEPARTMENT
ATHENS, GEORGIA

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide pool renovation services for the Leisure Services Department, Athens, Georgia.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available……..**Friday, October 13, 2023**

MANDATORY Pre-bid Conference & Site Visit…..**10:00 AM ET, Tuesday, October 24, 2023**

OR……1**0:00 AM ET, Wednesday, October 25, 2023**

Deadline for submission of questions.....**2:00 PM ET**, **Thursday, November 2, 2023**

Deadline for receipt of proposal .....**3:00 PM ET, Tuesday, November 21, 2023**

C. CONTACT PERSON

The contact person for this RFP is Angie Perteet, Senior Buyer. Explanation(s) desired by the offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing via email at accbids@accgov.com. Technical questions may be directed to JP Lemay, Leisure Services Project Manager at (762) 400-7750, or email: jp.lemay@accgov.com

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 120 days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and fax number, and email address.

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements

Offerors who obtain this Request for Proposal from Georgia Procurement Registry or Athens Clarke County/Purchasing (https://www.athensclarkecounty.com/Bids.aspx)or from other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified, withdrawn, or canceled by the offeror for a period of one hundred twenty **(120) days** following the time and date designated for the receipt of proposals, and each offeror so agrees in submitting his proposal. Negligence on the part of the Offeror in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

G. PROPOSAL CLOSING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from Georgia Procurement Registry or Athens Clarke County Bids or via email request to E-Mail: accbids@accgov.com after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to the commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of the Athens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. SITE VISIT:

Offerors are expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event, shall failure to inspect the site constitute grounds for a claim after contract award.

N. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

O. PLACE OF PERFORMANCE

The Unified Government of Athens-Clarke County will not contemplate traveling outside the City of Athens to the contractor's facility for custom fitting or alterations. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

P. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license if they are physically located in Athens-Clarke County or if they perform a service in Athens-Clarke County.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to the Unified Government will not be accepted.

Q. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

R. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10**. If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;

SECTION III - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for pool renovations at Memorial Park as per the scope of services outlined below.

A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCUG) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCUG serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCUG provides a multitude of local and state-funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCUG employs approximately 1,900 people.

Memorial Park is one of our most popular locations for families to visit. Nestled in the Five Points neighborhood, the park offers a 141,000 gallon community swimming pool, walking trails, a dog park, and is the home of Athens Creative Theatre.

This 72-acre park features:

Bear Hollow Zoo
Birchmore Trail
Athens Creative Theatre (Quinn Hall)
2 Outdoor Basketball Courts
Swimming Pool
Playground
Dog Park
Fishing Pond
Pavilions and Picnic Areas

*The swimming pool currently has a vinyl liner – liner needs to be replaced with a concrete lining – Ex: Marcite.
*Add an additional floor drain
*Remove the existing underwater lights
*Other items as required.

See pool dimensions attached separately.

B. GENERAL REQUIREMENTS

1. Physical Security: The contractor shall safeguard all Unified Government of Athens-Clarke County property provided for contractor use. At the close of each work period, vehicles, facilities, support equipment, and materials shall be secured.

2. Access Control: Access to the work area will be provided by park staff.

3. Contract Performance Period: Contract performance period shall be from the date of award until work in completed unless terminated by either party giving to the other written notice of termination in writing thirty (30) days prior to the proposed date of termination. Termination by the Unified Government of Athens-Clarke County can be immediate upon contractor failure to comply with any of the terms.

4. Hours Of Operation: Memorial Park is open seven days a week, from 8AM until sunset. The administrative offices are open Monday through Friday from 8AM to 5PM.

5. Ordering and Payment: Performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid monthly upon receiving invoicing with an attached copy of each certificate of receipt of service for that month signed by the department director or his designee The contractor shall ensure that all invoices clearly reflect the purchase order number. All original invoices must be mailed or hand-delivered to Athens-Clarke County Accounts Payable, P.O. Box 1748, Athens, GA 30603 or Athens-Clarke County Accounts Payable, 375 Satula Avenue, Room 175, Athens, GA 30601. A duplicate invoice should also be submitted to the department via email to jp.lemay@accgov.com. Failure to comply with this provision may result in delayed payments for services rendered.

   a. The Contractor shall prepare and submit invoices to the Finance Office address specified on individual orders. If the invoice does not comply with these requirements, the Finance Office will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed below.
      (i) Name and address of the Contractor.
      (ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)
      (iii) Purchase order number for supplies delivered or services performed.
      (iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
      (v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
      (vi) Name and address to whom payment is to be sent.
      (vii) Name (where practicable), title, phone number, and mailing address of the person to notify in the event of a defective invoice.
      (viii) Any other information or documentation required by the contract (e.g., evidence of shipment).

   b. In the event orders are made via monthly or period purchase orders, the contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
      (i) Name of supplier
      (ii) Purchase Order number

(iii) Ship to Department and Address
(iv) Description, Quantity, unit price, and extension of each item.
(v) Date of delivery or shipment.

C. ADDITIONAL REQUIREMENTS

1. TERMINATION FOR CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the successful vendor at least ten (10) days before the effective date of termination. The successful vendor will not be relieved of any outstanding responsibilities or unfinished obligations under this contract.

2. TERMINATION WITHOUT CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the contract at any time without cause, in whole or in part, by providing a written notice to the other party at least thirty (30) days before the effective date of termination. The other party will not be relieved of any outstanding responsibilities or unfinished obligations under this contract that were incurred prior to termination.

3. REPORTING DISPUTES: The contractor shall report any contract disputes and/or problems to the Purchasing Administrator, both verbally and in writing, within 48 hours of their occurrence.

4. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of the Unified Government of Athens-Clarke County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind the Unified Government or to otherwise act on behalf of the Unified Government, except as the Unified Government may expressly authorize in writing.

5. SAFETY: The contractor shall take every precaution at all times for the protection of persons and property, including the Unified Government of Athens-Clarke County's employees and property and its own. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work under this contract.

   The contractor shall maintain an adequate safety program to ensure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. In addition, the contractor must also provide the Unified Government of Athens-Clarke County with a written safety program that he intends to follow in pursuing work under this contract. No work under this contract will be permitted until the Unified Government is assured that the contractor has an adequate safety program in effect.

6. SUBCONTRACTS: No portion of the work shall be subcontracted without the prior written consent of the Unified Government of Athens-Clarke County Purchasing Division. If a portion of the work is approved for subcontracting, the contractor shall remain fully liable and responsible for the work to be done by the subcontractor(s) and shall assure compliance with all requirements of this contract.

7. ESTIMATED QUANTITIES: The quantities of items specified in the Proposal Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Unified Government of Athens-Clarke County requirements do not result in orders in the quantities described as "estimated", that fact shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order clause or elsewhere in this contract,

the Contractor shall furnish to the Unified Government all items specified in the Proposal Schedule and called for by orders issued in accordance with the Ordering clause

8. CHANGES: Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

9. INSURANCE.

a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.

b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:

   i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least $1,000,000 each accident; at least $1,000,000 each employee for disease and $1,000,000 policy limit for disease.
   ii. General Liability - $2,000,000 aggregate; $1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
   iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least $1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
   iv. Excess Liability - $1,000,000 on a per occurrence basis
   v. Any bid exceeding $50,000 requires a performance and payment bond for in the amount of 100% of the job. No material deviation from the language will be accepted. These documents must be filled out completely and notarized with appropriate power of attorney form attached. The bonding company must appear on the Federal register of approved companies.

c. A Certificate of Insurance evidencing required insurance andan endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County's interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Administrator, an endorsement naming Unified Government of Athens Clarke County as an additional insured and a primary and non-contributory endorsement in favor of Unified Government of Athens Clarke County

d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.

e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request."

f. The following persons or entities are to be listed on the Contractor's general liability policy of insurance as additional insureds:
    i. Unified Government of Athens-Clarke County, Georgia

D. SPECIFIC TASKS:

The Athens Clarke County Leisure Services Department is requesting renovations to the pool at Memorial Park. Proposals should address:
1. The requested upgrades
2. The manner in which to incorporate the proposed modifications to the pool.
3.The vendor must provide a detailed plan/timeline for ordering, delivery, installation and invoicing for the project.

Work shall include, but not be limited to the following:

1. Replace vinyl liner with Marcite or equivalent pool plastering.
2. Move primary floor drain.
3. Add 2nd floor drain.
4. Remove diving fulcrum.
5. Install new play feature – diving board, slide, climbing wall, etc.

6. Remove existing lights.
7. Add built-in ladder/steps.
8. Ensure that system can maintain a minimum throughput of 395 GPM for 6-hour turnover.
9. Add VFD to existing pool motor.
10. Additional items determined to be required for current code compliance.
11. Verify all current code requirements are met.
12. Evaluate current filter system and provide recommendations if replacement needed.
13. If filter does not require replacement, change filter media.
14. Connect backwash outflow to sanitary sewer (List as optional add on)

Aditional requirements of the contractor include:

1. All permits and county fees are the responsibility of the vendor.
2. Provide parts and labor warranty for a minimum term for one (1) year for all new components.
3. Provide a local phone number for 24-hour, 7-day a week emergency service notification.

NOTE: ALL WORK MUST BE COMPLETED BY APRIL 1ST TO ALLOW TIME FOR HEALTH DEPARTMENT INSPECTION AND CORRECTION OF ANY ISSUES FOUND BEFORE POOL OPENING ON OR ABOUT MAY 25TH.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Unified Government of Athens-Clarke County intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Unified Government may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

EVALUATION CRITERIA

Evaluation criteria to be used in determining the selected firm **in order of importance** are:

1. QUALIFICATIONS AND EXPERIENCE Experience on Similar Projects assesses whether offeror performed satisfactorily on projects of similar scale while maintaining daily operations. (30 points)

2. UNDERSTANDING OF THE REQUIREMENT and proposed approach. Assesses whether the offeror has given sufficient evidence of having understood the requirements listed in the Scope of Services and has proposed an approach that is achievable within the constraints of the Scope of Services. (50 points)

3. REFERENCES including applicable past work with the Unified Government of Athens-Clarke County. Past Performance assesses customer satisfaction with the vendor on prior projects. References may be requested for validation of the information provided by the vendor. (20 points)

4. TOTAL COST Assesses whether pricing is competitive for the Lump Sum Total price and/or Fee Schedule of Services to be completed. (50 points)

PROPOSAL EVALUATION AND CONTRACT AWARD

Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

A: PROPOSAL FORM

Proposal of_____

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

_____, ***doing business as*** _____*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP # 24021 Memorial Park Pool Renovations** strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (120) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

☐ ***By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in*** **RFP # 24021 Memorial Park Pool Renovations if awarded.**

Authorized Representative/Title *(print or type)*	**Authorized Representative** *(Signature)*	**Date**

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
					Initial

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

(1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVIT ON FOLLOWING PAGE

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____

Federal Work Authorization Company Identification Number Date of Authorization

Name of Contractor: _____

Name of Project: _____

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on ____, _____, 202__ in _____, _____.

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 202_

_____

Notary Public
My Commission Expires:

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

D: SCHEDULE OF SUPPLIES/SERVICES OR PRICE/PROPOSAL SCHEDULE

(Must be submitted separately in a sealed envelope)

**See Price Proposal Worksheet as a Separate Attachment

SECTION VI DOCUMENTS CHECKLIST:

PROPOSAL DOCUMENTS CHECKLIST:

- ☐ 1. Cover Letter
- ☐ 2. Table of Contents
- ☐ 3. Business Information
- ☐ 4. Qualifications and Experience
- ☐ 5. References/Reference Projects
- ☐ 6. Financial Information and Documentation
- ☐ 7. Time/Cost Procedures
- ☐ 8. Other Relevant Information

MANDATORY PROPOSAL FORMS (SECTION V) Offeror must complete, execute and include with the proposal the following mandatory documents:

- ☐ A. Proposal form
- ☐ B. Acknowledgement of Addenda
- ☐ C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- ☐ D. Schedule of Services/Supplies and Price Proposal **(Must be submitted separately in a sealed envelope)**

ATTACHMENT A

What Your Business Needs to Know about Georgia's E- Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law**, O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed $2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General's website) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found here.

E-Verify Private Employer Requirements

Georgia law**, O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found here.

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/ program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the DHS website. If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at http://www.dhs.gov/e-verify.

ADDENDUM I

DATE: November 6, 2023

TO: ALL PROSPECTIVE BIDDERS

FROM: Angie Perteet, Senior Buyer

RE: **ADDENDUM I, "RFP # 24021 - Memorial Park Pool Renovations"**

Pursuant to RFP #24021 the following information is provided:

1. QUESTION: Can you provide some background on what the surface of the pool was like before the liner was installed? If there is no certainty that can be provided, would it be possible to add a clause that states "additional repairs and scope may need to be added AFTER liner is removed and pool bottom is inspected"?

ANSWER: We don't have any information available about what is under the liner. ACCGov understands that additional repairs and scope may need to be added AFTER liner is removed and pool bottom is inspected.

2. QUESTION: Can you confirm that no lane lines or targets under liner and that no lane line tile or targets need to be installed on new surface?

ANSWER: No lane lines are needed on the new surface. We do want to include the ACC logo in a similar manner that appears on the current liner.

3. QUESTION: Can you confirm that new 6x6 frost proof tile and depth markers per health code will need to be added once liner is removed?

ANSWER: Yes, new markers are needed.

4. QUESTION: After new Tile installed, can you confirm that new "caulk" will need to be added above tile line that is designed for shell movement?

ANSWER: Yes, new caulking will be needed.

5. QUESTION: Can you confirm the number of skimmers in the pool?

ANSWER: There are ten skimmers in the pool.

6. QUESTION: Can you confirm that adding new nonskid tile on edge of each step and at break in deep end (per code) is part of scope?

ANSWER: Yes, non-skid tile and all other code requirements are part of the scope.

7. QUESTION: For filter sand recharge, does old sand need to be removed from site or can it be dumped and raked down the hill outside of pump room?

ANSWER: Sand will need to be removed and disposed of away from the site.

8. QUESTION: If waterslide is installed, is there a desired location?

ANSWER: The location for a slide or other play feature will be at the deepest part of the pool, near the former location of the diving board.

9. QUESTION: Please confirm pump HP is 7.5 HP.

ANSWER: Confirmed, the pump motor is 7.5 HP.

10. QUESTION: Can you confirm if the pump is single phase or three phase?

ANSWER: The pump motor is three phase.

11. QUESTION: Can you confirm the number of lights that will need to be filled in?

ANSWER: There are 10 to 12 lights to be removed.

12. QUESTION: Do you have an idea on the current age of the filter? There is a useful life age that may help us understand if filter is close to replacement.

ANSWER: The current filter is at least 20 years old.

OTHER IMPORTANT INFORMATION:

Questions and Answers are hereby added to and become a part of **RFP # 24021 - Memorial Park Pool Renovations.** This Addendum modifies and forms a part of the Quote Documents. All other terms and conditions remain unchanged.

Any inquiries concerning this Request for Proposal should be made to Angie Perteet, Senior Buyer, (762) 400-6053, or email accbids@accgov.com.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the proposal based on the highest and best interest of the Unified Government of Athens-Clarke County.

ADDENDUM II

DATE: November 7, 2023

TO: ALL PROSPECTIVE BIDDERS

FROM: Angie Perteet, Senior Buyer

RE: **ADDENDUM II, "RFP # 24021 - Memorial Park Pool Renovations"**

Pursuant to RFP #24021 the following information is provided:

1. QUESTION: We are currently working in getting pricing and the proposal together and noticed we do not have any detail on the logo to be in the middle of the pool bottom. Could you send the logo, requested approximate size on the pool bottom, and any color information?

ANSWER: The ACC logo is attached. The text will be altered to replace "Georgia" with "Memorial Park". The "Athens-Clarke County" will be resized in order for everything to fit. The logo on the bottom of the pool will be 4-5 feet in diameter. We are working with our graphic designer to alter the logo for the pool project and will have the completed design for the renovation.

2. QUESTION: Is there a bond requirement for this project?

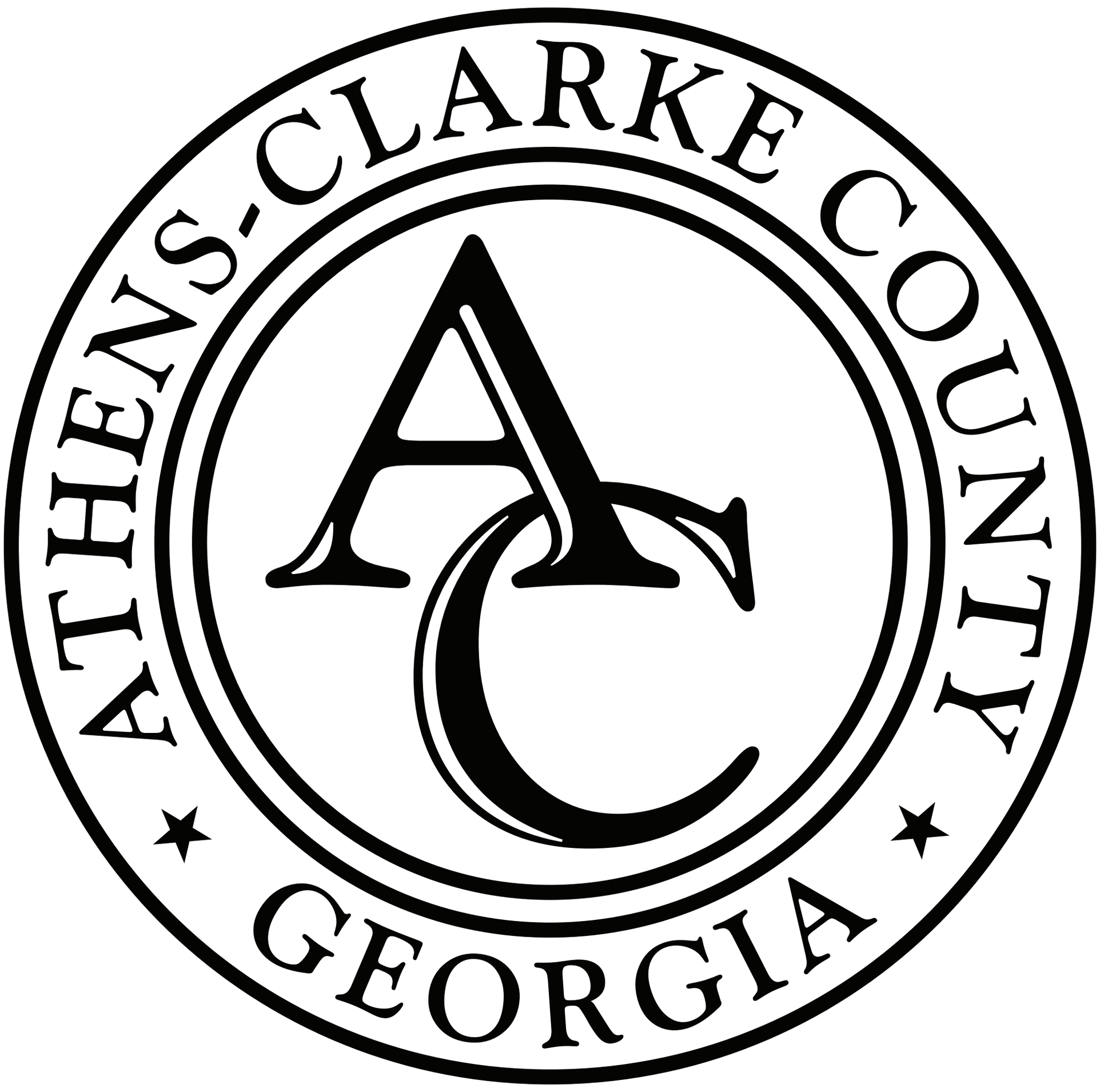
ANSWER: Please refer to the Insurance requirement section (Section III, C:9) of the RFP document for this information.

OTHER IMPORTANT INFORMATION:

Questions and Answers are hereby added to and become a part of **RFP # 24021 - Memorial Park Pool Renovations.** This Addendum modifies and forms a part of the Quote Documents. All other terms and conditions remain unchanged.

Any inquiries concerning this Request for Proposal should be made to Angie Perteet, Senior Buyer, (762) 400-6053, or email accbids@accgov.com.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the proposal based on the highest and best interest of the Unified Government of Athens-Clarke County.


ATHENS-CLARKE COUNTY
GEORGIA

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Vendor Selection and Contract Award: RFP 24025 - ACCGov Unified Pay Plan Classification and Compensation Study

DATE: ~~October 27, 2023~~ December 20, 2023

BUDGET INFORMATION:

REVENUES: $0

EXPENSES:
ANNUAL:
CAPITAL:
OTHER: Up to $350,000.00

FUNDING SOURCE: Authorized FY24 Capital Funds

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:
To request that the Mayor and Commission:

a. Approve the selection of ~~***[TBD]***~~ The Segal Company as the most responsive proposal for the provision of a comprehensive Classification and Compensation Study of the ACCGov Unified Pay Plan; and

b. Authorize Mayor and appropriate staff to execute the proper documentation to award the contract to ~~***[TBD]***~~ The Segal Company for an amount not to exceed $350,000 for the study.

HISTORY:

1. On April 6, 1993, the Athens-Clarke County Mayor and Commission adopted and made effective the Personnel System code of ordinances to include provisions for a classification plan for the Unified Government. *Personnel System Section 1-9-2 (a), (b) Classification System* provides:

> *(a) The personnel director or a designee shall be responsible for developing a classification plan for the Athens-Clarke County government. The classification plan shall provide the class titles and description of duties and responsibilities for all positions in the government. The plan shall be amended as the duties, responsibilities and employment conditions change. Periodic classification plan amendments shall not be construed to be a reclassification as provided for under subsection 1-9-2(b)(5).*

(b) All positions that have similar responsibilities, the same relationships to other classes of positions and require the same level of skills, knowledge, abilities and experience shall be included in the same class.

(1) Composition of plan. The classification plan shall consist of:

a. A grouping of levels of positions that are approximately equal in difficulty and responsibility, calling for the same general qualifications and which are compensated fairly within the same range of pay, under similar working conditions;
b. Titles that identify the job;
c. Written job descriptions for each title; and
d. The system of classification level showing the title of each position included in the personnel system.

(3) Administration of plan. The personnel director or a designee is responsible for administering the classification plan. The plan will be closely monitored to see that it reflects the duties performed by each employee in the classified service and the level to which each position is assigned.

1. *The personnel director or a designee shall examine the responsibilities of new positions as they are created and then assign them to an existing level within the classification system. If there is a need to do so, the personnel director may recommend to the manager any changes in the classification system that may be made necessary by changes in the responsibilities of existing or new positions.*
2. *The personnel director or a designee shall periodically review the entire pay classification plan and make recommendations to the manager for changes as they are needed.*

2. On May 16, 2016, per request under *Personnel System Section 1-9-2 (b), (3),* the Mayor and Commission adopted the FY16 Budget to include capital funding for ACCGov's first comprehensive classification and compensation study in over 20 years. The RFP resulted in selection of compensation consultant firm, Management Advisory Group (MAG) in Fall 2017.

3. On January 13, 2019, ACCGov implemented two new pay plans as a result of the MAG study. This represented a $2.2M investment in employee pay for Q3 and Q4 of FY19. The FY19 mid-year adjusted salaries then became the baseline for FY20 salaries. The total investment in employee pay across FY19 and FY20 totaled $5.2M, closing a 6% gap to the external market. Implementation further established the Unified Pay Plan for civilian positions, and the first and separate Public Safety Pay Plan.

4. In Fall 2019, ACCGov public safety agency heads including the Police Chief, the Fire Chief, the Sheriff, the Warden, and the Chief Probation Officer made several requests of the

ACCGov Manager to transition the Public Safety Pay Plan to a step-in-grade plan to achieve the following public safety agency goals:

a. Competitively align pay with the market for public safety positions;
b. Accelerated pay increases for early career and newly promoted employees;
c. Transparency and predictability in pay and career progression; and
d. Consistent, predictable increases in pay over time.

5. In FY20 the Mayor and Commission authorized $2.1M to transition all five public safety agencies: Corrections, Fire & Emergency Services, Police, Probation, and the Sheriff's Office from the existing Public Safety Pay Plan to a step-in-grade plan. A step-in-grade plan was collectively requested by agency heads to provide stability and certainty.

6. On June 13, 2021, the Public Safety Step Pay Plan developed by compensation consultant firm, Mercer, was implemented.

7. In June 2022, a service crediting program as developed by compensation consultant Mercer was implemented to enhance the Public Safety Step Plan. This program provided service credit for non-ACCGov law enforcement or fire service experience to current employees with such experience. This was to allow such service credit for recruitment of external hires of experienced officers without creating internal inequity.

~~8.~~ On June 7, 2022, with the adoption of the FY23 Budget, the Mayor and Commission authorized up to $350,000 in capital funding for an updated classification and compensation study for the Unified Plan. Reviewing the Unified Pay Plan at this time is consistent with best practice of conducting a study every five to seven years. ~~Goals of the study include:~~

9. On October 12, 2023, RFP #24025 - ACCGov Unified Pay Plan Classification Comprehensive Study was released and closed on November 13, 2023. ACCGov desired to solicit competitive proposals from responsible vendors to provide a comprehensive classification and compensation review of all positions of the current Unified Pay Plan to include review of an ancillary Pay Plan for Public Safety Command Staff for integration with the Unified Plan, with the final deliverables to include:

a. Pay Structure and Pay Philosophy
b. Job Evaluations
c. Job Descriptions
d. Market Analysis
e. Updated Pay Table to include mitigation of wage floor impact
f. Job Classification and Job Evaluation System
g. Project Summary and Methodology Deliverables

10. **~~#TBD~~** Seven proposals were received for study of the Unified Pay Plan from the following firms:
    - Baker Tilly

- Bolton
- McGrath
- Mercer
- MGT
- OneDigital
- The Segal Company

11. The Finance Purchasing Department certified the RFP 24025 review panel selection of ~~TBD~~ The Segal Company for award of the associated contract.

FACTS & ISSUES:

1. Best compensation practices recommend a review of a pay plan every five to seven years to ensure market competitiveness of pay, internal equity of pay, and update of job descriptions and titles. The Unified Pay Plan was last studied in 2018 with 2019 implementation. Economic and labor market conditions have radically changed since then.

2. Recruitment and retention remain critical organizational challenges. The overall ACCGov vacancy rate remains in the 18-20% range amidst a persistent labor shortage.

3. Unemployment remains historically low and inflation historically high creating pressure on wages and a lack of available workers.

4. ACCGov is further challenged by need for a pay structure that upholds equal pay for equal work, uniform and consistent pay practices, and good stewardship in the valuation of jobs, while also providing flexibility to meet severe shortages of critical workers under current conditions.

5. The 2019 pay study, the first in over 20 years, made progress in aligning pay with the market at that time. It further established a separate public safety pay structure. However, the study could not anticipate nor meet current needs for: review of the architecture of the classification system. For example, would structuring jobs into "job families" help with localized challenges in pay for CDL drivers, skilled trades, and executive-level positions? Are policy and the rules for promotional pay, above minimum salary offers and the like in need of update?

6. ACCGov is in need of additional scope of work to identify and mitigate compression in the Unified Plan introduced by the $15.60 wage floor; as well as in the update and overhaul of over 400 job descriptions; strong communications plan and deliverables; and a defined process and time period for employee appeals of classification placements.

7. ACCGov seeks maximum value of authorized funds in the selection of a compensation consulting partner with sufficient, size, focused resources to ensure their assigned team is not overextended; and public sector expertise to meet an ambitious scope of work seeking maximum value of authorized of funds.

8. Selection rationale to be provided in addendum as soon as possible where deadline for proposals is November 13, 2023.

OPTIONS:

1. Mayor & Commission:
   a. Approve the selection of ~~***[TBD]***~~The Segal Company as the most responsive proposal for the provision of a comprehensive Classification and Compensation Study of the ACCGov Unified Pay Plan; and

   b. Authorize Mayor and appropriate staff to execute the proper documentation to award the contract to ~~***[TBD]***~~The Segal Company for an amount not to exceed $350,000 for the study.

2. Mayor & Commission deny approval of vendor selection of ~~[**TBD**]~~The Segal Company.

3. Mayor & Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a and b.

DEPARTMENT:
Prepared by: Jeff Hale

Jeff Hale

~~10/27/2023~~12/18/2023
Date

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a and b

Manager

December ~~6~~ 21, 2023
Date:

THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY(ACCGov)

DATE: **September 24, 2023**

TO: **Qualified Vendors**

SUBJECT: **RFP # 24025 ACCGov Unified Pay Plan Classification and Compensation Study**

You are invited to submit a proposal to provide a comprehensive classification and compensation review of all positions of the current Unified Pay Plan to include review of an ancillary Pay Plan for Public Safety Command Staff for integration with the Unified Plan, for the Human Resources Department.

Inquiries regarding proposals should be made to Angie Perteet, Senior Buyer (762) 400-6053 or accbids@accgov.com. Technical questions may be directed to Sara Ivy, Compensation and Payroll Administrator at (762) 400-6398, or email: sara.ivy@accgov.com.

A pre-proposal conference to respond to all inquiries with regards to this project will be held at **10:30 AM ET, Thursday, October, 19, 2023** in the Human Resources Conference Room, located at 375 Satula Ave. in Athens, Georgia. Potential offerors are strongly encouraged to attend.

The estimated price of this project is not to exceed $350,000.00.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Unified Government of Athens-Clarke County.

*** One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing, One (1) printed paper copy(s) without pricing**
*** One (1) Separately Sealed USB Flash drive with Section V-D Price Proposal Schedule, with One (1) printed paper copy(s) of section V-D Price Proposal Schedule. Both of these must be submitted in a clearly marked and separately sealed envelope.**

Proposals are to be sealed, marked with the offeror's name and address and labeled, **"RFP # 24025 ACCGov Unified Pay Plan Classification and Compensation Study"** and delivered to:

The Unified Government of Athens-Clarke County
Finance Department, Purchasing Division
375 Satula Avenue
Athens, Georgia 30601

Not later than **3:00 P.M. ET, Thursday, November 9, 2023**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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  (Must be submitted in a separately sealed envelope)

VI **DOCUMENTS CHECKLIST**

ATTACHMENT A: WHAT YOUR BUSINESS NEEDS TO KNOW ABOUT GEORGIA'S E- VERIFY REQUIREMENTS

ATTACHMENT B: JOB CLASS MASTER SPREADSHEET

ATTACHMENT C: PRICING PROPOSAL WORKSHEET

SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

A complete signed proposal must include the documents listed below:

PROPOSAL FORMAT: Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. ***The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.***

All proposals received will become a part of the official contract file and may be subject to disclosure.

PROPOSAL FORMAT: All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.

2. **Table of Contents:** Including all sections and subsections.

3. **Business Information:** State the full name and address of your organization and the branch office or subordinate element that will perform the services described in this proposal. Include a telephone number, the point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.

4. **Qualifications and Experience:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles.

    a. **Current Project Assignments**: Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
    b. **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.
    c. **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.

5. **References:** Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference.

6. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:

a. A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.

b. Failure to Complete Prior Projects - disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.

c. Disclose information and provide an explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.

7. **General Project Approach:** Provide the Following:

a. A general approach your firm would take for this project, identify areas that you feel are critical to project success and how your approach to those sets you apart from other firms.

b. Describe how your team's technical expertise applies to this project.

c. Describe the project team's approach to assuring timely completion of this project, include reasons behind any changes in schedule.

d. Describe your firm's plan for implementation, ensuring that ACCGov will be able to implement the plan successfully and transparently.

8. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

SUBMITTAL FORMAT: ALL proposal copies must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the RFP number and TITLE (**RFP # 24025 ACCGov Unified Pay Plan Classification and Compensation Study**).

If you have an ACCUG Vendor Number please include it on the sealed envelope or container. If you do not know or have a vendor number, please note we are not entering "bid only" vendors into our database. We will set up your company if you are awarded the RFP. Please rest assured that the vendor number is not a requirement for submitting your bid and will not count against you in any way.

☐ **One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing**
☐ **One (1) paper copy of the signed proposal WITHOUT price**

☐ **One (1) Separately Sealed USB Flash drive with copy of section V-D Price Proposal Schedule with**
☐ **One (1) paper copy of section V-D Price Proposal Schedule**
(Must be submitted separately in a sealed envelope)

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered**.

ALL DOCUMENTS SUBMITTED ON USB FLASH DRIVE MUST BE IN A SINGLE PDF FILE

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
REQUEST FOR PROPOSAL (RFP)
ACCGov Unified Pay Plan Classification and Compensation Study
Human Resources Department
ATHENS, GEORGIA

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide a comprehensive classification and compensation review of all positions of the current Unified Pay Plan to include review of an ancillary Pay Plan for Public Safety Command Staff for integration with the Unified Plan for the Human Resources Department, Athens, Georgia.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available……....**Tuesday, October 10, 2023**

Pre-Proposal Conference ..... **10:30 A.M. ET, Thursday, October 19, 2023**

Deadline for submission of questions ..... **2:00 P.M. ET, Thursday, October 26, 2023**

Deadline for receipt of proposal ..... **3:00 P.M. ET, Thursday, November 9, 2023**

Presentations from shortlisted firms…… (Anticipated date range)
November 27, 2023 – December 1, 2023

C. CONTACT PERSON

The contact person for this RFP is Angie Perteet, Senior Buyer, Explanation(s) desired by the offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing accbids@accgov.com. Technical questions may be directed to Sara Ivy, Compensation and Payroll Administrator at (762) 400-6398, or email: sara.ivy@accgov.com.

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 120 days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this

RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and email address.

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements

Offerors who obtain this Request for Proposal from Georgia Procurement Registry or Athens Clarke County/Purchasing (https://www.athensclarkecounty.com/Bids.aspx)or from other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified, withdrawn, or canceled by the offeror for a period of **one hundred twenty (120) days** following the time and date designated for the receipt of proposals, and each offeror so agrees in submitting his proposal. Negligence on the part of the Offeror in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

G. PROPOSAL CLOSING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from Georgia Procurement Registry or Athens Clarke County Bids or via email request to E-Mail: accbids@accgov.com after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County, at the time the subcontractor(s) is retained to perform such services.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to the commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of the Athens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. AWARD OF CONTRACT

Award will be made to the responsible offeror whose proposal is responsive to the terms of the request for proposals and is most advantageous to the Unified Government of Athens-Clarke County.

N. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license if they are physically located in Athens-Clarke County or if they perform a service in Athens-Clarke County.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to the Unified Government will not be accepted.

O. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

P. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10**. If such entity attaches such an affidavit,

before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;

Q. NON-DISCRIMINATION ORDINANCE

Contractor agrees to abide by and be bound by Chapter 6-21 of the Code of Athens-Clarke County, Georgia, regarding Unlawful Discrimination and agrees to ensure that any and all subcontractors operating pursuant to this solicitation also agree to abide by and be bound by Chapter 6-21 of the Code of Athens-Clarke County, Georgia."

SECTION III - SCOPE OF SERVICES

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for a comprehensive compensation and classification as per the scope of services outlined below for the period up to 24 months from date of contract.

A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCGov) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCGov serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCGov provides a multitude of local and state-funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCGov employs approximately 1,900 people.

Currently, there are 1,784 authorized full-time positions and approximately 200 part- time positions (excluding seasonal part-time) representing about 415 unique job classifications. The last comprehensive classification and compensation study was conducted in 2018 and was fully implemented in January 2019. This study encompassed all departments of the Unified Government. In 2021, ACCGov transitioned all non-civilian public safety employees to a separate Public Safety Step Plan.

B. GENERAL REQUIREMENTS

1. Access Control: Human Resources operates within a secured space located at 375 Satula Avenue, Athens, Georgia. Vendors may gain access to individual offices only when accompanied by an authorized Human Resources employee. Shared meeting space is available upon request within the common areas of the building and in other locations throughout the government.

2. Contract Performance Period: Contract performance period shall be determined from the date of award, unless terminated by either party giving to the other written notice of termination in writing thirty (30) days prior to the proposed date of termination. Termination by the Unified Government of Athens-Clarke County can be immediate upon contractor failure to comply with any of the terms.

3. Hours Of Operation: 8:00 A.M. ET to 5:00 P.M. ET

4. Ordering and Payment: Performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid monthly upon receiving invoicing with an attached copy of each certificate of receipt of service for that month signed by Department designee. The contractor shall ensure that all invoices clearly reflect the purchase order number. All original invoices must be mailed or hand-delivered to Athens-Clarke County Accounts Payable, P.O. Box 1748, Athens, GA 30603 or Athens-Clarke County Accounts Payable, 375 Satula Avenue, Room 175, Athens, GA 30601. A duplicate invoice must be submitted to the Human Resources Department Attn: Jeff Hale and Sara Ivy. Failure to comply with this provision may result in delayed payments for services rendered.

a. The Contractor shall prepare and submit invoices to the Finance Office address specified on individual orders. If the invoice does not comply with these requirements, the Finance Office will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed below.
   (i) Name and address of the Contractor.
   (ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)
   (iii) Purchase order number for supplies delivered or services performed.
   (iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
   (v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
   (vi) Name and address to whom payment is to be sent.
   (vii) Name (where practicable), title, phone number, and mailing address of the person to notify in the event of a defective invoice.
   (viii) Any other information or documentation required by the contract (e.g., evidence of shipment).

b. In the event orders are made via monthly or period purchase orders, the contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
   (i) Name of supplier
   (ii) Purchase Order number
   (iii) Ship to Department and Address
   (iv) Description, Quantity, unit price, and extension of each item.
   (v) Date of delivery or shipment.

C. ADDITIONAL REQUIREMENTS

1. TERMINATION FOR CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the successful vendor at least ten (10) days before the effective date of termination. The successful vendor will not be relieved of any outstanding responsibilities or unfinished obligations under this contract.

   The successful vendor has the right to terminate this contract for cause by providing a written notice of intent to the Purchasing Administrator to terminate at least thirty (30) days prior to the effective date of the contract termination.

2. CONTRACT RENEWAL TERMS
   After the first year of this contract, the contract shall be automatically extended for four (4) additional periods of one (1) year each (collectively "Renewal Term") unless either party gives written notice of its intention not to renew, or the intention to modify, the agreement ninety (90) days before expiration of the effective renewal term.

3. TERMINATION WITHOUT CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the contract at any time without cause, in whole or in part, by providing a written notice to the other party at least thirty (30) days before the effective date of termination. The other party will not be relieved of any outstanding responsibilities or unfinished obligations under this contract that were incurred prior to termination.

4. INSURANCE.

a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.

b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:

   i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least $1,000,000 each accident; at least $1,000,000 each employee for disease and $1,000,000 policy limit for disease.
   ii. General Liability - $2,000,000 aggregate; $1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
   iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least $1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
   iv. Excess Liability - $1,000,000 on a per occurrence basis.
   v. Professional Liability - $2,000,000.00
   vi. Any bid exceeding $50,000 requires a performance and payment bond for in the amount of 100% of the job. No material deviation from the language will be accepted. These documents must be filled out completely and notarized with appropriate power of attorney form attached. The bonding company must appear on the Federal register of approved companies.

c. The Certificate of Insurance evidencing required insurance coverages must be provided. An endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County's interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Administrator. An additional insured endorsement must be provided on all policies, except workers' compensation and professional liability, naming Unified Government of Athens Clarke County as an additional insured. A primary and non-contributory endorsement must be provided on all coverages, except workers' compensation and professional liability.

d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.

e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request."

f. The following persons or entities are to be listed on the Contractor's general liability policy of insurance as additional insureds:

Copies of endorsements showing the Unified Government of Athens Clarke County and each additional insured identified herein have been added to the policies as additional insureds, primary and non-contributory endorsements in favor of Unified Government of Athens Clarke County and notices of cancellation on each policy shall be attached to each of the certificates.

To facilitate the specific task requirements RFP submittals shall include, but not be limited to your approach to the following Scope of Work and associated deliverables:

D. SCOPE OF WORK

The Unified Government of Athens-Clarke County desires to solicit competitive proposals from responsible vendors to provide a comprehensive classification and compensation review of all positions of the current Unified Pay Plan to include review of an ancillary Pay Plan for Public Safety Command Staff for integration with the Unified Plan, with the final deliverables to include:

1. Pay Structure and Pay Philosophy
2. Job Evaluations
3. Job Descriptions
4. Market Analysis
5. Updated Pay Table
6. Job Classification and Job Evaluation System
7. Project Summary and Methodology Deliverables

The Human Resources Department, Unified Government of Athens-Clarke County, Georgia is the lead department for this project with an expected implementation date of January 2025 and completion date of the full project by June 30, 2025. See Preliminary Tentative Timeline below.

Pay Philosophy

Objective Mayor and Commission formally adopt pay philosophy to guide compensation for the Unified Plan.

Proposed Deliverable: Formal Pay Philosophy Resolution for Mayor & Commission Approval.

Tasks:

a. Conduct Facilitated Informational Sessions with ACCGov Elected Officials and Leadership to establish:
   - Whether ACCGov should set salaries at, above, or below market.
   - Draft formal pay philosophy resolution for adoption.

Pay Structure

Objective: Obtain consultant recommendations on enhancement to ACCGov job architecture, and how best to maintain it over time.

Proposed Deliverable: Revised Unified Plan structure, rationale, and guidance for implementation and maintenance in the form of policy, procedure, and rules yielding a plan that is easy for employees to understand and for ACCGov to administer.

Tasks:

a. Job Architecture – consider feasibility of establishing job families or other approach such that pay can be addressed among certain groups of positions with changes in the job market (e.g. CDL drivers, skilled trades, IT positions) without impacting all classifications or creating undue complexity and administrative burden.
b. Executive Pay – consider need for an Executive/Professional Pay Plan separate from, or as part of a modified Unified Plan.

Job Evaluations

Objective: Conduct complete evaluation of every job in the Unified Pay Plan; compile and summarize the results.

Proposed Deliverables: Custom Job Analysis Questionnaires encompassing the inventory of current positions; Completed Questionnaires and accompanying data in Excel format; Summary Report of Job Analysis Methodology, and Overall Results.

Tasks:

a. Inventory of Current Positions for Evaluation: Review all current job classifications. Analyze, document, and validate classifications for knowledge, skills, abilities, essential functions, education and experience, relevance and hierarchical consistency, supervision received and exercised, any special requirements, licensing and/or certifications and FLSA status of each position.
b. Conduct interviews with employees and appropriate supervisory and management personnel to validate job descriptions and allow input into the development or revision as needed.
c. Development of Job Analysis Questionnaire.
d. Meet with Department Directors, Elected and Appointed Officials, Human Resources employees, organization leadership, and/or supervisors to ensure accuracy of responses.
e. Compilation and Analysis of Job Analysis Questionnaire Responses.
f. Summary of Job Analysis Process, Methodology, and Overall Results.
g. Recommendations for reduction in number of job titles.

Job Descriptions

Objective: Write a concise, complete, defensible, version-controlled job description for every job in the Unified Plan.

Proposed Deliverables: Standard Format for Job Descriptions with agreed upon elements and features; Job Descriptions for Every Position included in the Pay Study, Reviewed and Approved by Department Director, Elected or Appointed Official; Schema for Modification and Version Control.

Tasks:

As informed by the Job Analysis Questionnaire, for each position establish:

a. Minimum Qualifications.
b. Essential Job Duties, standardized across job families.
c. Core Competencies, standardized across job families.
d. Americans with Disabilities Act minimum qualifications.
e. FLSA designation.
f. Classification (grade) under the new Unified Plan.
g. Schema for modification and version control.

Market Analysis

Objective: Assess external equity such that ACCGov can readily maintain competiveness with other comparable agencies and private companies in order to recruit and retain top talent into our organization.

Proposed Deliverables: Peer Group Development and Summary; Methodology and Guiding Principles Summary; Summary of Purpose and Minimum Experience and Education/Training of Jobs Reviewed; Summary of Data Collection Sources and Identification of Gaps in Data; Summary of Job Mapping for Each Job Reviewed; Data Analysis in Excel Format and Graphic Depictions; Competitive Comparison of Market to Current ACCGov Minimum, Midpoint, Maximum for Every Position; Summary of Key Findings.

Tasks:

a. Determine appropriate labor market for ACCGov to include public and private sector peer group comparators as well as survey data sources. Acquire data from several sources to include each comparator's compensation plan(s), any recent pay studies/surveys, recruiting materials, and job postings.
b. Align ACCGov jobs to peer group positions such that they share no less than 75% alignment based on the job description.
c. Comparative analysis identifying the Unified Government's competitive position in the established labor market.
d. Develop a market-informed strategy for annual pay increases, to include pay table increases, "across the board" increases and pay for performance increases.

Job Classification and Job Evaluation System

Objective: Create a classification and compensation plan that is easy to understand, explain, and administer, and that will provide data for further use by ACCGov.

Proposed Deliverables: Summary of Job Architecture/Job Family Rationale; Job Architecture and Assignment of Each Position to a Job Family; Job Evaluation Methodology and Instruction Manual; Job Evaluation Software and Training Materials; Equity Adjustment and Compression Abatement Methodology and Procedures; Job Evaluation Appeals Process; Updated Pay Scale; Updated Career Ladders and Career Pathways with Requirement Matrices; Hiring Incentive and Reward Systems Policy and Procedure.

Tasks:

a. Job Architecture – establishment of appropriate Job Architecture for ACCGov.
b. Identify and recommend appropriate structure (e.g., job families), job classifications, salary ranges for existing and proposed positions.
c. Recommend appropriate job evaluation method to evaluate all classifications in developing a hierarchy of positions based on the value of each job to ACCGov.
d. Provide an updated job evaluation system, to include software and training, that is easy to use and incorporates comparative positions in each evaluation.
e. Identify potential pay compression issues and provide recommendations for solutions to include mitigation of issues related to wage floor of $15.60 in FY23.
f. Provide for an appeals process, provide appeal evaluation criteria, steps to follow and ensure the process is handled in accordance with the appeals process guidelines/criteria.
g. Provide fully updated pay scale(s).
h. Provide fully updated and/or new career ladders and career pathways.
i. Provide specific hiring incentive and reward systems practices based on specialized certifications, education, etc.
j. Provide means to address pay for single classifications, or groups of classifications when market conditions change such that pay is out of alignment, creating staffing crisis, while maintaining the integrity of the classification system.

Updated Pay Table

Objective: Assess internal equity so as to enable ACCGov to provide fair and equitable salaries for employees, including the ability to reward retention, employee initiative, and professional development. For the Unified Pay Table, review size of pay ranges, overlap of pay ranges, groupings within pay ranges, progression through pay ranges, compression between pay ranges and current compensation methods and establish a new or updated Pay Table or Pay Tables.

Proposed Deliverables: Updated Pay Table(s) with appropriate pay ranges with appropriate overlap and grouping of pay grades, groupings within pay ranges, progression through pay ranges, compression between pay ranges and current compensation methods and establish a new or updated Pay Table or Pay Tables.

Tasks:

a. Establish a fair, equitable, and defensible formula for placing each position and each incumbent into the new/updated Unified Pay Plan that meets the needs of ACCGov within budgetary constraints.
b. Provide an implementation strategy to include communication materials, summaries, frequently asked questions, and an appeals process.
c. Provide training to Human Resources Department employees and supervisors, to assure that the implementation and maintenance of the plan are accomplished as intended.
d. Incorporation of Public Safety Pay Table (rank and file are in a Step Plan while Chiefs and other Command Staff are in this set of classifications) into Unified Pay Table or separate Executive Pay Plan as may be recommended.
e. Living Wage Reconciliation.
f. Lateral Transfer of Non-Public Safety Employees Methodology.
g. Analysis of current promotion and demotion methodology and update of formulas, if necessary.
h. Methodology for transferring employees from the Public Safety Step Pay Plan to the Unified Plan and vice versa.

Project Summary and Methodology Deliverables

Objective: Presentation of results and cost of full implementation in easily understandable, transparent formats, able to be tailored to specific employees or groups of employees, and decision makers.

Proposed Deliverables: Final Report including estimated cost of full implementation; Presentations for Various Meetings; Implementation Toolkit; Templates for Various Employee Letters; Policies and Procedures Manual.

Tasks:

a. Prepare written report of recommendations, including discussion of method, techniques, and data used to develop the Classification & Compensation Study. Analyze the impact of any potential changes and provide explanation of potential unintended consequences of recommendations.
b. Present findings and recommendations through written and oral reports at various meetings, which may include but are not limited to department meetings, Manager's Office meetings, and Mayor and Commission meetings.
c. Provide compensation policies and procedures to ensure that ACCGov effectively administers and maintains the new classification and compensation plan in the future, so that the system is easy for the Human Resources Department to administer, maintain, and defend. It should be conducive to and easily accommodate organizational change, growth, changing technologies, market or economic conditions, and stay competitive. It should provide guidelines for plan implementation and administration, forms and procedures that are clear and understandable, communication materials that promote employee acceptance of the process and results.
d. Personnel Ordinance Review: Identify where changes in the Compensation and Classification System as a result of the study would conflict with current ordinance; require additional language in existing ordinance; and/or require new paragraph or section of ordinance.

Preliminary Tentative Timeline

Phase 1: Planning and Selection (3-4 months, July – November 2023)

1. **Month 1-4: Project Initiation and Stakeholder Engagement**
    - Identify key stakeholders, including HR staff, department heads, and employee representatives.
    - Establish a project team with representatives from HR, finance, and relevant departments.
    - Develop a communication plan to keep stakeholders informed throughout the process.

Phase 2: Data Collection and Analysis (4-6 months, December 2023 – April 2024)

2. **Month 4-6: Job Analysis and Data Gathering**
    - Facilitated session with M&C for adoption of pay philosophy at, above, lagging market.
    - Conduct job analysis to identify and document job duties, responsibilities, and qualifications for various positions.
    - Collect and review existing job descriptions, organizational charts, and compensation data.
    - Create surveys and conduct interviews with employees to gather additional job-related information.
3. **Month 7-8: Market Benchmarking and Data Compilation**
    - Define ACCGov market and positions for market survey.
    - Research and gather external market data on compensation trends for comparable positions in the region or industry.
    - Compile and analyze the collected data to determine the competitive position of the Unified Government in terms of compensation.
    - Report to Manager, update of Mayor & Commission.

Phase 3: Classification and Compensation Plan Development (May– August 2024)

4. **Month 9-11: Job Classification and Compensation Structure**
    - Develop a new or revised job classification structure based on the job analysis and market data.
    - Create a compensation structure that aligns with the job classifications, including salary ranges and grades.
    - Develop recommendations and costing options to Human Resources, Manager, Mayor & Commission update.
5. **Month 12-13: Policy and Procedure Development**
    - Create or update policies and procedures related to job classification, compensation, pay adjustments, and career progression.
    - Ensure compliance with relevant laws and regulations.
    - Provide plan for market intelligence/data and mid-FY process for addressing single classifications or groups of classifications where hiring is mission critical but pay is out of alignment with the market.
    - Criteria for Manager to recommend M&C adjust pay table, provide market increase mid-FY.

Phase 4: Review and Approval (1-2 months, Sept – Oct 2024)

6. **Month 14-15: Stakeholder Review and Feedback**
    - Present the proposed classification and compensation plan to Department Directors, Appointed/Elected, and other key stakeholders for review and feedback.
    - Make necessary adjustments based on stakeholder input.
7. **Month 16-17: Plan Approval and Implementation Strategy**
    - Obtain final approval for the classification and compensation plan from relevant authorities or decision-makers.
    - Develop a strategy for communicating the plan to employees and managers.

Phase 5: Implementation and Communication
(2-4 months, Nov – Dec 2024: Jan 2025 full implementation for just 2nd half FY25)

8. **Month 18-20: Implementation and Communication**
    - Roll out the new classification and compensation plan to employees and managers.
    - Conduct training sessions to ensure understanding of the new structure and policies.
    - Address any questions or concerns from employees during the transition.
    - Payroll System Changes in Munis, individual outcome letters.

Phase 6: Comprehensive Job Description Update

9. **Month 21-TBD Comprehensive Job Description Update (Feb 2025 – June 2025)**
    - February 2025 – Employee grace period for identification of error in dates for transition (time in position, with ACCGov) or other error.
    - Reformat to include all legal and necessary elements including Core Competencies which will inform those in PerPro if consistent job family definitions can be aligned between.
        - Minimum qualifications review and alignment.
        - Update of titles and classifications.
        - Common language for supervision, ADA, emergency, safety sensitive, merit/non merit etc.
        - Department Director final approvals with their supervisors and management.
        - Update Neogov, Munis.

Ongoing Monitoring and Evaluation (Additional Monitoring – Optional Renewals)

10. **Post-Implementation: Monitoring and Adjustment**
    - Continuously monitor the effectiveness of the classification and compensation plan.
    - Gather feedback from employees and managers regarding the plan's impact on recruitment, retention, and employee satisfaction.
    - Make adjustments to the plan as needed to address changing circumstances.
    - Annual plan table, market and merit pay maintenance and reclassification process.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Unified Government of Athens-Clarke County intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Unified Government may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

EVALUATION CRITERIA

EVALUATION CRITERIA: Evaluation criteria to be used in determining the selected firm **in order of importance** are:

1. UNDERSTANDING OF THE PROJECT and **proposed technical approach.** Assesses whether the contractor has given sufficient evidence of having understood the requirements stated in the SOW. **Technical Approach**. Assesses whether the contractor has proposed a solution that is technically feasible and achievable within the constraints of the SOW. (total 60 points)
    a. Contractor response to the project timeline – 20 points
    b. Understanding of the totality of the project – 20 points
    c. Technically proficient solution proposed – 20 points

2. PROJECT TEAM **Management and Staffing Approach.** Assesses contractor's ability to effectively manage personnel, provide experienced and qualified key personnel and respond rapidly to staffing requirements. **Qualifications of Key Personnel.** Assesses the ability of the contractor to hire, retain and train qualified technical personnel similar to those required for the task. (total 10 points)
    a. Qualifications of the team that will be assigned to ACCUG's project – 5 points
    b. Management and Staffing Approach – 5 points

3. QUALIFICATIONS AND EXPERIENCE of staff assigned to the projects. **Experience on Similar Projects**. Assesses whether contractor performed satisfactorily on similar projects regarding schedules, turnover rates, meeting costs and success in performing the work. References requested for validation of the information provided by the vendor.
    a. Similar projects completed successfully and within the allotted timelines – 10 points

4. REFERENCES & REFERENCE PROJECTS including applicable past work with the Athens- Clarke County Government. **Past Performance.** Assesses customer satisfaction with the vendor on prior projects. References requested for validation of the information provided by the vendor. (total 10 points)
    a. References from similar projects – 5 points
    b. Past Performance – 5 points

5. PRESENTATION Quality of presentation. Understanding of adapting to Athens Clarke County needs and processes. Use of technology and deliverables. – 20 points

6. COST & PRICING Assesses price. Also, whether the price is reasonable and in concert with industry standards. (40 points)

Based on the evaluation criteria, the Selection Committee will review and assign a score to each proposal. Proposals which rank highest upon completion of the scoring process will be short-listed. The number of short-listed firms will depend on the total number of submitted proposals. These shortlisted firms may be invited to make a formal presentation/interview of their firm's experience, project approach, and qualifications. Upon completion of the short-listed firms presentations/interviews, the Selection Committee will then score each presentation and the highest rated firm, after the presentation/interview scoring process, considering price and price-related factors, will be recommended for award.

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

A: PROPOSAL FORM

Proposal of_____

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

_____, ***doing business as*** _____*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP # 24025 ACCGov Unified Pay Plan Classification and Compensation Study in** strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of one hundred twenty (120) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

☐ ***By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in*** **RFP # 24025 ACCGov Unified Pay Plan Classification and Compensation Study if awarded.**

Authorized Representative/Title *(print or type)*	**Authorized Representative** *(Signature)*	**Date**

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
Addendum No.		dated		Acknowledgement	*Initial*
					Initial

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

(1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVIT ON FOLLOWING PAGE

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____

Federal Work Authorization Company Identification Number Date of Authorization

Name of Contractor: _____

Name of Project: _____

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on ____, _____, 202__ in _____, _____.

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 202_

_____

Notary Public
My Commission Expires:

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

D: SCHEDULE OF SERVICES OR PRICE/PROPOSAL SCHEDULE

(Must be submitted separately in a sealed envelope)

**PLEASE SEE PRICING PROPOSAL WORKSHEET AS SEPERATE ATTACHMENT

SECTION VI DOCUMENTS CHECKLIST:

PROPOSAL DOCUMENTS CHECKLIST:

- ☐ 1. Cover Letter
- ☐ 2. Table of Contents
- ☐ 3. Business Information
- ☐ 4. Qualifications and Experience
- ☐ 5. References
- ☐ 6. Financial Information and Documentation
- ☐ 7. General Project Approach
- ☐ 8. Other Relevant Information

MANDATORY PROPOSAL FORMS (SECTION V) Offeror must complete, execute and include with the proposal the following mandatory documents:

- ☐ A. Proposal form
- ☐ B. Acknowledgement of Addenda
- ☐ C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- ☐ D. Schedule of Services and Price Proposal **(Must be submitted separately in a sealed envelope)**

ATTACHMENT A

What Your Business Needs to Know about Georgia's E- Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law**, O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed $2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the Attorney General's website) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found here.

E-Verify Private Employer Requirements

Georgia law**, O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found here.

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/ program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the DHS website. If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at http://www.dhs.gov/e-verify.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Approval of Three Contract Attorney Positions – District Attorney's Office for FY24

DATE: November 18, 2023

BUDGET INFORMATION:

REVENUES: $

EXPENSES:

ANNUAL:	$30,000 estimated
CAPITAL:	$0
OTHER:	$0

FUNDING SOURCE: Salary Savings from ACC County ADA Positions

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve three Contract Attorney slots in the District Attorney's Office through December 31, 2024; and

b. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. Since September 2022, the District Attorney's Office (DAO) has been experiencing understaffing.

2. Throughout 2023, the DA has been conferring with County Attorney Judd Drake and Deputy Chief Attorney Sherrie Hines on researching this potential avenue and best practices as to what kind of contract to use.

FACTS & ISSUES:

1. In order to offset the understaffing, the DA would like to engage contract attorneys to take on specific cases.

2. The DAO is understaffed.

3. The DAO has salary savings in their budget, currently about $26,000 of ACCGov funds, (not including any funds from Oconee County).

4. The DA has an emergency need for additional legal resources to offset the substantial case load each employed ADA currently has (over 700 cases each) and relieve the pressure they are under (a retention concern).

5. Pursuant to *O.C.G.A. § 15-18-20*, the DA may utilize independent contractors to provide additional assistance to the DAO so long as such employment is authorized by the respective jurisdiction – in this case the ACCGov Mayor and Commission, the funds used to employ said contractors shall be ACCGov (not Oconee County) funds and said contractors shall only prosecute cases within Athens-Clarke County.

6. There is an opportunity to utilize regional attorneys on a contract basis for cases requiring specialized training, knowledge, and experience (e.g. homicide, sexual cases, and complex major crimes). Hourly rates would range between $150 - $300 an hour depending on the complexity of the case. Most cases will take on average 25-50 hours. It can cost more if the case proceeds to trial.

7. The DA will ensure that each independent contractor has the requisite knowledge, training, and experience to independently prosecute cases assigned to the contractor by the DA.

8. The independent contractors will not be considered employees of ACCGov and thus will not be subject to the personnel system, the classification plan, or the compensation plan.

9. If approved by the Mayor and Commission, the authorization for the three contract labor positions will expire on December 31, 2024. Should there continue to be an emergency need for independent contractors in the DAO, the DA may submit a new request as appropriate. If the $26,000 of current salary savings is exhausted in this effort, the DA will confer with the Manager on avenues for further funding.

10. This recommendation supports the following Mayor and Commission Strategic Commitment:
    - Safe and Prepared Community

OPTIONS:

1. Mayor and Commission:

   a. Approve the District Attorney's request for three contract-attorney slots through December 31, 2024; and

b. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission deny the three contract-attorney slots.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a & b

DEPARTMENT: District Attorney's Office
Prepared by: Deborah Gonzalez

Deborah Gonzalez — *December 21, 2023*

Deborah Gonzalez — Date
District Attorney

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:



December 21, 2023

Manager — Date:

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Adoption of Unified Government of Athens-Clarke County Transit Title VI Plan Update

DATE: December 5, 2023

BUDGET INFORMATION: Not Applicable

REVENUES:

EXPENSES:
ANNUAL:
CAPITAL:
OTHER:

FUNDING SOURCE:

COMMISSION ACTION REQUESTED ON: January 2, 2024

PURPOSE:

To request Mayor and Commission adopt the ACCGov Transit Title VI Plan, as proposed in **Attachment #1**, to maintain compliance with modifications to Federal Transportation Administration and Georgia Department of Transportation Title VI program regulations and policy.

HISTORY:

1. In 1964, Congress passed the Civil Rights Act, and Title VI of that act prohibits recipients of Federal financial assistance (e.g., states, local governments, and transit providers) from discriminating on the basis of race, color, or national origin in their programs or activities, and it further obligates Federal funding agencies to enforce compliance.

2. In October 2012, the U.S. Department of Transportation (U.S. DOT) / Federal Transit Administration (FTA) published revisions to FTA Circular C 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." Changes in the Circular mandated that Title VI plans be developed and adopted for all public transit systems that receive Federal funding assistance.

3. On March 3, 2015, the Mayor and Commission (M&C) adopted the Transit Department's Title VI Plan. Appointment of Plan Administrator and Title VI Coordinator are necessary for compliance with Title VI requirements. By request of the Internal Auditor, the M&C designated the Office of Operational Analysis to fill this role in fall of 2015.

4. On December 4, 2018, Transit Director Butch McDuffie, presented to M&C the Transit Service Change policy based upon metrics derived from a 2018 update of the Transit Title VI Plan. M&C approved the Transit Service change policy, which references elements of the Title VI Plan, but is a separate policy document.

5. On October 1, 2019, M&C adopted the updated 2019 Title VI Plan for Transportation & Public Works (TPW) to maintain compliance with Title VI Civil Rights program requirements, as administered through GDOT.

6. On December 3, 2019, M&C approved the Inclusion Officer as the designated Title VI Coordinator under the ACCGov Title VI Plan, while the Plan Administrator continued to be assigned to the Internal Auditor.

7. On September 6, 2022, M&C adopted the revised Title VI Plan for ACCGov and appointed the Safety & Risk Administrator as the designated Title VI Coordinator and the Human Resources Director as the Title VI Plan Administrator.

8. On February 5, 2023, ACCGov Transit underwent a GDOT Compliance Review. ACCGov Transit was provided with the results of the GDOT Compliance Review August 29, 2023. The GDOT Compliance Review identified the need of an updated Title VI Plan to meet compliance standards. The current ACCGov Organization Title VI Program Plan was shared with GDOT, but they requested a Transit specific plan based on an updated template.

FACTS & ISSUES:

1. Historically, ACCGov annually agrees to abide by the FTA and Georgia Department of Transportation (GDOT) Title VI Civil Rights program requirements as a part of the 5307 Operating and Capital assistance funding grant application process and has complied with the Title VI program guidelines. ACCGov Transit has not received any Title VI related complaints between 2018 and present.

2. The ACCGov Transit Title VI plan is to be updated every three years per FTA/GDOT policy. The last update was an organization Title VI Program Plan adopted by M&C in 2022, which covered many facets of the GDOT Title VI plan update. However, GDOT shared that this does not qualify as a specific Transit update, so ACCGov is now out of compliance.

3. The ACCGov Transit Title VI plan covers how ACCGov Transit intends to handle additional requirements such as:

    a. Language Requests Received by Transit Agency;

    b. Four-Factor Analysis to include number of Limited English Proficiency (LEP) persons served/encountered, frequency of LEP contacts with Transit department, importance/magnitude of service/program/activity offered by the Transit

program, and resources available to assist Transit program in connecting with LEP individuals;

c. Conducting an independent Title VI program study, which FTA recommends; and

d. Utilizing the Federal Transportation Administration (FTA) approved Title VI template. This ensures all applicable regulations are maintained, and reviewed by FTA.

4. The 2023 Title VI Plan update will move ACCGov into compliance with FTA/GDOT Title VI policy.

5. GDOT collaborated with Federal Transportation Administration (FTA) to update the GDOT Title VI template in 2022. The GDOT update to the Title VI template was to ensure the latest FTA Title VI policy changes, and formatting were in use by all GDOT sub recipients. Due to the size of the document, and numerous formatting changes; only a clean copy was provided.

6. Failure to adopt and approve the Title VI plan will jeopardize ACCGov Transit's eligibility for current and future FTA grant funding.

7. This Recommendation supports the following ACCGov Strategic Plan Goal & Strategy:

   a. Organizational Improvement Goal, Strategy C: "Improve programs, processes, policies, and communication external and internal, assess how resources are allotted to meet existing and future needs for better service delivery and what we deliver"

OPTIONS:

1. Mayor and Commission adopt the ACCGov Transit Title VI Plan, as proposed in **Attachment #1**, to maintain compliance with modifications to Federal Transportation Administration and Georgia Department of Transportation Title VI program regulations and policy.

2. Mayor and Commission do not adopt the ACCGov Transit Title VI Plan, as proposed in **Attachment #1**, to maintain compliance with modifications to Federal Transportation Administration and Georgia Department of Transportation Title VI program regulations and policy.

3. Mayor and Commission defined option

DEPARTMENT RECOMMENDED ACTION: Option 1

DEPARTMENT:
Prepared by: Victor Pope



Victor Pope

December 5, 2023
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1





Manager

December 20, 2023
Date:

ATTACHMENTS:
Attachment 1: GDOT subrecipient Title VI Plan Final 12 5 23

Attachment #1

The Unified Government of Athens-Clarke County Transit





Title VI Plan

Date Adopted: 01/02/2024

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1.0 Title VI/Nondiscrimination Policy Statement and Management Commitment to Title VI Plan

49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].

The Unified Government of Athens-Clarke County Transit assures the Georgia Department of Transportation that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation and as per written guidance under FTA Circular 4702.1B, dated October 2012, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

The Unified Government of Athens-Clarke County Transit further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against The Unified Government of Athens-Clarke County Transit.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the GDOT. (refer to Appendix A of this plan)

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature: 

Printed Name: Victor Pope, Transit Director

The Unified Government of Athens-Clarke County Transit, Date: 01/02/2024

2.0 Introduction & Description of Services

This is a section of the plan which covers general information about the transit agency.

The Unified Government of Athens-Clarke County Transit submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

The Unified Government of Athens-Clarke County Transit is a sub-recipient of FTA funds and provides service in Athens-Clarke County. A description of the current The Unified Government of Athens-Clarke County Transit system is included in Appendix B.

Title VI Liaison

Juli Irvin

Safety and Risk Administrator/Title VI Coordinator, Unified Government of Athens-Clarke County

762-400-6389

375 Satula Avenue, Athens, GA 30601

Alternate Title VI Contact

Jeff Hale

Human Resources Director/Title VI Plan Administrator, Unified Government of Athens-Clarke County

762-400-6391

375 Satula Avenue, Athens, GA 30601

The Unified Government of Athens-Clarke County Transit must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by GDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

2.1 First Time Applicant Requirements

FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.

The Unified Government of Athens-Clarke County Transit or is not a first time applicant for FTA/GDOT funding. The following is a summary of The Unified Government of Athens-Clarke County Transit's current and pending federal and state funding.

Current and Pending FTA Funding

1. FTA 5307-T006835-FY 2022, July 1, 2021 $4,263,790.50 - Current

2. FTA 5307-T006836-FY2023, July 1, 2022 $5,696,237 - Current

3. FTA 5307-T007051-FY2024, July 1, 2023 $7,317,312 - Pending

Current and Pending GDOT Funding

1. FTA 5307-T006835-FY 2022, July 1, 2021 $191,090 -Current

2. FTA 5307-T006836-FY 2023, July 1, 2022 $258,524 -Current

During the previous three years, Georgia Department of Transportation did complete a Title VI compliance review of The Unified Government of Athens-Clarke County Transit. The Unified Government of Athens-Clarke County Transit or has not been found to be in noncompliance with any civil rights requirements.

The following is a summary of the compliance review.

a. Date of the compliance review
   February 14, 2023

b. The purpose or reason for the review
   Section 5307 Title VI compliance review

c. Agency or organization that performed the review
   Georgia Department of Transportation (RLS and Associates)

d. Summary of the finding and recommendations of the review
   Title VI Plan Last Update was not reviewed by Georgia Department of Transportation

e. Report on the status of the findings and recommendations
   The Unified Government of Athens-Clarke County is updating the Title VI Plan for 2023

f. Current status of the compliance review- Findings report with Action items has been issued

2.2 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

The Unified Government of Athens-Clarke County Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT and FTA.

2.3 Title VI Plan Concurrence and Adoption

> *FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.*

This Title VI Plan received GDOT concurrence on 09/11/2023. The Plan was approved and adopted by The Unified Government of Athens-Clarke County Commission during a meeting held on October 3, 2023. A copy of the meeting minutes and GDOT concurrence letter is included in Appendix C of this Plan.

3.0 Title VI Notice to the Public

FTA Circular 4702.1B, Chapter III, Paragraph 5: Title 49 CFR 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

3.1 Notice to Public

Recipients must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Plan. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee

A sample of the notice is included in Appendix D of this Plan. The sample notice should be translated into other languages, as necessary.

3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of The Unified Government of Athens-Clarke County Transit's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of The Unified Government of Athens-Clarke County Transit's office(s) including the reception desk and meeting rooms, and on the The Unified Government of Athens-Clarke County Transit's website at ACCgov.com/transit. Additionally, The Unified Government of Athens-Clarke County Transit will post the notice at stations, stops and on transit vehicles.

A sample version of this notice is included in Appendix D of this Plan along with any translated versions of the notice, as necessary.

Title VI Procedures and Compliance

3.3 Title VI Procedures and Compliance

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed aginst them and make their procedures for filing a complaint available to member of the public.

3.4 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by The Unified Government of Athens-Clarke County Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). The Unified Government of Athens-Clarke County Transit investigates complaints received no more than 180 days after the alleged incident. The Unified Government of Athens-Clarke County Transit will process complaints that are complete.

Once the complaint is received, The Unified Government of Athens-Clarke County Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

The Unified Government of Athens-Clarke County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, The Unified Government of Athens-Clarke County Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, The Unified Government of Athens-Clarke County Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on The Unified Government of Athens-Clarke County Transit's website (www.yourcommunitytransit.com).

3.5 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on The Unified Government of Athens-Clarke County Transit's website (www.yourcommunitytransit.com).

3.6 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. The Unified Government of Athens-Clarke County Transit will submit Title VI Plans to GDOT and FTA for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

3.7 Sub-recipient Assistance and Monitoring

The Unified Government of Athens-Clarke County Transit does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, The Unified Government of Athens-Clarke County Transit utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if The Unified Government of Athens-Clarke County Transit has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.

3.8 Sub recipients and Subcontractors

The Unified Government of Athens-Clarke County Transit is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. The Unified Government of Athens-Clarke County Transit, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") must agree to the following clauses:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section

21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation and/or the Federal Transit Administration,* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Georgia Department of Transportation*, and/or the *Federal Transit Administration,* as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, The Unified Government of Athens-Clarke County Transit shall impose contract sanctions as appropriate, including, but not limited to:
    a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
    b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the The Unified Government of Athens-Clarke County Transit, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Disadvantaged Business Enterprise (DBE) Policy

As a condition of your agreement with GDOT, The Unified Government of Athens-Clarke County Transit and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of contracts. The Unified Government of Athens-Clarke County Transit and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of GDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

E-Verify

As a condition of your agreement with GDOT, vendors and contractors of The Unified Government of Athens-Clarke County Transit shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with The Unified Government of Athens-Clarke County Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for The Unified Government of Athens-Clarke County Transit shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for The Unified Government of Athens-Clarke County Transit.

4.0 Title VI Investigations, Complaints, and Lawsuits

FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations….; lawsuits, and complaints naming the recipient.

In accordance with 49 CFR 21.9(b), The Unified Government of Athens-Clarke County Transit must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by The Unified Government of Athens-Clarke County Transit in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to GDOT.

The Unified Government of Athens-Clarke County Transit has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

Table 1: Summary of Investigations, Lawsuits, and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

5.0 Public Participation Plan

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

The Public Participation Plan (PPP) for The Unified Government of Athens-Clarke County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for The Unified Government of Athens-Clarke County Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about The Unified Government of Athens-Clarke County Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included as Appendix F to this Title VI Plan.

Current Outreach Efforts

The Unified Government of Athens-Clarke County Transit is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of The Unified Government of Athens-Clarke County Transit's recent, current, and planned outreached activities.

- Marketing routinely meets with community groups, weekly to provide public transportation information and education to the Athens-Clarke County community.
- Decentralized Transit transfer center site selection
- 2023 Transportation Development Plan public outreach meeting
- Posting transit information on the Athens-Clarke County Transit website
- Posting information on the Athens-Clarke County Transit website calendars in regard to route changes, detours and service revisions
- Posting information in Athens Transit Revenue vehicles
- Announcements in Athens-Clarke County newspapers
- Announcements in Spanish language publications available int MACORTS region (if available)
- All public hearings are publicized approximately two (2) weeks before the meeting dates
- TV, Radio, and printed media advertising are used on a regular basis
- How to ride a bus public outreach programs are held monthly at the Athens-Clarke County Municipal Court and various churches, human services agencies and various businesses
- Multiple marketing and promotional events held annually

Public Hearing Requirements

The Unified Government of Athens-Clarke County shall solicit and consider public comments prior to implementing a transit fare increase and/or any major service reduction in transit service in the manner provided herein. The following service changes require a public hearing process followed by review and action by the Unified Government of Athens-Clarke County Mayor and Commission:

Major Service Reduction

A major service reduction to Athens Transit's transit operations is defined as:

- Establishment of a new bus route and the initial schedule and headway parameters for that route
- Significant deviations in the geographical path traversed by any routes, which may impact 25% of the existing average daily ridership or could be considered out the corridor of direct service
- A substantial geographic alteration (one mile radius or more) in the termini of any route
- Elimination of a bus service not under the demonstration project status
- Modification to or increase in fare charged to the public for transit services
- Public Input Periods for Route and Service Changes and Fare increase were held in 2012, 2013, and 2014 Calendar Years.

- May 2012; Route / Service Changes and proposed Fare increase
- May 2013; Route / Service Changes and proposed Fare increase
- May 2014; Route / Service Changes and proposed Fare increase
- May 2018; Transportation Development Plan/Service Changes
- March 2020: Emergency Service Changes due to COVID-19
- March 2020: ACC Transit Begins Zero-Fare Transit Services
- July 2021: Transit Resumes "Summer Service" level; service provided 50-75 minutes along all
- Transit Routes.
- July 2021: Night Services Suspended due to Workforce Shortage
- August 2021: Summer Service Level in effect indefinitely due to workforce shortages
- August 2021: On-demand Transit Service was deployed to North Athens to supplement scheduled deviated fixed-route Transit service not operated due to workforce shortages.

Notification of service changes as well s a transcript of public hearing held will be provided to the Georgia Department of Transportation Office of Intermodal summarizing the issues and responses received in the public hearing process with any transit fare increase and/or any major service reduction in transit services.

6.0 Language Assistance Plan

FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).

The Unified Government of Athens-Clarke County Transit operates a transit system within Athens Clarke County. The Language Assistance Plan (LAP) has been prepared to address The Unified Government of Athens-Clarke County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In The Unified Government of Athens-Clarke County Transit service area there are 2,872 residents or 2785% who describe themselves as not able to communicate in English very well (Source: US Census 2017-2021 American Community Survey 5 Year Estimates). The Unified Government of Athens-Clarke County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. The Unified Government of Athens-Clarke County Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

7.0 Transit Planning and Advisory Bodies

FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or commitees, or similar committess, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

The Unified Government of Athens-Clarke County Transit-related, non-elected committee or board therefore this requirement does not apply.

8.0 Title VI Equity Analysis

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

Title 49 CFR, Appendix C, Section (3)(iv) requires that "the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin." For purposes of this requirement, "facilities" does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, The Unified Government of Athens-Clarke County Transit will ensure the following:

1. The Unified Government of Athens-Clarke County Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. The Unified Government of Athens-Clarke County Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, The Unified Government of Athens-Clarke County Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If The Unified Government of Athens-Clarke County Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, The Unified Government of Athens-Clarke County Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. The Unified Government of Athens-Clarke County Transit must demonstrate and document how both tests are met. The Unified Government of Athens-Clarke County Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The Unified Government of Athens-Clarke County Transit has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, The Unified Government of Athens-Clarke County Transit does not have any Title VI Equity Analysis reports to submit with this Plan. The

Unified Government of Athens-Clarke County Transit will utilize the demographic maps included in Appendix I for future Title VI analysis.]

9.0 System-Wide Service Standards and Service Policies

FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.

The Unified Government of Athens-Clarke County Transit is a fixed route service provider.

FTA Circular 4702.1B requires that all fixed route service providers prepare and submit system-wide service standards and service policies as a part of their Title VI Plan. These standards and policies must address how service is distributed across the transit system, and must ensure that the manner of the distribution affords users access to these assets.

The Unified Government of Athens-Clarke County Transit has adopted the following system-wide standards and policies to ensure service design and operations practices do not result in discrimination on the basis of race, color, or national origin. Service policies differ from service standards in that they are not necessarily based on a quantitative threshold.

9.1 Service Standards

FTA requires that all fixed route transit providers develop quantitative standards for all fixed route modes of operation for the following indicators. The Unified Government of Athens-Clarke County Transit has prepared standards for all modes it operates including Fixed Route and Demand Response Public Transportation Services.

a. Vehicle Load

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Maximum Load Factor
15-20′ Paratransit Van	8	2	10	1.2
35′ Low Floor Bus	34	12	46	1.2
40′ Low Floor Bus	39	14	53	1.3

b. Vehicle Headway

POLICY HEADWAYS AND PERIODS OF OPERATION				
WEEKDAY	Peak	Base	Evening	Night
Urban Radial	30,60,75	30,60,75	60	N/A
Peak Express	15	15	--	--

** Peak: 7-9 am and 4-6 pm; Base 9am - 4pm; Evening: 6-9:30 pm; Night: 9:30pm-Midnight;*

"--" means no service is provided during that time period.

SATURDAY	Day	Evening	Night
Urban Radial	60	60	--
Peak Express	--	--	--

** Day 7am - 6pm; Evening: 6-9:30 pm; Night: 9:30pm – Midnight;*

"--" means no service is provided during that time period.

SUNDAY	Day	Evening	Night
Urban Radial	60	60	--
Peak Express	--	--	--

** Day 7am - 6pm; Evening: 6-9:30 pm; Night: 9:30pm-Midnight;*

"--" means no service is provided during that time period.

c. On-Time Performance
A vehicle is considered on time if it departs a scheduled time point no more than one (1) minute early and no more than five (5) minutes late. The Unified Government of Athens-Clarke County Transit on-time performance objective is 90% or greater. The Unified Government of Athens-Clarke County Transit continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.

d. Service Availability
The Unified Government of Athens-Clarke County Transit will distribute transit service so that 90% of all residents in the service area are within a ¼ mile walk of bus service or within a ½ mile walk of rail service.

9.2 Service Policies

FTA requires fixed route transit providers to develop a policy for service indicators. The Unified Government of Athens-Clarke County Transit has prepared the following policies for its transit system.

a. Distribution of Transit Amenities
Installation of transit amenities along bus and rail routes are based on the number of passengers boarding at stops and stations along those routes.

b. Vehicle Assignment
Vehicles will be assigned to the South, North, and East depots such that the average age of the fleet serving each depot does not exceed 12 years. Low-floor buses are deployed on frequent service and other high-ridership lines, so these buses carry a higher share of ridership than their

numerical proportion of the overall bus fleet. Low-floor buses are also equipped with air conditioning and automated stop announcement systems.

Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. Local routes with lower ridership may be assigned 30-foot buses rather than the 40-foot buses. Some routes requiring tight turns on narrow streets are operated with 30-foot rather than 40-foot buses.

The Unified Government of Athens-Clarke County Transit has prepared the following policies for its transit system. Service policies establish service guidelines and performance standards to be met as resources allow, and detail the process to be used in evaluating existing and proposed service. Transit service guidelines are a set of general rules to be followed when existing transit service is modified or new service established. Performance standards serve as the criteria for evaluating both existing and proposed transit services.

Transit service policies should always be viewed in an appropriate context. For example, they should not be seen as rigid and inflexible, nor should they be substituted for good judgement. No matter how well each service policy is drawn, it cannot be universally applied.

System Policy 1

The public transit system should be designed, operated, and maintained within the limitations of funding and other resources available to:

1) Provide a reasonable alternative to the private automobile for those who have a choice

2) Provide a reasonable level of mobility for those who do not have a choice, the transit dependent

3) Provide a reasonable access to as many citizens as possible

System Policy 2

All features of the system shall be oriented toward attracting and serving current and potential

Patrons.

System Policy 3

Service should be designed to minimize door to door travel time for current and potential patrons

System Policy 4

Operating practices and vehicle maintenance shall be such as to promote a safe transportation mode and minimize the possibility of any kind of accident, service delay or passenger inconvenience.

System Policy 5

The transit system and routes should be designed to adequately serve existing patterns of land-use and reinforce desired patterns of growth as expressed in the land use goals of local and regional master plans.

System Policy 6

Proposals for improved transit services should be evaluated as broadly as possible, considering both tangible and intangible factors and the effects of such improvements on nonusers and transit system users.

System Policy 7

Vehicle Type decisions regarding vehicle size and type will be determined by:

1. The type of service to be provided (i.e. fixed route, paratransit, fixed-route deviation, demand response, express, etc.)
2. Comfort and convenience of all transit customers
3. Compatibility with the neighborhood design and current community priorities and goals.
    a. Identifying the appropriate size vehicle is very important both to customers and to the community at large. A bus which is undersized forces passengers to stand, decreasing riding comfort. Buses which are too large appear wasteful to the non-riding public.
4. Vehicle replacement schedules. Buses will be assigned to bus routes so that the average age of the busses serving any major geographic area of the community will not vary from the system average by more than 25%.
5. Vehicle life cycle cost for all transit vehicles should be optimized. FTA defines the minimum normal service life for buses as follows (9030.1C):
    a. Standard size Heavy-duty (35'-40") At least 12 years or 500,000 miles, Heavy-duty (30') At least 10 years or 350,000 miles, Small medium Duty (under 30") At least 7 years or 200,000 miles, Other Vehicles At least 5 years or 100,000 miles

System Policy 8

Provision of Service

1. Major Activity Centers - Service shall be provided and operated, wherever possible, in a manner assisting achievement of adopted local, state, and federal policies and goals, particularly in the areas of EEO, Title-VI, environmental protection (e.g., air quality, noise pollution); energy conservation and contingency plans; land-use goals; and other provisions of local and regional master plans.

All major activity centers within the urbanized area will be served, including major employment concentrations, central business district, schools, hospitals, shopping centers, commercial areas, social service and civic center locations, elderly/disabled residence concentrations, public housing, and special-use facilities (e.g. sports complexes, intercity transportation facilities, main libraries).

2. Density Standards - Service will be considered to all traffic analysis zones (TAZs) that are contiguous with the existing service area and have an average density of at least five dwelling units per acre. Provision of new service is contingent upon the cost-effectiveness of providing the service.

For areas that do not meet the requirement of five dwelling units per acre, Athens Transit shall study the feasibility of demand-responsive service instead of fixed-route service. Demand- responsive service should be effectively interfaced with fixed-route service.

Accessibility to Service

1. Route Spacing: Subject to terrain, street layout, pedestrian facilities, and elderly and disabled populations, bus routes will be located every 1/2 mile in urban areas (more than 3,500 persons per square mile) and every mile in suburban and rural areas (less than 3,500 persons per square mile). Service may be closer where terrain, land-use, or street patterns inhibit walking.

2. Wheelchair Lift-Equipped Buses: All vehicles shall be wheelchair lift equipped. The fleet is 100 percent accessible, buses with wheelchair lifts and ramps are provided on all fixed routes at least once per hour during all hours of service.

    a. Wheelchair lifts and ramps in service shall be in good working order at all times.

Park-and-Ride Lots

Park-n-Ride lots will be developed near the edge of the transit service area. This is to provide access to transit services from areas of lower density or unsuitable street layout and to potentially reduce arterial congestion.

Hours of Service

Customer friendly transit service should generally be provided between 5:30 a.m. and 10:00 p.m., Monday through Friday, and Saturday and Sunday from 7:30 am until 10:00pm.

Service Design-Directness of Travel, Minimize out-of-direction or off-line routings.

1. Routes should not be more than 30 percent longer in distance or 40 percent longer in time than comparative trips by private automobile.
2. Route deviations should not exceed five minutes per one-way round-trip. Such deviations should achieve an average of at least five passengers per round-trip.
3. Where feasible, routes should use the same street for both directions of travel.

Transfers

1. Route schedules will be developed to minimize wait time. Where possible, transfer centers will be constructed to coordinate transfers between routes. Riders required to transfer should not experience average wait times greater than 15 minutes.
2. One Way Loops: Locate only at route end points and if required by street layout.

Service Duplication

Where two or more routes use the same or parallel streets, schedules should be staggered to maximize service.

Route Interlining

Routes with a common terminal and a 30 percent transfer rate may be considered for interlining if:

1. Opposite travel corridors are serviced from the terminal point

2. Frequencies and operating hours are near identical
3. Routes are stable and well established
4. Combined running time does not exceed one hour and ten minutes.
5. Route End Points should be at major activity centers to improve boarding, layover, and recovery opportunities.
6. Short Turnarounds should be considered during off-peak travel times to improve route performance and productivity.
7. Clock Headways are to improve passenger reliability, routes will be designed around clock headways (60, 30, 20, or 15 minute frequencies) when possible.

System Policy 9

Frequency/Capacity of Service

Load Factors: The maximum passenger load should never exceed the safe or legal limit. Typically, load factors will not consistently exceed:

A. 125 percent for peak-hour, peak-direction travel on radial and collector routes
B. 100 percent on express routes
C. 100 percent during midday
D. 125 percent on individual trips

Policy Headways/Headway Adjustments: Established to ensure a minimum level of service, policy headways are 60 minutes. Service intervals should not exceed this time.

The adjustment of headways is one method of bringing routes into compliance with service policies and standards. Marginal and substandard routes should be considered for lengthened headways. Routes that exceed standards should be considered for more frequent service.

45-Minute Headways - should be considered for routes or route segments, by time of day, that achieve a passenger per revenue vehicle hour (P/PVH) equal to 80 percent of the Athens Transit system average, during Peak-service hours only.

30-Minute Headways - should be considered for routes or route segments, by time of day, that achieve P/RVH equal to 100 percent of the Athens Transit system average.

15 and 20 Minute Headways – should be considered for routes or route segments, by time of day, that achieve P/RVH equal to 125-150 percent of the Athens Transit system average.

System Policy 10 Distribution of Transit Amenities

The Athens Transit bus stop improvement program's criteria places bus stop amenities between 700 and 1200 feet apart depending on route population density, route specific points of origin and route specific destinations. The levels of improvements are based on average number of boardings a day. There are currently approximately 500 + bus stops, about 400 have completed improvements, with about 100 shelters and 200 benches. More are being planned for years 2015 -2020)

1. Level I ------ 1-9 boardings Concrete pad, trash can, bus stop post/sign
2. Level II------10-20 boardings Concrete pad, two seat bench, trash can, bus stop post/sign
3. Level III --- 21 + boardings Concrete pad, three seat bench, bus shelter, trash can, bus stop post/sign
4. Level IV ---21 + boardings or Special cases, Art shelters, site specific improvements, etc. Level V -- 21 + boardings Bus bay, with Level III improvements

Other criteria;

A. Safety

i) Poles and signs will be located far enough from the edge of the roadway, in conformance with local jurisdiction standards, to avoid collisions with the bus or other vehicles.

ii) Poles and signs will be located to meet the guidelines of the Americans with Disabilities Act (ADA).

iii) Bus stops generally will be located at the far side of intersections, to minimize disruptions to the flow of traffic.

2. Location

i) In residential areas, bus stops will be placed in the following order of priority:

ii) Adjacent to multi-family residential structures, parks, or churches Adjacent to side yards

iii) On or as near as possible property line Adjacent to stop signs wherever possible.

iv) Before placement in a front yard location, adjacent property owners will be notified. Staff will attempt to find a property owner willing to accept the bus stop, although this may not be possible in every occurrence.

3. In commercial and industrial areas, bus stops will be placed with the following considerations:

   i) Minimize the reduction of on street parking

   ii) Avoid blocking driveways

   iii) Placement should be as near as possible to pedestrian access points

   iv) Minimize conflicts between truck and bus movements.

   v) ADA Accessible Bus Stops

All new bus stops shall meet the requirements of the Americans with Disabilities Act (ADA). Efforts shall be made to bring existing bus stops up to ADA standards during roadway maintenance projects and as part of the development review process

Bus Stops Signs

All bus stops shall have a sign. Each sign should have the Athens Transit logo and colors. Signs should show all routes serving that stop.

Passenger Shelters

An attempt will be made to provide shelters at stops with 20 or more boardings per day and placed according the Athens Transit Bus Stop Improvement Program. Special consideration will be made for stops used by a high percentage of senior citizens or persons with disabilities. If 50 percent or more of the users of a stop are elderly or disabled, the minimum requirement for shelter placement will drop to 10 boardings per day.

Passenger Benches

Passenger benches will be provided at all bus stops that have 10 or more boardings per day. Additional consideration will be made for special requests and the following types of stops.

1. Stops used by a high percentage of elderly or disabled patrons

2. Stops serving public facilities, i.e., hospitals, libraries, and schools.

System Policy 11 Effectiveness of Service

Any proposed Fare increase or service changes shall consider the following factors during the planning process:

1. Assess the effects of the proposed fare or service changes.

2. Assess the alternatives available for people affected by change.
3. Determine if proposals would have a disproportionately high and adverse effect on minority and low- income riders.
4. Describe the actions proposes to minimize, mitigate, or offset any adverse effects

Farebox Recovery Ratio

The transit system will be evaluated annually based on its farebox recovery ratio (i.e., the ratio of revenues collected to the cost of operating the system). Steps will be taken to implement a fare policy that, when balanced against system operating costs and reduced fare programs, will achieve over time a system standard farebox ratio of 35 percent. Deviations from this policy will be considered on an annual basis based on management's guidance.

System Cost per Revenue Vehicle Hour (C/RVH) Shall increase no faster than the rate of inflation.

a. System Average Productivity

Shall exceed 25 passengers per revenue vehicle hour and 2.0 passengers per revenue vehicle mile for fixed route, and 1.5 passengers per hour for ADA complementary paratransit service.

b. Route Effectiveness

All transit routes will be evaluated annually using the following performance indicators:

Total Passengers/Revenue Vehicle Mile (P/RVM) - Measures the effectiveness of route design and scheduling in meeting ridership demand. Individual routes shall exceed 1.0 P/RVM.

Total Passengers/Revenue Vehicle Hour (P/RVH) - Measures the effectiveness of route design and scheduling in meeting ridership demand. Individual routes shall exceed 15 P/RVH. Any route falling under the minimum standard after one year of service initiation shall be evaluated for possible routing changes and/or increased marketing efforts.

Cost per Passenger (C/P) - Relates the cost of service to its utility. Individual routes cost per passenger shall exceed no more than twice the system average.

Farebox Recovery Ratio (FRR) - Relates to ratio of revenues collected to the cost of operating the system. Standard is 35 percent. Any route falling under the minimum standard after one year of service initiation shall be evaluated for possible routing changes and/or increased marketing efforts

c. Service Changes

1. Major Service Changes

Major Service changes should not occur more than twice per year. Athens Transit staff will hold a formal public hearing for substantial changes to, or discontinuation of routes. These hearings will be advertised in locally circulated newspapers, and notices will be placed on board buses operating on the affected routes.

2. Minor Service Changes

   Will occur as needed and should only be used to correct unexpected problems. For minor changes, no public hearing is held; however, notices will be placed on board all buses as needed.

3. Service Expansion

   Service Expansions will be considered as demand warrants. strategic plan updates will be developed stating specific proposals for service improvements, marketing efforts, and planning justifications as part of Athens Transit's annual budget process. New service will meet route standards within one year of implementation.

4. Route Effectiveness

   Projected ridership, revenue, and costs shall be estimated to determine new service feasibility studies.

5. Transit Potential

   Proposed areas for new fixed-route service should have a minimum population density of five dwelling units per acre.

6. Reduced Service

   Reduced Service will be considered for routes that fall below acceptable ridership standards.

   Athens Transit's policy requires the formal public hearings to be held for any reduction in service that affects 25 percent of a route's RVM and for advertising proposed changes a minimum of 14 days prior to implementation.

10.0 Appendices

APPENDIX A FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B CURRENT SYSTEM DESCRIPTION
APPENDIX C TITLE VI PLAN ADOPTION MEETING MINUTES AND GDOT CONCURRENCE LETTER
APPENDIX D TITLE VI SAMPLE NOTICE TO PUBLIC
APPENDIX E TITLE VI COMPLAINT FORM
APPENDIX F PUBLIC PARTICIPATION PLAN
APPENDIX G LANGUAGE ASSISTANCE PLAN
APPENDIX H OPERATING AREA LANGUAGE DATA: THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY TRANSIT SERVICE AREA
APPENDIX I DEMOGRAPHIC MAPS
APPENDIX J TITLE VI EQUITY ANALYSIS
APPENDIX K TEXT FORMATTING PALETTE

Appendix A

FTA Circular 4702.1B Reporting Requirements for Transit Providers

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements

All recipients must submit:

- ❒ Title VI Notice to the Public, including a list of locations where the notice is posted
- ❒ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ❒ Title VI Complaint Form
- ❒ List of transit-related Title VI investigations, complaints, and lawsuits
- ❒ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- ❒ Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- ❒ A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- ❒ Primary recipients shall include a description of how the agency monitors its sub-recipients for compliance with Title VI, and a schedule of sub-recipient Title VI Program submissions
- ❒ **A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.**
- ❒ A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOTs, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- ❒ Additional information as specified in Chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

Requirements of Transit Providers

All Fixed Route Transit Providers must submit:

- ❒ All requirements set out in Chapter III (General Requirements)
- ❒ Service standards
  - ○ Vehicle load for each mode
  - ○ Vehicle headway for each mode
  - ○ On time performance for each mode
  - ○ Service availability for each mode
- ❒ Service policies
  - ○ Transit Amenities for each mode
  - ○ Vehicle Assignment for each mode

Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:

- ❒ Demographic and service profile maps and charts
- ❒ Demographic ridership and travel patterns, collected by surveys
- ❒ Results of their monitoring program and report, including evidence that the board or other governing entity or official(s) considered, was aware of the results, and approved the analysis
- ❒ A description of the public engagement process for setting the "major service change policy," disparate impact policy, and disproportionate burden policy
- ❒ Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

Appendix B

Current System Description

1. An overview of the organization including its mission, program goals and objectives.
   The Unified Government of Athens-Clarke County Transit's current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to county residents.

2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
   The Unified Government of Athens-Clarke County Transit is a for profit 501(c)(3) organization. Our organization is made up of 93 full-time employees, and part-time employees. Our Director is responsible for all of the day-to-day operations of our organization and reports directly to our County Managers. Our Mayor and County Commission is committed to this program and has, therefore, incorporated our service within the County's Public Transportation Program and has therefore incorporated and funded our services as Athens Transit, the County's public transportation system since 1977.

Location(s):

Multi-Modal Transportation Center (MMTC):

775 East Broad Street, Admin: 613-3432, Information Center 613-3430

Operations and Maintenance Facility: 325 Pound Street, 613-3434

Approximately 500 bus stops throughout Athens-Clarke County including over 200 bus shelters, 200 benches and 400 trash cans

Hours of Operation:

Times for The Bus and The Lift may vary according to the route and day; however, approximate hours of operation are Monday through Saturday, 6:00 a.m. - 9:45 p.m.

Website: www.athenstransit.comwww.athensclarkecounty/transit

Public Transit Services Delivered:

"The Bus" the fixed-route transit service provided on 19 routes with 31accessible transit buses.

The frequencies of transit services are 15, 20, 30 and 60 minutes, depending on route and time of year.

"The Lift" a 'curb to curb' paratransit service offered within one-mile of the fixed-route services with 3 assessable vans. This is a demand response service that requires the passenger to schedule trips, sometimes as much as 14 days in advance.

Operations Division has 70 plus employees providing over 72,000 hours of public transit services annually on the two modes of transit.

Maintenance Division has 13 employees responsible for the daily maintenance, repair, and servicing of over 30 transit vehicles and support vehicles which operate in excess of 770,000 miles per year.

Administration Division has 4 employees which provide leadership, management, transit planning, and administrative support to the Operations and Maintenance divisions.

Annual Ridership:

Annual Fixed-Route (The Bus) Ridership is approximately 1.2 million riders, average daily ridership 4500-4800 on 24 peak service buses, operating on 20 routes, during UGA Fall/Spring semesters, summer average daily ridership is approximately 2500-3000 on 16 buses, operating on 16 routes.

Annual Demand Response (The Lift) ridership is approximately 12,000 trips.

MISSION & GOALS

The mission of the Transit Department is to provide safe, courteous, cost effective efficient public transportation services to the citizens of Athens-Clarke County.

GOALS AND OBJECTIVES

Transit is to provide transportation to employment, educational, medical, shopping, cultural, and other resource centers for community members, with special attention to those who do not have access to other modes of transportation.

a) To identify areas with transit dependent block groups that have an above average propensity to use transit by assessing census data.

b) Recommend change on a system wide basis to better address the needs of citizens.

c) Emphasize regional connections for all ground transportation.

d) Position Athens Transit as a strong alternative to automobiles by providing more frequency of service, longer hours of service, multiple transfer options, and more direct routes with shorter travel times.

Transit provides solutions to help manage transportation corridors within Athens-Clarke County that have a deficient level of service.

a) Assess major roadways for deficient levels of service where transit can assist in maintaining or improving level of service.

b) Identify neighborhoods that are burdened due to cut through or commuter traffic and develop service plans.

c) Attempt to improve air quality by reducing traffic congestion along specific corridors.

Reduce the need for parking facilities within the CBD and UGA campus therefore allowing maximum utilization of land for more productive purposes.

a) Locate parking areas that are remote from the CBD and UGA campus.

b) Develop park-n-ride sites with direct service to the CBD and UGA campus.

c) Educate employers, the business community and citizens about the economic benefits of Athens Transit.

d) Encourage more partnerships with employers and business communities.

ATS operates in such a manner that is cost effective.

a) Continue to pursue dedicated funding sources for transit services. (Examples; local option sales tax, gasoline tax, etc.)

b) Develop alternative revenue sources that have the least impact on local community tax payers.

c) Create a fare structure with a subsidized rate for people with low incomes.

d) Utilize SPLOST funding to supplement capital expenses.

e) Thoroughly investigate options using new technology to achieve operating cost savings.

Continue to foster the ATS and UGA transit services interface in order to achieve community goals.

a) Continue to coordinate with Campus Transit to avoid duplication of transit services.
b) Develop specific services in conjunction with Campus Transit, tailored to meet the needs of UGA affiliated passengers.

SERVICE GOALS

Fixed Route Service – "The Bus"

- Provide safe, timely transit services to our community and a safe service environment for customers and employees.
- Ensure that safe, clean, well-maintained vehicles are available to operate all trips as scheduled.
- Achieve a high level of rider satisfaction and an on-time performance rate that exceeds 95%.
- Maximize fare revenue, while providing economical services.
- Limit the cost of providing service by generating more revenue.
- Increase community awareness and encourage use of available transit service.
- Implement innovative route and scheduling methods to reduce cost and promote increased ridership.

Paratransit Demand Response – "The Lift"

- Limit the increasing cost of providing service by ensuring only qualified individuals are permitted to use the service.
- Achieve a high level of rider satisfaction and an on-time performance rate that exceeds 95%.
- Optimize scheduling to effectively utilize resources.
- Implement innovative route and scheduling methods to reduce cost and promote increased ridership.

Current System Description

1. An overview of the organization including its mission, program goals and objectives.

The Unified Government of Athens-Clarke County Transit Department's current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for The Unified Government of Athens-Clarke County community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to community residents. The Unified Government of Athens-Clarke County Transit's mission is: The mission of the Athens Transit System is to exhibit excellence in all aspects of the transportation services we provide to the citizens of Athens-Clarke County. As a dedicated group of professionals, we value and support our customers and fellow employees, and are committed to the provision of our services in a safe, courteous, timely, and efficient manner.

2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.

Athens Transit, the public transportation department of the Unified Government of Athens-Clarke County. Our department is made up of 93 full-time and part-time employees. Our Director is responsible for all of the day-to-day operations of our organization and reports directly to our County Managers. Our Mayor and County Commission are committed to this program and has, therefore, incorporated and funded our services as Athens Transit, the County's Public Transportation Program since 1977.

Number of Employees authorized: 98

Divisions:

Administration

8 FT /1 PT-NB

Operations:

61 FT /15 PT-NB

Maintenance:

13 FT /0 PT-NB

Location(s):

Multi-Modal Transportation Center (MMTC):

775 East Broad Street, Admin: 706-613-3432, Information Center 706-613-3430 Operations and Maintenance Facility: 325 Pound Street, 706-613-3434

Approximately 500 bus stops throughout Athens-Clarke County including over 200 bus shelters, 400 benches and 500 trash cans

Hours of Operation:

Times for The Bus and The Lift may vary according to the route and day; however, approximate hours of operation are Monday through Saturday, 6:00 a.m. - 9:45 p.m.

Indicate if your agency is a government authority.

Athens-Clarke County Transit Department is a department of the Unified Government of Athens- Clarke County, and operates under the direction of the Athens-Clarke County Mayor and Commission.

3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?

Athens-Clarke County Transit Department's Director is responsible for training and management of our transportation program. All safety sensitive employees are required to complete GDOT approved safety and security training course as part of their new hire orientation. All new employees are also required to complete 80 hours of on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheelchair lifts and securement devices. Athens-Clarke County is self-insured. Athens-Clarke County Safety and Risk Administration is responsible for annual renewal of all liability insurance for both FTA/GDOT and agency owned vehicles, as well as vehicle registration. It is the Athens-Clarke County Transit Director's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.

4. Who provides vehicle maintenance and record keeping?

Maintenance on all agency vehicles is provided by Athens-Clarke County Transit Maintenance Division. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the GDOT Preventative Maintenance Guidelines document. All vehicle files and driver files are kept on-site at our operations base located at 325 Pound Street, Athens, GA 30601, and are maintained by the Transit Maintenance Administrator. All records are maintained and retained for a minimum of four (4) years.

5. Number of current transportation related employees

Our transportation department has a total of 62 employees that include: 31 full-time drivers, 7 part-time drivers, 4 administrators and 13 support staff.

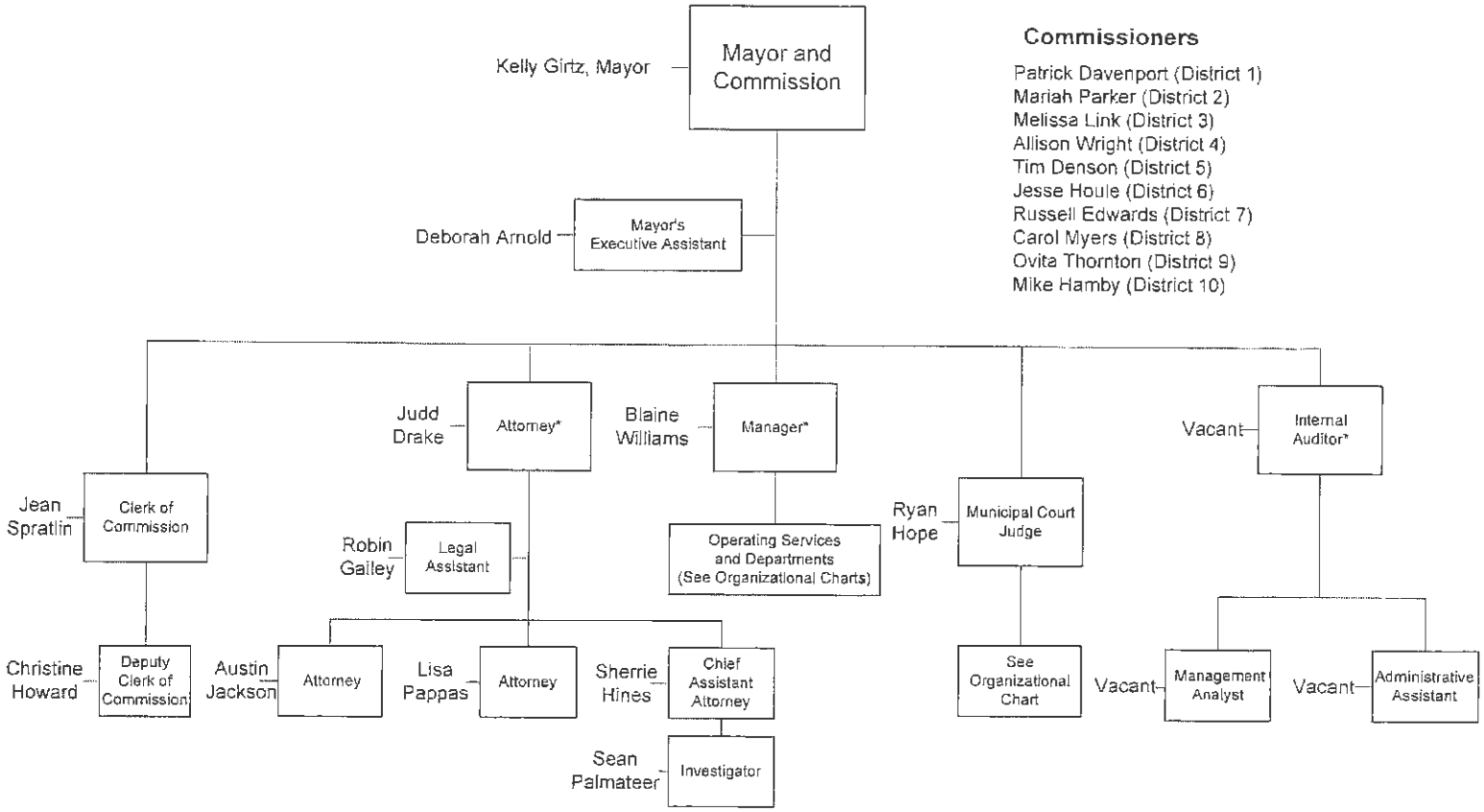
6. Who will drive the vehicle, number of drivers, CDL certifications, etc.?

Only transportation employees that have completed all of the required safety and drivers training requirements will be allowed to drive the agency vehicles. All our drivers are required to carry a Commercial Driver's License. This allows coverage of all of the larger vehicles and for the opportunity for the other drivers to fill in on service routes with the larger vehicles.

7. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to all Athens-Clarke County residents, and visitors. Our service incorporates both fixed-route, and complementary ADA para- transit. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social-service/mental health, training, employment, entertainment and recreation. Currently, we use a variety of vehicles to provide passenger services. Our fleet includes vans, modified vans, and buses. 100% of our revenue service vehicles are equipped for wheelchair service. We prioritize grouping trips and multi-loading to the maximum extent possible. We make 4,532 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

Mayor and Commission

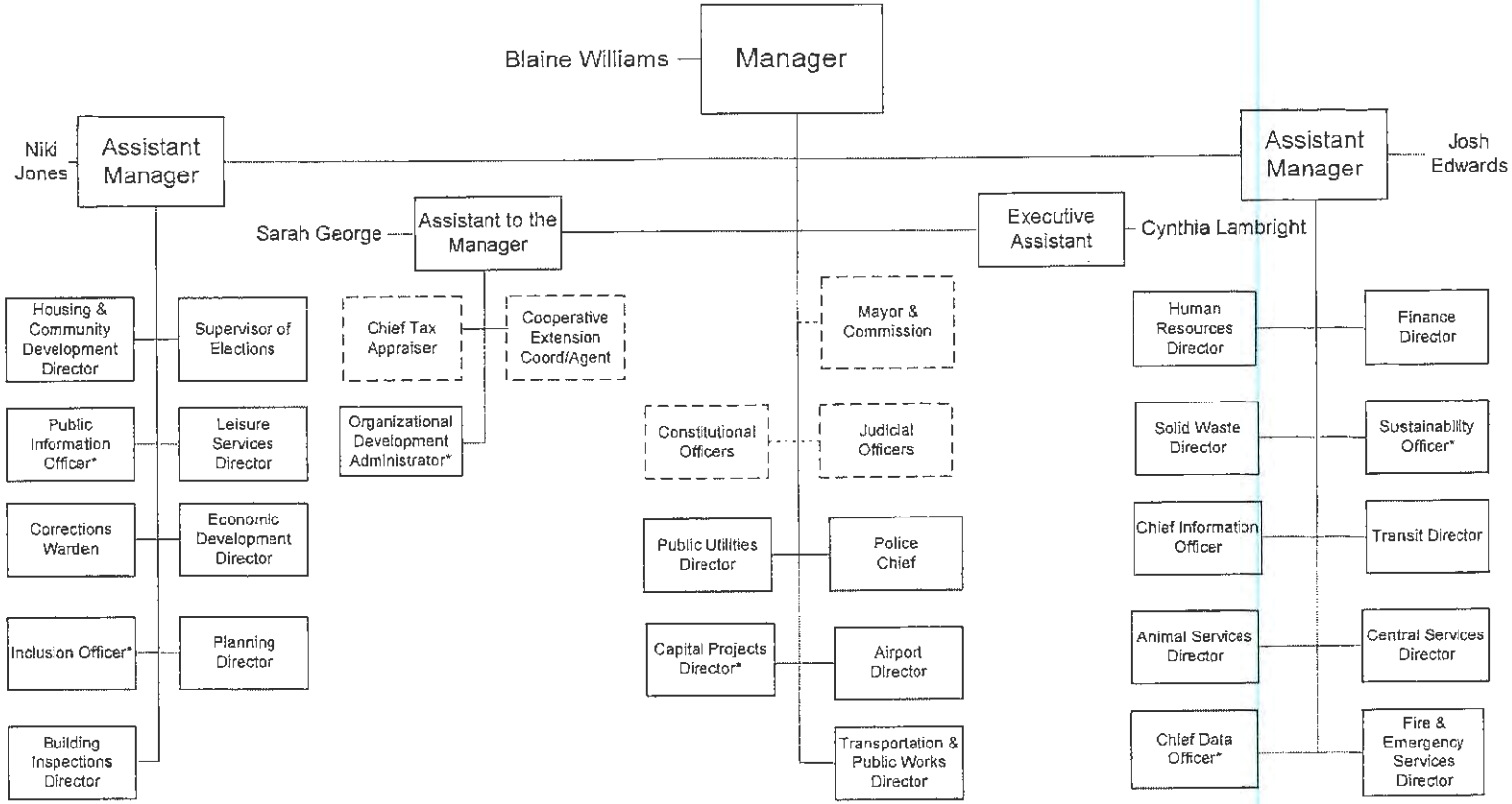


*Charter Officers

Kelly Girtz, Mayor

4/26/202-
Date

Manager's Office

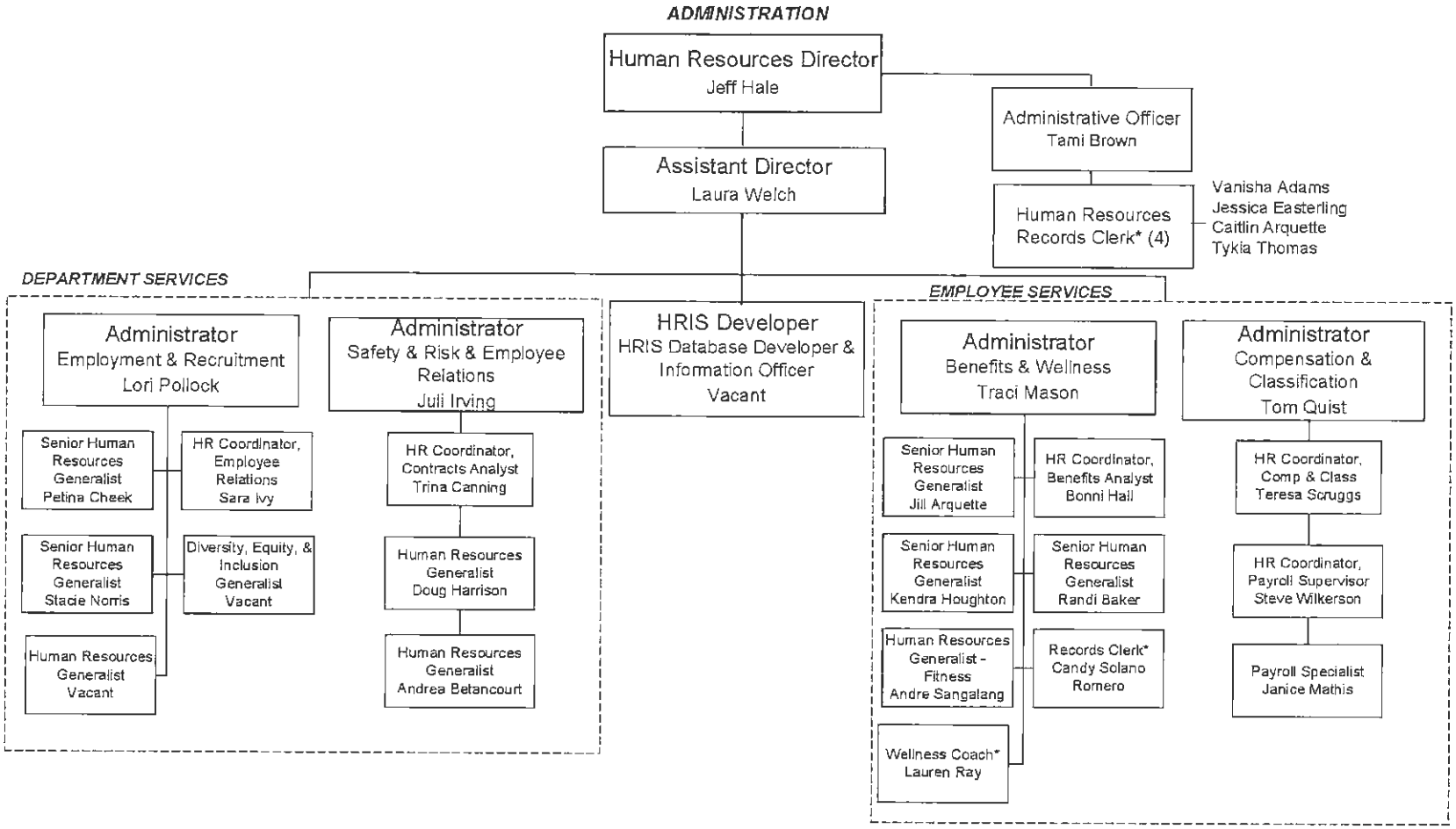


* Sections of Managers Office
---------- Appointed by others

4/26/22

Blaine Williams
Unified Government of Athens-Clarke County Manager
Date

Human Resources Department



Appendix C

Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter

Insert a copy of the Title VI Plan adoption meeting minutes and the GDOT concurrence letter.

Appendix D

Title VI Sample Notice to Public

Notifying the Public of Rights Under Title VI

The Unified Government of Athens-Clarke County Transit

- The Unified Government of Athens-Clarke County Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with The Unified Government of Athens-Clarke County Transit.
- For more information on The Unified Government of Athens-Clarke County Transit's civil rights program, and the procedures to file a complaint, contact (706) 613-3432, TTY 1-800-255-0056 victor.@accgov.com ; or visit our administrative office at 775 East Broad Street Athens, GA 30601. For more information, visit www.accgov.com/transit.
- If information is needed in another language, contact (706) 613-3432
- You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR 1200 New Jersey Ave., SE, Washington, DC 20590

Notifying the Public of Rights Under Title VI

Athens-Clarke County Transit Department

- Athens-Clarke County Transit Department opera sus programas y servicios sin tener en cuenta raza, color y origen nacional, enacuerdo con el Título VI de la Civil Ley de Derechos. Cualquier persona que cree que es él o ella ha sido perjudicada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con Athens-Clarke County Transit Department.
- Para obtener más información sobre el programa de derechos civiles de Athens-Clarke County Transit Department's y los procedimientos para presentar una queja, comuníquese con 706- 613-3432, TTY: 1-800-255-0056, email Ryan.Solchenberger@accgov.com; o visite nuestras oficinas administrativas: 775 East Broad Street, Athens, GA 30601. Por mas informacion, visitar www.accgov.com/Transit
- Adicional informacion es disponible, telefono: 706-613-3432
- Un demandante puedo presenter una queja directamente con el Federal Transit Administration oficina de Derechos Civiles: Title VI Program Coordinator, East Building, 5th Floor - TCR 1200 New Jersey Ave., SE, Washington, DC 20590

Appendix E

Title VI Complaint Form

The Unified Government of Athens-Clarke County Transit

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Note: The following information is necessary to assist the University of Georgia Transportation and Parking Services along with the UGA EOO office in processing your complaint. Should you require any assistance in completing this form, please contact the Title VI Liaison. Complete and return this form to:

Title VI Contact Liaison

Juli Irving, Safety and Risk Administrator 762-400-6389

Juliana.Irving@ACCGov.com 375 Satula Avenue, GA 30601

Section I:				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?		Yes*	No	
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No	
Section III:				

I believe the discrimination I experienced was based on (check all that apply):

[ ] Race [ ] Color [ ] National Origin [ ] Age

[ ] Disability [ ] Family or Religious Status [ ] Other (explain) _____

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against

you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

_____

_____

Section IV

Have you previously filed a Title VI complaint with this agency?	Yes	No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

[ ] Yes [ ] No

If yes, check all that apply:

[ ] Federal Agency: _____

[ ] Federal Court _____ [ ] State Agency _____

[ ] State Court _____ [ ] Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.
Signature and date required below

_____ _____ _____

Signature Date

Please submit this form in person at the address below, or mail this form to:

Juli Irving
Safety & Risk Administrator/Title VI Coordinator
375 Satula Avenue
Athens, GA 30601

The Unified Government of Athens-Clarke County Transit Department

Formulario de queja del Título VI

El Título VI de la Ley de Derechos Civiles de 1964 exige que “Ninguna persona en los Estados Unidos, por motivos de raza, color o nacionalidad, será excluida de la participación, ni se le negaránlosbeneficios ni seráobjeto de discriminación en virtud de cualquierprogramao actividad que reciba asistencia financiera federal”.

Nota: La siguiente información es necesaria para ayudar a los Servicios de Transporte y Estacionamiento de la Universidad de Georgia junto a la Oficina de Igualdad de Oportunidades (EOO, por sus siglas en inglés Equal Opportunity Office) de UGA a procesar su queja. Si necesita ayuda para completareste formulario, comuníquese con la persona enlace del Título VI. Complete y devuelva este formulario a:

Contacto de la persona enlace del Título VI

Remy Epps, Diversity, Equity, and Inclusion Officer 706-613-3015

Remy.Epps@ACCGov.com

301 College Avenue Athens, GA 30601

Sección I:				
Nombre:				
Dirección:				
Teléfono (Hogar):		**Teléfono (Trabajo):**		
Correo Electrónico:				
¿Requisitos de formato accesible?	Letra grande		**Grabación de Audio**	
	TDD**		**Otros**	
Sección II:				
¿Está presentando esta queja en su propio nombre?			Si*	No

** Nota de traducción: Dispositivo de telecomunicación para sordos

*Si respondió "sí" a esta pregunta, pase a la Sección III.		
De lo contrario, proporcione el nombre y la relación de la persona por la que presenta la queja:		
Explique por qué ha solicitado a un tercero: _____		
Confirme que ha obtenido el permiso de la parte agraviada si presenta la solicitud en nombre de un tercero.	Si	No
Sección III:		
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda): [ ] Raza [ ] Color [ ] Nacionalidad Fecha de la supuesta discriminación (mes, día, año): _____ Explique lo más claramente posible lo que sucedió y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la(s) persona(s) que lo discriminaron (si se conocen), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario. _____ _____		
Sección IV		
¿Ha presentado previamente una queja del Título VI con esta agencia?	Si	No
Sección V		
¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal? [ ] Si [ ] No En caso afirmativo, marque todo lo que corresponda: [ ] Agencia Federal: _____ [ ] Corte Federal _____ [ ] Agencia Estatal _____ [ ] Corte Estatal _____ [ ] Agencia Local _____		
Proporcione información sobre una persona de contacto en la agencia/corte donde se presentó la queja		
Nombre:		
Título:		
Agencia:		
Dirección:		
Teléfono:		
Sección VI		
Nombre de la agencia contra la que se presenta la queja:		
Persona de contacto:		
Título:		
Número de teléfono:		

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja. Firma y fecha requeridas a continuación

Firma_____Fecha_____

Appendix F

UGA & MACORTS

Public Participation Plan (PPP)

Introduction

Unified Government of Athens-Clarke County is required to notify residents and post notifications on the Athens Transit website: www.accgov.com/transit. In addition, Unified Government of Athens-Clarke County participates as a partner MACORTS Public Participation Plan. Unified Government of Athens-Clarke County participates as a voting member in regional local community board meetings through MACORTS. MACORTS is responsible for implementing the 3-C (comprehensive, cooperative, and continuing) transportation planning process. The organization is composed of a Policy Committee and a Technical Coordinating Committee. MACORTS is one of 16 Metropolitan Planning Organization (MPO) in Georgia.

The Policy Committee consists of 8 Voting Members (2 non-voting members). The voting members consist of representatives from Madison County, Clarke County, Oconee County, University of Georgia, and the Georgia Department of Transportation (GDOT). The MACORTS Chairmanship is rotated between Madison County, Oconee County and Athens-Clarke County Chief Elected Officials. Meetings are held on the second Wednesday of the month, on an as needed basis.

The Technical Coordinating Committee (TCC) is composed of staff from Madison County, Athens-Clarke County, Oconee County, University of Georgia, and Georgia Department of Transportation (GDOT) and the Federal Highway Administration (FHWA). The A-CC Planning Department Director is permanent Chairman of the TCC. The TCC is a recommending body to the MACORTS Policy Committee. TCC meetings are held on the fourth Wednesday of each month on an as needed basis.

** All meetings are recorded. Audio/Visual recordings of these meetings are available upon request. In order to attend or participate in the scheduled TCC/PC meetings, please contact MACORTS staff at 706-613-3515 or macorts@accgov.com for the password or to request a recording. **

Athens-Clarke County Planning Department is designated as the Metropolitan Planning Organization (MPO) by the Governor of Georgia. The Planning Department, in conjunction with GDOT, is responsible for carrying out the transportation planning process as mandated under federal legislation.

Transportation Planning Process is required by federal law for all urban areas over 50,000 in population. All transportation projects in this area which utilize federal funds must go through a process in which they are adopted into a regional transportation plan / Long Range Transportation Plan. The projects that are in this plan are, overtime, put into the Transportation Improvement Program (TIP) for implementation.

- **Clarity and Relevance: Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.**
- **Responsive: The Unified Government of Athens-Clarke County Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.**
- Posting information on website

PARTICIPATION PLAN

MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATIONAL STUDY



Prepared by:
ATHENS CLARKE COUNTY PLANNING DEPARTMENT

In cooperation with:

Madison County Department of Planning and Zoning
Oconee County Planning Department
Federal Highway Administration
Federal Transit Administration
Georgia Department of Transportation

Adopted May 12, 2021

www.macorts.org

MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY

PARTICIPATION PLAN

Adopted May 12, 2021

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The opinions, findings, and conclusions in this publication are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, the Federal Transit Administration, or the Federal Highway Administration.

No person in the United States shall be excluded, on the grounds of race, color, creed, sex, age, disability, or national origin, from participation in, be denied the benefits of, or be subjected to discrimination of any kind by the Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) membership, staff, or agents.

MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY

PARTICIPATION PLAN

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MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY
PARTICIPATION PLAN

A. PURPOSE

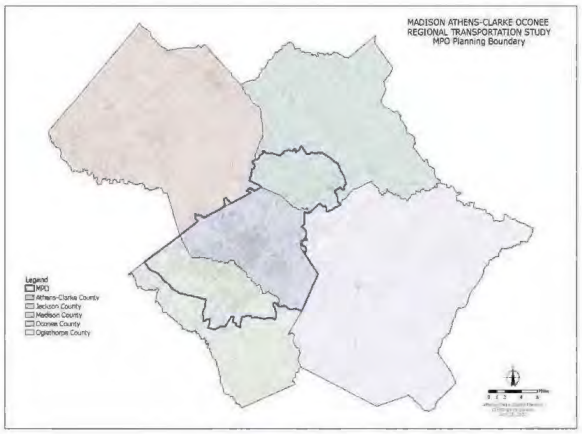
The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) Participation Plan is designed to ensure timely and meaningful input into the metropolitan transportation planning process. The Participation Plan outlines the process to involve all interested parties in the regional transportation planning process and the development and amendment of major transportation studies undertaken as part of MACORTS. The overall objective is to provide a process that is proactive, provides complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. This most recent version of the Participation Plan has been updated to be compliance with the latest federal transportation legislation, Fixing America's Surface Transportation (FAST) Act.

B. INTRODUCTION

The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) is the transportation planning process established for the Athens, Georgia urbanized area. The Federal-Aid Highway Act of 1962 established the requirement for transportation planning in urban areas throughout the country. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21), adopted in 1998, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), enacted on August 10, 2005, MAP-21, enacted on July 6, 2012, and FAST Act, enacted on December 5, 2015, are the most recent laws extending the federal requirement for transportation planning.

In keeping with the original federal mandate, the MACORTS planning process is cooperative, continuous, and comprehensive. The MACORTS planning process is cooperative because it brings together local elected officials, state and federal transportation personnel, citizens, and other interested parties to plan and program transportation projects. MACORTS participants continuously evaluate transportation needs and plan for long-term improvements. The MACORTS process is comprehensive because it considers all modes of transportation, including cars, trucks, buses, airplanes, railroads, bicycles, and pedestrians. The MACORTS public participation process for the development of the Transportation Improvement Program (TIP) meets the Federal Transit Administration's (FTA) public participation requirements related to the development of the Section 5307 Program of Projects.

The MACORTS area includes the urbanized part of the Athens region, as defined by the U. S. Bureau of Census, plus the area expected to become urbanized over the next twenty years. The study area now encompasses all of Athens-Clarke County and portions of Oconee, Madison, Jackson, and Oglethorpe. However, Oglethorpe and Jackson Counties have chosen not to participate in the transportation planning process. Therefore, those counties are not directly included in the Participation Plan. A map of the MACORTS boundary is included on the next page.



MACORTS Committees

The MACORTS planning process is guided by two committees: the Policy Committee (PC) and the Technical Coordinating Committee (TCC). The Policy Committee meets monthly and is responsible for prioritizing projects and making final decisions on MACORTS planning and programming issues. The committee is comprised of local elected officials, Citizen Advisory Committee (CAC) representatives, University of Georgia representatives, representatives of the Georgia Department of Transportation (GDOT), and representatives of the Federal Highway Administration and Federal Transit Administration.

The Technical Coordinating Committee (TCC) meets monthly and is responsible for completing all technical work related to the MACORTS planning process. The TCC maintains all of the required transportation related documentation, and is a recommending body to the Policy Committee. The TCC is comprised of transportation engineers, planners, citizen representatives, transit agency representatives, and managers from the federal, state, and local levels.

The CAC, as designated in the MACORTS bylaws, provides members from each participating member county to both the PC and TCC. Currently, the CAC for Athens-Clarke County is designated as the Athens-Clarke County Planning Commission. The CAC members for Oconee County is designated by the Chairman of the Board of Commissioners. The CAC for Madison County is designated as the Madison County Planning and Zoning Commission. Therefore, the CAC membership is comprised of citizens from throughout the urbanized area.

MACORTS Staff

The Athens-Clarke County Planning Department houses the designated Metropolitan Planning Organization (MPO) for the MACORTS region. The Director of the Planning Department is the Executive Director of MACORTS and Chair of the TCC and is responsible for overall supervision of staff work on the planning process. In addition to designated staff of the Planning Department, employees of the Georgia Department of Transportation (GDOT) are directly involved in MACORTS planning activities. Planners with GDOT coordinate state-level aspects of any studies, assist with technical analysis, and play a major role in the development and utilization of the MACORTS travel demand model.

C. PARTICIPATION STRATEGY

The MACORTS Participation Plan encompasses five (5) components: Consultation, Public Access, Public Outreach and Education, Public Input and Evaluation.

CONSULTATION

OBJECTIVE: To ensure that major regional transportation documents, including the Participation Plan, are developed in consultation with the general public and other interested parties, and reflect existing and future plans for development of the region. This also involves efforts to identify and include all interested parties in the transportation planning process. The following strategies shall be used to achieve this objective:

Consultation Strategies

1. The MPO shall maintain and update a public mailing list composed of stakeholders and potential stakeholders. The purpose of the public mailing list is to disseminate information about MACORTS transportation plans and projects. Any member of the public will be able to sign up for the mailing list at any MPO function, via phone, e-mail, and through the MACORTS website (www.macorts.org). Special attention shall be given to include members of potentially underserved groups.

2. The MPO has identified and involved groups that are traditionally underserved in the MACORTS area in the transportation planning process. MACORTS created and maintains (through census, GIS or other similar means) to identify those communities with high concentrations of minority, low-income, disabled or elderly populations. In addition, the MPO identifies media, where possible, that serves these communities and maintains a mailing/contact list to notify these media outlets of all MACORTS public meetings.

3. Any planning products that are required to go to the public for review and comment including the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) shall be prepared and / or amended by the MPO in consultation with agencies and officials responsible for other planning activities in the study area. Consultation for these and other MACORTS documents that require public outreach shall include contacts with State,

local, Indian Tribe and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation.

During the development of the MACORTS MTP and TIP the MPO will compare available plans, maps and inventories from state and local resource agencies to determine which resources will be directly or indirectly affected by the plan or program. The consultation process will include the following steps:

- An initial identification of the resources and responsible agencies likely to be affected by the plan or program
- A review of available information (plans, maps and inventories) derived from agency websites
- Consult with the responsible agency or agencies regarding the potential impact of the plan or program
- Document action taken in the consultation process, including acknowledging the receipt of comments and suggestions from resource agencies, for inclusion in the MACORTS MTP and TIP.

5. The procedures for processing administrative modifications and amendments to the MTP and TIP shall be the same as those published by the Georgia Department of Transportation in August 2013 or subsequent versions and included as Appendix G (as amended in August 2013).

PUBLIC ACCESS

OBJECTIVE: To ensure that the general public and other interested parties have timely and convenient access to agendas, meetings, documents and other information related to the regional transportation planning process. The following strategies shall be used to achieve this objective:

Public Access Strategies

1. All MACORTS plans and documents shall be made available for the public to review at the MACORTS office and on the MACORTS website (www.macorts.org). Copies of draft documents also will be available for public review in the planning offices of the participating member counties of MACORTS (see Appendix C for locations). Copies of the current MACORTS plans and documents shall be provided free of charge in digital and/or hardcopy upon request. Copies of the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan shall be distributed to all other participating agencies.

2. Updates to the MTP and TIP will be available for a 30-day public review and comment period. A 15-day public review and comment period will be provided for amendments to the MTP and TIP.

3. Administrative modifications to the MTP and TIP are not subject to a public review period. They

are, however, reviewed and approved through the MACORTS Technical Coordinating Committee (TCC) and Policy Committee. Those meetings are open to the public, and the TCC meeting agenda includes a standing public comment item. This insures that the public has an opportunity to comment at those meetings.

4. The development of the MACORTS Participation Plan and Limited English Proficiency Plan, and any future amendments to the plans, will be subject to a 45-day public review and comment period.

5. The development of the MACORTS Unified Planning Work Program (UPWP) and amendments to the UPWP are not subject to a public review period. They are, however, reviewed and approved through the MACORTS Technical Coordinating Committee (TCC) and Policy Committee. Those meetings are open to the public, and the TCC meeting agenda includes a standing public comment item.

6. The MPO shall provide reasonable access to technical and policy information used in the development of planning products including the MTP and TIP. Committee meeting agendas and minutes shall be posted on the MACORTS website. Meeting recordings will be provided upon request.

7. The MPO shall provide, upon request and 48-hour notice, assistance to those with special needs or limited English proficiency at MACORTS meetings.

8. Pages on the MACORTS website can be translated into any of several languages as chosen by the user to assist those with limited English proficiency.

9. In-person public meetings will be held at convenient and accessible locations and times. All committee meetings, public hearings, and formal events of MACORTS shall be held in facilities that are accessible by persons with disabilities. Generally speaking, meetings will be held at public facilities (see Appendix C for locations), on weekday evenings and at locations that are handicapped accessible and served by public transit, where available.

10. As necessary, public and committee meetings may be held virtually at the discretion of the Policy Committee. In preparation for virtual public meetings, all materials to be presented in the meeting will be posted on the MACORTS website (www.macorts.org).

11. If a Final Draft version of an MACORTS document/plan differs significantly from the Draft version that was provided to the public for review and comment, that document will be provided to the public again for review and comment for a minimum of 15 days (45 days for Participation Plan). Whether a document is "significantly different" will be decided by the MPO Staff in coordination with the Georgia Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration.

PUBLIC OUTREACH AND EDUCATION

OBJECTIVE: To use effective tools and techniques to provide information about the regional transportation plans and issues to the general public and other stakeholders. The desired outcome is that the public provides meaningful input on a transportation plan or issue based upon accurate and complete information and the potential impact of alternative actions. The following strategies shall be used to achieve this objective:

Public Outreach and Education Strategies

1. All MACORTS meeting agendas will be distributed a minimum of three (3) business days in advance to all committee members, area media outlets, and other interested parties including the public mailing lists. Agendas and minutes of meetings will be posted on the MACORTS web site.

2. Public meeting notices and notices of public review and comment periods will be published at least three (3) days in advance of the meeting date or the start of the review and comment period. The notices also will be posted on the MACORTS web site.

3. The MPO will provide the media with information pertaining to the adoption, revision or amendment of all MPO plans at least three (3) days prior to the date of the final action. Notice will be provided in the form of mail-out materials to committee meetings and other interested parties.

4. The MPO will use the following tools and techniques to inform the media, general public and other interested parties about transportation plans, programs and activities:

    a. **Press Releases** – Used to announce upcoming meetings and activities and to provide information on specific issues related to transportation planning.

    b. **Print Display Ads** – Used to advertise public meetings and review and comment periods for transportation plans and projects. Display ads are published in area newspapers throughout the MACORTS area. When available and as time permits, advertisements will be placed in the Spanish-language publications with circulation in the MACORTS region. Virtual meetings will be advertised this way as well.

    c. **Fact Sheets and Brochures** – Used to provide general information about MACORTS plans and programs, such as the MTP, TIP, Participation Plan, Limited English Proficiency Plan, and Unified Planning Work Program. Fact sheets will be available in print at MACORTS public meetings and in electronic format on the MACORTS website. Brochures will be used to provide summary information about MACORTS and its transportation planning activities.

    d. **Direct Mailings** – Used to advertise public meetings and review and comment periods for transportation plans and projects, or to provide information to a targeted group or area. A public mailing list for electronic and hardcopy (US mail) communications will be maintained and used to provide information about committee

meetings and public involvement activities.

e. **MACORTS Website** – Used to display general information about MACORTS, copies of MACORTS transportation documents, committee meeting schedules, agendas and minutes, and other information about the MACORTS planning process. The website is also used to advertise public meetings and review and comment periods for transportation plans and projects. Comments can be sent directly from the website to MACORTS staff on an on-going basis. Individuals can sign up for the MACORTS public mailing list directly from the website.

f. **Speaking Engagements** – The MPO shall make staff available to speak to civic groups, neighborhood associations, and other interested parties about MACORTS transportation planning efforts and associated projects.

PUBLIC INPUT

OBJECTIVE: To obtain meaningful and diverse input from the general public and other interested parties on regional transportation needs, plans, programs and activities. Inherent in this objective is the MPO's responsibility to provide timely response to public input, to document the input, and to recommend changes / amendments to plans based on public comment.

Public Input Strategies

1. **Identify Interested Parties –** An interested party or stakeholder is defined as any person or group that is affected by a transportation plan, program, or project, including those who may not be aware that they are affected. Stakeholders may include the general public, environmental, health, neighborhood, citizen, and civic organizations, as well as traditionally underserved communities such as people with disabilities, low income, and racial/ethnic minorities.

2. **Citizens Advisory Committee** – The MACORTS Citizens Advisory Committee representatives will continue to be a source of ongoing input on behalf of the general public.

3. **MACORTS Committee Meetings** – The MACORTS committee meetings, whether in-person or virtual, will be a regularly-scheduled forum for the discussion of, and updates on regional transportation needs, plans, programs and activities. The TCC meeting agenda includes a standing public comment opportunity.

4. **MACORTS Public Meetings** – MACORTS public meetings will be held in conjunction with the update or amendment of the MTP, TIP, Participation Plan, Limited English Proficiency Plan, and the during special studies related to regional transportation issues. As conditions dictate, or at the discretion of the Policy Committee, public meetings may be held virtually. All materials to be shared at the virtual meeting will be provided on the MACORTS website for the duration of the comment period. Copies will be provided to anyone who requests them in either hardcopy or digital format. This will provide the public with ample access to materials and staff beyond the traditional

public meeting format.

5. **Comment Sheets** – Comment sheets will be distributed at public meetings and available on the MACORTS website to obtain feedback on regional transportation needs, plans, programs and activities. Comment forms will be made available on the MACORTS website and at the Planning Departments in the MACORTS region during any public comment period. A comment form is available for general comments/concerns of the public on the MACORTS website to provide continuous feedback.

6. **Surveys** – Surveys will be used to obtain information from the general public and other stakeholders as to the effectiveness of the public involvement activities. Surveys will be available at all MACORTS public meetings and on the MACORTS website.

7. **Visualization Techniques** – The MPO will use GIS maps, sketches, drawings and similar tools at public meetings to both convey information and elicit public input about transportation plans and projects.

8. **MACORTS Website** – The MACORTS website will be used to provide information to the public about MACORTS and all of the transportation planning process and products. It will also provide a mechanism for dialogue with the public.

EVALUATION OF PARTICIPATION PLAN

OBJECTIVE: To evaluate the effectiveness of the strategies, tools and techniques used as part of the Participation Plan. The desired outcomes include increased public involvement in, and awareness of, the regional transportation planning process, and the use of tool and techniques that generate increased public input in regional transportation plans and programs.

Evaluation Strategies – The MPO will use the following mix of quantitative and qualitative criteria to evaluate the effectiveness of public participation tools and techniques used in the regional transportation planning process. After each update of the MTP, the Participation Plan will be evaluated for effectiveness. Results of that evaluation will be used to guide what, if any, adjustments need to be made to the Participation Plan. The table included as Appendix F summarizes how these criteria apply to the various public participation tools and techniques used by MACORTS. Some of the possible criteria for evaluating the effectiveness of the Participation Plan are listed below:

1. Number of "hits" on the MACORTS website per month, or number of "hits" on the MACORTS website during a public comment period.

2. Number and type of public comments received regarding planning products and/or projects.

3. Number of issues / concerns expressed by the Citizens Advisory Committee representatives and the response to, or change resulting from, the issue or concern.

4. Number of newspaper articles / television interviews / online posts generated by press releases and other notices to the media.

5. Number or percent of public meeting attendees indicating how they became aware of the meeting (e.g. direct mail, newspaper display ad, television, website, word-of-mouth) on public participation survey form.

6. Number of people attending public meetings regarding planning products and/or projects or accessing the MACORTS website during a public comment period.

7. Number and type of plan / project changes resulting from public comments.

D. ADOPTION AND AMENDMENT OF PARTICIPATION PLAN

1. The MACORTS Participation Plan shall be adopted by the MACORTS Policy Committee only after consultation with interested parties, a 45-day public review and comment period, and the consideration of any comments received from the general public and other interested parties.

2. Amendments to the MACORTS Participation Plan shall be adopted by the MACORTS Policy Committee only after consultation with interested parties, a 45-day public review and comment period, and the consideration of any comments received from the general public and other interested parties.

3. Appendices to the Participation Plan include supplemental information, such as comments received about the Participation Plan and a list of locations where MACORTS plans are available for public review. Updates to the appendices are not subject to the consultation and public review and comment requirements. Revisions to appendices will be distributed to all MACORTS committees, applicable federal, state and local agencies and other interested parties.

4. The MACORTS Participation Plan, and any amendments or updates to the plan, will be made available at the ACC Planning Department, and will also be posted on the MACORTS web site.

APPENDIX A

MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY
RESOLUTION OF THE POLICY COMMITTEE
ADOPTION OF THE MACORTS PARTICIPATION PLAN

RESOLUTION BY THE MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY POLICY COMMITTEE ADOPTING THE MACORTS PARTICIPATION PLAN

WHEREAS, federal regulations for urban transportation planning issued in June 2016, reaffirmed the requirement that the Metropolitan Planning Organization, in cooperation with participants in the planning process, develop and update as necessary the Participation Plan; and,

WHEREAS, the Athens-Clarke County Planning Department is the Metropolitan Planning Organization for the Madison Athens-Clarke Oconee Region; and,

WHEREAS, the urban transportation planning regulations require that the Participation Plan be a product of a planning process certified as in compliance with all applicable requirements of the law and regulations; and,

WHEREAS, the staff of the Athens-Clarke County Planning Department and the Georgia Department of Transportation have reviewed the organization and activities of the planning process and found them to be in compliance with the requirements of the law and regulation; and,

WHEREAS, the locally developed and adopted process for private sector participation has been followed in the development of the Participation Plan; and,

NOW, THEREFORE, BE IT RESOLVED that the Madison Athens-Clarke Oconee Regional Transportation Study Policy Committee adopts the Participation Plan dated May 12, 2021, as set forth in the document attached to this Resolution;

BE IT FURTHER RESOLVED that the MACORTS Policy Committee finds that the requirements of applicable law and regulation regarding urban transportation planning have been met and authorizes the Planning Director to execute a joint certification to this effect with the Georgia Department of Transportation, if necessary.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Madison Athens-Clarke Oconee Regional Transportation Study Policy Committee.

5-12-2021
Date

Chair, MACORTS Policy Committee

APPENDIX B

UPDATE OF DRAFT LIMITED ENGLISH PROFICIENCY PLAN FOR MACORTS AND ACC TRANSIT DEPARTMENT & MACORTS PARTICIPATION PLAN PUBLIC COMMENT RECEIVED FEBRUARY 22 – APRIL 7, 2021 SUMMARY

Note: Draft LEP Plan and Draft Participation Plan were posted on the MACORTS website in their entirety on February 18, 2021 along with a public comment form that could be printed or e-mailed and a comment form that could be e-mailed directly from the website. All materials were available on CD in pdf format as well as in hardcopy.

Virtual Public Meeting (March 11, 2021; 5:30 – 6:30 pm) Attendance: 0

Total Visitors to MACORTS Website During Public Involvement: 2,111
Total Visitors to Public Involvement Tab During Public Involvement: 99

Written Comments

Total E-mailed Comments:	1
Forms Turned In At Public Meetings:	0
Comments Mailed In:	0
Comments Faxed In:	0
Other Comments:	0
Total Comments:	1

Organizations / Groups that Submitted Comments Included:
None

Comments Specific to LEP Plan: (See attachment for exact comments)
None

Comments Specific to Participation Plan: (See attachment for exact comments)
- Update websites in Appendix C to accgov.com. (1)

General / Other Comments : (See attachment for exact comments)
None

APPENDIX C
PUBLIC NOTICE OF MEETINGS & REVIEW OF MACORTS DOCUMENTS

LOCATIONS FOR POSTING NOTICES/ PUBLIC COMMENT MATERIALS

1. Athens-Clarke County Planning Department – 120 W. Dougherty Street, Athens, GA
2. Athens Transit System – 775 E. Broad Street, Athens, GA
3. Madison County Planning Department – 91 Albany Drive, Danielsville, GA
4. Oconee County Planning Department – 22 N. Main Street, Watkinsville, GA
5. MACORTS website – www.macorts.org
6. Athens-Clarke Co. Planning Dept. website – www.accgov.com/151/Planning-Department
7. Oconee County website – www.oconeecounty.com/communitylinks/MACORTS

DOCUMENT LOCATIONS (DRAFT & FINAL DOCUMENTS)

1. Athens-Clarke County Planning Dept. – 120 W. Dougherty Street, Athens, GA
2. Athens-Clarke County Library – 2025 Baxter Street, Athens, GA (Final TIP & MTP)
3. Madison County Planning Department – 91 Albany Drive, Danielsville, GA
4. Madison County Library – Highway 98, Danielsville, GA (Final TIP & MTP)
5. Oconee County Planning Department – 22 N. Main Street, Watkinsville, GA
6. Oconee County Library – 1080 Experiment Station Road, Watkinsville, GA (Final TIP & MTP)
7. MACORTS website – www.macorts.org
8. Athens-Clarke Co. Planning Dept. Webpage – www.accgov.com/151/Planning-Department
9. Oconee County website – www.oconeecounty.com/communitylinks/MACORTS
10. Georgia Department of Transportation Project Information – www.dot.ga.gov/BS

IN-PERSON PUBLIC MEETING LOCATIONS

1. Athens-Clarke County Planning Department Auditorium – 120 W. Dougherty Street, Athens, GA
2. Danielsville Government Building Public Meeting Room – 91 Albany Avenue, Danielsville, GA
3. Oconee Veterans Park Community Room – 3500 Hog Mountain Road, Watkinsville, GA
4. Other community locations that are accessible and convenient and central to the affected community

APPENDIX D
EVALUATION CRITERIA AND RELATED TOOLS AND PERFORMANCE GOALS

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
In-Person Public Meetings	Calls, letters, and e-mails; number of attendees	Minimum 5 people per meeting	Schedule meetings at convenient times and accessible locations. Use other public involvement tools to increase awareness of meetings
Virtual Public Meetings	Number of Visits to Website; Attendance in Virtual Meeting	Increase of at least 10% over average website traffic	Have all materials on website for duration of comment period including presentation materials; Advertise as would for in-person
Display Ad	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 15% of meeting attendees /survey respondents that indicated that they saw the ad.	Pursue publication in a prominent location of the paper. Increase the size or modify the layout to make ads more visible.
E-mail Announcements /Internet Announcements	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 5% of meeting attendees /survey respondents indicated that they saw the announcement.	Increase e-mail list by advertising the availability of e-mail announcements using other public involvement tools.
Direct Mailings	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 5% of meeting attendees /survey respondents that indicated that they received the mailing.	Increase/decrease mailing to more accurately target affected areas.
TV Message Boards	Calls, letters, and e-mails; Number of persons that it reached.	Minimum of 5% of meeting attendees / survey respondents that indicated that they saw the message	Increase frequency of use of government tv channel (only available in ACC)
Posters and Flyers	Calls, letters, and e-mails.; Number of persons that it reached.	Minimum of 5% meeting attendees /survey respondents indicated they saw flyer.	Increase distribution to common areas where posters will be more visible to the general public.
Press Releases	Calls, letters, e-mails from media and others	No standard. Press release format may be modified based on specific comments	Prepare and distribute press releases to advertise MACORTS meetings, review and comment periods, and milestones in specific projects.

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	Methods to Meet Goal(s)
MACORTS Website	Calls, letters, and e-mails.; Number of 'hits' (visits) on the web site	Minimum of 30 hits more during public comment period vs. other times	Use other public involvement tools and document to increase advertisement of the web site.
Fact Sheets	Calls, letters, etc.; Number of persons reached.	Positive comments	
Surveys	Calls, letters, etc.; Number of responses	60% of contacted persons participate in the survey OR 20% of mail recipients return the survey.	Encourage responses by explaining the importance of receiving feedback. Offer incentives for returning surveys.

APPENDIX E

PUBLIC PARTICIPATION CHECKLIST:
TOOLS USED IN COMPLETING SPECIFIC WORK ELEMENT

Project: _____ Dates: _____

Public Participation Tool	Description	Method Used Yes / No
Transportation Planning web site	Public web site for dissemination of information	
Transportation Planning Feedback Database	Database that compiles feedback for evaluation	
Identify Interested Parties or Stakeholders	Method used to identify different groups that would be affected by a project	
Display Ad	Newspaper or print advertisements	
Direct Mailings	Used to more accurately target affected areas.	
Press Releases	Press releases to announce meetings, projects, et cetera.	
TV Message Boards	Government access channel announcement board. (Available in ACC only)	
Project specific web sites	Use with other tools to provide detailed information	
Citizen Advisory Committee Representatives	Committee which is part of most planning studies.	
Small Group Meetings	Meetings that are held at the request of affected groups.	
E-mail Announcements	Used with other tools to increase public announcements	
Public Hearings	Used for the adoption of documents such as the TIP or LRTP.	
Comment Forms	Used to solicit public feedback and used for evaluation purposes.	
Surveys	Used to solicit public feedback on specific issues	
Posters and Flyers	Distributed in public areas to increase visibility	
Visualization Techniques	Drawing/sketches, aerial photography, pictures, "visual choice" surveys	
Public information	Available in an electronically accessible format (e.g. PDF documents)	
Public meetings	Held at convenient and accessible locations and times.	

APPENDIX F

LISTS OF RESOURCE AGENCIES AND CONSULTATION CONTACTS

State & Local Planned Growth:
Northeast Georgia Regional Commission
Georgia Department of Community Affairs
Madison County Planning & Zoning Department
Athens-Clarke County Planning Department
Oconee County Planning & Code Enforcement Department

Economic Development:
Athens-Clarke County Economic Development Department
Oconee County Chamber of Commerce
Madison County Chamber of Commerce
Athens-Clarke County Area Chamber of Commerce
Georgia Department of Economic Development

Tourism:
Athens Convention & Visitors Bureau
Oconee County Department of Tourism
Madison County Chamber of Commerce

Natural Disaster Risk Reduction:
Georgia Emergency Management & Homeland Security Agency
Madison County Emergency Management Agency
Athens-Clarke County Emergency Management Agency
Oconee County Emergency Management Agency

Environmental Protection:
Georgia Forestry Commission
Georgia Department of Natural Resources – Natural Resources Division
Georgia Department of Natural Resources – Historic Preservation Division
Georgia Department of Natural Resources – Environmental Protection Division
Georgia Department of Natural Resources – Wildlife Resource Division
Georgia Department of Natural Resources – State Parks & Historic Sites Division
Athens-Clarke County Leisure Services
Oconee County Parks & Recreation Department
Madison County Recreation Department

Airport Operations:
Athens - Ben Epps Airport

Freight Movement:
McLane Trucking
Georgia Motor Trucking Association
SAIA Motor Freight Line Inc.
CSX Railroad

Private Providers of Transportation:
Groome Transportation
Stephens Limo Service Inc.
Bulldog Limo Service
Georgia Medical Transportation
Caring Man in a Van
Georgia Department of Human Services – Office of Facilities & Support Services
United Taxi

Bike / Pedestrian Facility Advocates:
Bike Athens
Georgia Bikes

Disabled Population:
Hope Haven of Northeast Georgia
Georgia Options
People First of GA, Inc.
Disabled American Veterans

Intercity Bus Operators:
MegaBus (American Coach Lines Inc.)
Southeastern Stages

Appendix G

Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) Amendment Process

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the Fixing America's Surface Transportation Act (FAST). The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

- Administrative modification "means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. Administrative Modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas)."

- Amendment "means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process."

The following procedures have been developed for processing administrative modifications and amendments to the STIP and Metropolitan Planning Organizations (MPOs) TIPs and Long Range Transportation Plans (LRTPs). Processes described below detail procedures that are to be used to update an existing approved STIP or TIP and associated plan, if applicable. A key element of the amendment process is to assure that funding balances are maintained.

Administrative Modifications for Initial Authorizations

The following actions are eligible as Administrative Modifications to the STIP/TIP/LRTP:

A. Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and maintenance areas (less than 10% change in project termini). This change would not alter the original project intent.

B. Splitting or combining projects.

C. Federal funding category change.

D. Minor changes in expenditures for transit projects.

E. Roadway project phases may have a cost increase less than $2,000,000 or 20% of the amount to be authorized.
   - If the STIP amount is $10,000,000 or less, the cost may be increased up to $2,000,000.
   - If the STIP amount is greater than $10,000,000, the cost may be increased by a maximum of 20%.

F. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.

G. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

An administrative modification can be processed in accordance with these procedures provided that:

1. It does not affect the air quality conformity determination.
2. It does not impact financial constraint.
3. It does not require public review and comment.

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on a monthly basis to the FHWA and FTA by the GDOT.

The GDOT will submit quarterly reports detailing projects drawn from each lump sum bank with remaining balance to the FHWA.

Amendments for Initial Authorizations

The following actions are eligible as Amendments to the STIP/TIP/LRTP:

A. Addition or deletion of a project.

B. Addition or deletion of a phase of a project.

C. Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.

D. Addition of an annual TIP.

E. Major change to scope of work of an existing project. A major change would be any change that alters the original intent i.e. a change in the number of through lanes, a change in termini of more than 10 percent.

F. Shifting projects within the 4-year STIP which require redemonstration of fiscal constraint or when the subsequent annual draft STIP was not submitted prior to September 30. (See Administrative Modification item F.)

Amendments to the STIP/TIP/LRTP will be developed in accordance with the provisions of 23 CFR Part 450. This requires public review and comment and responses to all comments, either individually or in summary form. For amendments in MPO areas, the public review process should be carried out in accordance with the procedures outlined in the Participation Plan. The GDOT will assure that the amendment process and the public involvement procedures have been followed. Cost changes made to the second, third and fourth years of the STIP will be balanced during the STIP yearly update process. All amendments should be approved by FHWA and/or FTA.

Notes:

1. The date a TIP becomes effective is when the Governor or his designee approves it. For nonattainment and maintenance areas, the effective date of the TIP is based on the date of U.S. Department of Transportation's positive finding of conformity.

2. The date the STIP becomes effective is when FHWA and FTA approve it.

3. The STIP is developed on the state fiscal year which is July 1 - June 30.

4. Funds for cost increases will come from those set aside in the STIP financial plan by the GDOT for modifications and cost increases. Fiscal Constraint will be maintained in the STIP at all times.

Appendix G

Language Assistance Plan (LAP)

MACORTS

Limited English Proficiency Plan

I. Introduction

Unified Government of Athens-Clarke County operates a transit system within the Athens-Clarke County. Unified Government of Athens-Clarke County ensures LAP in the Athens-Clarke County community through our Diversity Equity and Inclusion Office (DEI) https://www.accgov.com/inclusion. As part of MACORTS, The https://www.accgov.com/inclusion falls under the umbrella of MACORTS responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Unified Government of Athens-Clarke County service area, which is included in the Athens- Clarke County area; there are 2,872 residents or 2.784% who describe themselves as not able to communicate in English “very well” (Source: US Census). The documents below are the main work efforts of MACORTS.

Public Participation Plan

Strategies and Desired Outcomes

To promote inclusive public participation, the Unified Government of Athens-Clarke County will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- Provide for early, frequent and continuous engagement by the public
- Select accessible and varied meeting locations and times
- Employ different meeting sizes and formats
- Use social media in addition to other resources as a way to gain public involvement
- Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The public outreach and involvement activities conducted by the Unified Government of Athens-Clarke County since the last Title VI Program submission are summarized in the table below.

Specific Public Participation activities are listed in the table below:

Event Date	Unified Government of Athens-Clarke County Staffer(s) or Department	Activity	Communication Method (Public notice, posters, social media)	Notes
1/18/2023	Staff	TDP Public Comment	In-person, Facebook, X -Formerly Twitter, Power Athens Radio, WNGC Radio, Latino X Magazine, Boom Athens Magazine, Zebra Magazine, Athens Banner Herald Newspaper, ACCGov.com, SMS Notification, hand bills/brochures	Attended public sporting event at local High School. Conducted public input session for 2023 TDP
1/20/2023	Staff	TDP Public Comment	In-person, Facebook, X - Formerly Twitter, Power Athens Radio, WNGC Radio, Latino X Magazine, Boom Athens Magazine, Zebra Magazine, Athens Banner Herald Newspaper, ACCGov.com, SMS Notification, hand bills/brochures	Conducted public input session for 2023 TDP Univeristy of Georgia Student Learning Center
2/6/2023	Staff	TDP Public Comment	In-person, Facebook, X - Formerly Twitter, Power Athens Radio, WNGC Radio, Latino X Magazine, Boom Athens Magazine, Zebra Magazine, Athens Banner Herald Newspaper, ACCGov.com, SMS Notification, hand bills/brochures	Pinewoods Mobile Home Community
3/21/2023	Staff	TDP Public Comment	In-person, Facebook, X - Formerly Twitter, Power Athens Radio, WNGC Radio, Latino X	Conducted public input session for 2023 TDP

			Magazine, Boom Athens Magazine, Zebra Magazine, Athens Banner Herald Newspaper, ACCGov.com, SMS Notification, hand bills/brochures	
On-going	Staff	Routine	A variety of media is used to include printed materials, electronic media, and in-person communication.	Our Marketing time holds public transportation education/information events weekly to further the mission of ACCT, and increase awareness/understanding of public transportation
			Zebra Magazine, Athens Banner Herald Newspaper, ACCGov.com, SMS Notification, hand bills/brochures	
2/6/2023	Staff	TDP Public Comment	In-person, Facebook, X - Formerly Twitter, Power Athens Radio, WNGC Radio, Latino X Magazine, Boom Athens Magazine, Zebra Magazine, Athens Banner Herald Newspaper, ACCGov.com, SMS Notification, hand bills/brochures	Pinewoods Mobile Home Community
3/21/2023	Staff	TDP Public Comment	In-person, Facebook, X - Formerly Twitter, Power Athens Radio, WNGC Radio, Latino X Magazine, Boom Athens Magazine, Zebra Magazine, Athens Banner Herald Newspaper, ACCGov.com, SMS Notification, hand bills/brochures	Conducted public input session for 2023 TDP

On-going	Staff	Routine	A variety of media is used to include printed materials, electronic media, and in-person communication.	Our Marketing time holds public transportation education/information events weekly to further the mission of ACCT, and increase awareness/understanding of public transportation

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the **Unified Government of Athens-Clarke County** is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The **Unified Government of Athens-Clarke County** Language Assistance Plan includes the following elements:

Item #1: The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.

Item #2: A description of how language assistance services are provided by language

Item #3: A description of how LEP persons are informed of the availability of language assistance service

Item #4: A description of how the language assistance plan is monitored and updated

Item #5: A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the Unified Government of Athens-Clarke County has conducted a *Four Factor Analysis* of the following areas: 1) Limited-English Proficient (LEP) Speaker Demography, 2) Contact Frequency, 3) Importance of Service, and 4) Resources and Costs.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient. In addition to the number or proportion of LEP persons served, the **Insert Agency Name's** will identify:

(a) How LEP persons interact with the recipient's agency;

(b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language;

(c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and

(d) Whether LEP persons are underserved by the recipient due to language barriers.

Factor 2: The frequency with which LEP persons come into contact with the program: Identifies and assesses the frequency Unified Government of Athens-Clarke County staff comes into contact with LEP persons. Examples of contact could include:

(a) Use of bus and rail service;
(b) Purchase of tickets through vending machines, outlets, websites, and over the phone;
(c) Participation in public meetings;
(d) Customer service interactions;
(e) Ridership surveys;
(f) Operator surveys.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives. Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

Item #1 –Results of the Four Factor Analysis *(including a description of the LEP population(s) served)*

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered.

Of the 103,136 residents in the **Unified Government of Athens-Clarke County** service area, 2,872 residents describe themselves as speaking English less than "very well". For the Unified Government of Athens-Clarke County service area, the latest U.S. Census Bureau data shows that among the area's population 2.785% speak English "*less than very well*." **For these groups** who speak English "less than very well", ##.##% speak [insert language].

Label	Estimate	Percentage
Total:	91,092	
Speak only English	79,048	87%
Spanish:	6,021	7%
Speak English less than "very well"	1,650	2%
French, Haitian, or Cajun:	282	0%
Speak English less than "very well"	26	0%
German or other West Germanic languages:	372	0%
Speak English less than "very well"	17	0%
Russian, Polish, or other Slavic languages:	308	0%
Speak English less than "very well"	159	0%
Other Indo-European languages:	1,173	1%
Speak English less than "very well"	164	0%
Korean:	420	0%
Speak English less than "very well"	114	0%
Chinese (incl. Mandarin, Cantonese):	811	1%
Speak English less than "very well"	295	0%
Vietnamese:	219	0%
Speak English less than "very well"	3	0%
Tagalog (incl. Filipino):	251	0%
Speak English less than "very well"	17	0%
Other Asian and Pacific Island languages:	929	1%
Speak English less than "very well"	381	0%
Arabic:	474	1%
Speak English less than "very well"	46	0%
Other and unspecified languages:	784	1%
Speak English less than "very well"	0	0%

* Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates

Factor 2: The frequency with which LEP persons come into contact with the program.

Unified Government of Athens-Clarke County assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. Unified Government of Athens-Clarke County provides approximately 1.2 million passenger trips per year. If an individual has speech limitations, the dispatcher or driver will work with the Georgia Department of Transportation, if needed, to ensure the individual receives access to the transit services.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives.

All of Unified Government of Athens-Clarke County programs are important; however, those related to safety, public transit, nondiscrimination and public involvement are among the most important. The Unified Government of Athens-Clarke County is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and with the available resources. In other cases, the Unified Government of Athens-Clarke County will strive to provide alternative but meaningfully accessibility. Moreover, the Unified Government of Athens-Clarke County continually evaluates its programs, services, and activities to ensure that persons who may be LEP are always provided with meaningful access. The Title VI policy, complaint form, and LEP policy are available in Spanish upon request.

Factor 4: The resources available for LEP outreach, as well as the costs associated with that outreach.

The Unified Government of Athens-Clarke County makes every effort to make its programs, services, and activities, accessible to LEP individuals. The Unified Government of Athens-Clarke County will use available resources, both internal and external to accommodate reasonable requests for translations.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

The Unified Government of Athens-Clarke County has identified, developed, and uses the following:

a) Individuals who have contact with the public are provided with "I Speak" language cards to identify language needs in order to match them with available services. Language cards verified and distributed by the Director as needed.
b) The Unified Government of Athens-Clarke County has developed partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with it LEP responsibilities.
c) A list of web-based translation services can be provided by contracting the Human Resources Department.

Item # 3 – Description of how LEP Persons are Informed of the Availability of Language Assistance Service

In order to ensure that LEP individuals are aware of Unified Government of Athens-Clarke County language assistance measures, Unified Government of Athens-Clarke County provides the following:

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.
- Drivers and dispatchers are provided "I Speak" language cards to identify language needs in order to match them with available services.

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

Unified Government of Athens-Clarke County will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American

Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in the Unified Government of Athens-Clarke County service area.

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Unified Government of Athens-Clarke County's financial resources are sufficient to fund language assistance resources needed.
- Determine whether Unified Government of Athens-Clarke County has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Unified Government of Athens-Clarke County's failure to meet the needs of LEP individuals

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

The following training will continue to be provided to Unified Government of Athens-Clarke County staff:

- Information on the Unified Government of Athens-Clarke County Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of "I Speak" language cards (used to identify language preference).
- Documentation of language assistance requests.
- Use of web-based interpreter services (over the phone interpretation provider).
- How to handle a potential Title VI / LEP complaint.

Limited English Proficient (LEP) Resource Materials:

LEP Policy

Unified Government of Athens-Clarke County shall provide for communication for limited English proficient riders to ensure them equal opportunity to benefit from services. Family members or friends of limited English proficient riders will not be used as translators unless specifically requested by that individual. Arrangements have been made with Unified Government of Athens-Clarke County to obtain translators. The agency will also utilize web-based translator programs if available.

If you need help with English, please call 762-400-6550.

Si usted necesita ayuda con el inglés, por favor llame 762-400-6550

"*I Speak*" Language Identification Card

Note: For additional languages visit the US Census Bureau website http://www.lep.gov/ISpeakCards2004.pdf

Mark this Box if you speak…	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaùnh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noùi ñöôïc Vieät Ngöõ.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

Note: For additional languages visit the US Census Bureau website http://www.lep.gov/ISpeakCards2004.pdf

Log of LEP Encounters

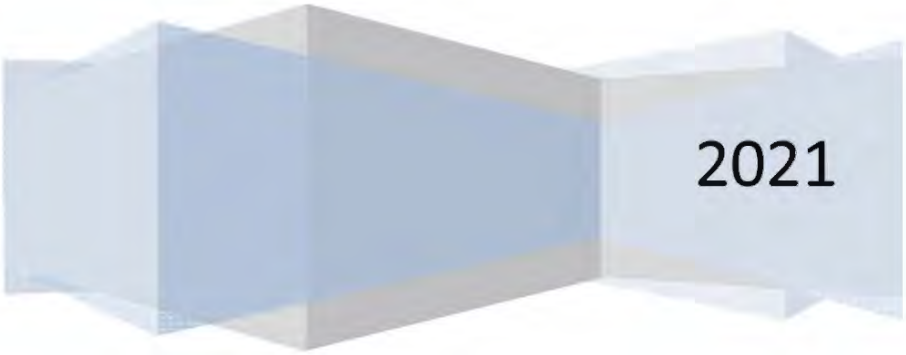
Date	Time	Language Spoken By Individual *(if available)*	Name and Phone Number of Individual *(if available)*	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Madison Athens-Clarke Oconee Regional Transportation Study
(MACORTS) & Athens-Clarke County Transit Department

Limited English Proficiency Plan

Adopted May 12, 2021

Prepared by Athens-Clarke County Planning Department



RESOLUTION BY THE MADISON ATHENS-CLARKE OCONEE REGIONAL TRANSPORTATION STUDY (MACORTS) POLICY COMMITTEE

WHEREAS, federal regulations require that the Limited English Proficiency Plan for urbanized areas must be completed and periodically be updated and,

WHEREAS, the Technical Coordinating Committee of MACORTS in coordination with the Federal Highway Administration, Federal Transit Administration, and the Georgia Department of Transportation has reviewed the Limited English Proficiency Plan,

WHEREAS, the Technical Coordinating Committee at its April 28, 2021 meeting recommended the approval of the Limited English Proficiency Plan for MACORTS and the Athens Transit Department:

NOW, THEREFORE, BE IT RESOLVED that the MACORTS Policy Committee concurs with the recommendation of the Technical Coordinating Committee of MACORTS to approve the Limited English Proficiency Plan.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Madison Athens-Clarke Oconee Regional Transportation Study Policy Committee, at their meeting held on May 12, 2021.

Recommended by:

Brad Griffin
TCC Chairman / MPO Director

May 12, 2021

John Daniell
MACORTS Policy Committee Chairperson

May 12, 2021

Limited English Proficiency Plan

for

Madison Athens-Clarke Oconee Regional Transportation Study

and

Athens-Clarke County Transit Department

Adopted

May 12, 2021

Prepared By:

Athens-Clarke County Planning Department

The Limited English Proficiency Plan (LEP) is established pursuant to and in accordance with Title VI of the Civil Rights Act and Executive Order 13166, "Improving Access to Services for Persons With Limited English Proficiency."

The opinions, findings, and conclusions in this publication are those of the author(s) and are not necessarily those of the Federal Transit Administration, Federal Highway Administration, or Georgia Department of Transportation.

No person in the United States shall be excluded, on the grounds of race, color, creed, sex, age, disability, or national origin, from participation in, be denied the benefits of, or be subjected to discrimination of any kind by the Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) membership, staff, or agents.

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Introduction

On August 11, 2000, President William J. Clinton signed Executive Order 13166, "Improving Access to Service for Persons with Limited English Proficiency", to clarify Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the grounds of race, color, or national origin by any entity receiving federal financial assistance. Administrative methods or procedures that have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations are prohibited. The purpose of Executive Order 13166 is to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

Purpose

The purpose of this Limited English Proficiency (LEP) Plan is to demonstrate compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166. The LEP Plan is for persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. Such persons may be eligible to receive language assistance with respect to a particular service, benefit, or encounter. This Plan will examine the services and products provided by the Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) and the Athens-Clarke County Transit Department (ACCTD). The Plan will outline current accommodations made for LEP persons and possible future accommodations that can and/or should be made to make these services and products more accessible to LEP persons.

Four Factors to Formulate an LEP Plan

In determining how to provide effective and meaningful access for LEP customers, the U. S. Department of Transportation (DOT) has established the following four guidelines to consider in determining "reasonable steps" to be taken by MACORTS and Athens-Clarke County Transit Department:

1. The number or proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP persons encounter the services, programs, or activities provided.
3. The nature and importance of the services, programs, or activities; and
4. The resources available to the program and the costs of providing interpretation/translation services.

Madison Athens-Clarke Oconee Regional Transportation Study

The Madison Athens-Clarke Oconee Regional Transportation Study (MACORTS) was formed in 1969 and is the Metropolitan Planning Organization for transportation planning in Athens-Clarke County and portions of Madison, Oconee, Oglethorpe, and Jackson Counties. MACORTS is responsible for implementing the 3-C (comprehensive, cooperative, and continuing) transportation planning process.

Figure 1: Madison Athens-Clarke Oconee Regional Transportation Study Planning Boundary



The Athens-Clarke County Planning Department, in conjunction with the Georgia Department of Transportation, is responsible for carrying out the transportation planning process as mandated under federal legislation. MACORTS products include, but are not limited to, the Metropolitan Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, and the Participation Plan.

The Metropolitan Transportation Plan outlines the transportation planning vision for the next 20 years. The Transportation Improvement Program (TIP) is an annually updated program of projects to receive federal funding during the next 4 fiscal years for implementation. The Unified Planning Work Plan (UPWP) is the annual operating and capital budget for MACORTS. The Participation Plan outlines how and when public involvement activities will be conducted. These documents are the main work efforts of MACORTS.

Athens-Clarke County Transit Department

Athens-Clarke County Transit Department (ACCTD) provides public transportation for Athens-Clarke County with 32 buses on 20 bus routes throughout the county. ACCTD offers fixed route bus service that operate Monday – Saturday from approximately 6:00 am to 10:00 pm, depending on the route, day, and time of year. In FY 2020, the ACCTD provided over 1.3 million rides on the fixed route service. All fixed route vehicles are ADA-accessible.

Athens-Clarke County Transit Department offers a Demand Response transportation option for people with a mobility impairment called "The Lift". This service is provided for those patrons who cannot ride the fixed route bus service. In FY 2020, the ACCTD provided 5,398 rides on demand response service. Additionally, ACCTD has a "Bus-N-Bike" program which makes daily commuting much easier, safer, and more convenient for cyclists to ride the bus. All fixed route vehicles are equipped with a three-position bicycle rack mounted to the front of the bus.

Figure 2: Athens-Clarke County Transit Department System Map



Limited English Poficiency Analysis

This plan uses the four factors outlined by the US Department of Transportation to determine the level and extent of language assistance necessary to reasonably ensure meaningful access to public transit and MACORTS services within the MPO area. Data used in this analysis was obtained from the U.S. Census Bureau, specifically the American Community Survey's 5-year estimates. Due to the constraints of the available data, the member counties were analyzed at the Census Tract level, which does not conform completely to the MACORTS boundary. Therefore, it should be noted that the number of LEP persons within the MACORTS area is smaller than this data suggests. Recommendations are based on the results of the analysis including the available data.

Factor 1: The number of LEP persons served in the eligible service population

The MPO has developed a demographic profile of the population in the MACORTS region and ACCTD service area (Athens-Clarke County). As illustrated in Table 1, the MPO region has a total population (over 18 years of age) of 160,212 individuals. This total represents the Census Tracts within Athens-Clarke, Madison, Oconee, Oglethorpe, and Jackson Counties with any part in the MPO area. This area is larger than the area within the MACORTS boundary. Athens-Clarke County total population (over 18 years of age) is 111,568. The race and ethnic breakout is as follows:

Table 1 - Total 'Speakers' by Race Age 18 & Over

Census Source	Race	Athens-Clarke Co.	Madison Co.	Oconee Co.	Oglethorpe Co.	Jackson Co.	Total
B01001A	White	68,232	7,606	22,461	3,955	5,897	108,151
B01001B	African American	25,722	1,231	1,365	705	825	29,848
B01001C	American Indian	138	11	6	9	0	164
B01001D	Asian	4,311	123	1,070	0	38	5,542
B01001E	Hawaiian / Islander	83	0	0	0	5	88
B01001F	Other Race	2,022	304	90	133	57	2,606
B01001G	Two or More Races	2,440	68	321	51	43	2,923
B01001I	Hispanic	8,620	559	1,072	334	305	10,890
	Total	111,568	9,902	26,385	5,187	7,170	160,212

Source: US Census Bureau, American Community Survey, B01001A-G & B01001I, 5 year Average 2014 - 2018, Sex by Age by Race

The LEP Analysis is based upon the Census data reported for persons ages 18 and up. This age group represents the potential 'customers' of ACCTD and MACORTS. Services and documents provided by ACCTD and MACORTS have a greater impact on the lives of this age group. MACORTS documents, particularly, are not written for an audience under 18 years of age. Children would generally have guidance from adults on navigating the ACCTD system.

Table 2 shows the 10 most prevalent languages spoken in the MACORTS region as reported by the U.S. Census Bureau. This data includes all age brackets from 5 years old and up. A more detailed breakdown of the data was not available from the U.S. Census Bureau. This limitation of the available data inflates the number individuals reported in each age group by including those under 18 years of age.

Table 2 – Top Ten Languages Spoken in MACORTS Region

5 yrs and over Population	176,455	
English	153,464	86.97%
Spanish or Spanish Creole	13,811	7.82%
Other Indo-European	2,122	1.20%
Chinese	1,907	1.08%
Other Asian/Pacific Islander	1,067	0.60%
Other & Unspecified	785	0.44%
Korean	763	0.43%
German	653	0.37%
Arabic	507	0.29%
French, Haitian, or Cajun	455	0.26%
Total	175,534	99.48%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2014 - 2018; C16001 – Language Spoken by All Ages

Table 3 shows the 10 most prevalent languages spoken in Athens-Clarke County as reported by the U.S. Census Bureau. This data includes all age brackets from 5 years old and up. A more detailed breakdown of the data was not available from the U.S. Census Bureau. This limitation of the available data inflates the number individuals reported in each age group by including those under 18 years of age.

Table 3 – Top Ten Languages Spoken in Athens-Clarke County

5 years and over population	117,825	
English	99,947	84.83%
Spanish or Spanish Creole	10,828	9.18%
Other Indo-European	1,546	1.31%
Chinese	1,362	1.16%
Other Asian/Pacific Islander	746	0.63%
Other & Unspecified	746	0.63%
Korean	694	0.59%
German	511	0.43%
Arabic	491	0.42%
French, Haitian, or Cajun	274	0.23%
Total	117,145	99.42%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2014 –2018; C16001 – Language Spoken by All Ages

The Census Bureau has four classifications for how well people speak English. The classifications are 'very well', 'well', 'not well', and 'not at all'. For the purposes of the LEP Plan, people who were categorized as speaking English 'not well' or 'not at all' by the U.S. Census Bureau have been considered to be Limited English Proficient persons. As Table 4 shows, Oglethorpe County has the highest percentage of LEP individuals with 3.26%, while the entire region has approximately 2.78% of the population categorized as having limited English proficiency.

Table 4 – Total Limited English Proficient Speakers
18 years of age and over By County

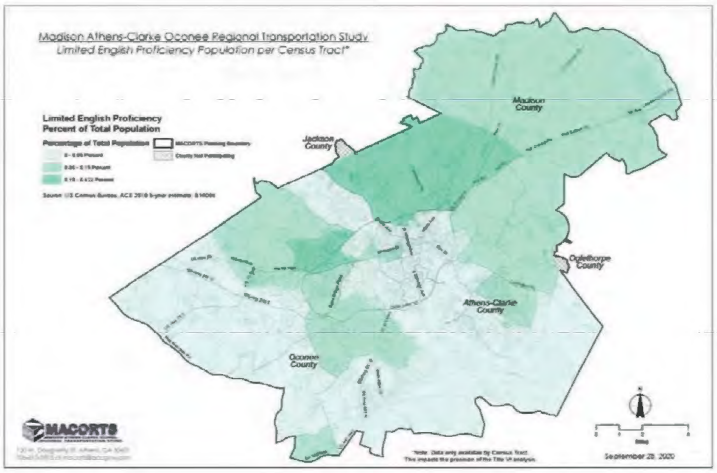
	Total Speakers	Total LEP Individuals	Total % LEP Individuals
Athens-Clarke Co.	102,948	3,221	3.13%
Madison Co.	9,343	262	2.80%
Oconee Co.	25,313	378	1.49%
Oglethorpe Co.	4,853	158	3.26%
Jackson Co.	6,865	133	1.94%
Total	149,322	4,152	2.78%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2014 – 2018; B16004 – Age by Language Spoken at Home by Ability

Label	Estimate	Percentage
Total:	91,092	
Speak only English	79,048	87%
Spanish:	6,021	7%
Speak English less than "very well"	1,650	2%
French, Haitian, or Cajun:	282	0%
Speak English less than "very well"	26	0%
German or other West Germanic languages:	372	0%
Speak English less than "very well"	17	0%
Russian, Polish, or other Slavic languages:	308	0%
Speak English less than "very well"	159	0%
Other Indo-European languages:	1,173	1%
Speak English less than "very well"	164	0%
Korean:	420	0%
Speak English less than "very well"	114	0%
Chinese (incl. Mandarin, Cantonese):	811	1%
Speak English less than "very well"	295	0%
Vietnamese:	219	0%
Speak English less than "very well"	3	0%
Tagalog (incl. Filipino):	251	0%
Speak English less than "very well"	17	0%
Other Asian and Pacific Island languages:	929	1%
Speak English less than "very well"	381	0%
Arabic:	474	1%
Speak English less than "very well"	46	0%
Other and unspecified languages:	784	1%
Speak English less than "very well"	0	0%

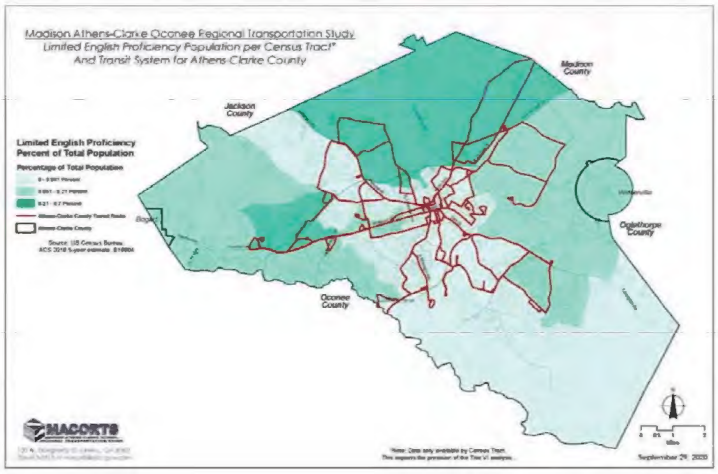
*Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates

Figure 3: Concentrations of LEP persons (18+ years of age) by Census Tract within the MACORTS planning area counties compared to regional totals



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Figure 4: Shows the concentrations by Census Tracts of LEP Persons(15+ Years of Age) in Athens-Clarke County with Athens-Clarke County Transit Department System Map



Factor 2: The frequency with which LEP persons encounter the services provided.

To date, MACORTS has had very little contact with LEP persons in the course of MPO business. Athens-Clarke County Transit Department (ACCTD) has more contact with LEP persons due to the nature of services provided and number of persons with whom the staff interacts with on a weekly basis, but the percentage is still quite small. ACCTD and MACORTS planning staff were surveyed in regards to their interactions with LEP individuals in an average week. The MACORTS staff have had no requests for assistance from LEP persons in the last 15 years. Anecdotally, MPO staff noted only interacting less than 5 times in the last 20 years with LEP individuals during the course of their public interactions or day-to-day business. The remainder of the Athens-Clarke County Planning Department staff, who are housed with the MPO staff, indicated that they encounter an average of less than 2 LEP persons per week per planner. The office-wide total was 12 LEP customers encountered of the 256 customer interactions for the week surveyed (4.7%). Usually, these people bring another person with them who speaks English to assist them, according to the survey. Table 6 shows the Athens-Clarke County Planning Department number of customers and the number of LEP persons on an annual basis. LEP individuals make up approximately 4.7% of the customers annually.

Table 6 – Limited English Proficiency Customers of Athens-Clarke County Planning Department

LEP Persons Per Week	Extrapolated LEP Persons Per Year	Total Customers Per Week	Extrapolated Customers Per Year	Weekly Percentage LEP Customers	Annual Percentage LEP Customers
14	728	256	13,312	5.47%	5.47%

Additional Notes: This data came from a survey of employees of the Athens-Clarke County Planning Department. They were asked how many LEP persons were encountered in an average week. This office handles zoning, land use and plans review. The MPO, MACORTS, is administered out of this department. The number of customers per year was extrapolated from a survey of total customers during the week of September 21 – 25, 2020.

The staff of the Athens-Clarke County Transit Department was surveyed as well. They were asked how many LEP persons they encounter in the average week. Responses ranged from zero to 12 persons per week. The informal accounting of LEP persons was extrapolated to annual totals and compared to the number of people that ride ACCTD by route and by the total annual ridership. Table 7 illustrated that the highest percentage by route was on Route 7 – Prince Avenue with 0.73% of ridership being classified as LEP. When compared to the total annual ridership, the percentage of LEP persons system-wide is approximately 0.17%.

Table 7 – Limited English Proficiency Riders of Athens-Clarke County Transit Department

Bus Rts	Average Annual Number of LEP Riders	2020 Annual Ridership	LEP Annual Percentage	Bus Rts	Average Annual Number of LEP Riders	2020 Annual Ridership	LEP Annual Percentage
1	52	68,847	0.08%	20	52	122,895	0.04%
2	104	52,390	0.20%	21	208	33,562	0.62%
3	0	26,653	0.0%	22	0	24,489	0.0%
5	52	98,877	0.05%	23	0	2,521	0.0%
6	0	102,148	0.0%	24	364	50,337	0.72%
7	520	71,072	0.73%	25	104	80,874	0.13%
8	208	82,330	0.25%	26	52	47,055	0.11%
9	52	53,046	0.10%	27	104	141,855	0.07%
12	0	161,637	0.0%	28	0	21,092	0.0%
14	208	79,965	0.26%	30	104	16,426	0.63%
Any / All*	96			Total	2,280	1,338,071	0.17%

*Some drivers indicated that they drove different routes every day, so their responses couldn't be attributed to any particular route.

Factor 3: The nature and importance of the services and programs.

MACORTS is responsible for regional transportation planning. Denial or delay of access to services or information provided by the MPO would not have life threatening or even serious implications on an LEP individual. This is especially true if compared to services such as healthcare, emergency transportation, water, sewer, fire protection, police protection, and other essential services.

Athens-Clarke County Transit Department provides public transportation to the Athens-Clarke County area giving people access to work, healthcare, and other programs and/or services. Without access to public transportation, many of these individuals would not be able to take advantage of other services that could potentially be life changing or life sustaining. Therefore, lack of public transportation services could have an adverse effect on LEP individuals.

Factor 4: The Resources Available to the MACORTS, ACCTD, and Overall Cost

MACORTS serves a very small percentage of LEP persons, less than 2.8 % or approximately 4,152 in the region and has limited funds available for LEP services. Providing translation

assistance to LEP persons would be funded entirely from existing MACORTS operating funds and would compete with other operational requirements for funding. MACORTS's annual federal allocation is approximately $188,000 for a total base grant amount of approximately $235,000. The total budget varies from year to year slightly.

Given the small number of LEP people within the region and the MACORTS budget, it would be burdensome to produce written translations for the core MACORTS documents. The expense and time required to provide these translated documents could jeopardize the mandated objectives of the transportation planning program. It is appropriate, however, for MACORTS to provide translated summaries of core products as requested by LEP persons. A translation option is provided on each page of the MACORTS website (www.macorts.org) so that pages from the website can be translated into any of several languages (Chinese, Dutch, French, German, Greek, Italian, Japanese, Korean, Portuguese, Russian, or Spanish and others).

The Athens-Clarke County Transit Department (ACCTD) has been very proactive in their treatment of LEP persons. ACCTD has funding available through federal grants and the local government to continue to enhance their services for the LEP population.

Safe Harbor Stipulation

Federal law provides a "Safe Harbor" stipulation so that recipients of federal funds can ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. A "safe harbor" means that if a recipient provides written translations in certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI. The established threshold for the inclusion of a safe harbor for each eligible LEP language group that constitutes 5% of the service area population or 1,000 LEP persons, whichever is less.

Within the MACORTS region, approximately 2.78% of the population over 18 years of age is considered LEP. Of the total LEP population, Spanish is the only one LEP language group that meets the population threshold for which written translations of vital documents should be provided to meet the safe harbor standard. Based on the small percentage of LEP persons encountered doing MACORTS business and the limited MACORTS Staff (2) and budget, it is deemed that written translations of core documents would be so burdensome as to defeat the objectives of the programs. MACORTS has taken measures to provide appropriate accommodations and keep with the spirit of the regulations.

Within Athens-Clarke County, the ACCTD service area, approximately 3.13% of the population over 18 years of age is considered LEP. Of the total LEP population, Spanish is the only one LEP language group that meets the population threshold for which written translations of vital documents should be provided to meet the safe harbor standard. ACCTD has taken measures to provide essential information in Spanish either orally or in print.

Language Assistance Measures

Language measures currently used and planned to be used by the MACORTS MPO and the Athens-Clarke County Transit Department include the following:

- Translation of summary of vital documents in Spanish via the MACORTS website
- Translation of vital documents in their entirety in Spanish, upon request
- Posting advertisements / public notices in Spanish-language publications locally circulated
- Providing Transit literature in Spanish (ie schedules, route guides, point-of-sale signage, Rider's Guide)
- Provide oral interpreter services at any meeting or public hearing, with advance notice of 3-7 calendar days. Interpreter to include foreign language and the hearing impaired.
- Posting notices in appropriate languages informing LEP persons of available services on the MACORTS website
- Spanish-speaking staff are available at ACCTD to assist LEP persons
- ACCTD buses have on-board locations announcements in English and Spanish
- ACCTD provides bi-lingual outreach to the local Hispanic Community actively engaging them in several areas related to public transit.
- ACCTD is currently engaging the local Hispanic Community in a promotional campaign with the objective to increase transit ridership for this community.
- ACCTD provides a monthly bilingual 'How to Ride the Bus' program (English/Spanish).
- E-ink (tablet information mounted on bus shelters) displays have Braille instructions, Spanish capability, and read-aloud options
- ACCTD uses the Token application for passengers to buy bus passes and use them from their phones. The app is available in English and Spanish.
- ACCTD utilizes the myStop application to provide route information in English and Spanish.

Plan Monitoring & Updating

MACORTS and ACCTD will update the LEP Plan on the required schedule for Title VI materials, currently every 3 years. As part of the triennial update, census data will be reviewed and analyzed for changes in demographics. Staff will evaluate whether the current language assistance measures are sufficient and recommend adjustments accordingly.

Providing Notice to LEP Persons

MACORTS will provide statements offering language assistance in public information, public notices, and on the MACORTS website to those persons requiring language assistance or special accommodations. MACORTS and ACCTD provide the technology to translate their websites into several languages. ACCTD has translated public materials, such as route guides and schedules, so that they are available in Spanish.

Implementation of LEP Initiatives

With advance notice of three to seven calendar days, MACORTS will provide interpreter services at the Technical Coordinating Committee meetings, Policy Committee meetings, or other public meetings. Interpreters will provide services for both the foreign language and hearing impaired. Public notices will provide the contact information for this service. "I Speak" cards or a list of identifiers in the various languages will be provided for use at all public meetings to help identify the needs of LEP persons attending. Public meetings notices are published in Spanish in a local Spanish-language publication for all MACORTS public meetings and public comment periods.

The Athens-Clarke County Transit Department is providing many services to LEP persons currently. ACCTD schedules are available in Spanish and Braille. A picture book was developed that shows how to ride the bus for non-English speakers. The ACCTD website includes a mechanism to translate the content into one of several languages. There are currently several ACCTD staff members that speak Spanish fluently and are available to assist in interpretation as needed. These staff members are operators who would be available to drive along the routes with the highest LEP demand. ACCTD actively markets to the Spanish-speaking population.

MACORTS and ACCTD Staff Training

MACORTS staff members are provided training on the requirements for providing meaningful access to services for LEP persons. Additional training opportunities will be taken advantage of as they become available.

ACCTD staff members receive training regarding the Limited English Proficiency regulations and available resources as part of the Sensitivity Training at New Employee Orientation. Periodic refresher courses are provided as part of ACCTD monthly staff meetings. ACCTD staff bas access to take classes in Command Spanish through the Unified Government of Athens-Clarke County periodically. Staff are trained on the technology/tools used to provide passenger information in English and Spanish.

LEP Plan Access

MACORTS and ACCTD will post the LEP Plan on their websites at www.macorts.org and www.accgov.com/Transit, respectively. Anyone with internet access will be able to access the plan. For those without internet service, several area libraries offer free Internet access. Digital versions or hardcopies of the LEP Plan will be provided to MACORTS members, the Georgia Department of Transportation, Federal Highway Administration, the Federal Transit Administration, and any person or agency requesting a copy free of charge.

Any questions or comments regarding this plan should be directed to the MACORTS staff:

Athens-Clarke Planning Department - 120 W. Dougherty Street, Athens, GA 30601
Phone: (706)-613-3515; E-mail: macorts@accgov.com

Appendix H

Operating Area Language Data:

MACORTS

Language Data for MACORTS Area - US Census Bureau, American Community Survey, C16001, 2015-2019 5-Year Estimate - Language Spoken at Home by Ability to Speak English for Population 5 years and Up

Language	MACORTS Total	Percent of Population
Total	165439	
Speak only English	143169	86.5%
Spanish or Spanish Creole	13641	8.2%
Speak English "very well"	7037	4.3%
Speak English less than "very well"	6604	4.0%
French (incl. Haitian, Cajun)	503	0.3%
Speak English "very well"	457	0.3%
Speak English less than "very well"	46	0.0%
German or West German Languages	612	0.4%
Speak English "very well"	570	0.3%
Speak English less than "very well"	42	0.0%
Russian, Polish, or Slavic Languages	305	0.2%
Speak English "very well"	287	0.2%
Speak English less than "very well"	18	0.0%
Other Indo-European Languages	1757	1.1%
Speak English "very well"	1465	0.9%
Speak English less than "very well"	292	0.2%
Chinese (including Mandarin, Cantonese)	1544	0.9%
Speak English "very well"	972	0.6%
Speak English less than "very well"	572	0.3%
Korean	787	0.5%
Speak English "very well"	498	0.3%
Speak English less than "very well"	289	0.2%

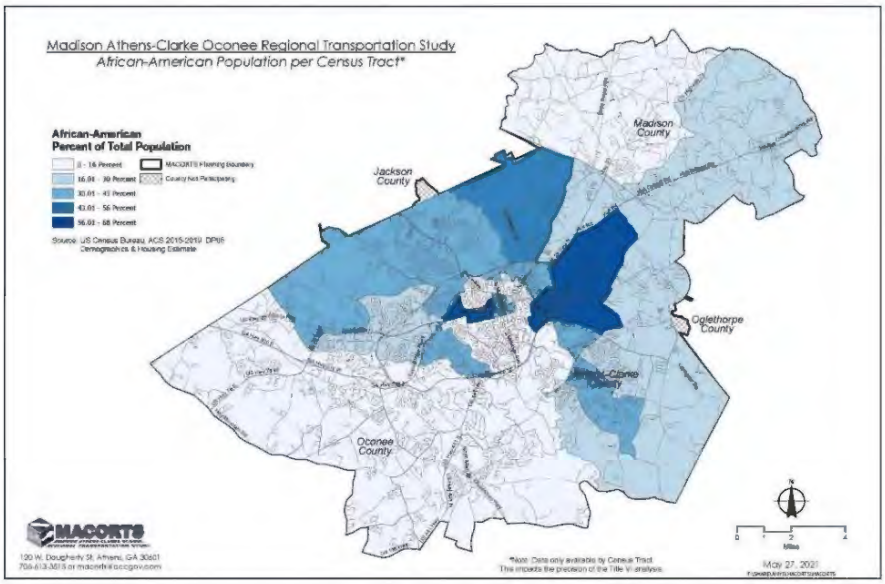
Language Data for MACORTS Area - US Census Bureau, American Community Survey, C16001, 2015-2019 S-Year Estimate - Language Spoken at Home by Ability to Speak English for Population 5 years and Up

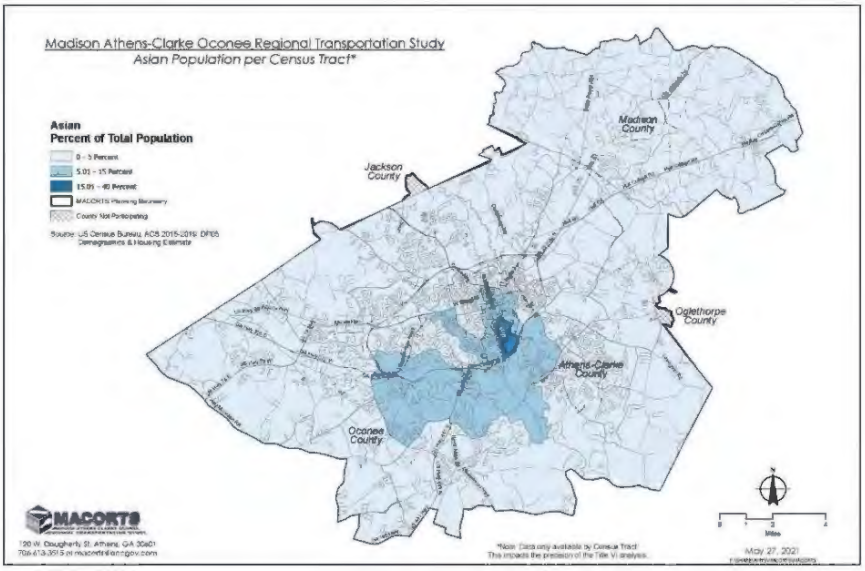
Language	MACORTS Total	Percent of Population
Vietnamese	297	0.2%
Speak English "very well"	251	0.2%
Speak English less than "very well"	46	0.0%
Tagalog	373	0.2%
Speak English "very well"	279	0.2%
Speak English less than "very well"	94	0.1%
Other Asian & Pacific Island languages	1039	0.6%
Speak English "very well"	545	0.3%
Speak English less than "very well"	494	0.3%
Arabic	647	0.4%
Speak English "very well"	427	0.3%
Speak English less than "very well"	220	0.1%
Other and unspecified languages	765	0.5%
Speak English "very well"	639	0.4%
Speak English less than "very well"	126	0.1%

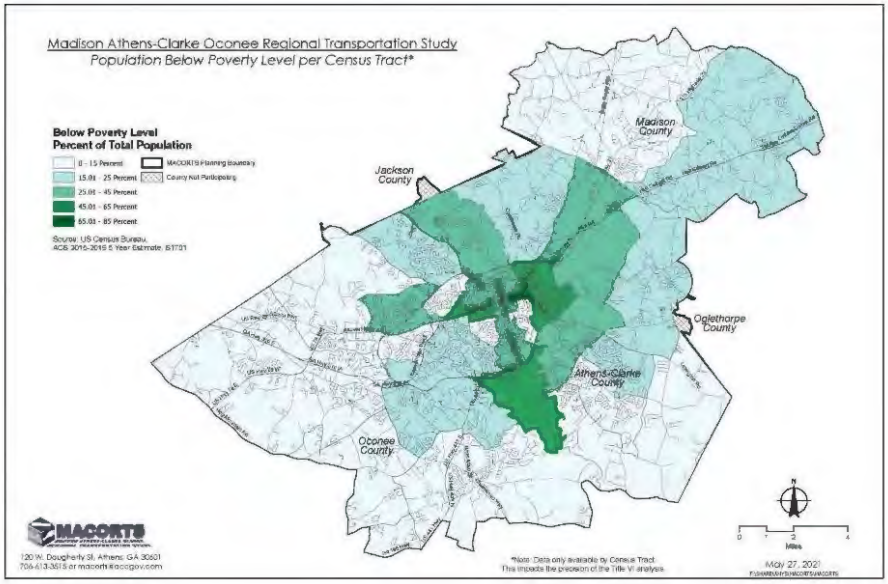
Appendix I

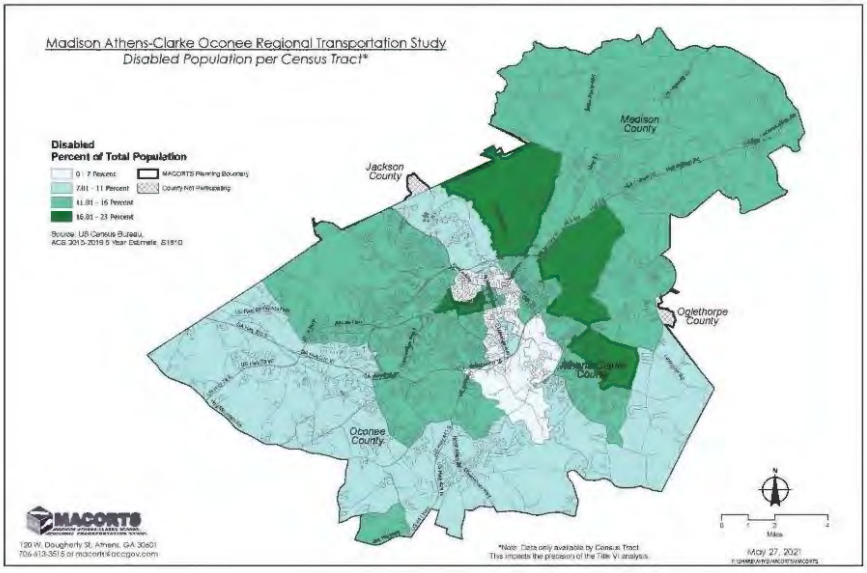
Demographic Maps

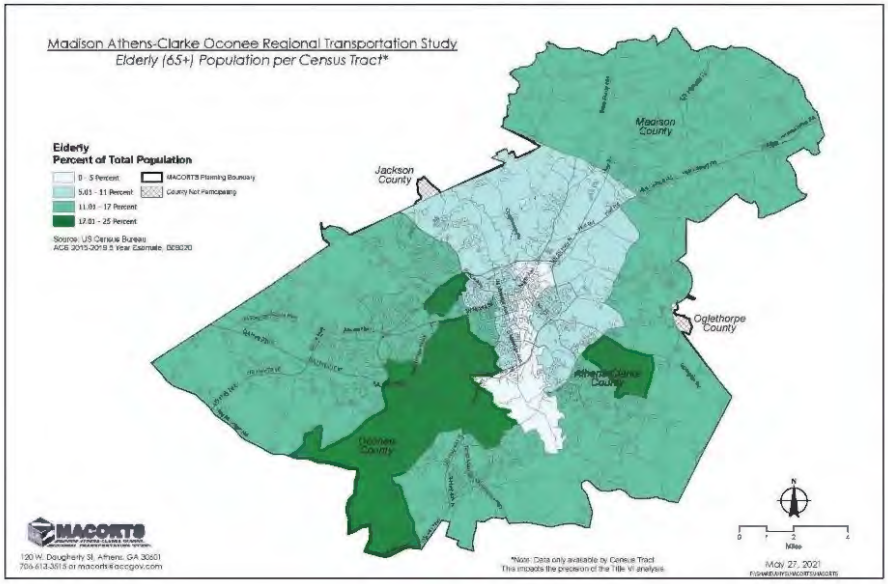
(2015-2019) Date-ACS 5 Year Estimates

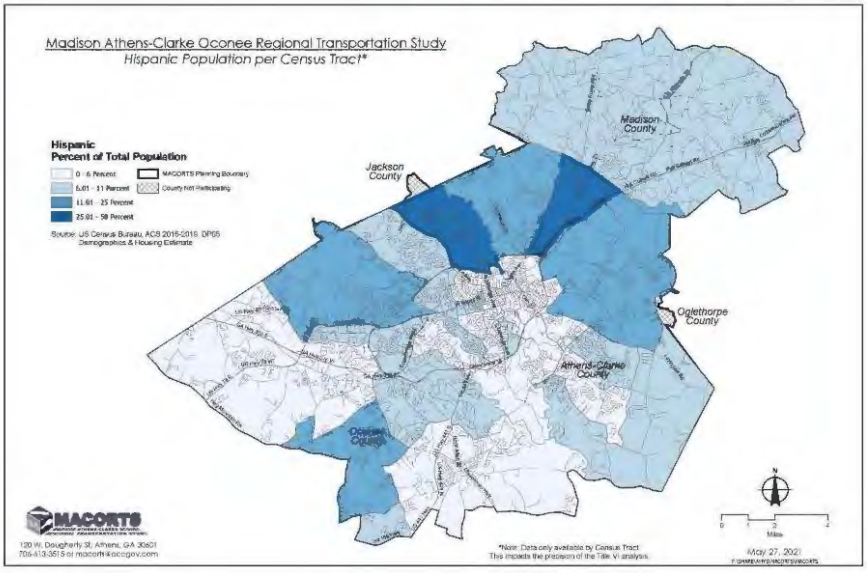

Madison Athens-Clarke Oconee Regional Transportation Study
African-American Population per Census Tract*
African-American
Percent of Total Population
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
May 27, 2021

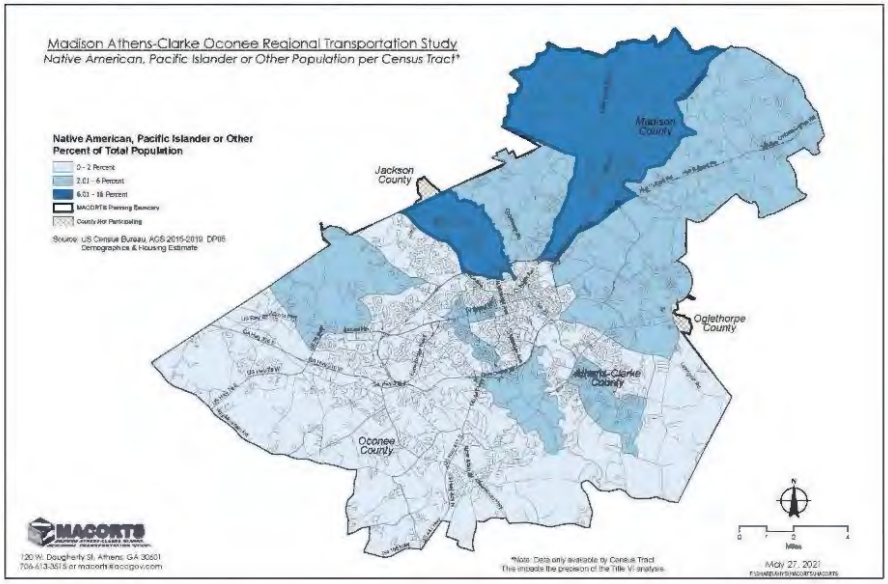

Madison Athens-Clarke Oconee Regional Transportation Study
Asian Population per Census Tract*
Asian
Percent of Total Population
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
May 27, 2021

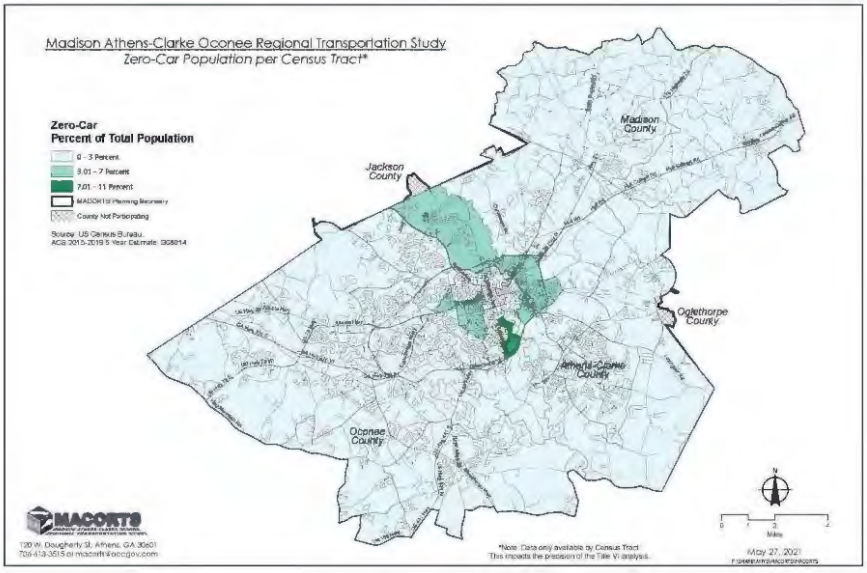

Madison Athens-Clarke Oconee Regional Transportation Study
Population Below Poverty Level per Census Tract*
Below Poverty Level
Percent of Total Population
0 - 15 Percent
15.01 - 25 Percent
25.01 - 45 Percent
45.01 - 65 Percent
65.01 - 85 Percent
MACORTS Planning Boundary
County Not Participating
Source: US Census Bureau,
ACS 2015-2019 5 Year Estimate, B17121
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
120 W. Dougherty St. Athens, GA 30601
706-613-3515 or macorts@accgov.com
*Note: Data only available by Census Tract
This impacts the precision of the Title VI analysis.
0 1 2 4
Miles
May 27, 2021


Madison Athens-Clarke Oconee Regional Transportation Study
Disabled Population per Census Tract*
Disabled
Percent of Total Population
0 - 7 Percent
7.01 - 11 Percent
11.01 - 16 Percent
16.01 - 23 Percent
MACORTS Planning Boundary
County Not Participating
Source: US Census Bureau,
ACS 2015-2019 5 Year Estimate, B18101
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
120 W. Dougherty St. Athens, GA 30601
706-613-3515 or macorts@accgov.com
*Note: Data only available by Census Tract
This impacts the precision of the Title VI analysis.
0 1 2 4
Miles
May 27, 2021


Madison Athens-Clarke Oconee Regional Transportation Study
Elderly (65+) Population per Census Tract*
Elderly
Percent of Total Population
0 - 5 Percent
5.01 - 11 Percent
11.01 - 17 Percent
17.01 - 25 Percent
MACORTS Planning Boundary
County Not Participating
Source: US Census Bureau
ACS 2015-2019 5 Year Estimate, DP05
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
120 W. Dougherty St. Athens, GA 30601
706-613-3515 or macorts@accgov.com
*Note: Data only available by Census Tract
This impacts the precision of the Title VI analysis.
0 1 2 4
Miles
May 27, 2021


Madison Athens-Clarke Oconee Regional Transportation Study
Hispanic Population per Census Tract*
Hispanic
Percent of Total Population
0 - 6 Percent
6.01 - 11 Percent
11.01 - 25 Percent
25.01 - 59 Percent
MACORTS Planning Boundary
County Not Participating
Source: US Census Bureau, ACS 2015-2019, DP05
Demographics & Housing Estimate
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
120 W. Dougherty St. Athens, GA 30601
706-613-3515 or macorts@accgov.com
*Note: Data only available by Census Tract
This impacts the precision of the Title VI analysis.
0 1 2 4
Miles
May 27, 2021


Madison Athens-Clarke Oconee Regional Transportation Study
Native American, Pacific Islander or Other Population per Census Tract*
Native American, Pacific Islander or Other
Percent of Total Population
0 - 2 Percent
2.01 - 6 Percent
6.01 - 16 Percent
MACORTS Planning Boundary
County Not Participating
Source: US Census Bureau, ACS 2015-2019, DP05
Demographics & Housing Estimate
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
120 W. Dougherty St. Athens, GA 30601
706-613-3515 or macorts@accgov.com
*Note: Data only available by Census Tract
This impacts the precision of the Title VI analysis.
0 1 2 4
Miles
May 27, 2021


Madison Athens-Clarke Oconee Regional Transportation Study
Zero-Car Population per Census Tract*
Zero-Car
Percent of Total Population
0 - 3 Percent
3.01 - 7 Percent
7.01 - 11 Percent
MACORTS Planning Boundary
County Not Participating
Source: US Census Bureau,
ACS 2015-2019 5 Year Estimate, B08014
Madison County
Jackson County
Oglethorpe County
Athens-Clarke County
Oconee County
MACORTS
120 W. Dougherty St. Athens, GA 30601
706-613-3515 or macorts@accgov.com
*Note: Data only available by Census Tract
This impacts the precision of the Title VI analysis.
0 1 2
Miles
May 27, 2021

Appendix J

Title VI Equity Analysis

University of Georgia Transportation and Parking Services has not recently built any new facilities, therefore, a Title VI Equity Analysis has not been performed. However, included in this document is an excerpt from MACORTS 2045 Long Range Transportation Plan approved October 9, 2019 containing the Title VI Analysis for the MACORTS region of which University of Georgia Transportation and Parking Services is located.

Title VI and Environmental Justice

Title VI of the Civil Rights Act of 1964 states that no person on the grounds of race, color, or national origin shall be subject to discrimination under any program or activity receiving federal financial assistance. In addition, the focus on Environmental Justice (EJ) states that federal agencies shall identify and address, as appropriate, disproportionally high and adverse human health or environmental effects of programs, policies, and activities on minority populations and low-income populations. As the recipients of federal transportation dollars, the planning process must incorporate the Title VI and EJ analysis, as these populations often experience significant transportation and mobility challenges. These challenges were reported by the public during the public involvement phases of the development of this Plan (see Public and Stakeholder Engagement section beginning on page 89.) The US Census Bureau American Community Survey data from 2016 was used to update the identification and location of the Title VI and EJ populations from the previous plan.

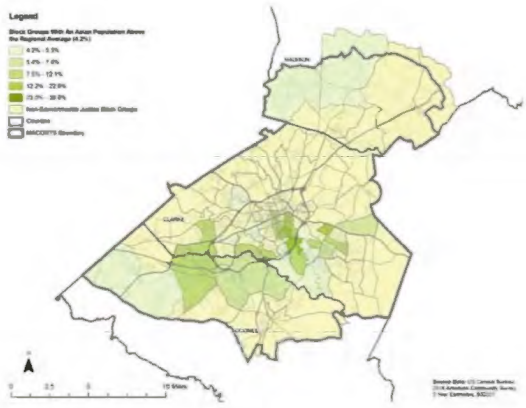


Using this Census geography of block groups and tracts, any area was identified with populations above the overall regional average of 4.2%. The northwestern area of the MPO in Madison County does have block groups with EJ populations that are greater than the 4.2% regional average, but less than 5.3%. Regionally, the highest concentrations of EJ populations are found in the more central areas of Athens-Clarke County and in the block groups along the Oconee/Athens-Clarke County line. Based on the Census data, the regional average for each of the following categories was calculated; maps of the categories are shown in Figures 6 through 13.

- **Asian**

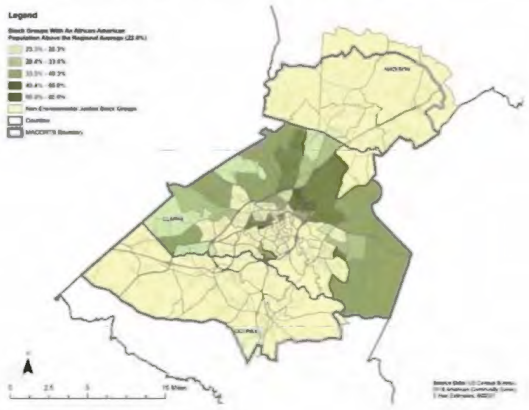
  Block groups with an Asian population above the regional average of 4.2% are concentrated in Athens-Clarke County, primarily in the central area and south and east of the center. Block groups are also located along the Oconee County line.

FIGURE 7. ASIAN POPULATIONS ABOVE REGIONAL AVERAGE



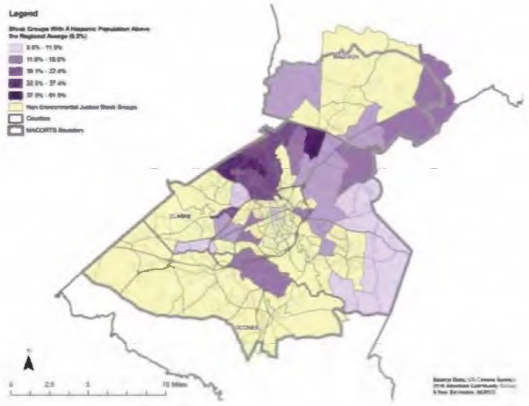
- **African-American**
  The block groups with an African American population above the regional average of 22.6% are located only in Athens-Clarke County, with concentrations of populations occurring primarily north and east of the downtown area, along with several block groups found in the downtown area.

FIGURE 6. AFRICAN AMERICAN POPULATIONS ABOVE REGIONAL AVERAGE



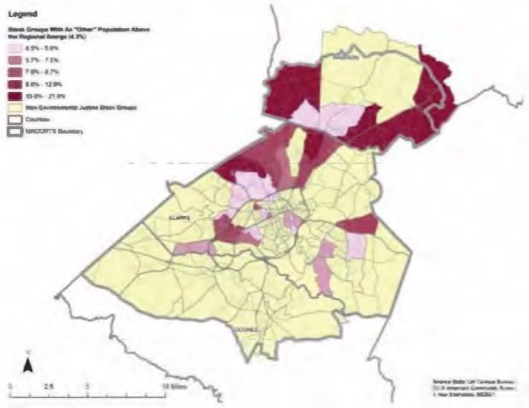
- **Hispanic**
  The largest concentrations of the Hispanic populations occur in northeastern Athens-Clarke County at the Madison County line and in the northern portions of the county near the Jackson County line.

FIGURE 8. HISPANIC POPULATION ABOVE REGIONAL AVERAGE



- **Other Race not Caucasian, African American or Asian**
  The block groups with the heaviest concentrations occur in southern Madison County adjacent to Oglethorpe and Athens-Clarke Counties and in western Madison County adjacent to Jackson County. Concentrations in Athens-Clarke County are found primarily in the northern areas adjacent to Madison and Jackson Counties. In addition, there are smaller concentrations found west of the downtown area.

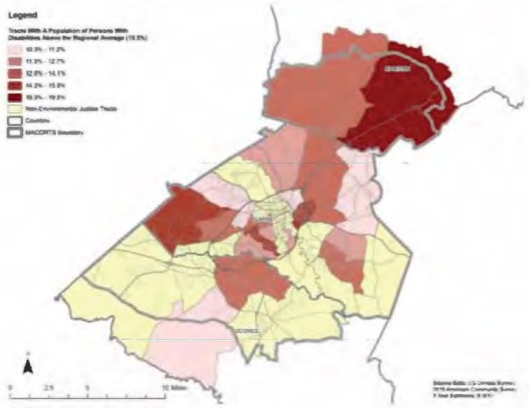
FIGURE 9. OTHER POPULATIONS ABOVE REGIONAL AVERAGE



- **Persons with Disabilities**

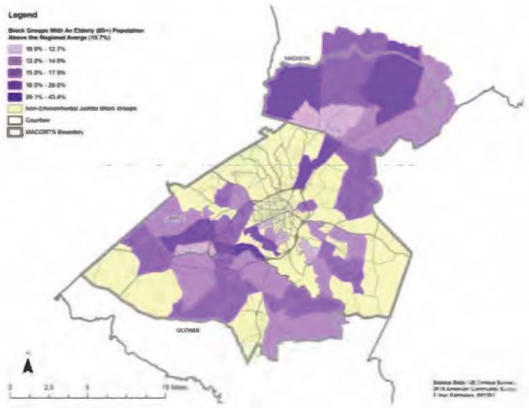
  The largest population is found in eastern Madison County, with a concentration of between 16% and 20% above the regional average. The western portion of Madison County also exhibits populations above the regional average. Those areas in Athens-Clarke County are found west of the downtown area, and northwest of the downtown area towards Madison County.

FIGURE 10. POPULATIONS OF PERSONS WITH DISABILITIES ABOVE REGIONAL AVERAGE



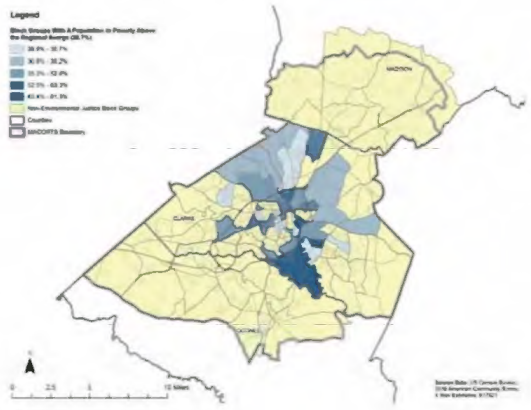
- **Elderly (Age 65 and Over)**
  Elderly populations, or those over 65 years of age, above the regional average of 10.7% were found primarily in Madison County and in Athens-Clarke County adjacent to Madison County and in the western portion of the county. There were no block groups over the regional average in Oconee County.

FIGURE 11. ELDERLY POPULATIONS ABOVE REGIONAL AVERAGE



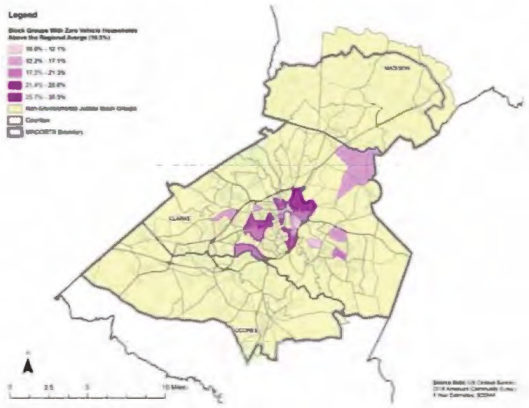
- **Poverty**
  The average of populations living in poverty in the counties of Athens-Clarke, Madison, and Oconee is 26.7%. Those areas with populations above the regional average are found in Athens-Clarke County, with none found in Madison and Oconee Counties. These populations primarily surround the downtown area except to the west.

FIGURE 12. POPULATIONS IN POVERTY ABOVE REGIONAL AVERAGE



- **Households without Access to an automobile**
  Populations with no access to a vehicle, or Zero Vehicle Households, are found only in Athens-Clarke County. The regional average for these populations is 10.5% and the block groups with populations higher than this average are found primarily in the central area of the county, near the downtown. There is one block group adjacent to Madison County that is also above the regional average.

FIGURE 13. ZERO VEHICLE HOUSEHOLDS ABOVE REGIONAL AVERAGE



Service Option	Annual Operating Costs	Capital Costs
Route 20 Frequency	$502,952	$450,000
Route 21 Frequency	$756,902	$450,000
Route 22 Frequency	$756,913	$450,000
Route 27 Frequency	$679,286	$450,000
Route 28 Frequency	$317,316	$450,000
Long Term Subtotal	**$7,231,917**	**$4,620,000**
Total	**$12,984,612**	**$10,440,000**

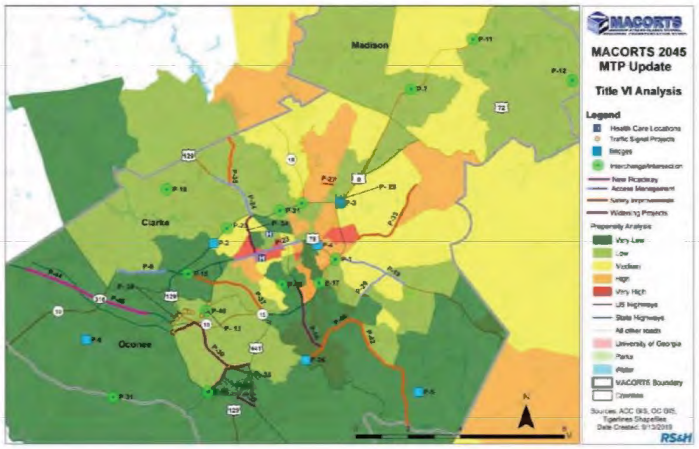
Since the adoption of the TDP, all routes that circulated through the University of Georgia campus were re-routed to accommodate campus construction. In addition, the realignments of Routes 5, 6, and 7 have been implemented, as well as the new service on US 29/Danielsville Road.

Environmental Mitigation

In order to understand how the impacts of the identified projects, the project map was overlaid with the Environmental Justice communities, as well as with the natural and community resources. The projects that are adjacent to, or within, the identified Environmental Justice communities, which include minority populations, concentrations of elderly populations, populations living in poverty and those without access to a vehicle, were reviewed to ensure better access and mobility, as well as minimal to no community impacts.

The map in Figure 43 displays the locations with the highest concentrations of Environmental Justice communities overlaid with the identified projects. The projects that are within, or adjacent to those areas with the highest concentrations of Environmental Justice populations all include new and/or enhanced bicycle and pedestrian facilities, as well as configurations to enhance both the safety, as well as the aesthetics of the facility. These projects include access management techniques that improve safety for motorists, as well as other modal users, provide pedestrian refuges with the inclusion of medians, and provide opportunities for landscaping and streetscaping. Each of these projects is aligned with the MACORTS commitment to provide all populations with efficient mobility, access and connectivity.

FIGURE 43. TITLE VI PROJECT ANALYSIS



The Unified Government of Athens-Clarke County, Georgia

TITLE VI PROGRAM PLAN

Federal Assistance Programs and Activities

The Unified Government of Athens-Clarke County Title VI Plan

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Section I: Policy Statement and Authorities

A. Policy Statement

The Unified Government of Athens-Clarke County (ACCGov) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ACCGov assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. ACCGov further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities whether or not those programs and activities are federally funded. In addition, ACCGov will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

When ACCGov enters into a contract with another entity utilizing federal aid funds, ACCGov will include Title VI language in all written agreements and will monitor for compliance.

ACCGov's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other ACCGov responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.



Kelly Girtz, Mayor
The Unified Government of Athens-Clarke County

B. Authorities

Title VI of the Civil Rights Act of 1964

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987

Broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not.

Federal Aid Highway Act of 1973

No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975

No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990 (ADA & ADAAA)

No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973

No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency

Section II: Organization and Plan Administration

A. Organization

The Unified Government of Athens-Clarke County (ACCGov) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. In 1990, the citizens of the City of Athens and Clarke County voted to unify their governments. In doing so, Athens-Clarke County became the second consolidated government in Georgia and the 28th in the nation. Athens-Clarke County is the most urbanized area in the region, and as such, can be considered the center of employment, culture, education, and business activity. ACCGov serves an area population of approximately 128,711 with annual growth projected at 0.92% per year and provides a multitude of local, state, and federally funded services, which includes, but is not limited to public safety, utilities, courts, corrections, tax, transportation, and transit services.

ACCGov's organization is shown in Appendix A ("Organizational Chart"), attached hereto and incorporated herein by reference. The ACCGov Human Resources Director, on behalf of the ACCGov Mayor and Commission, is responsible for the overall management of the Title VI programs. The day-to-day administration of the program lies with the Title VI Coordinator.

B. Plan Administration

The ACCGov Human Resources Director shall serve as the Plan Administrator (the "Administrator") and shall implement the Plan and ensure compliance with provision of ACCGov's policy of non-discrimination and with the law, including the requirements of 23 CFR Part 200 and 49 CFR Part 21. Grants compliance and Title VI coordination shall be performed under the authority of the Administrator.

The ACCGov Safety & Risk Administrator shall act as the Plan Coordinator (the "Coordinator") and administer the Plan. The Coordinator reports directly to the Administrator. The Coordinator's duties and responsibilities are as follows:

1. **Program Administration** – Administer the Title VI program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations, as required, to the Administrator.
2. **Title VI Plan Update** – Review and update the Title VI Plan as needed or required for approval by the Administrator.
3. **Data Collection** – Ensure that statistical information is gathered and maintained on race, color, national origin and sex of participants in and beneficiaries of programs funded through federal funding sources (e.g., relocates, impacted citizens, and affected

communities). Review the statistical data gathering process periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration.

4. **Public Dissemination** – Work with ACCGov staff to develop and disseminate Title VI program information to staff, recipients, sub-recipients, including contractors, sub-contractors, consultants, and sub-consultants and beneficiaries, as well as the general public. Public dissemination may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of the ACCGov's Title VI Policy Statement in newspapers(s) having a general circulation, and informational procures. Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media; and, where appropriate, provide written or verbal information in languages other than English.
5. **Environmental Impact Statements** – As required, work with the ACCGov department staff to ensure that available census data are included as part of all Environmental Impact Statements/Assessments (EIS/EIA) for projects receiving Federal Highway Administration or other federal assistance.
6. **Elimination of Discrimination** – Establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination discovered in any of ACCGov's processes.
7. **Complaints** – Review written Title VI complaints that may be received by ACCGov following the procedural guidelines in Section VIII ("Complaint Procedures"). Ensure every effort is made to resolve informally at the local or regional level.
8. **Training Programs** – Work with internal and external agencies to conduct training programs on Title VI issues and regulations for ACCGov employees.
9. **Legislative and Procedural Information** – Maintain and update the Plan and Annual Accomplishment and Goal Report as necessary to comply with federal laws, rules and regulations, GDOT guidelines, Department of Treasury guidelines, and other resource information pertaining to implementation and administration of Title VI. Make information available to other ACCGov departments or the public as requested or required.
10. **Annual Accomplishment and Goal Report** – If any complaints are received, prepare a Title VI Annual Accomplishment and Goal Report for the preceding fiscal year. Identify accomplishments from the preceding fiscal year and goals and objectives for the upcoming year, as required, and submit by June 30 of each year.

Section III: Subcontracts and Vendors

All subcontractors, subaward recipients, subrecipients, and vendors who receive payments from ACCGov where funding originates from any federal assistance are subject to the provisions of the Title VI of the Civil Rights Act of 1964 as amended.

Written contracts will contain non-discrimination language, as relevant and appropriate, either directly or through the bid specification package, which becomes an associated component of the contract.

Section IV: ACCGov Title VI Activities Related to Transportation

A. Planning

1. Invite participation of a cross section of the populace from social, economic, and ethnic groups in the planning process by disseminating written program information to minority media and ethnic organizations, and providing public service announcements for all local media, when requesting public involvement or attendance at public information meetings.

2. Obtain demographic data at community meetings and public hearings pertaining to the transportation design project. Coordinate the gathering of information using the voluntary Title VI Public Involvement Questionnaire provided in Appendix B.

3. Conduct public meetings in a variety of community buildings throughout Athens-Clarke County to ensure access to public meetings, including those along transit routes; ensure translation services are available if anticipated; and ensure public meetings are held in predominately minority communities when transportation projects will specifically impact those communities.

B. Research

1. Prioritize research projects based upon ACCGov needs and available funding.

2. Gather and maintain necessary data and documentation required for completion of ACCGov's Title VI Update Annual Report.

3. Select capable institution to perform research sufficient for ACCGov to make an informed decision about the transportation problem. Ensure the diversification in the selection of the institution.

4. Ensure that all research contracts include the requirements in Exhibit 2 of the Title VI Assurances.

C. Pre-Construction Environmental

1. Recommend consultant firms for final selection, negotiation and award; administer awarded consultant contracts.

2. Request qualifications from consulting engineering firms specializing in various aspects of civil engineering which may relate to ACCGov projects and the development of construction plans and special provisions for roads and bridges, design work associated with structures, performing environmental studies or preparing NEPA or SEPA documents for ACCGov projects. Ensure consultant

selection is consistent with ACCGov vendor policies and adheres to GDOT regulations.

3. Comply with ACCGov's Minority Business Enterprise (MBE) statement when selecting consultants and contractors; include Title VI assurances and provision language in all federally funded consultant contracts and periodically review to ensure compliance with current laws and regulations. Provide a copy of the award letter to the Coordinator for use in preparing the Annual Accomplishment and Goal Report.

4. Ensure ACCGov's responsibility for transportation Capital Improvement Program (CIP) and environmental permitting for projects. Perform studies to assess various environmental factors as they relate to the implementation of ACCGov's transportation projects, including evaluating demographic data.

5. Adhere to the National Environmental Policy Act (NEPA), as required, depending on the scope, complexity, and impacts of the project.

6. Complete NEPA Categorical Exclusion and NEPA Environmental Assessment as required. Monitor compliance with Title VI requirements in all aspects of conducting Environmental Impact Statements (EIS) or Assessments (EIA) and provide a comprehensive summary of the demographic and environmental data elements to be considered by the EIS/EIA process to the Coordinator, including updated summary lists as applicable. Provide at least two weeks for the Coordinator to review and comment. Ensure there are no violations of the federal Civil Rights Act, as amended, as a result of ACCGov's federal aid projects.

7. Ensure dissemination of information and foster participation from affected populations. Place public notices in applicable general and minority media; select accessible locations and times for public hearings or meetings, and arrange for translation services as needed; particularly in projects impacting predominately minority communities. Ensure the public has information pertaining to their rights to call or write ACCGov to view plans and discuss environmental problems.

8. Obtain demographic data at community meetings and public hearings pertaining to the transportation design project. Coordinate with GDOT to generate a map of the federal-aid transportation projects and include demographic data of the neighborhoods affected by the projects.

9. Assist in incorporating environmental considerations and regulatory requirements into projects.

10. Provide technical expertise for project analysis and utilize environmental policies, procedures, manuals and training.

11. Study and evaluate all necessary environmental aspects of proposed projects, including social and economic aspects.

D. Right-of-Way

1. Manage and coordinate the appraisal and acquisition of real property and relocation assistance services for public works projects. Include appraisal of property, negotiation of terms and conditions for acquisition, and assistance in the relocation of displaced individuals, businesses, farm operations, nonprofit organizations, and property management.

2. Ensure equal opportunity in all aspects of procuring real estate services contracting and appraisal agreements and adhere to ACCGov vendor procurement policies in the acquisition of contracted services.

3. Utilize current GDOT directories for a list of certified fee appraisers when seeking services, maintain data on awards to minority and female appraisers, and provide data to the Coordinator.

4. Follow the guidelines and applicable laws and regulations, including Title VI and Section 504 for property acquisition.

5. Ensure affected property owners, tenants, and others involved in right-of-way acquisition are apprised of their rights and options regarding negotiation, relocation, condemnation and other aspects of the acquisition process. Provide copies of relocation assistance literature produced by GDOT.

6. Incorporate Title VI language and assurance statements in all surveys of property owners and tenants after the conclusion of all business. Coordinate the preparation of deeds, permits and leases to ensure the inclusion of the appropriate clauses, including Title VI Assurances.

7. Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.

8. Ensure comparable replacement dwellings are available and assistance is given to all displaced persons and entities by the property acquisition process.

9. Maintain statistical data including race, color, national origin, and sex on all relocates affected by federally funded projects.

E. Construction

1. Administer all new construction contracts. Administer and supervise transportation construction projects.

2. Review all federally funded projects for application of the DBE statement. As appropriate, include DBE provisions in those projects with the designated statement. Include Title VI language in bid announcements and applicable construction documents, as stipulated in the Agency's Title VI Policy Statement and Assurances.

3. Award construction contracts on the basis of most qualified, lowest responsive bidder, as well as meeting DBE requirements. Include Title VI language in prime contract award letters to encourage utilization of DBE subcontracts and vendors.

4. Ensure that prime contractors with DBE requirements award contracted work to qualified DBEs which perform commercially useful functions.

5. Monitor all construction to ensure nondiscrimination throughout all operations.

6. Coordinate the gathering of construction information regarding DBE participation for the Annual Title VI Report and provide this information to the Coordinator.

Section V: Sub-Recipient Review and Remedial Action Procedures

A. Title VI Review of Sub-recipients of Federal Aid Highway Funds

The Coordinator and ACCGov staff will assist GDOT to periodically conduct Title VI compliance reviews. The Coordinator and ACCGov staff will review select sub-recipients of federal aid highway or other federal funds to ensure adherence to Title VI requirements. ACCGov will work cooperatively to periodically confirm operational guidelines provided to consultants, contractors, and sub-recipients, including Title VI language, provisions, and related requirements, as applicable.

B. Post-Grant Reviews

The Coordinator and ACCGov staff will conduct periodic post grant reviews of select sub-recipients of federal highway funds or other federal funds, for roads, sidewalks, bridges, construction, etc. to ensure adherence to Title VI requirements. The Coordinator and ACCGov staff will periodically confirm that operational guidelines provided to consultants, contractors and sub-recipients include Title VI language and provisions and related requirements, where applicable.

C. Remedial Action

When irregularities occur in the administration of federal-aid highway programs at either ACCGov or sub-recipient levels, corrective action will be taken to resolve identified Title VI issues. ACCGov will seek the cooperation of the consultant, contractor and other sub-recipient in correcting deficiencies found during periodic reviews. ACCGov will provide technical assistance and guidance, upon request, to support voluntary compliance by the sub-recipient. When conducting Title VI compliance reviews, ACCGov will document and provide to GDOT any recommended remedial action agreed upon by ACCGov and the sub-recipient within a period not to exceed forty-five (45) calendar days.

Sub-recipients placed in a deficiency status will be given a reasonable time, but not to exceed ninety (90) days after receipt of the deficiency letter, to voluntarily correct deficiencies. When a sub-recipient fails or refuses to voluntarily comply with requirements within the allotted time frame, ACCGov will submit to GDOT copies of the case files and a recommendation that the sub-recipient be found in noncompliance.

A follow-up review will be conducted within one hundred eighty (180) days of the initial review to ascertain if the sub-recipient has complied with the Title VI requirements in correcting deficiencies previously identified. If the sub-recipient refuses to comply, ACCGOV and GDOT may, with FHWA's concurrence, initiate sanctions pursuant to 49 CFR 21, including but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies; and/or
2. Cancellation, termination, or suspension of the contract in whole or in part.

Section VI: ACCGov Title VI Activities Related to Transit

Transit Department receives federal funds from the Federal Transit Administration (FTA) via the Georgia Department of Transportation (GDOT) Office of Intermodal Programs. Both FTA and GDOT Title VI guidelines for the Transit Department meet or exceed the requirements found within this document. The Transit Department complies with all Federal statutes and regulations, follows applicable Federal directives, and complies with the certifications and assurances as required by the Federal Transit Administration (FTA) in FTA Circular FTA C 4702.1B and 49 CFR part 21, and by the Georgia Department of Transportation (GDOT) Office of Intermodal Programs guidelines, in regard to the Title VI programs.

The Transit Department has a stand-alone Title VI plan that has been approved by GDOT. See Addendum D.

Section VII: ACCGov Title VI Activities Related to Housing and Community Development

ACCGov Housing and Community Development Department (HCD) receives federal funds from the U.S. Department of Housing and Urban Development (HUD). HCD Title VI guidelines for the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Supportive Housing Program (SHP) meet or exceed the ACCGov requirements found within this document. The ACCGov HCD Department complies with all Federal statutes and regulations, follows applicable Federal directives and Executive Orders, and complies with the certifications and assurances as required by HUD regulations for CDBG at 24 CFR 570, for HOME at 24 CFR 92.504, and for SHP at 24 CFR, Part 583 in regard to the Title VI programs.

Section VIII: Complaint Procedures

A. Overview

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, and Civil Rights Restoration Act of 1987 relating to any program or activity administered by ACCGov, as well as by sub-recipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

B. Right to File Formal Complaints

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints informally at the ACCGov and sub-recipient level. The option of informal mediation meeting(s) between the affected parties and a designated mediator/the Title VI Coordinator may be utilized for resolution.

C. Procedures

1. Any individual, group of individuals, or entity that believes it has been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written formal complaint with ACCGov's Title VI Coordinator using ACCGov's Title VI Complaint Form found in Appendix C. The formal complaint must be filed in writing or in person by the complainant and/or his/her/their representative no later than 180 calendar days after the alleged discrimination occurred or after the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

    a. Complaint shall be in writing and signed by the complainant(s).

    b. Include the date of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).

    c. Present a detailed description of the issues, including but not limited to names and job titles of those individuals perceived as parties in the complained-of incident.

    d. Generally, the Title VI Coordinator will acknowledge receipt of a complaint within 10 days of it being submitted and inform the complainant of action taken or any possible action to process the complaint; provided that the complaint must first provide the identity(ies) of the complainant(s) and affirm its intent to proceed with the complaint.

e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her/them to complete, sign, and return to the Title VI Coordinator for processing.

Failure of the complainant to respond to requests for information may result in dismissal of the complaint.

2. Upon receiving the written complaint, ACCGov will determine its jurisdiction, acceptability of the complaint, need for additional information, and the investigative merit of the complaint. In some situations, ACCGov may request GDOT's Office of Equal Employment Opportunity, or other relevant authoritative agency, to conduct the investigation. In the event GDOT handles the investigation, GDOT will follow its adopted procedures for investigating discrimination complaints, per its current Title VI Plan.

3. A complaint may be dismissed for the following reasons:

   a. The complainant requests the withdrawal of the complaint.

   b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.

   c. The complainant cannot be located after reasonable attempts.

4. If the complaint is against a sub-recipient, consultant, or contractor, under contract with ACCGov, the appropriate sub-recipient, consultant, or contractor shall be notified of the complaint within fifteen (15) calendar days of ACCGov receiving the complaint.

5. Once ACCGov decides its course of action, the complainant and the respondent will be notified in writing of such determination within five (5) calendar days. The complaint will be logged in the Title VI Coordinator's records along with the basis for the allegation identified and the race, color, national origin, handicap/disability, age and sex of the complainant.

6. In cases where ACCGov assumes investigation of the complaint, the Title VI Coordinator will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days upon receipt, to furnish the Title VI Coordinator with his/her/their response to the allegations.

7. Within sixty (60) calendar days of acceptance of the complaint, the Title VI Coordinator (or GDOT investigator) will prepare a written investigative report. The

interrogations should be conducted in accordance with established practices administered by the Department of Justice. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.

8. The investigative report will be reviewed by ACCGov Attorney's office (the "Attorney"). The Attorney may discuss the report and its recommendations with the Title VI Coordinator and other staff as appropriate. The report will be modified as needed and made final for its release to the complainant and respondent.

9. Once the investigative report becomes final, briefings will be scheduled with the complainant and respondent within fifteen (15) calendar days. Both the complainant and the respondent shall receive a copy of the investigative report during the briefings and will be notified of their respective appeal rights.

10. A copy of the investigative report and a copy of the complaint will be forwarded to the Georgia Department of Transportation Office of Equal Employment Opportunity, or other relevant and appropriate oversight entity, within sixty (60) calendar days of the completion of the briefings.

11. If the complainant or respondent is not satisfied with the results of the investigation of the alleged discriminator practice(s), he/she/they shall be advised of his/her/their rights to appeal ACCGov's decision to GDOT, the United States Department of Transportation (USDOT), U.S. Department of Justice (USDOJ), or other entity as appropriate. The complainant has one hundred eighty (180) calendar days after ACCGov's briefing to appeal. Unless new facts not previously considered come to light, reconsideration of ACCGov's opinion will not be available.

12. A Complaints Log shall be maintained annually by ACCGov. The Complaints Log will contain the following information for each complaint filed:

    - The name and address of the person filing the complaint
    - The date of the complaint
    - The basis of the complaint
    - The disposition of the complaint

13. ACCGov departments will not be allowed to investigate a formal complaint against itself.

Section IX: Title VI Investigations, Complaints, and Lawsuits

In accordance with 49 CFR 21.9(b), the Unified Government of Athens-Clarke County (ACCGov) must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by the Unified Government of Athens-Clarke County in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to GDOT or other funding agency.

ACCGov has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

Table 1: Summary of Investigations, Lawsuits, and Complaints

	Date (MM/DD/YYYY)	**Summary** (include basis of complaint: race, color, or national origin)	**Status**	**Action(s) Taken**
Complaints				
1.				
2.				
3.				
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				

Section X: Education and Training

In keeping with the ACCGov Policy of Nondiscrimination, procedures will be established or followed for ACCGov employees to have equal access to applicable educational and training opportunities. The Title VI Coordinator will work with ACCGov staff to maintain program administration documentation and data necessary for preparation of the Annual Accomplishment and Goal Report. ACCGov staff will routinely supply the necessary data to the Title VI Coordinator.

1. National Highway Institute (NHI) Education

The Title VI Coordinator will establish policy for the selection of participants interested in taking part in the National Highway Institute Training workshops to ensure that no one is denied participation or subjected to discrimination on the basis of race, color, sex, or national origin. A report will be completed and forwarded to the Title VI Coordinator upon completion of each educational seminar or course throughout the course of the year, which shall include the name of each participant, his/her/their title, department, sex and ethnicity for use in completing the annual Title VI accomplishment report.

2. Title VI Training

The Coordinator may organize and facilitate the provision of Title VI training sessions for consultants, contractors, and subcontractors. GDOT's Office of Equal Employment Opportunity may be asked to provide applicable training.

3. Selection of Instructors

The Coordinator will ensure ACCGov policy is followed in the selection of instructors for ACCGov training courses/workshops, and ensure equal opportunity in the selection process for all training contracts. If an outside training contract is needed, ACCGov will provide accessibility to Minority/Women/Disadvantaged Business Enterprise consulting and training firms to compete for training contracts, in accordance with the Disadvantaged Business Enterprise (DBE) statement.

Exhibit 1: Title VI Notice to the Public

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast information in news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by the program. The following is the public notice used by ACCGov:

> The Unified Government of Athens-Clarke County, Georgia (ACCGov) hereby gives public notice that it is the policy of ACCGov to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. It is our policy that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs or activities.
>
> Any person who believes he/she has been subjected to unlawful discriininatory practice under Title VI has a right to file a formal complaint. The formal complaint must be filed in writing or in person with the ACCGov Title VI Coordinator within one hundred-eighty (180) days from the date of the alleged discriminatory act or upon notice of the discriminatory act. Title VI Discrimination Compliant Forms may be obtained by going to the ACCGov's website or by calling the ACCGov Title VI Coordinator at (706) 613-3090.

Exhibit 2: Title VI Assurances

A. Title VI Assurances for the Unified Government of Athens-Clarke County

The Unified Government of Athens-Clarke County, Georgia Mayor and Commission (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Georgia Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Section 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its federal aid highway program.

1. That the Recipient agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

> "The Unified Government of Athens-Clarke County, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract

entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not discriminate against bidders on the grounds of race, color, sex, or national origin in consideration for an award."

3. The Recipient shall insert the clauses of Section B of this Assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Section C of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient received federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, or under, such property.

7. That the Recipient shall include the appropriate clauses set forth in Section D of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.

8. That this Assurance obligates the Recipient for the period during which federal financial assistances is extended to the program, or is in the form of personal property, or real property or interest thereon or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program by the Secretary of Transportation, or the official to whom is delegated specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other

participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

4-13-2022
(Date)

Unified Government of Athens-Clarke County, Georgia
(Recipient)

By: _____
(Signature of Authorized Official)

B. Title VI Assurances for Consultants, Contractors, Subcontractors, Suppliers and Manufacturers

The text below, in its entirety, shall be incorporated in all contracts entered into by ACCGov related to transportation projects utilizing Federal funding sources. All of the text, except the final section, entitled "Incorporation of Provisions," should be included in any contract entered into by any ACCGov contractor related to transportation projects.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agree as follows:

1. Compliance with Regulations

   The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as "DOT"), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made part of this contract.

2. Nondiscrimination

   The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

   In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information and Reports

   The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by ACCGov or the Georgia Department of Transportation (GDOT) or

the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to ACCGov, GDOT, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, ACCGov and GDOT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as ACCGov, GDOT, or the Federal Highway Administration may direct as a means of enforcing such provision, including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request ACCGov to enter into such litigation to protect the interests of ACCGov and, in addition, the Contractor may request GDOT to enter into such litigation to protect the interest of the State and/or the United States to enter into such litigation to protect the interest of the United States.

C. Granting and Habendum Clauses

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

1. Granting Clause

NOW, THEREFORE, the Unified Government of Athens-Clarke County is authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, and Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 USC 2000d to 2000d-4) – does hereby remise, release, quitclaim, and convey unto ACCGov all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

2. Habendum Clause

TO HAVE AND TO HOLD said lands and interests therein unto the Unified Government of Athens-Clarke County, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Unified Government of Athens-Clarke County, its successors, and assigns.

The Unified Government of Athens-Clarke County, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed*, (2) that the Unified Government of Athens-Clarke County shall use the lands, and interests in lands so

conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become absolute property of, the Department of Transportation and its assigns as such interest existed prior to this instruction.[1]

[1] Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

D. Lease/Deed Provisions

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by ACCGov pursuant to the provisions of Assurance 6:

> The (PURCHASER/LESSEE/PERMITTEE), for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (DEED/LEASE/PERMIT), for a purpose for which a Unified Government of Athens-Clarke County program or activity is extended, or for another purpose involving the provision of similar services or benefits, the (PURCHASER/LESSEE/PERMITEE) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.
>
> That in the event of breach of any of the above nondiscrimination covenants, the Unified Government of Athens-Clarke County shall have the right to terminate this (DEED/LEASE/PERMIT), and to reenter and repossess said land and the facilities thereon, and hold the same as if said (DEED/LEASE/PERMIT) had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by ACCGov pursuant to the provisions of Assurance 6:

> The (PURCHASER/LESSEE/PERMITEE), for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (PURCHASER/LESSEE/PERMITEE) shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code

of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

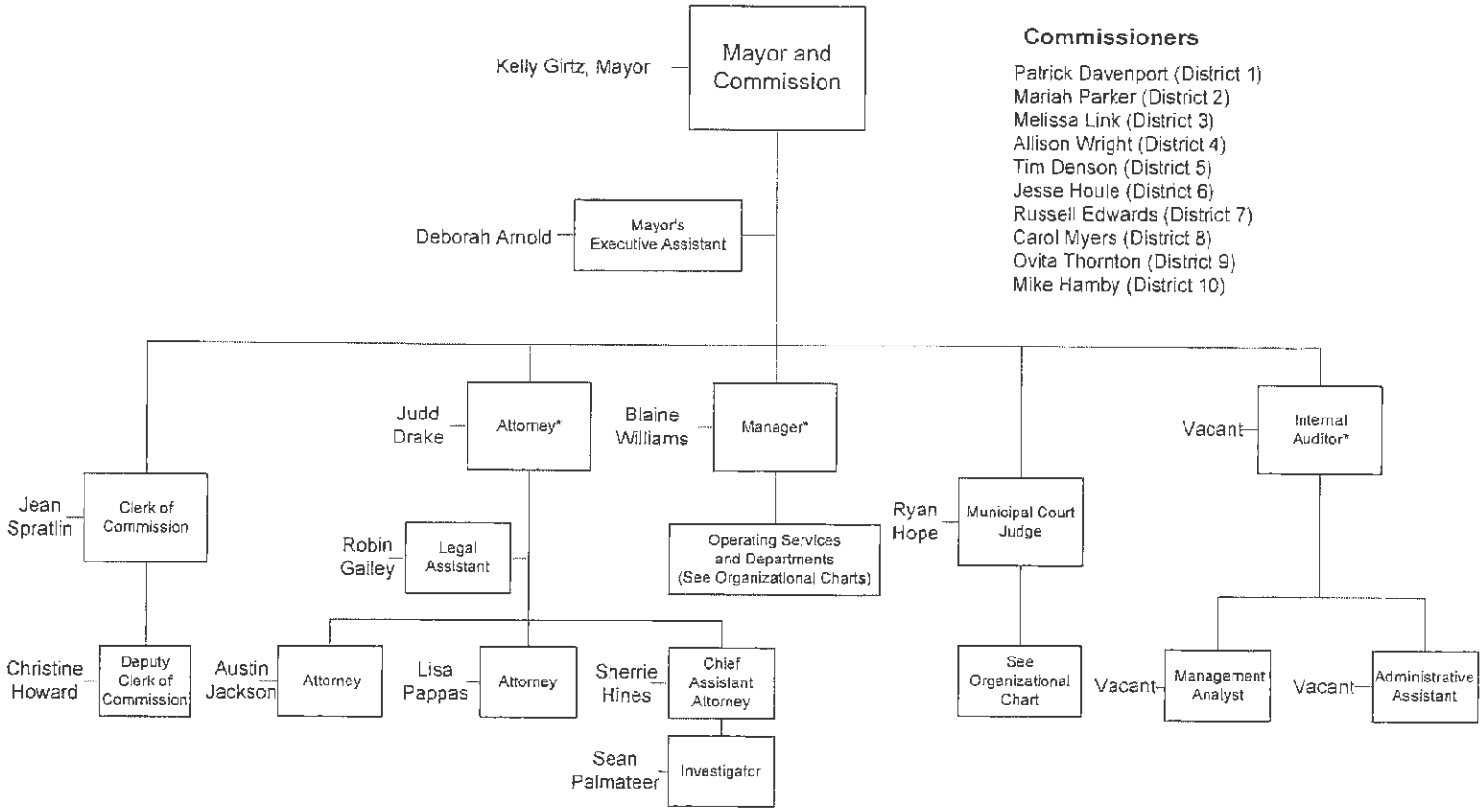
That in the event of breach of any of the above nondiscrimination covenants, the Unified Government of Athens-Clarke County shall have the right to terminate the [LICENSE/LEASE/PERMIT] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [LICENSE/LEASE/ PERMIT] had never been made or issued.

That in the event of breach of any of the above nondiscrimination covenants, the Unified Government of Athens-Clarke County shall have the right to reenter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Unified Government of Athens-Clarke County and its assigns.

Appendix A: Organizational Chart

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Mayor and Commission

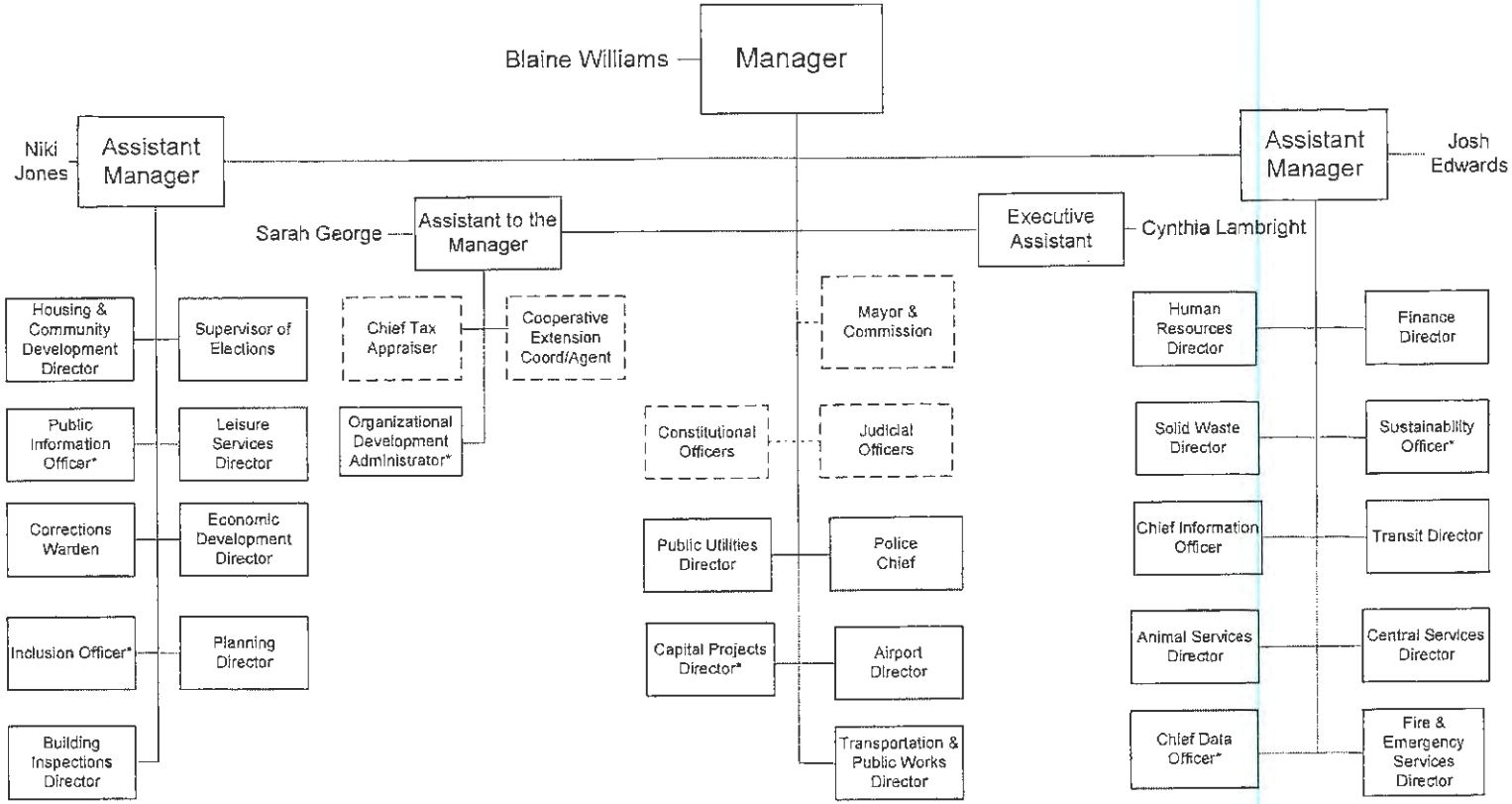


*Charter Officers

Kelly Girtz, Mayor

4/26/202-
Date

Manager's Office

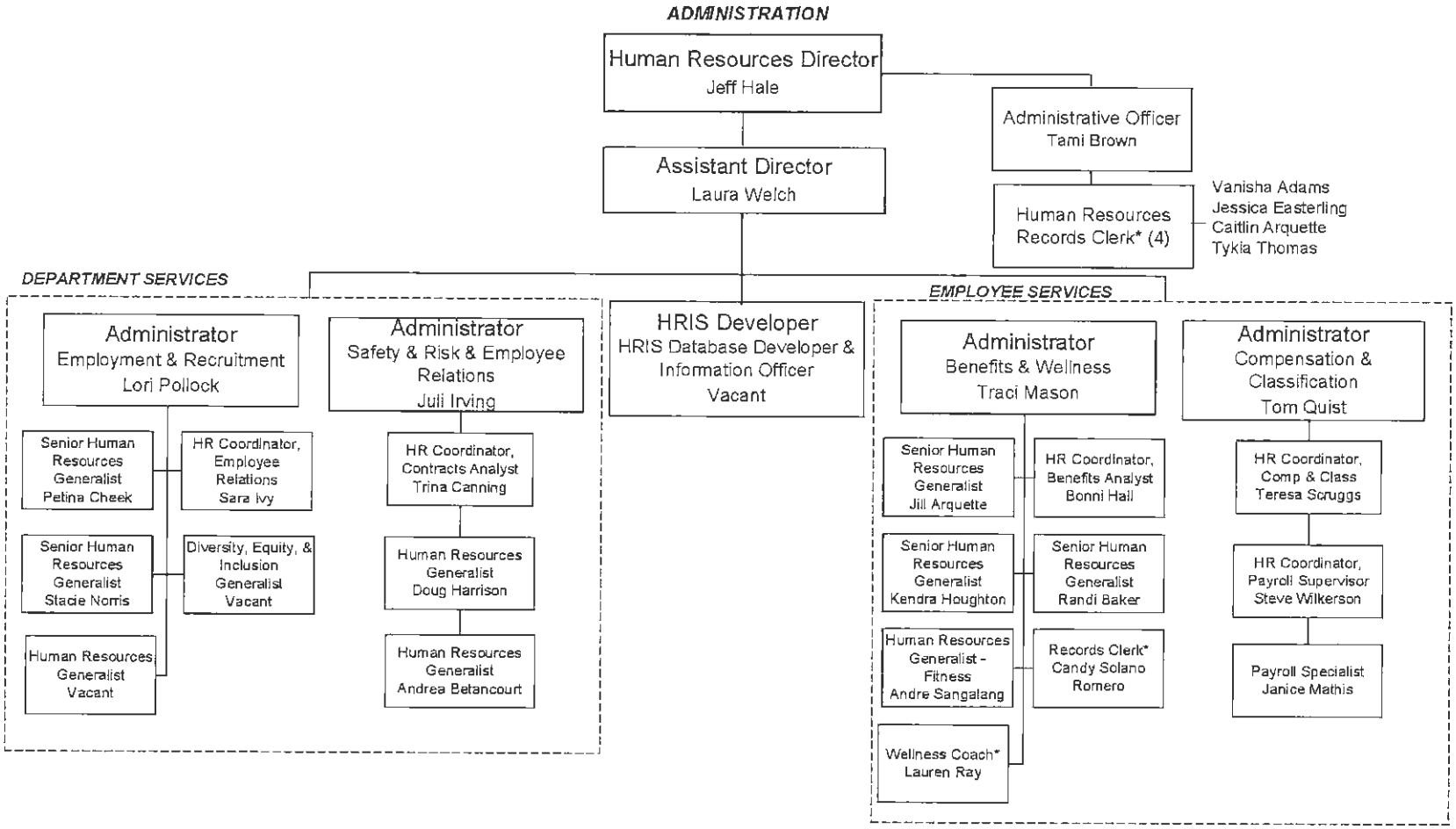


* Sections of Managers Office
---------- Appointed by others

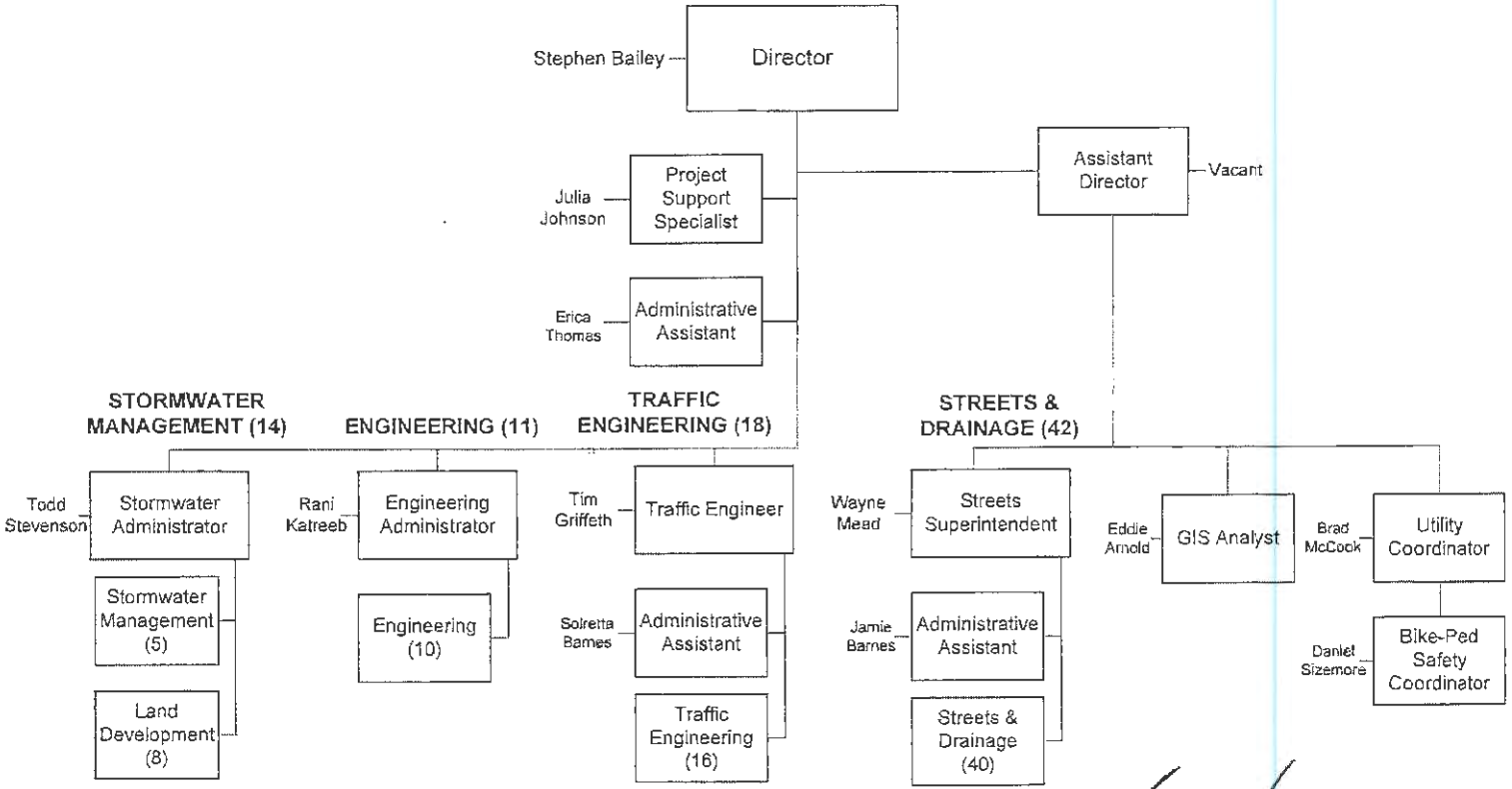
4/26/22

Blaine Williams
Unified Government of Athens-Clarke County Manager
Date

Human Resources Department



Transportation and Public Works Department



Stephen Bailey 11/29/21
Stephen Bailey — Date
Director

Total Authorized Positions: 92 Full-time
Part-time Without Benefits: 3

1/21/22
Blaine Williams — Date
Unified Government of Athens-Clarke County Manager

Appendix B: Title VI Public Involvement Questionnaire

Title VI of the Civil Rights Act of 1964 requires ACCGov to be sure that everyone in the affected project areas has a chance to be heard and to respond to programs and activities that may affect their community.

To help with that, we ask that you voluntarily provide us information about your race, ethnicity, gender, and/or disability. **You are not required to disclose the information requested in order to participate in this meeting. The completion of this questionnaire is strictly voluntary, and completion is not required by law.**

For further information regarding this process, please contact Juli Irving, Human Resources Department, Safety & Risk Administrator / Title VI Coordinator, Human Resources Department, 375 Satula Avenue, Athens, Georgia 30601, phone 706-613-3090, or by email at Juliana.Irving@accgov.com.

Please respond to the following questions:

Project Name	Date
Location of Public Meeting	

Name (Optional) (Please print)	Gender: ☐ Male ☐ Female
General Ethnic Identification Categories (Check as many as apply)	
☐ African American ☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander	
☐ Caucasian ☐ Hispanic ☐ Other _____	
Race and/or Color	National Origin
Any Disability? Circle: Yes No Please explain:	

After you have completed this form, please place it inside the designated box on the registration table.

Thank you for your participation!

Appendix C: Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Note: The following information is necessary to assist the Unified Government of Athens-Clarke County (ACCGov) in processing your complaint. Should you require any assistance in completing this form, please contact the Title VI Coordinator. Complete and return this form to Juli Irving, Safety & Risk Administrator/Title VI Coordinator, Human Resources Department, 375 Satula Avenue, Athens, Georgia 30601, phone 706-613-3090, or by email at Juliana.Irving@accgov.com.

1. Complainant's Name _____
2. Address _____
3. City, State and Zip Code _____
4. Telephone Number (home) _____ (business) _____
5. Person discriminated against (if someone other than the complainant)

   Name _____

   Address _____

   City, State and Zip Code _____
6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

   a. Race/Color _____
   b. National Origin _____
   c. Other _____
7. What date did the alleged discrimination take place? _____
8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

   _____

   _____

_____

_____

_____

_____

_____

_____

_____

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? _____ Yes _____ No

   If yes, check all that apply:

   _____Federal agency _____ Federal court _____State agency
   _____State court _____Local agency

10. Please provide information about a contact person at the agency/court where the complaint was filed.

    Name_____
    Address_____
    City, State, and Zip Code _____
    Telephone Number _____

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

    _____ _____
    Complainant's Signature Date

The Unified Government of Athens-Clarke County Minority Business Enterprise Statement

June 30, 2015

The MBE Policy statement has remained as current practice and is listed on all bid documents, which says....

"It *is the policy of the At hens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex. This policy will be incorporated in all bid announcements and contract requirements."*

Appendix E: Equal Employer Opportunity Policy Statement

The Unified Government of Athens-Clarke County

Equal Employer Opportunity Policy Statement

August 29, 2019

The EEO Policy statement has remained as current practice and is listed on www.accgov.com. which says....

Equal Employment / Diversified Workforce Statement

It is the policy of the Athens-Clarke County Unified Government (ACC) to provide equal opportunity to any applicant or employee in all aspects of the personnel system and employment process. Employment with ACC is based upon personal capabilities and qualifications without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, citizenship, age, disability, or pregnancy. Exceptions may be made where a specific age, sex, or physical requirement constitutes a bona fide occupational qualification necessary to proper and efficient administration.

The personnel system shall at all times be conducted in accordance with the guidelines of the U.S. Civil Service Commission and the regulatory provisions of the Civil Rights Acts. It is the intention of ACC to fully comply with all applicable federal laws. As such, the government will not discriminate against qualified individuals on the basis of a disability in consideration of any terms and conditions of employment or in admission and access to programs, services, and activities. In achieving compliance, the government may provide reasonable accommodations to enable an otherwise qualified employee to perform the essential requirements of his or her job.

It is also the policy of ACC to provide a diversity program in order to create and maintain a positive environment where the differences of all ACC employees are recognized, understood, and valued. Through this process, ACC employees may fully participate in achieving their full potential to maximize their contribution to ACC and the community.

For more information on our policy, contact us at 706-613-3090.

Appendix F: Limited English Proficiency (LEP) Plan

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language. This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that: "Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

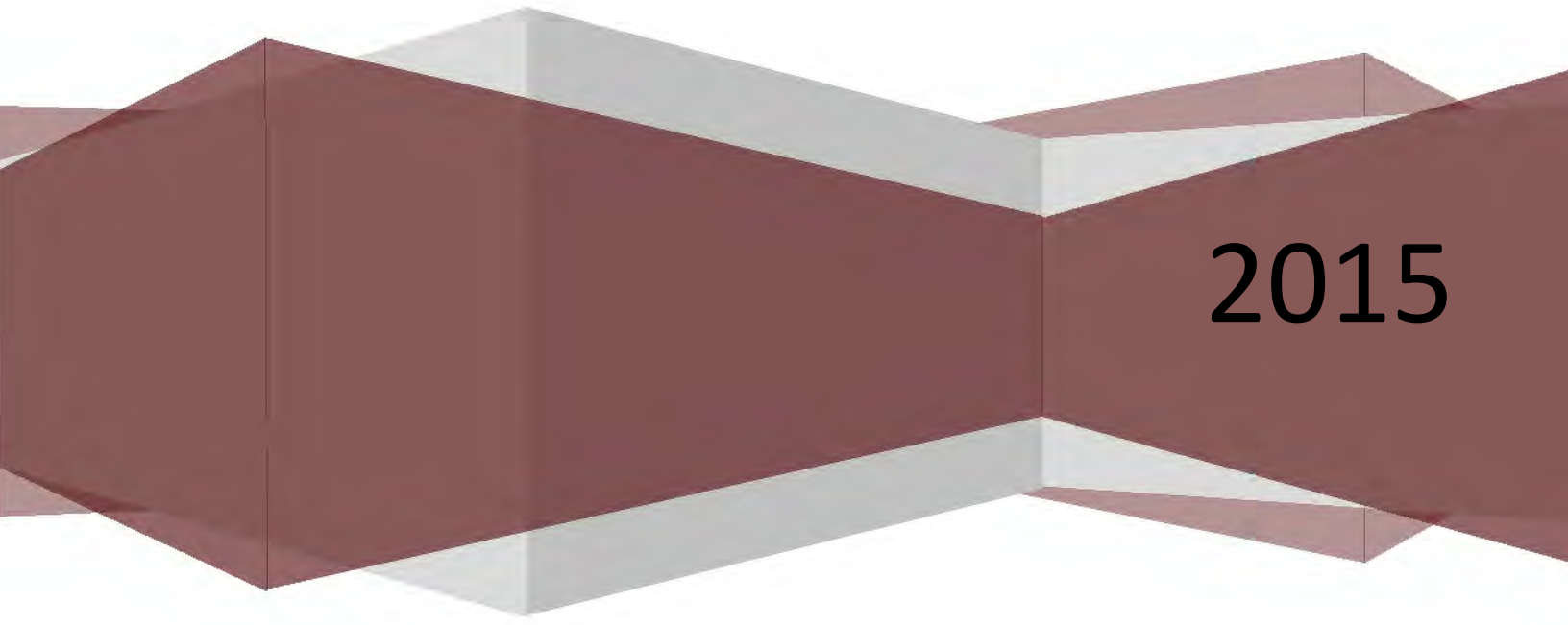
The Unified Government of Athens-Clarke County's Limited English Proficiency (LEP) Plan[2] is a distinct from the Title VI plan and has been provided.

[2] ACCGov anticipates updating the LEP plan between 2022-2023.

Unified Government of Athens-Clarke County (ACCUG)

Limited English Proficiency Plan

Draft June 30, 2015



Limited English Proficiency Plan

for the

Unified Government of Athens-Clarke County

Draft

June 30, 2015

Prepared By:

The Unified Government of Athens-Clarke County

The Limited English Proficiency Plan (LEP) is established pursuant to and in accordance with Title VI of the Civil Rights Act and Executive Order 13166, "Improving Access to Services for Persons With Limited English Proficiency."

The opinions, findings, and conclusions in this publication are those of the author(s) and are not necessarily those of the Federal Transit Administration, Federal Highway Administration, Georgia Department of Transportation, or other federal or state agency.

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Introduction

On August 11, 2000, President William J. Clinton signed Executive Order 13166, "Improving Access to Service for Persons with Limited English Proficiency," to clarify Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the grounds of race, color, or national origin by any entity receiving federal financial assistance. Administrative methods or procedures that have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations are prohibited. The purpose of Executive Order 13166 is to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

Purpose

The purpose of this Limited English Proficiency (LEP) Plan is to demonstrate compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166. The LEP Plan is for persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. Such persons may be eligible to receive language assistance with respect to a particular service, benefit, or encounter. This Plan will examine the services and products provided by the Unified Government of Athens-Clarke County (ACCUG). The Plan will outline current accommodations made for LEP persons and possible future accommodations that can and/or should be made to make these services and products more accessible to LEP persons.

Four Factors to Formulate an LEP Plan

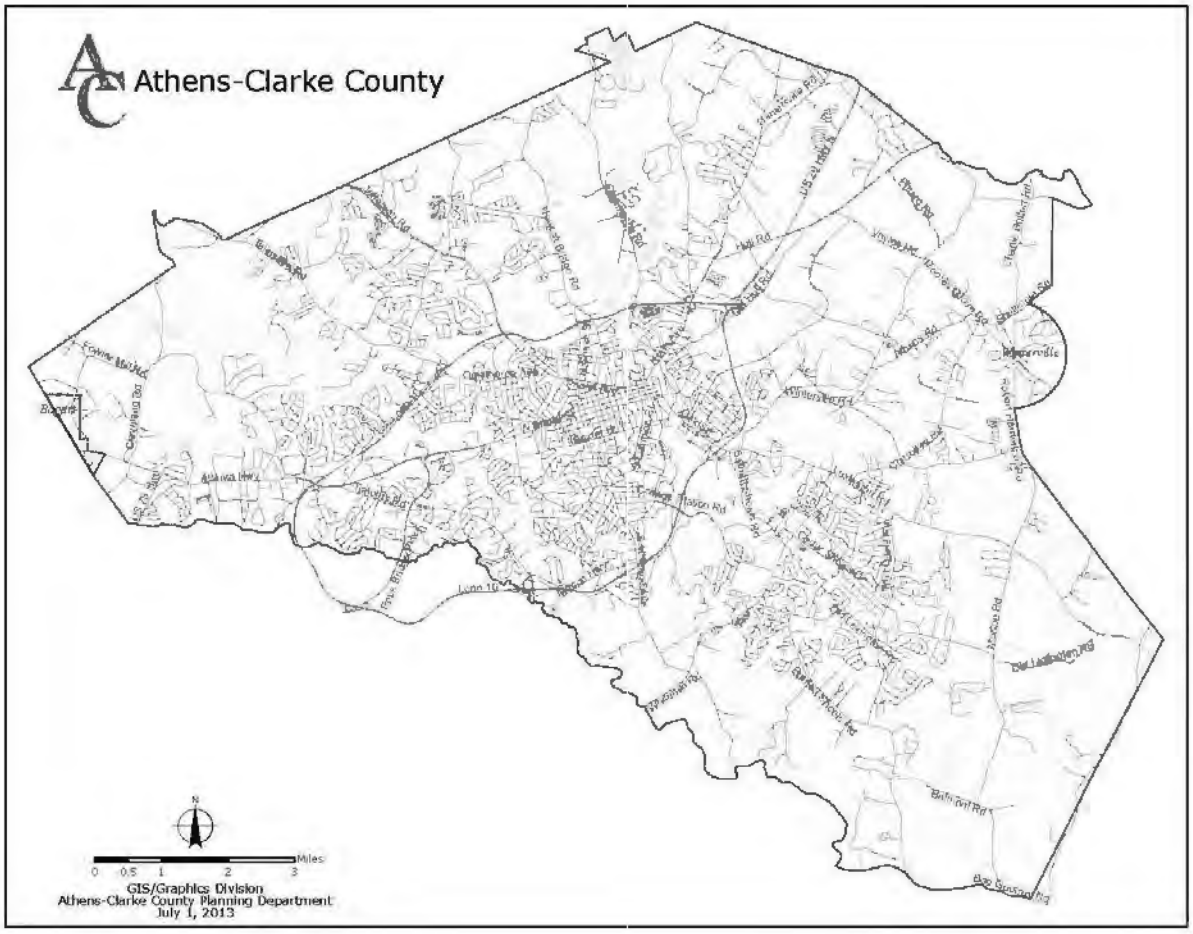
In determining how to provide effective and meaningful access for LEP customers, the U. S. Department of Transportation (DOT) has established the following four guidelines to consider in determining "reasonable steps" to be taken by ACC:

1. The number or proportion of LEP persons served or encountered in the eligible service population;
2. The frequency with which LEP persons encounter the services, programs, or activities provided;
3. The nature and importance of the services, programs, or activities; and
4. The resources available to the program and the costs of providing interpretation/translation services.

Unified Government of Athens-Clarke County

The city of Athens was chartered in 1872. Athens and Clarke County were unified under one government in 1990. The Unified Government of Athens-Clarke County (ACCUG) serves an area of only 122 square miles, but it is home to approximately 130,000 and serves as a regional commercial and cultural center. With almost 35,000 University of Georgia students living in ACC, the community is highly educated and youthful. The median age of a resident of ACC is 25.9 years.

Figure 1: Map of Athens-Clarke County



ACCUG provides products and services to its citizens through 39 departments / offices and approximately 1,600 employees. Table 1 shows the current departments / offices and number of employees as of FY 2014.

Table 1 – Athens-Clarke County Departments / Offices in ACC and Employees

Department	Number of Positions	Department	Number of Positions
Attorney	6	Planning	20
Auditor	3	Police	302
Mayor & Commission	1	Public Utilities	195
Clerk of Commission	2	Solid Waste	66
Public Information	2	Transit	60
Superior Court	26	Transportation & Public Works	92
State Court	10	Board of Elections	3
Magistrate Court	11	Cooperative Extension	1
Probate Court	5	Tax Assessor	13
Municipal Court	10	SPLOST	3
Juvenile Court	4	Manager's	5
District Attorney	13	Leisure Services	73
Solicitor General	15	Human Resources	20
Clerk of Superior Court	18	Housing & Community Dev.	8
Tax	19	Organizational	3

Commissioner		Development	
Sheriff	183	Finance	27
Airport	7	Corrections	43
Building Inspections	23	Economic Dev.	3
Computer Information Services	19	Fire & Emergency Services	187
Central Services	85	TOTAL	1,586

Limited English Poficiency Analysis

This plan uses the four factors outlined by the US Department of Transportation to determine the level and extent of language assistance necessary to reasonably ensure meaningful access to local government services within Athens-Clarke County. Data used in this analysis was obtained from the U.S. Census Bureau, either from the decennial Census or the American Community Survey's 5-year estimate. Recommendations are based on the results of the analysis including the available data.

Factor 1: The number of LEP persons served in the eligible service population

The demographic profile of the population in Athens-Clarke County is illustrated in Table 2. ACC has a total population of 128,906 according to the Census Bureau's racial breakdown. The racial and ethnic breakout is as follows:

Table 2 – Total 'Speakers' by Race Age 5 – 65+

Census Source	Race	Athens-Clarke Co.
QT-P4	Caucasian	72,238
QT-P4	African American	30,988
QT-P10	Hispanic	12,192
QT-P4	Other Race	5,763
QT-P4	Asian	4,869
QT-P4	Two or More Races	2,525
QT-P4	American Indian	247
QT-P4	Hawaiian / Islander	84
	Total	128,906

Source: US Census Bureau 2010, SF1 – Forms QT-P4 (Race, Combination of Two Races, and Not Hispanic or Latino) and QT-P10 (Hispanic or Latino by Type)

Though the total number of speakers for Athens-Clarke County is 128,906, the LEP analysis is based upon the Census data reported for persons ages 18-65. This age group represents the 'customers' of ACCUG. Services and products provided by ACCUG impact the lives of all ages within Athens Clarke-County. However, it is the 18 – 65+ age group that represent the target audience and customer base of products developed by ACCUG. Table 3 shows the number of total speakers in the 18 - 65+ age group broken out by race in ACCUG. The number of total speakers in the 18 – 65+ age group is 104,224. This is the total that was used as a basis for the analysis of the number of LEP individuals in ACC.

Table 3 - Total 'Speakers' by Race Age 18 - 65+

Census Source	Race	Athens-Clarke County
P10	Caucasian	63,968
P10	African American	22,492
P11	Hispanic	7,933
P10	Asian	4,290
P10	Other Race	3,669
P10	Two or More Races	1,632
P10	American Indian	181
P10	Hawaiian / Islander	59
	Total	104,224

Source: US Census Bureau, Census 2010, SF1 – Form P10 (Race for the Population 18 years and over) and P11 (Hispanic or Latino by Race for the Population 18 years and over)

Table 4 shows the 10 most prevalent languages spoken in Athens-Clarke County as reported by the U.S. Census Bureau. This data includes all age brackets from 5 years old and up. A more detailed breakdown of the data was not available from the U.S. Census Bureau.

Table 4 – Top Ten Languages Spoken in Athens-Clarke County

5 years and over population	107,985	
English	93,550	86.6%
Spanish or Spanish Creole	8,963	8.3%
Chinese	1,067	1.0%
Korean	638	0.6%
French (incl. Patois, Cajun)	462	0.4%
Arabic	389	0.4%
Other Indo-European Langs	366	0.3%
German	296	0.3%
Other Indic Langs	275	0.3%
African Langs	228	0.2%
Total	106,234	

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2006 –2010; B16001 – Language Spoken at Home By Ability to Speak English for Population 5 years and older (county level)

The Census Bureau has four classifications for how well people speak English. The classifications are 'very well', 'well', 'not well', and 'not at all'. For the purposes of the LEP Plan, people who were categorized as speaking English 'not well' or 'not at all' by the U.S. Census Bureau have been considered to be Limited English Proficient persons. As Table 5 shows, Athens-Clarke County has 3.5% of the 18 year old and over population identified as LEP individuals.

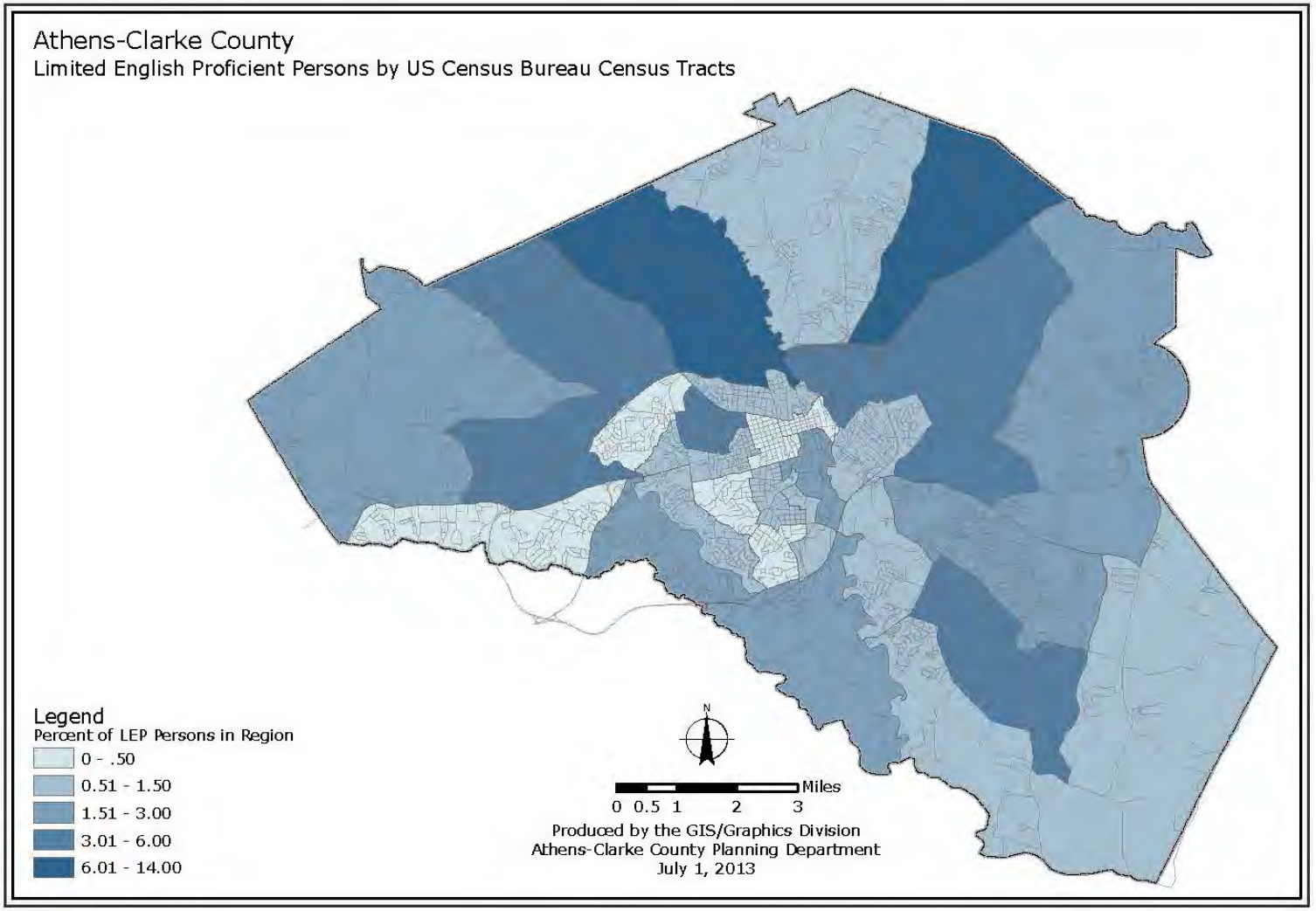
Table 5 – Total Limited English Proficient Speakers
18 years of age and over

	Total Speakers	Total LEP Individuals	Total % LEP Individuals
Athens-Clarke Co.	104,224	3,649	3.5%

Source: U.S. Census Bureau, American Community Survey 5-yr Estimate: 2006 – 2010; B16004 – Age by Language Spoken at Home by Ability

Figure 2 on the following page illustrates graphically the density of LEP persons by census tract in Athens-Clarke County.

Figure 2: Concentrations of LEP persons (18+ years of age) by Census Tract within Athens-Clarke County



Factor 2: The frequency with which LEP persons encounter the services provided.

ACCUG has relatively little contact with LEP persons in the course of local government business, although some departments have more frequent contact than others. ACCUG departments were voluntarily surveyed in regards to their interactions with LEP individuals during an average week. Table 6 shows the ACCUG number of customers and the number of LEP persons on a weekly basis. LEP individuals make up approximately 1.5% of the total ACCUG customers weekly.

Table 6 – Limited English Proficiency Customers of ACCUG

Department	People Encountered Weekly	LEP Persons Encountered Weekly	% LEP
Sheriff / Jail	10,420	419	4.0%
Transit	34,270	70	0.2%
Airport	0	0	0.0%
CIS	0	0	0.0%
Trans & Public Works	700	10	1.4%
Finance	100	3	3.0%
Superior Court	500	10	2.0%
Clerk of Commission	75	2	2.7%
Tax Commissioner	2,450	20	0.8%
Planning	700	2	0.3%
Building Inspections	275	5	1.8%
Housing & Comm. Dev.	0	0	0.0%
Corrections	20	0	0.0%
Public Information	75	2	2.7%
SPLOST	37	1	3.4%
Tax Assessor	150	25	16.7%
Leisure Services	1,800	20	1.1%
Juvenile Court	200	7	3.5%
State Court	125	2	1.6%
Solid Waste	30	0	0.0%
Human Resources	200	1	0.5%
Police	5,000	68	1.4%
Central Services	300	10	3.3%
Board of Elections	75	5	6.7%
Magistrate Court	708	65	9.2%
Economic Development	75	0	0.0%
Municipal Court	750	150	20.0%
Cooperative Extension	60	1	1.7%
Fire/EMS	685	6	0.9%
Grand Total	**59,780**	**904**	**1.5%**

Factor 3: The nature and importance of the services and programs.

Being a consolidated government, ACCUG is responsible for all local government services within Athens Clarke County, with the exception of the cities of Bogart and Winterville. Local government services attend to some of the basic needs of citizens, including public safety, transportation, infrastructure, and quality of life. Denial or delay of access to services or information provided by ACCUG could have an adverse effect on LEP individuals.

Factor 4: The Resources Available to the ACCUG and Overall Cost

ACCUG serves a very small percentage of LEP persons overall on a regular basis, less than 1.5 % or of the total population. Providing translation assistance to LEP persons would be funded entirely from the General Fund and would compete with other operational requirements for funding.

Given the small number of LEP people within Athens Clarke County budget, it would be burdensome and not effective to hire full-time interpreters. It is appropriate, however, particularly for those departments with higher interactions with LEP persons, to have periodic staff training in Spanish, and to have key documents or process translated into Spanish.

Providing Notice to LEP Persons

ACCUG will provide statements offering language assistance in public information, public notices, and on the ACCUG website to those persons requiring language assistance or special accommodations.

Implementation of LEP Initiatives

With advance notice of three to seven calendar days, ACCUG will provide interpreter services at public meetings. Interpreters will provide services for both foreign language needs and the needs of the hearing impaired. Public notices will provide the contact information for this service.

The Athens Transit System (ATS) is providing many services to LEP persons currently. ATS schedules are available in Spanish and Braille. A picture book was developed that shows how to ride “The Bus” for non-English speakers. The ATS website includes a mechanism to translate the content into one of several languages. There are currently four ATS staff members that speak Spanish fluently and are available to assist in interpretation as needed. ATS actively markets to the Spanish-speaking population.

Athens-Clarke County Unified Government Staff Training

ACCUG staff members are provided training on the requirements for providing meaningful access to services for LEP persons as part of their employee orientation. Additional training opportunities will be provided periodically to ACCUG employees, including ongoing Workplace

Spanish classes, particularly for those departments with more frequent interaction with LEP persons.

Athens Transit Service (ATS) staff members receive training regarding the Limited English Proficiency regulations and available resources as part of the Sensitivity Training at New Employee Orientation. Periodic refresher courses are provided as part of ATS monthly staff meetings. ATS staff has access to take classes in Command Spanish through the Unified Government of Athens-Clarke County periodically. Twenty copies of Rosetta Stone's Spanish class have been purchased by ATS for use by employees who desire to learn Spanish voluntarily. It is available for use by all ACCUG employees, and is located at the ATS Operations and Maintenance Facility.

LEP Plan Access

ACCUG will post the LEP Plan on their website at www.athensclarkecounty.com. Anyone with internet access will be able to access the plan. For those without personal Internet service, several area libraries offer free Internet access. Digital versions or hardcopies of the LEP Plan will be provided to the public through the ACCUG Human Resources Department. Copies will be provided to the Georgia Department of Transportation.

Any questions or comments regarding this plan should be directed to the Office of the Internal Auditor of the Unified Government of Athens-Clarke County staff:

Unified Government of Athens-Clarke County
Office of the Internal Auditor
301 College Avenue
Athens, GA 30605
Phone (706) 613-3012
Email: auditor@athensclarkecounty.com

TITLE VI
NON-DISCRIMINATION AGREEMENT

The Georgia Department of Transportation
and

Unified Government of Athens-Clarke County (ACCGov)

Name of Recipient

Policy Statement

The ***(Name of Recipient)*** Unified Government of Athens-Clarke County, *hereinafter referred to as the "Recipient"* assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include **all** programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's ***(Name of person/division)*** Juliana Irvin, Safety & Risk, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

Kelly Girtz

Name of Responsible Agency Official (Please Print)

Mayor

Title

9.13.2022

Date

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, ***(Name of Recipient)*** Unified Government of Athens-Clarke Cty has appointed a Title VI Specialist who is responsible for **Attachment 1**, which describes the hierarchy for ***(Name of Recipient)'s*** Unified Government of Athens-Clarke Cty Title VI Program, including an organization's chart illustrating the level and placement of Title VI responsibilities.

Assurances

49 CFR Part 21.7

The Unified Government of Athens-Clarke County, hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are Federally funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:

    - List all major programs and activities of the recipient and Title VI responsibilities for each one of them. Include information as **Attachment 2** to this Nondiscrimination Agreement.

2. That it will promptly take any measures necessary to effectuate this agreement.

3. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.

4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Georgia Department of Transportation (GDOT) under the Federally-Funded Program and is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.

5. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

6. That the Recipient shall insert the clauses of Appendix A of this Agreement in every contract subject to the Act and the Regulations.

7. That the Recipient shall insert the clauses of Appendix B of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

8. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Agreement, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under a Federal Aid Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a Federal Aid Program.

9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses it's commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by GDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The head of the recipient shall be held responsible for implementing Title VI requirements.
3. Establish a civil rights unit and designate a coordinator who has a responsible position in the organization and easy access to the head of the recipient. This unit shall contain a Title VI Specialist, who shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately staff the civil rights unit to effectively implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin or sex, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report

of investigation, will be forwarded to GDOT's Office of Equal Employment Opportunity (OEEO) within 10 days of the date the complaint was received by the recipient.

6. Collect statistical data (race, color, national origin, sex) of participants in, and beneficiaries of the programs and activities conducted by the recipient.

7. Conduct Title VI reviews of the recipient and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.

8. Conduct training programs on Title VI and related statutes.

9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year.

   a) **Annual Work Plan**
   Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

   b) ***Accomplishment Report***
   List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Specialist. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Specialist for review and action.

2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

    a) The date of alleged act of discrimination; or

    b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.

4. Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, an advise the complainant of other avenues of redress available, such as GDOT and USDOT.

5. The recipient will advise GDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to GDOT:

    a) Name, address, and phone number of the complainant.

    b) Name(s) and address (es) of alleged discriminating official(s).

    c) Basis of complaint (i.e., race, color, national origin or sex)

    d) Date of alleged discriminatory act(s).

    e) Date of complaint received by the recipient.

    f) A statement of the complaint.

g) Other agencies (state, local or Federal) where the complaint has been filed.

h) An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.

6. Within 60 days, the Title VI Specialist will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with GDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Recipient. The Title VI Specialist will also provide GDOT with a copy of this decision and summary of findings upon completion of the investigation.

8. Contact for GDOT's Title VI staff is as follows:

   Georgia Department of Transportation

   Office of Equal Opportunity, Title VI/ Program

   600 West Peachtree Street, N.W. 7th Floor

   Atlanta, GA 30308

   (404) 631-1497

Sanctions

In the event the recipient fails or refuses to comply with the terms of this agreement, the GDOT may take any or all of the following actions:

a) Cancel, terminate, or suspend this agreement in whole or in part;

b) Refrain from extending any further assistance to the recipient under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.

c) Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.

d) Refer the case to the Department of Justice for appropriate legal proceedings.

SIGNED FOR THE GEORGIA DEPARTMENT OF TRANSPORTATION:

_____
Signature

EEO Director
Title

_____
Date

NAME OF RECIPIENT:

Kelly Mc
Signature

Mayor
Title

9-13-2022
Date

Appendix A

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination**

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Sub-contracts, Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. **Information and Reports**

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to GDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Non-compliance**

In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

6. Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request GDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Appendix B

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with an in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation GDOT (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1064 (78 Stat. 252: 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the state of Georgia all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Georgia, its successors, and assigns.

The state of Georgia, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)* (2) that the state of Georgia, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.[1]

[1] Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Appendix C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by (Recipient) pursuant to the provisions of Assurance 8.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose of which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Georgia State Department of Transportation pursuant to the provisions of Assurance 8.

The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the STATE shall have the right to terminate the ease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

A RESOLUTION OF THE COMMISSION OF ATHENS-CLARKE COUNTY, GEORGIA TO APPROVE AND AUTHORIZE THE SETTLEMENT OF THE CLAIMS OF DEANNA WHIDDON; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, on June 21, 2021, ACCGov employee and driver William Thorp ("Thorp") exited the parking lot of an electrical supply house on Old Hull Road and hit the vehicle being driven by Joseph Whiddon and in which his wife, Deanna Whiddon, ("Whiddon") was a passenger; and

WHEREAS, Whiddon filed a Complaint in the State Court of Athens-Clarke County, ST23CV0308 against Thorp and the Unified Government of Athens-Clarke County, Georgia (collectively referred to as "A-CC") for injuries sustained by Whiddon as a result of the vehicle in which Whiddon was riding being struck by the ACCGov vehicle driven by Thorpe ("Whiddon's Claims"); and

WHEREAS, A-CC and Whiddon desire to voluntarily resolve Whiddon's Claims and all other disputes that may exist between them by compromise and without incurring additional attorney's fees, expenses, and costs of litigation; and

WHEREAS, without admitting liability or fault, the Commission finds it to be in the best interests of the A-CC to resolve Whiddon's Claims as set forth below;

NOW, THEREFORE, the Commission hereby resolves as follows:

SECTION 1.

The Commission does hereby approve and authorize the payment of the sum of Two Hundred Thousand and 00/100 Dollars ($200,000.00) in settlement of Whiddon's Claims.

SECTION 2.

The Attorney for A-CC and the outside counsel retained for purposes of defending A-CC against Whiddon's Claims shall have authority to take all further actions necessary to carry out the intents and purposes of this Resolution and to prepare, or to cause to be prepared, any and all documents necessary to effectuate the resolution of Whiddon's Claims as described herein.

SECTION 3.

The Mayor of A-CC shall have authority to take all further actions necessary to carry out the intents and purposes of this Resolution, including but not limited to, the authority to sign any documents as may be necessary or appropriate to effectuate the intents and purposes of this Resolution.

SECTION 4.

The Commission hereby declares that the foregoing preamble and whereas provisions set forth hereinabove constitute, and shall be considered to be, substantive provisions of this Resolution and are hereby incorporated by reference into this provision.

SECTION 5.

In the event scrivener's errors shall be discovered in this Resolution after the adoption hereof, the Commission hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this Resolution.

SECTION 6.

This Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

SO RESOLVED by the Commission of Athens-Clarke County, Georgia, on the ____ day of _____, 2024.

APPROVED: _____
Mayor

ATTEST: _____
Clerk of Commission

P:\Litigation\Deanna Whiddon\Resolution Authorizing Settlement of Deanna Whiddon Claim, 12-28-23.doc

ADOPT-A-HIGHWAY PROCLAMATIONS

JANUARY 2, 2024

Adopting Organization	Location
The Rowing Club at the University of Georgia, Inc.	Cedar Shoals Drive between Gaines School Road Crow's Nest Court
Air Force ROTC Detachment 160	Winterville Road between Lexington Road and Indian Hills Drive

Contract Award Date	Vendor Name	Commodity or Service	Contract Amount	Department	Funding Source
Manager Awarded Contracts: Total $105,600.00					
11/13/2023	HOWARD INDUSTRIES INC	Software Renewal: Barracuda Cloud	105,600.00	Information Technologies	General Fund General Fund
Purchasing Awarded Contracts: Total $1,263,609.14					
11/01/2023	STRUCTURAL RESOURCES INC	Kayak Launch: Dudley Park - Single Ramp	93,000.00	Program Administration	Grant Spec Revenue Fund
11/01/2023	JH WRIGHT & ASSOCIATES INC	Natural Rubber Hose (Quantity of 2) & 55 Gallon Drum (Quantity of 2)	17,788.00	Plant Maintenance	Water & Sewer Ent Fund
11/02/2023	HYDRA SERVICE (E) INC	Repair: Influent Pump Station Pump	41,046.98	Plant Maintenance	Water & Sewer Ent Fund
11/06/2023	GALLAGHER BASSETT SERVICES INC	Workers Compensation - Quarterly Claims Administration Service Fee	16,674.00	Safety & Risk	Self Funded Insurance & Claims Intr Serv
11/07/2023	CONVERGE TECHNOLOGY SOLUTIONS US LLC	Networking Equipment Renewal: Cisco Smartnet	73,559.21	Information Technologies	General Fund
11/07/2023	HYDRA SERVICE (E) INC	Influent Pump Station Pump	41,050.00	Plant Maintenance	Water & Sewer Ent Fund
11/08/2023	OLEON ENTERPRISES LLC	Exterior Wash & Paint: Heard Park	31,247.05	Leisure Services	Grant Spec Revenue Fund
11/08/2023	CANNON COCHRAN MANAGEMENT SERVICES INC	Annual Administration Fees	12,500.00	Safety & Risk	Self Funded Insurance & Claims Intr Serv
11/13/2023	QUADIENT INC	Meter Postage	60,000.00	Internal Support	Internal Support Intr Serv Fund
11/14/2023	TT OF ATLANTA INC	2023 Ford Mustang Mach-E	47,817.00	Program Administration	Special Programs Spec Rev Fund SPLOST 2020 Cap Proj Fund
11/14/2023	STRUCTURAL RESOURCES INC	Guardrail Replacement: 233 Mitchell Bridge Road	22,550.00	Transportation & Public Works	General Capital Projects Fund
11/14/2023	DELTA MUNICIPAL SUPPLY CO	Meters (Quantity of 4)	21,520.00	Meter Management	Water & Sewer Construction Ent Fund Water & Sewer Ent Fund
11/14/2023	STRUCTURAL RESOURCES INC	Guardrail Replacement: 958 Epps Bridge Parkway	21,505.00	Transportation & Public Works	General Capital Projects Fund
11/14/2023	NOVA ENGINEERING AND ENVIRONMENTAL LLC	Geotechnical Services: Sandy Creek Nature Center Trail	10,210.00	Program Administration	TSPLOST 2023 Cap Proj Fund
11/15/2023	ADVANTAGE BEHAVIORAL HEALTH SYSTEMS	Fully Licensed Clinician - Co-Responder C	85,492.35	Police Field Operations Bureau	General Fund
11/15/2023	GEORGIA MUNICIPAL ASSOCIATION	Telecommunications & Right of Way Management Service Subscription	15,000.00	Finance	General Fund
11/17/2023	IRON CONTAINER LLC	Trash Dumpsters (Quantity of 66)	52,706.00	Solid Waste Administration	General Capital Projects Fund
11/17/2023	PROCESS EQUIPMENT AND CONTROLS LLC	Repairs: Glass Crusher	38,340.00	Solid Waste Administration	Landfill Ent Fund Landfill Ent Fund
11/17/2023	FORTSON BENTLEY AND GRIFFIN PA	Special Project Acquisition	20,000.00	Facilities Management	General Capital Projects Fund
11/17/2023	SHI INTERNATIONAL CORP	Software: Granicus	17,676.87	Police Field Operations Bureau	General Fund
11/17/2023	REEL-SCOUT INC	Annual Maintenance and Upgrades: Hardware & Data Center	12,420.00	Public Information Office	General Fund
11/20/2023	EWT HOLDING III CORP	Water System Equipment Upgrade	93,600.00	Public Utilities	Water & Sewer Construction Ent Fund
11/20/2023	DALTON CARPET ONE INC	Flooring Replacement: Sheriff's Department - Warrants Office (Courthouse)	33,300.00	Facilities Management	General Capital Projects Fund
11/20/2023	DALTON CARPET ONE INC	Flooring Replacement: Water Resource Center	27,960.00	Facilities Management	General Capital Projects Fund
11/20/2023	JAMES SHORT TRACTORS & EQUIPMENT	Bushhog	20,525.00	Landscape Management	General Capital Projects Fund General Capital Projects Fund
11/20/2023	HPI FLOORS, LLC	Flooring Replacement: Information Technology	16,700.00	Facilities Management	General Capital Projects Fund
11/22/2023	JET-VAC EQUIPMENT COMPANY LLC	Camera System for Sewer Inspection	98,522.88	Water & Sewer Administration	Water & Sewer Construction Ent Fund
11/27/2023	BLACKMON SITE SERVICES INC	Radio Tower Repair Claim	35,000.00	Safety & Risk	Self Funded Insurance & Claims Intr Serv
11/28/2023	RS&H INC	On-call Planning Services: FY22 Federal National Transit Database Report	43,403.00	Transit Maintenance	Transit System Ent Fund
11/28/2023	JONES MECHANICAL CONTRACTORS	HVAC Systems Maintenance: Sandy Creek Nature Center	11,250.00	Facilities Management	General Fund
11/29/2023	JONES MECHANICAL CONTRACTORS	HVAC Maintenance: Police Headquarters	60,504.15	Facilities Management	General Capital Projects Fund
11/29/2023	JONES MECHANICAL CONTRACTORS	HVAC Maintenance: 911 Communication Center	60,504.15	Facilities Management	General Capital Projects Fund
11/29/2023	BARBIZON CHARLOTTE INC	Morton Theatre Light Board Replacement	10,237.50	Leisure Services	General Capital Projects Fund
Number of Contracts	34	Total of Contract Awarded	$ 1,369,209.14	Submitted by: Jessica Beri Purchasing Administrator December 8, 2023	

